

# Mark a Patient for Merge

Date: 01/09/2017

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.

? To make recommendations for the demographic values to preserve in the merge, select the appropriate cells in the First Patient or Second Patient column.

	First Patient	Second Patient	Merge Result
Name	TESTPICS,BRENDA	TESTPICS,BRENDA	
Gender	Female	Female	
Birth Date	9/8/1980	9/8/1980	
SSN	000-00-0000	000-00-0000	
Address	9090 LIGHT STREET	658947 YELLOW ROAD	9090 LIGHT STREET
City	BRAINTREE	BRAINTREE	BRAINTREE
State	Massachusetts	Massachusetts	Massachusetts
ZIP	02184	02184	02184
Phone	999-876-5544	785-412-5555	999-876-5544
Registration Status	New	New	New
PMRN	20401724883	20401731672	20401724883
MGH	8489780	8485461	

Reason: Similar demographics

Comment: Confirmed patient once lived at 658947 Yellow Rd Braintree (jdp21 9/29/15)

Mark for Merge Cancel

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

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

7. Click **Mark for Merge**