Marking Patient for Merge Tip Sheet

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Overview

Users who discover potential duplicate records can use the "Mark Patients for Merge" activity to conveniently and efficiently notify data integrity staff. Unlike an InBasket message, this activity allows the records in question to appear directly on the Identity Events Report for data integrity specialists to review.

Try It Out!

1. Click **Mark Patients For Merge** on the Hyperspace toolbar.
   a. If you do not have this button on your toolbar, you can use the Chart Search activity located on the right side of the screen, just below the Hyperspace Toolbar and enter " Mark Patients For Merge"
   b. Select Activity
2. The **First Patient** window opens.
3. Enter the name of your patient.
4. A **Second Patient** window opens.
5. Enter the name of the second patient.
6. The **Mark Patients for Merge** window appears.
   a. From this window, you can offer suggestions on what the merge result should be by selecting individual items.
7. It is _HIGHLY_ suggested that you enter in a reason in the **Reason** field.
   a. (see image on next page)
8. Select the **Mark for Merge** button.

Did You Know?

After both patients are marked for merge, there is an ==automatic== patient advisory placed within each of the patient's chart.

This advisory has a link to the potential duplicate patient's chart so providers and users can easily view both charts.