

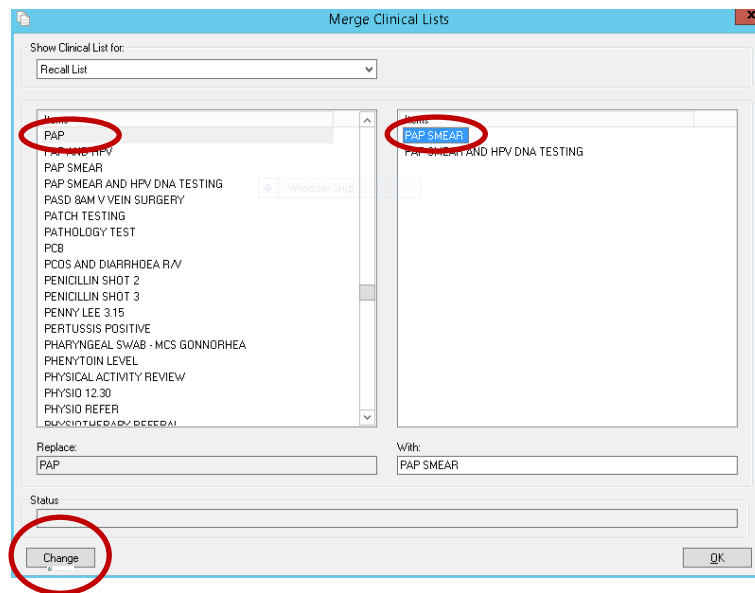
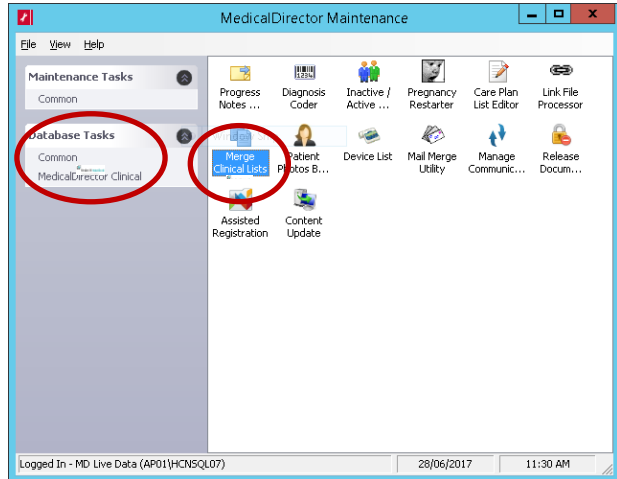
Summary Sheet

Recall List Bulk Cleanup

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: Its not possible to merge multiple entries at once. They must be done one at a time.