Merging Patient Records

Overview

This guide provides a brief overview on Merging Patient Records from within the Medical-Objects Explorer Client (Meridian).

If you require any assistance with the installation or configuration, or if you have any questions, please contact the Medical-Objects Helpdesk on (07) 5456 6000.

In some cases, Patients will appear in the system as two or more different people. This could be due to a Surname change or patient information being spelled differently between facilities. The merge process enables currently different patient files to be reconciled, and recognised by the system as the same Patient.



Please note that you cannot delete a patient from the Medical-Objects Explorer.

Merging Records

1. From the Patients Menu, select Merge Patient Records.



2. This dialog box will appear.

ŵ	Patient Merge	×
Lookup Patient O Make this master		
Lookup Patient O Make this master		
	ОК	Cancel

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The two buttons at the bottom of the screen will change the view from the view shown above with the two patients on top of each other to the view shown below with the patients side by side. This is for personal preference only and has no impact on the outcome.

- 3. Click on the **Lookup Patient** button at the top left hand side of the window to open the **Lookup Patient** Dialog and search for one version of the Patient.
- 4. A List of Patients will be displayed in the table.

۵ <i>۵</i>		Loo	kup Patient		_ =	×
Surname <space> Firstnam</space>	e <return></return>	ş	Matching Partial 💌	Ma <u>x</u> . 50 🌱	Add 魿	
Name	DOB	Sex	Medicare No	Address		
SMITH, John	23.11.1963	М		BRISBANE		
More Detail 🔡					OK Cance	

- Click the required Patient and click the OK button at the bottom of the Lookup Patient Window, and the Patients Details will be added to the top half of the Patient Merge Window.
- Click on the Lookup Patient Button for the second window to search for the additional versions of the Patient, using the same process that was used for the first window.
- 7. Select one of the two records which is to be the only version by clicking the **Make this Master** b utton. Click **OK** to merge the records.

1	Patie	nt l	Verge	- 🗆 🗙
Lookup Patient	• Make this master		Lookup Patient	O Make this master
John SMITH			Johnn SMITH	
Date of birth :	23/11/1963		Date of birth :	23/11/1963
Sex:	Male		Sex:	Male
Home Address D	etails		Home Address	s Details
22 Imaginary Lane			22 Imaginary Lar	ne
BRISBANE QLD 4001			BRISBANE QLD 4	001
AUSTRALIA, COMM	IONWEALTH OF		AUSTRALIA, CO	MMONWEALTH OF
Identifier	Assigning Authority		Identifier	Assigning Authority
623806	Test Message capricorn		623806	Test Message capricorn
<u>Go back</u>		•	<u>Go back</u>	
			<u> </u>	OK Cancel

8. In the Patient Information window, the following now appears,

John SMITH				Patient Details
Date of birth :	23/11/1963	Age:	50 years	
Sex:	Male			
Home Address De 22 Imaginary Lane BRISBANE QLD 4001 AUSTRALIA, COMMO	tails DNWEALTH OF	Business Addr	ess Details	
Also Known As:	Johnn SMITH Alias Name			
	Assigning	Assigning	Туре	Identifier
Identifier	Authority	racility	1 ypc	TYPE