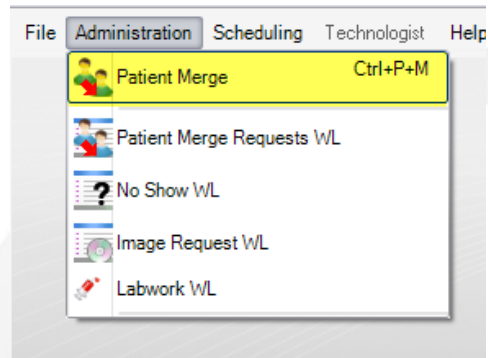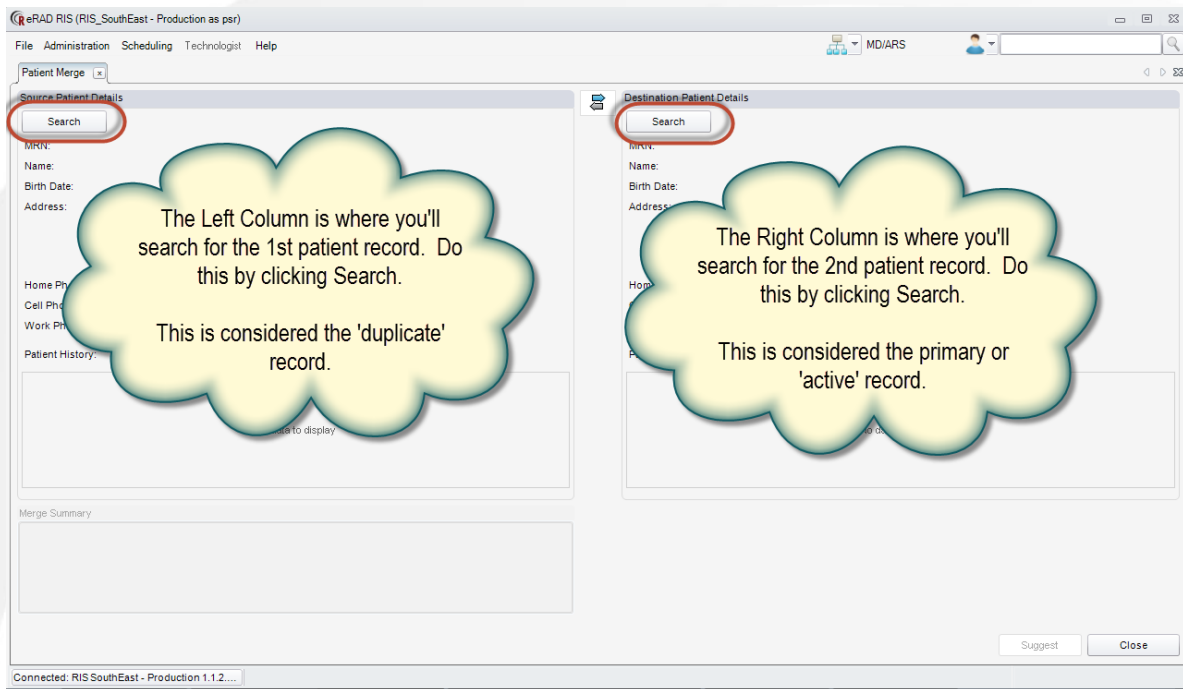When a duplicate patient record is found, you can merge the two records through eRAD RIS to eliminate the duplicate. The document outlines the process for executing merge requests in eRAD RIS.

