

When a duplicate patient record is found, you can merge the two records through eRAD RIS to eliminate the duplicate. The document outlines the process for executing merge requests in eRAD RIS.

1. Go to the Administration menu and select Patient Merge.



The Patient Merge window displays.

2. Search for the first patient record in the left column: click Search to find the record. The left column is used to display what is considered the duplicate record; that record will be combined into what is displayed in the right column.



eRAD RIS Job Aid: Patient Merge Requests



- 3. Search for the other patient record in the right column: click Search to find the record. The right column is used to display what is considered the primary/active record; it will be kept and the duplicate will be merged into this record.
- 4. Once the records are chosen, click the option button next to every data value that you want to maintain in the new, merged record. Selected values will persist after the records are merged.

Note that you can also see the history or any exams or scheduled appointments under each record.



eRAD RIS Job Aid: Patient Merge Requests

RAD RIS (RIS_SouthEast - Production as psr)				- 8 %
File Administration Scheduling Technologist Help			📇 🗟 MD/ARS 🛛 🚨 🦷	-
Patient Merge ×				0 0 23
Source Patient Details	8	Destination Patier	nt Details	
Search		Search		
MRN: 584732AM		MRN:	2000000125	
Name: O PATIENT TEST		Name:	PATIENT TESTACCOUNT	
Birth Date: 01-01-1968		Birth Date:	12-21-1970	
Address: 9 UNK MD 20604		Address:	1234 MAIN ST Baltimore MD 21244	
Home Phone: O 301-HOM-E		Home Phone:	(443) 803-8075	
Cell Phone: ON/A		Cell Phone:	N/A	
Work Phone: O N/A		Work Phone:	N/A	
Patient History:		Patient History:		
Nuggets Status Code Procedures Sched	uleđ Start Date Room	Nuggets	Status Code Procedures	Scheduled Start Date Room 🔶
Contains: 🛛 Contains: 🖓 Contains: 🖓 Equals	Contains: S	Contains: 🛛	Contains: 🔽 Contains:	▼ Equals: ▼ Contains
🕫 🗖 😳 😱 🚯 Cancelled MA Digital Screening Mammo [G0202] - Breast - B 10-04-2	2012 8:00 AM OMWCMA2	# 2 2 6 0	Discontinued CT Abdomen and Pelvis W [CT402] - Abdomen	09-18-2012 3:15 PM ANCT1
A Discontinued CT Abdomen W [74160] - Abdomen 10-04-2	2012 8:30 AM OMCT1	a 🚍 🖻 🛛	Discontinued XR Chest 2 Views Pa and Lateral [71020] - Che	st 09-20-2012 4:56 PM ANXR1
	Þ	4		
Merge Summary				
Patient with MRN 2000000125 will receive all clinical data. Patient with MRN 584732AM will b	s removed.			Suggest Close
Connected: RIS SouthEast - Production 1.1.2				

- 5. Click Suggest to request the merge of the two records.
- 6. Add comments to the merge.

Note that you must list your location (site) and a direct phone number to that site in the Comments. Additional comments—such as "*Use address from record one*" or "*Patient's DoB is verified as xx.xx.xxxx*" are optional.



You are suggesting a merge of clinical data from MRN 584732AM to MR	N 200000125.
Comment:	
GLEN BURNIE 443-436-4000	
ALL INFO ON RECORD 2 IS CORRECT/ACTIVE INFO.	
OK	Cancel

7. Click OK in the suggestion window to save and submit your merge request.

Note that all users have read-only access to the Patient Merge Requests worklist (in the Administration menu). This worklist displays all requests still pending.

ReRAD RIS (RIS_	_SouthEast - P	roduction as psr)							
ile Administrati	on Schedulir	ng Technologist Help					MD/ARS	2-	(
Patient Merge Re	equests (2) ×	1							d D
U Reset									
	Source MRN	Target	Target MRN	Requested By	Requested Date	Comment			
Contains: V				Contains: V		Contains:	V		
		TESTACCOUNT, PATIENT		psr, psr		GLEN BURNIE 443-436-4000			
		TEST, PATIENT	584732AM			USED FOR TESTING PURPOSES.			