

## 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
- Select Show Clinical Lists for 'Recall List'
- 5. **Highlight an etry in the left hand column** that you want to merge with an entry in the right hand column.

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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.