

# Merge - Updating Physicians - Administrative Task

Last Modified on 03/10/2020 12:25 pm EDT



## Merge - Updating Physicians

Once a change request has been received, follow the below steps to make the changes within Merge Admin.

### Change Existing Address/Phone/Fax for an Existing Provider Form



heather.leftwich@wrapc.com  
To: ○ Scheduling WR

You forwarded this message on 11/12/2019 2:17 PM.

[Phish Alert](#)

Here is the information submitted from 128.1.2.54 on Tuesday, November 12, 2019 at 2:17:24 PM

Physician Last Name: GORNEYBROWN

Physician First Name: PAULINA

Credential: Select One:

Field to Update: Referring Physician

Physician Street Address 1: SAME

Patient Last Name: VOUDOURIS

Patient First Name: CASANDRA

Account Number: 1078776

Date of Service: 11/12/2019

Comments: PLEASE CHANGE DR NAME TO PAULINA G WILSON, I CONFIRMED WITH THE OFFICE.

Email address: [heather.leftwich@wrapc.com](mailto:heather.leftwich@wrapc.com)

1. Log into Merge
2. Launch Admin Portion of Merge
3. In the list (left side), scroll to the Physicians section

**BOTH PHYSICIAN AND PHYSICIAN PRACTICES MUST BE UPDATED**

## PHYSICIAN PRACTICES:

16. Click on "Physician Practices" from far left column

17. Before searching, confirm that the radio button for "All" is selected

Active  All  Inactive

18. Enter the Updated Physician Name to search in Practice Code Field.  
[firstname%lastname]

19. Double click on the correct practice and the Add/Edit a Practice screen will appear

### Add/Edit A Practice

Practice Code*	<input type="text" value="PAULINA GORNEYBROWN MD"/>		
Practice Name*	<input type="text" value="PAULINA GORNEYBROWN MD"/>	Status	<input type="text" value="Active"/>
<b>Location Parameters</b>			
Location*	<input type="text" value="8503 ARLINGTON BLVD STE 310"/>	New Location*	<input type="text" value="8503 ARLINGTON BLVD STE 310"/>
Contact Name	<input type="text"/>	Status	<input type="text" value="Active"/>
PMIS	<input type="text" value="30439"/>		
Zip Code	<input type="text" value="22031"/>		
Address 1	<input type="text" value="8503 ARLINGTON BLVD"/>		
Address 2	<input type="text" value="STE 310"/>		
City	<input type="text" value="FAIRFAX"/>		
State	<input type="text" value="Virginia"/>		
Country	<input type="text" value="United States"/>		
Phone	<input type="text" value="7032084200"/>		
Backline Phone	<input type="text"/>		
Fax	<input type="text" value="7038761799"/>		
Email	<input type="text"/>		
Referring Physician	<input type="text"/>	<input type="button" value="ADD"/>	<input type="button" value="DELETE"/>
Location Groups	<input type="text"/>		

20. Any changes that were made in the Physician category need to be updated in this screen as well

21. Click "Complete"

22. If there is an MRN listed in the change request, review the patient file to confirm the change is shown on their appointment.

**PHYSICIAN: - CONFIRM THE UPDATES MOVED OVER CORRECTLY AND UPDATE FAX MANUALLY!**

4. Click on "Physician"

5. Before searching, confirm that the radio button for "All" is selected

Active  All  Inactive

6. Search in the field titled "Physician" by name. [lastname,firstname]

7. Click enter or "search"

8. Select the physician from the list displayed by double clicking on the row

9. Add/Edit screen will appear

**Add/Edit Physician**

Last Name\*  First Name\*  Middle Name   
Prefix  Suffix  Title   
Cell Phone  Pager   
UPIN  NPI#  Status   
Specialty  CC Physician Only  Marketing   
Practice\*   Radiologist  Radiologist   
DEA#  SPI Root#    

Practice Name	Location	Phone	Fax	Email	PMIS	Distribution	Status
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Notes:

10. Under the "Practice" field, select the correct physician name

Last Name\*  First Name\*  Middle Name   
 Prefix  Suffix  Title   
 Cell Phone  Pager   
 UPIN  NPI#  Status   
 Specialty  CC Physician Only  Marketing

Practice\*   Radiologist  Radiologist   
 DEA#  SPI Root#

Practice Name	Location	Phone	Fax	Email	PMIS	Distribution	Status
PAULINA GORNEYBROWN MD	8503 ARLINGTON BLVD STE 310	7032084200	7038761799		30439	Fax,Print	Active

Notes:

11. Make sure that the correct physician listed is selected in blue under "Practice Name"  
 - Note: If you are updating the physician name, you do not need to follow steps 12-14 skip to 15

12. Click on "Location Settings"

Last Name\*  First Name\*  Middle Name   
 Prefix  Suffix  Title   
 Cell Phone  Pager   
 UPIN  NPI#  Status   
 Specialty  CC Physician Only  Marketing

Practice\*   Radiologist  Radiologist   
 DEA#  SPI Root#

Practice Name	Location	Phone	Fax	Email	PMIS	Distribution	Status
PAULINA GORNEYBROWN MD	8503 ARLINGTON BLVD STE 310	7032084200	7038761799		30439	Fax,Print	Active

Notes:

13. The Physician Office Parameters screen will appear

- Note: This is where you will modify phone number, address, fax, distribution method preferences, etc.

**Physician Office Parameters**

Location Name: 8503 ARLINGTON BLVD STE 310      Status: Active

Address 1: 8503 ARLINGTON BLVD

Address 2: STE 310

Zip Code: 22031      City: FAIRFAX      State: Virginia

Phone: 7032084200      Fax: 7038761799

Email: [Empty]

Practice Location PMIS: 30439

DEA#: [Empty]      NPI#: 1780902981

Rx New:  Refills  SPI# [Empty]      Start: 12/12/2018      End: 12/09/2028      RX REQUEST

Distribution Method

Fax Report: 7038761799       Merge iConnect Network

Email Report: [Empty]       Always Send Preliminary

Print Report      Number of Print Copies: 1

REQUEST ROUTING STATUS      REQUEST PORTAL ACCESS

Website URL: [Empty]      Physician PMIS: 30439

Direct Address: [Empty]

Description: [Empty]      Status: Active

Follow Up Code: None

Free Text 1: [Empty]

Free Text 2: [Empty]

COMPLETE      CANCEL      PRINT ?

14. Click on "Complete"

15. On the "Add/Edit Physician" Screen, click "Complete"

Updated: 11/12/2019