## **Unmerging Patients**

If 2 patients are merged that should not have been merged, they must be manually separated again. In this case I have 2 patients, father and son with the same name, whom I merged. The father had files, an invoice and an exam record. The son did not.

Search Text:			Sear	ch By Criteria							
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Select Patient:											
Last, First MI	Address		Birthday	Balance	Last Exam	L	Acct ID				
Merge, Patient D			09/10/1989	0.00		1	10018				
Merge, Patient Jr.	1		08/04/2015	0.00		1	10019				
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				Merge, Patient Jr.							
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Once merged, the patient you began the Merge from will be Inactive. You will need to search for them (make sure "All" is selected in the patient search in order to inclide Inactive patients).

Got to the Inactive patient's Patient tab > Additional Info > click "Set Patient Active".

## Chart: Patient, Merge D.

Patient 29 - [Primary Location] Crystal PM ile Configuration Station EHR Import	1 t / Export Support Messages Help Backu	ip Schedule				>
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Next you will go to the patient tab of the patient you merged all the information to. Follow the steps in the pictures below.

ile Configuration Station EHR Import/Export Support Messages Help Backup Schedule          Patient       Billing       Tasks       Schedule       Time Clock         Quick View       Patient Info       Additional Info       Insurance       Prescription       Notes       *Files       Status         Merge, Patient D Jr.       Immuno additional Info       Insurance       Primary Location       1: Primary Location       No Image A         Bridgetown, BB       Immuno additional Info       Insurance Balance       115.00       Last Exam       Last Paid         Home # ( )       Other # ( )       Other # ( )       Last Frame Order       Last Frame Order       Last Frame Order         Sk#        Birthdate       08/04/2015       Age: 3       Doctor       No Doctor Assigned         Next Appointments       Time       Emp Billin Type       Status       Status       Insurance	Backup Schedule  Change User Logout  Notes  Files  Status  No Image Available  No Image Available  Insurance  Frame Order CLOrder  tesy Discount  No  Find Image  Copy  Rotate Imag  Remove Ima  Send Offic  Print Intak  ked Accounts  Mage Last Exam Next Ex  Balance Ins Balance	Patient 3	- [Primary Lo	ocation] C	rystal PM										_ 0	
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Patient 3									Dr. D	rew, Nancy

Patient 3 - [Primary Location] Crystal PM File Configuration Station EHR Import / Export Support Messages Help Backup EHR Settings	- 🗆 X
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Contact Lens Rx 1       Contact Lens Rx 2       Contact Lens Rx 3	
<ul> <li>Sphere Toric Bifocal MultiForic Gas Perm</li> <li>To put the Exam Records back under the correct patient, go to the Records tab of the patient you merged them to, click Old Records. You will need to check the records to know which record belongs to which patient. Sometimes you can use the Prescriptions in the records to tell which patient the record belongs to. Once you find a record that belongs to the merged patient, pull it up, got to EHR Settings &gt; Record Information &gt; Change Medical Record Patient &gt; Select the rightful patient. You will need to do this for each exam record that is now under the incorrect patient.</li> </ul>	Ŷ
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Patient 3	Dr. Drew, Nancy