Remove or Delete a 485 from Office

* If the 485 was already mailed/returned then the **Delete Selected 485** will not be active.

* Only Office personnel with access levels may delete 485s.

To delete a 485, when the 485 has already been mailed/returned, follow these steps:

1. From Main Screen, select the patient by entering first name, last name or chart number.

2. Click on the **485** button on the main screen, and select the 485 you want to delete.

3. Click on **Edit Selected 485,** and click on **Yes** to edit if already mailed.

4. From the last tab (Box 23), click **Mark This 485 as Not Returned**, then click **Mark This 485 as Not Mailed.** (This will delete the returned date and the mailed date. If the 485 has only been mailed, you will only need to click Mark This 485 as Not Mailed.)

5. When you **X** out of that screen, you will then have the option to save your changes. A box will appear: " This 485 has already been mailed, are you sure you want to save the changes?" Select **Yes** to save your changes.

6. Go back to the main screen, and reselect the patient. (This will refresh the 485 screen.)

7. Click on the **485** button, and select the 485 you want to delete.

8. Click on the **Delete Selected 485** button.

9. Click on **Yes** if you are sure you want to delete it.

If the 485 has not been mailed, yet, follow these steps to delete the 485:

1. Select the patient, click on the **485** button

2. Select the 485 and click the **Delete Selected 485** button

3. Click on **Yes** if you are sure you want to delete it.

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Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50470.aspx