Removing Staff Members (Inactivate Staff)

07/08/2024 8:00 pm EDT

DrChrono does not allow for the complete deletion of staff members from the system, however; you can make a staff member inactive so they are no longer able to access the system.

In order to do this please follow the below steps.

1. Hover over the **Account** tab and click **Staff Members**.
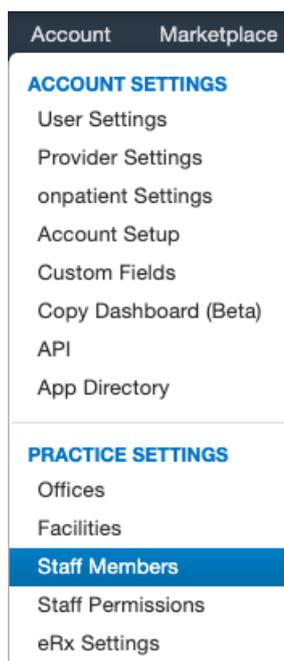
2. Find the desired staff member in your list of staff members and click the **Delete** button.

This will move them to your inactive staff members list and remove access to DrChrono for that staff member.

3. To see your inactive staff members click on the **Show Inactive** button. If you need to reactivate a staff member please contact the DrChrono customer success team with the username of the staff member you'd like to reactivate.

Staff

Login	Name	Email	Primary Provider	Cell	Home	Emer Acs	2-Fac Sec*

Show inactive   **+ Add Staff Member**

Note: When deleting/deactivating a user, please ensure any task templates assigned to the inactive user are reassigned. The default assignee will become the first active user in the drop-down.