

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

File Administration Scheduling Technologist Help MD/ARS Patient Merge * Image:
Patient Merge * O O Source Patient Details Search Search MRN: 584732AM Search Name: © PATIENT TEST MRN: 2000000125 Bith Date: © 10-11968 Bith Date: © 12-21-1970
Source Patient Details Destination Patient Details Search Search MRN: 584732AM Name: PATIENT TEST Birth Date: 0 1-01-1968 Birth Date: 0 1-01-1968
Search Search MRN: 584732AM MRN: 2000000125 Name: PATIENT TEST Name: PATIENT TESTACCOUNT Birth Date: © 10-10-1968 Birth Date: © 12-21-1970
MRN: 594732AM MRN: 200000125 Name: PATIENT TEST Name: © PATIENT TESTACCOUNT Birth Date: © 01-01-1968 Birth Date: © 12-21-1970
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Birth Date: © 01-01-1968 Birth Date: © 12-21-1970
Address: 9 UNK 0 0 0 0 0 0 0 0 0 0 0 0 0
Home Phone: ③ 301-HOM-E Home Phone: ④ (443) 803-8076
Cell Phone:
Work Phone: O NA Work Phone: O NA
Patient History: Patient History:
Nuggets Status Code Procedures Scheduled Start Date Room Nuggets Status Code Procedures Scheduled Start Date Room
Contains: V Contai
🕫 🚍 👍 Gancelled MA Digital Screening Mammo (G0202) - Breast - B 10-04-2012 8:00 AM OMWCMA2 📭 🚍 🔓 🔀 Iscontinued CT Abdomen and Pelvis W (CT402) - Abdomen 09-18-2012 3:15 PM ANCT
🕫 🚍 🔓 🚯 Discontinued CT Abdomen W [74160] - Abdomen 10-04-2012 8:30 AM OMCT1
Narao Summary
Patient with MRN 200000125 will receive all clinical data. Patient with MRN 584732AM will be 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.



Patient Merge Suggestion	
You are suggesting a merge of clinical data from MRN 584732AM to MRN	V 2000000125.
Comment:	
GLEN BURNIE 443-436-4000	
ALL INFO ON RECORD 2 IS CORRECT/ACTIVE INFO.	
ОК	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.

File Administration Scheduling Technologist Help	0								
Patient Merge Requests (2) * Source Source MRN Target MRN Requested By Requested By Comment Contains: © TEST, PATIENT 584732AM TEST, PATIENT 2000000125 psr, psr 11-14-2012 11:24 AM GLEN BURNIE 443-436-4000 TEST, JOE 44114S TEST, PATIENT 584732AM psr, psr 11-14-2012 11:24 AM GLEN BURNIE 443-436-4000		🚮 🔻 MD/ARS 🛛 🚨 👻					ing Technologist Help	tion Scheduli	File Administrat
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			USED FOR TESTING PURPOSES.	11-14-2012 9:56 AM	psr, psr	584732AM	TEST, PATIENT	44114S	TEST, JOE