Partners eCare

TIP SHEET

Mark a Patient for Merge

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Follow the workflow steps in this Tip Sheet to mark a potential duplicate patient to be merged.

Try It Out

1. Click the **Mark for Merge** button on the Hyperspace toolbar
Note: If the Mark for Merge button is not on your Hyperspace toolbar, it can be found in two other places. **From the Hyperspace toolbar: Identity Tools > Mark for Merge**
From the Epic Button: Tools > Identity Tools > Mark for Merge

2. The **First Patient** window opens. Type in the MRN of the **first patient** of the duplicate pair and click **Accept**

3. The Second Patient window opens. Type in the MRN of the **second patient** of the duplicate pair and click **Accept**

4. The **Mark Patients for Merge** window opens with 3 columns: First Patient, Second Patient and Merge Result. You can click on the demographic information you believe to be correct to make a suggestion to the user completing the merge.

5. Choose a **Reason** why these patients should be merged

6. Add any additional information in the **Comments** field

7. Click **Mark for Merge**