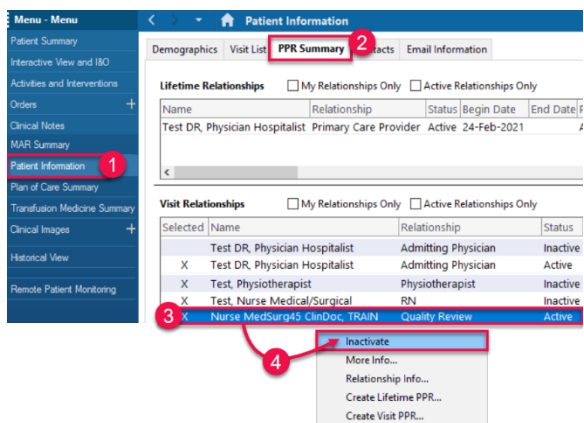## CLINICAL- ALL AREAS-INACTIVATING A RELATIONSHIP
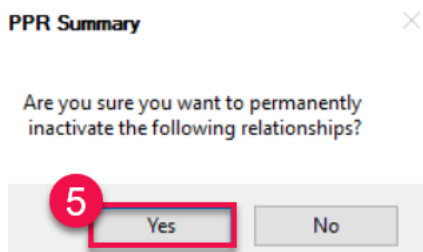
Although most established relationships will automatically inactivate after a period of time, you may need to inactivate a relationship if, for example, your role changes (e.g., A nurse caring for a patient is later filling in for the CNL. They'll need to access the same patient record, but for different roles/purposes).

1. Select Patient Information from the menu.
2. Click the PPR Summary.
3. Select the visit relationship you wish to inactivate.
4. 4.   Right-click the visit relationship, then select Inactivate.
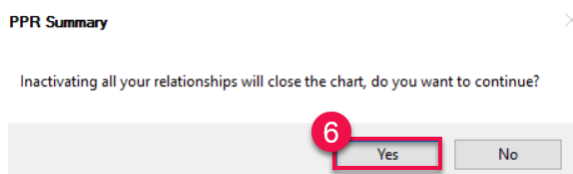

•The PPR Summary window displays.

5. Click Yes.

- The **PPR Summary** window displays a second time.

6. Click **Yes**.

The chart closes and your existing relationship is now inactivated. Accessing the chart again will require you to create a new relationship.