

# Merging Patient Records

## Overview

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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.

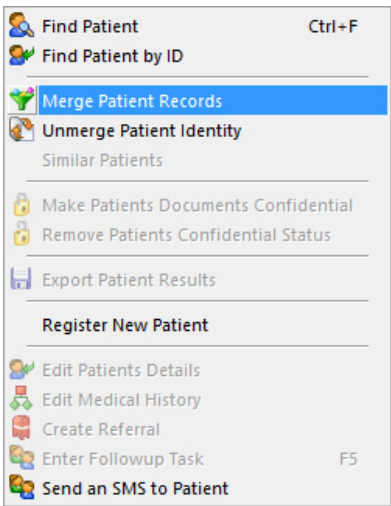
Note:



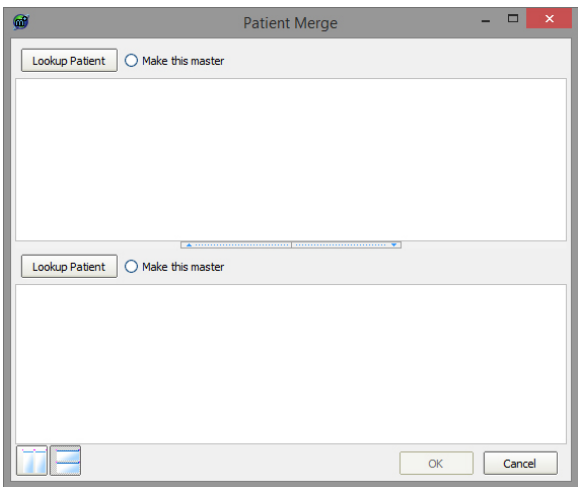
Please note that you cannot delete a patient from the Medical-Objects Explorer.

## Merging Records

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



2. This dialog box will appear.



Note:



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.

- 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.
- A List of Patients will be displayed in the table.

| Name        | DOB        | Sex | Medicare No | Address  |
|-------------|------------|-----|-------------|----------|
| SMITH, John | 23.11.1963 | M   |             | BRISBANE |

- 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.
- Select one of the two records which is to be the only version by clicking the **Make this Master** button. Click **OK** to merge the records.

| Identifier | Assigning Authority    |
|------------|------------------------|
| 623806     | Test Message capricorn |

- In the Patient Information window, the following now appears,

| Identifier | Assigning Authority    | Assigning Facility | Type     | Identifier Type |
|------------|------------------------|--------------------|----------|-----------------|
| 623806     | Test Message capricorn |                    | External | My Practice ID  |