Biofourmis Care
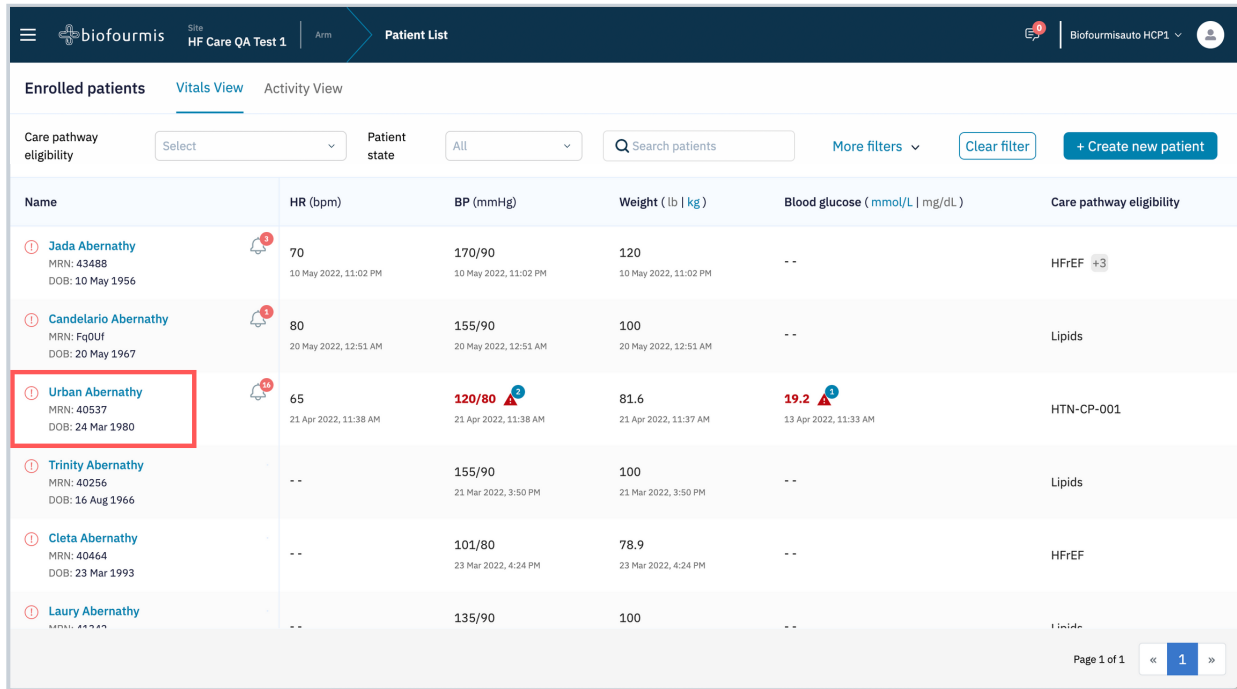## Offboarding

Step 1

From the home screen, click on the name of the patient to access their "Patient details" page.
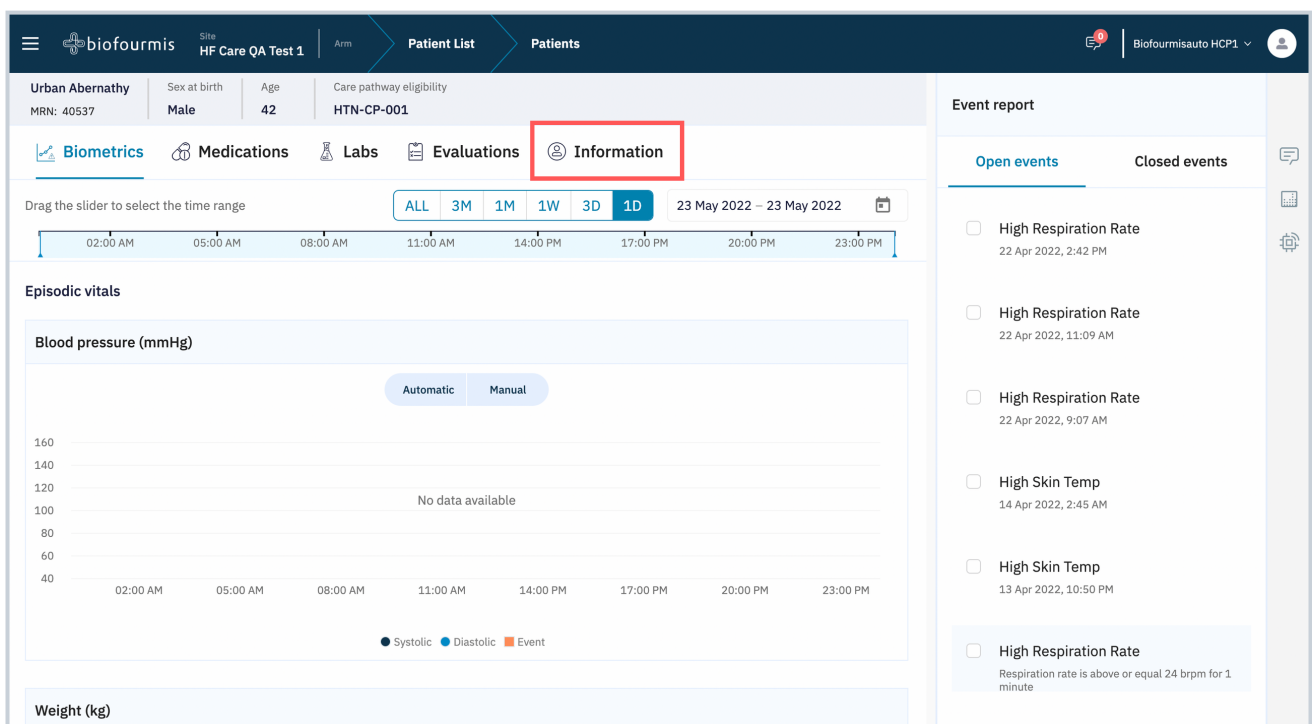

Step 2

Click on the "Information" tab to view the patient information page.

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Biofourmis Care
Offboarding

Step 3

In the lower left corner of the screen, select the "Deactivate" button to begin deactivating the patient.

Step 4

Enter your password and click "Proceed" to deactivate the patient.

A confirmation message will appear after deactivating the patient. The patient will appear on the "Patient details" page with a gray "Deactivated" icon indicating the patient is deactivated.

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