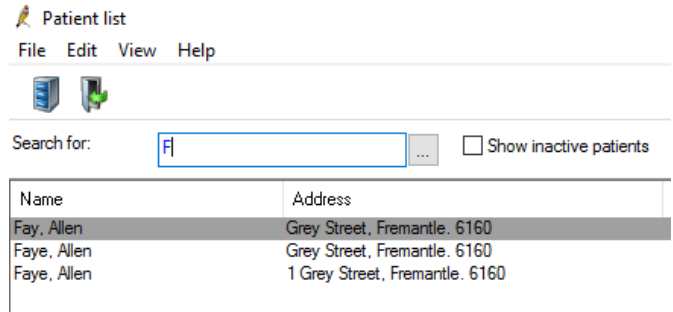


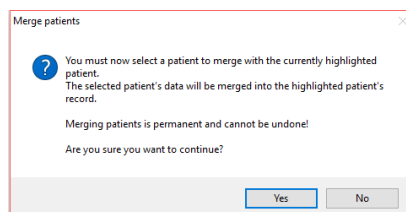
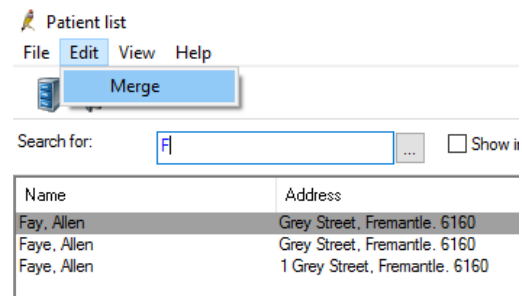
MERGING PATIENTS

Duplicate patient records in Bp Premier can be merged. Merging patient records is a permanent procedure and cannot be easily reversed therefore it is recommended user permissions to merge records should only be granted to senior staff and a backup of your database is made before you commence this procedure.

- 1 Select View > Patients from the main screen and search for the duplicate patients.
Select the patient you wish to keep.



- 2 Select Edit > Merge.
NB. If Merge does not appear this means you do not have 'permission' to merge.
See your Practice Manager/ IT co-ordinator.



You will be prompted with a warning before able to merge.

- 3 Search for the patient you wish to merge with. This record will then be merged with the first patient record and this one removed from the database.

