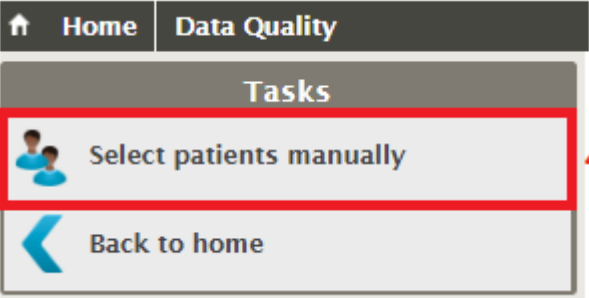
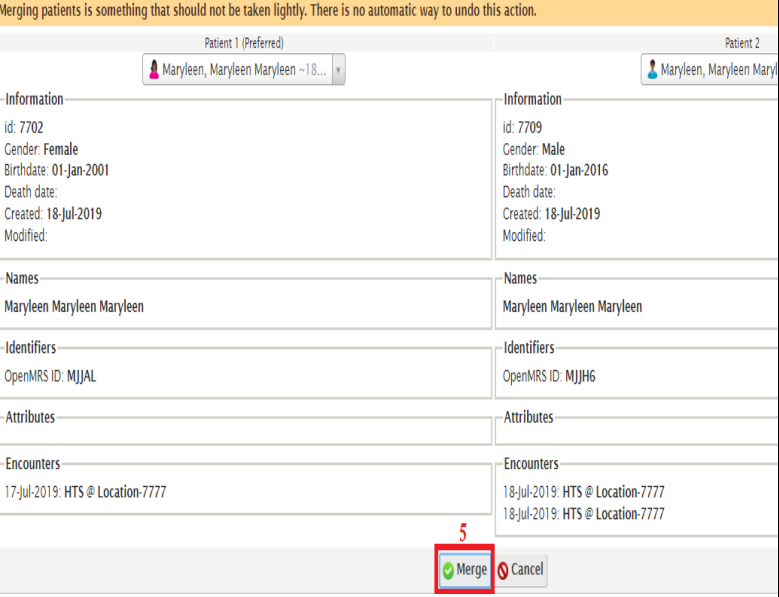
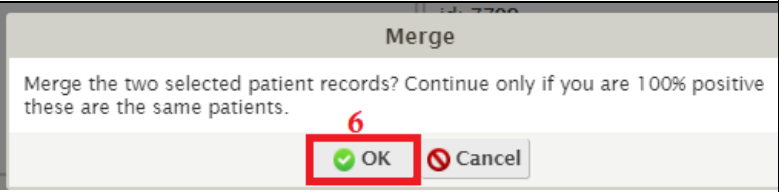


Tasks:	KenyaEMR Merge Function
Objective:	To merge duplicated clients
Who:	Clinicians
Required Materials:	Duplicate patients; names, UPN, Treatment Supporters Details and treatment history.

Step	Action	Screen shot
Introduction	KenyaEMR Patient Merge Function	
Learning Objectives	<p>By the end of this session, you will be able to:</p> <ul style="list-style-type: none"> • Successfully merge patients with same variables. 	
Accessing the merging page	<ul style="list-style-type: none"> • From the home page click Data Manager (Labelled 2) 	
Data Manager: Merge Patients Records	<p>The Merge Patient Function helps you to look for possible duplicated patients.</p> <ul style="list-style-type: none"> • From the Data Manager, click on merge patient records (Labelled 3) 	

<p>Data Manager: <i>Select Patients Manually.</i></p>	<ul style="list-style-type: none"> This will prompt you to either match all the duplicate patients by specific variables or select patients manually (<i>Labelled 4</i>). 	
<p>Data Manager</p>	<ul style="list-style-type: none"> Search for the first 1 patient you want to merge. Search for patient 2 you want to merge. Then proceed to merge (<i>Labelled 5</i>). <p><i>Kindly note before merging patients 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>If the two selected patients are the same, and you have carefully ascertained, proceed to merge. The system will prompt you to confirm with 100% positivity that the two patients are the same patients, then Click OK (<i>Labelled 6</i>).</p>	
	<ul style="list-style-type: none"> You will then get a notification saying, 'patients merged successfully' (<i>Labelled 7</i>) 	