

Merging Patients

Merge Patient can be used when two patient records represent the same patient. To merge two patient records, they must have identical MRN values. All the episodes from one will be moved to the other, and the empty record will then be deleted. This operation cannot be reversed or undone. Use with care. If you want to change the MRN of an existing patient record, you can do that directly from the patient chart.

Merging Patients

Merging a patient is a straightforward process. As a user, you simply need to access the patient you wish to merge. Once you have located this patient, double-click on their name or click the edit icon next to it.

Last Name	First Name	Middle Name	MRN	Gender	DOB	Alternate ID	
King	Joe	test	1234567B	Male	4/16/1988		
alpha	alex	r	123333		5/12/2001		
DAVE	DELTA		11	Female	1/10/2000		
Happleley	Hai	H	974123746178364	Male	5/12/1950		
BRAUN	TERENCE		6667336		1/3/1958		
GWYG-CAD	AHA		mrmAHA123	Male	12/12/2000		
AARON	CARIDAD	here is my name again	666464	Unknown	1/1/1957		

Once on the Patient's chart, you can select the **Merge** button on the top right.

King, Joe

- 05/16/2024 (Episode)
- 05/16/2024 (Visit)
- ACC/NCDR Chest Pain MI v3.1

Merge
Delete
Edit
Add Episode

Data Forms:

- [Demographics](#)
- [custom questions](#)

MRN: 1234567B

Alternate ID:

First Name: Joe

Middle Name: test

Last Name: King

DOB: 04/16/1988

Gender: male

Address Line 1:

Address Line 2:


City:

1. Select the patient that you would like to merge. Then select the **Merge Selected** box.

Select	Last Name	First Name	MRN	DOB
<input checked="" type="radio"/>	King	Joe	1234567B	4/16/1988
<input type="radio"/>	King	Joe	1234567B	4/16/1988

2. The **Merge Patient** screen will then appear.


Merge Patient


 Joe King
MRN: 1234567B
DOB: 4/16/1988

Swap
↔

→

Patient to keep


 Joe King
MRN: 1234567B
DOB: 4/16/1988

▼ How does patient merge work?

1. The patient on the left is merged into the patient on the right.
2. Properties from the patient on the left are only kept when no value is specified for the patient on the right.
3. The patient on the left is permanently deleted.
4. All episodes and abstraction records are moved from the left patient to the right patient.
- 5. This cannot be undone.**

Click **Swap** to swap the patient on the left with the patient on the right.

Click **Complete Merge** to complete the process of merging patients.

Once the merge process is complete, the two patients will be merged into one. This finality ensures that the system remains accurate and up-to-date with the patient's information.