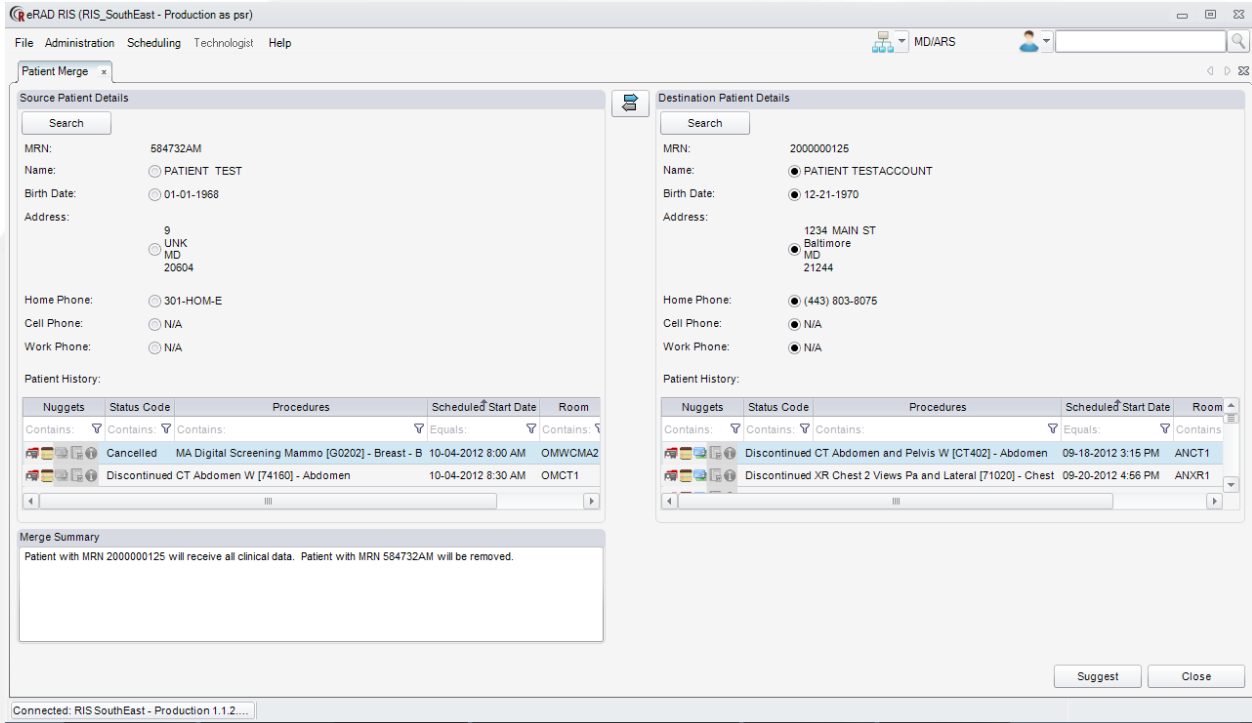1.  Go to the Administration menu and select Patient Merge.



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.
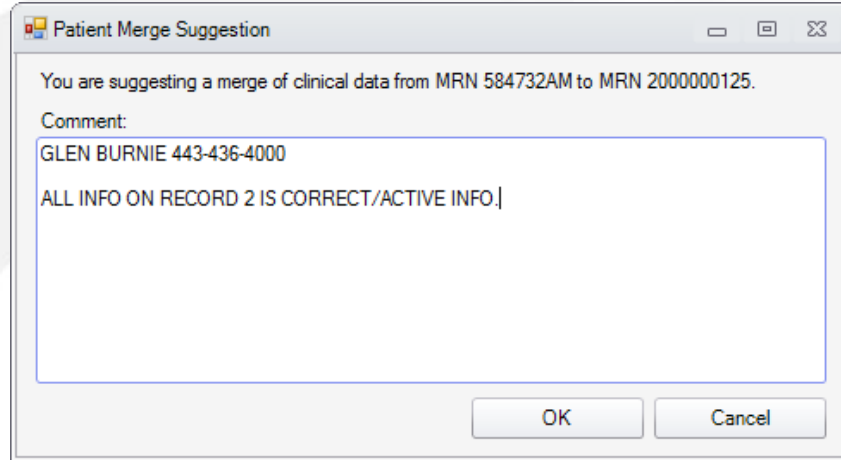
3. Search for the other patient record in the right column: click Search to find the record. The right column is used to display what is considered the primary/active record; it will be kept and the duplicate will be merged into this record.

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.

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

5.  Click Suggest to request the merge of the two records.

6.  Add comments to the merge.

    *e* 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.

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

*e* 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.