

Archive Patient Records

[Home](#) > [EMTrack](#) > [EMTrack Patients](#) > Archive Patient Records



You can archive records for patients who no longer need to be tracked in your system. The system retains the record, but the patient no longer appears in your dashboards. Records can be archived one at a time or as a group (when all records are associated with an ended incident).

Note: You cannot archive a patient who is associated with an active incident.

In addition, EMTrack automatically archives certain patient records.

Single Record

To archive the record

1. Search for the record, on the:
 - Filters tab
 - Locate tab
2. In the search results, locate the record and on that row click the view icon. The *Detailed Patient Information* window opens.
3. On the upper right, click **More**, point to **Actions** and in the list, click **Archive**. The *Archive* window opens.
4. For **Comment**, enter the reason you are archiving the record.
5. Click **Archive**.
6. If you are done with the record, click **Done**. The *Detailed Patient Information* window closes.

All Records for an Ended Incident

After ending an incident, you can archive all patients associated with the incident. A window appears that indicates the number of records to be archived, and depending on the number, the process may take a few moments. As a result, you are asked to provide an email address if you want to be notified when the process is complete. However, you do not need to enter an email address if you do not want to be notified.

Note: Mobile devices store client records when connectivity is lost and it is not possible to upload them immediately to your EMTrack system. Keep this in mind when you archive all client records for an incident. These stored records might be uploaded after you complete the archival process.

To archive all records for an ended incident

1. Click the **Incidents** tab.
2. On the upper left, click **Showing** and in the list, click **Complete**.
3. Locate the incident and on that row, click the archive icon. The *Archive all clients in Incident* window opens.
4. If you want to be notified when the archival process is done, enter your **Email** address.
5. Click **Archive**.