

## Recall List Bulk Clean Up - Summary Sheet

### MedicalDirector Maintenance

To access the Recall List clean up facility;

1. Open the **MedicalDirector Maintenance** icon from your Desktop 

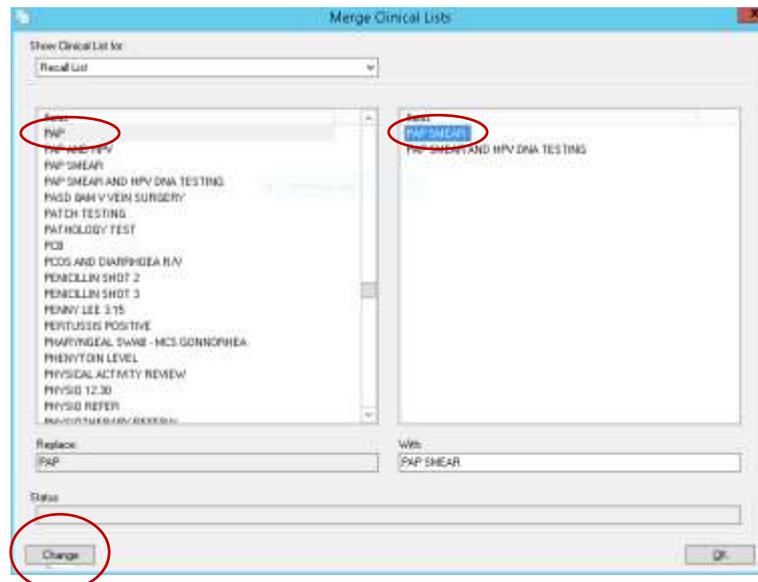
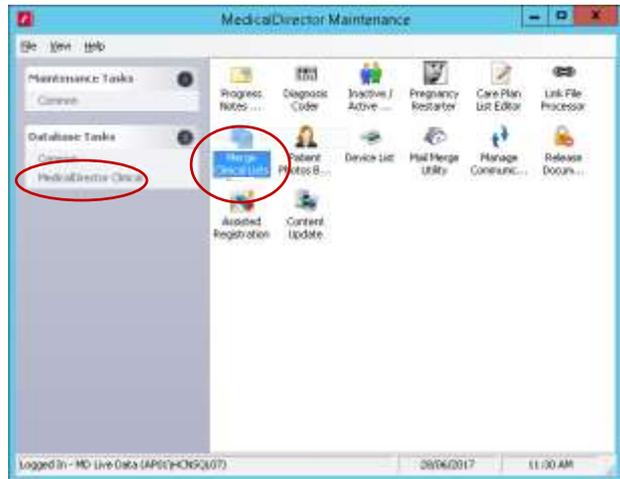
2. Select **Database Tasks>MedicalDirector Clinical**

3. Double click on **Merge Clinical Lists**

4. Select Show Clinical Lists for **'Recall List'**

5. **Highlight an entry in the left hand column** that you want to merge with an entry in the right hand column.

6. Select the **'Change'** button to effect the merge.



**Please note:** It's not possible to merge multiple entries at once. They must be done one at a time.