

Removing a Patient Flag

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Patient flags are important visual indicators that help healthcare providers identify critical patient information at a glance. Proper management of these flags ensures that patient charts remain organized and that only relevant alerts are active at any given time.

Key Concepts

- Removing a flag is referred to as "archiving"
- Archived flags are not deleted from the system but are hidden from standard view
- Both active and archived flags can be managed from within the patient chart

Managing Patient Flags

Accessing the Patient Chart

1. Navigate to the **Patients > Patient List**
2. Locate the desired patient using one of these methods:
 - Scroll through the alphabetized patient list
 - Use the search filters to narrow results by specific criteria
 - Enter patient information in the **Search** bar at the top of the interface
3. Click on the patient's name to open their chart

Archiving a Patient Flag

1. Within the opened patient chart, locate and click on the **Flags** tab
2. Review the list of currently active flags associated with the patient
3. Identify the flag you wish to remove
4. Click the **Archive** button located to the right of the flag entry
5. A confirmation dialog will appear asking you to confirm this action
6. Select **OK** to proceed with archiving the flag
7. The system will remove the flag from the active flags list and place it in the archived flags section

Viewing Archived Flags

1. While in the **Flags** tab of the patient chart, locate the view toggle option
2. Click on **Show Archived Flags** to switch the display

3. The system will update to display all previously archived flags for this patient
4. Each archived flag will display when it was archived and by which user

Restoring an Archived Flag

1. First, ensure you are viewing the archived flags list (follow "Viewing Archived Flags" steps if needed)
2. Locate the archived flag you wish to restore
3. Click the **Unarchive** button associated with that flag
4. The flag will be immediately restored to the active flags list
5. Click **Save Demographics** to confirm all changes to the patient record

Returning to Active Flags View

1. While viewing archived flags, click on **Show Active Flags** to toggle back to the default view
 2. The system will update to display only currently active flags
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