
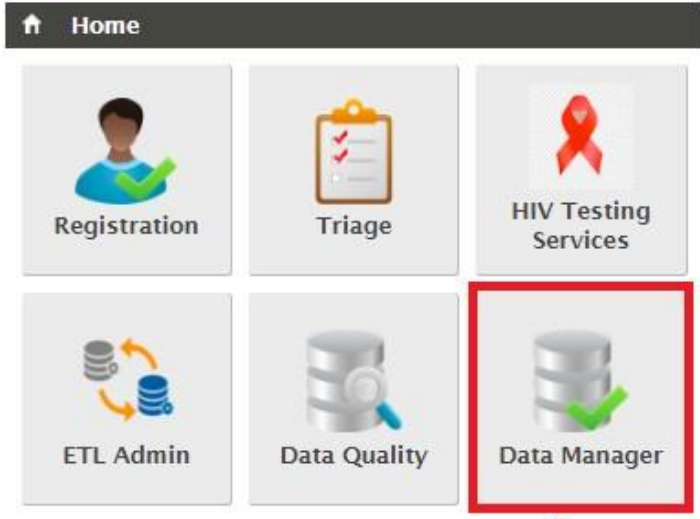
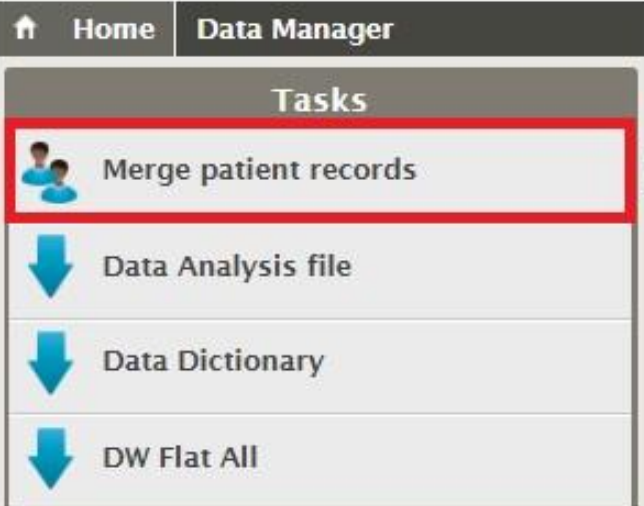
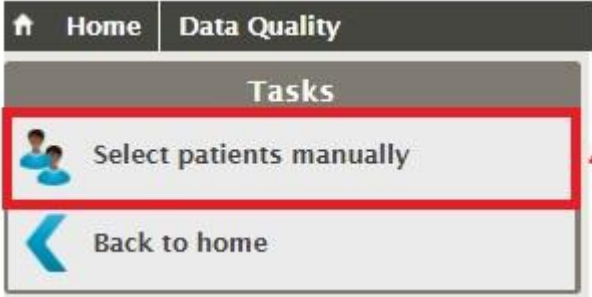
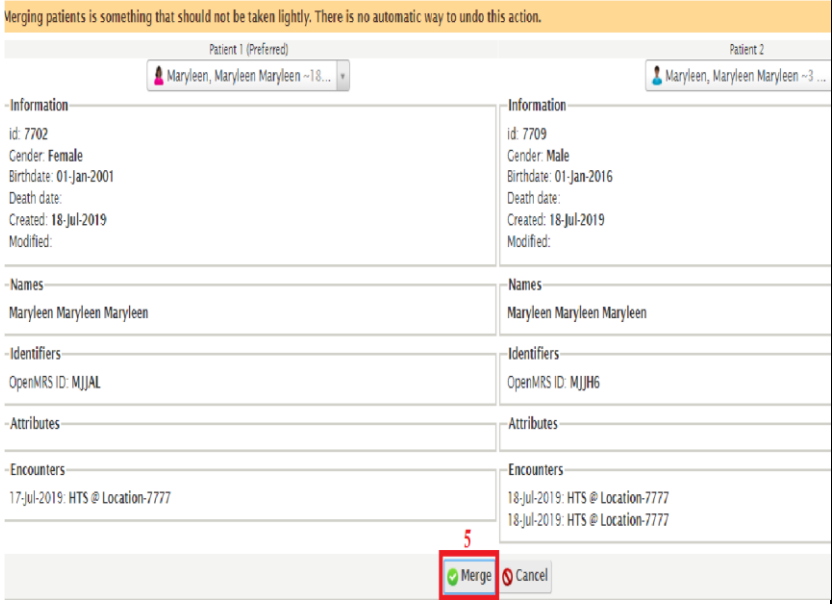
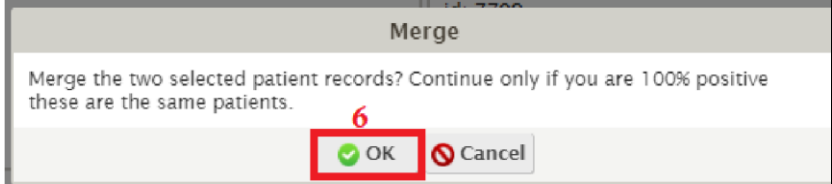


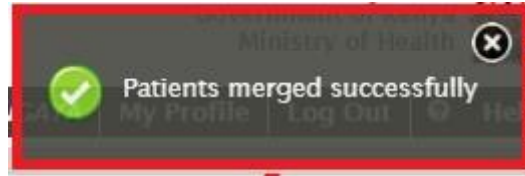
Tasks:	KenyaEMR Merge Function
Objective:	To merge duplicated clients
Who:	Clinicians
Required Materials:	Duplicate patients; names, UPN, Treatment Supporters Details, and treatment history.
Learning Objective:	By the end of the session, users will be able to Successfully merge patients with same variables.

Last Review Date July 2023

Step	Action	Screen shot
Introduction	KenyaEMR Patient Merge Function The Merge Patient Function helps you to look for possible duplicated patients.	
Accessing the merging page	From the home page click Data Manager module (Label 2)	 <p style="text-align: center;">2</p>
Data Manager: Merge Patients Records	From the Data Manager, click on merge patient records (Label 3)	 <p style="text-align: right;">3</p>

<p>Data Manager: <i>Select Patients Manually.</i></p>	<p>This will prompt you to either match all the duplicate patients by specific variables or select patients manually (Labelled 4).</p>	
<p>Data Manager</p>	<p>Search for the first patient record you want to merge.</p> <p>Search for second patient record you want to merge.</p> <p>Then proceed to merge (Labelled 5).</p> <p>Note1: <i>Kindly note before merging patient's records, patient record 1 is whose records will be retained, therefore ensure there's much data as possible if not click switch</i></p> <p>Note 2: <i>The two patient records to be merged must each have 10 digits in their CCC numbers.</i></p>	
	<p>If the two selected patients are the same, and you have carefully ascertained, proceed to merge.</p> <p>The system will prompt you to confirm with 100% positivity that the two patients are the same patients, then Click OK (Labelled 6).</p>	

You will then get a notification saying, **'patients merged successfully'** (Labelled 7)



THE END