Requesting a Patient Merge in eRAD

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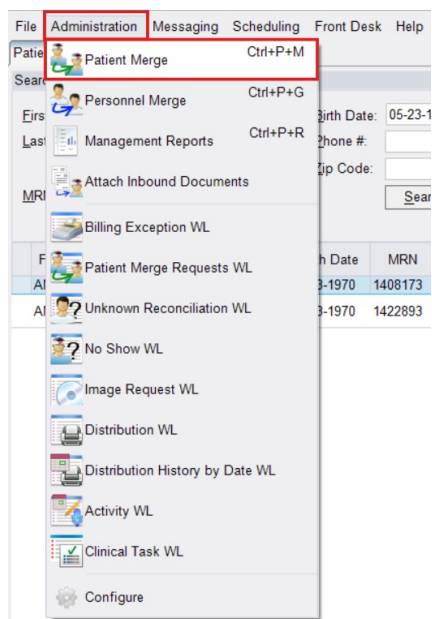
1. **Open the Patient Folder**

   - Use the **search function** in eRAD to locate and open the **Patient Folder**
   - At this point, it does not matter which of the duplicate records you select.

2. **Navigate to the Merge Tool**

   - From the eRAD menu, click **Administration**
   - Select **Patient Merge**

3. **Enter Patient Records**
   - The **Patient Merge tab** will open, displaying the details tied to the open **Patient Folder**

      - **Source Patient Details** (Left): The **duplicate MRN** to be discarded.
      - **Destination Patient Details** (Right): The **correct MRN** to be kept (primary/active record).
   - Ensure you've verified both MRN's before proceeding.

4. **Search and Confirm**
   - In **Destination Patient Details**, click **[Search]**

      - Patient **name will auto-populate**, enter patients date of birth to narrow the results
      - **Double-click** on the **additional MRN** to add it under **Destination Patient Details**

   - **Verify** each record's demographics to confirm accuracy

5. **Choose Data to Retain**

- If the **MRNs selected** are on the wrong sides of the screen (**Source Patient Details** vs. **Destination Patient Details**, click the **arrows** between the sections to **swap them**.
- For each field (e.g., name, DOB, address), click the **radial buttons** next to the value you want to keep.
- Review carefully-this determines which data survives the merge.

6. **Submit the Merge Request**
   - Click **[Suggest]**

   - In the **Comment** box, enter:

     - **Location first** (using standard naming conventions: PARK, STERL, etc.)
     - Any additional context or MRNs
   - Click **[OK]**

     - This action submits the merge request only. The team responsible for validating and executing the Merge will work the request once received.

EDITED: 06/10/2025