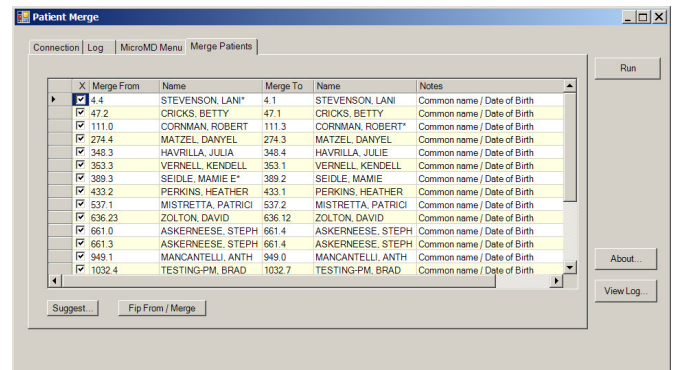


Manage Duplicate Patients

You don't want duplicate patients in the system, but invariably it can occur. Perhaps an interface accidentally loaded a duplicate. Or a patient who hasn't been to the office in a few years came in, and since he moved, he wasn't noticed as a duplicate.

Detecting and merging duplicate patients isn't really possible within MicroMD, which is why Micro-Office Systems, Inc. has produced the Patient Merge Utility.



Complete Merging

- Will merge patient demographics, policies, cases, and all financials into the “master” patient
- All balance totals, statement information, etc... will be updated as appropriate

Auto-Detect

- With one click, the utility will attempt to find duplicates using a variety of matching criteria
- The matching criteria is shown alongside each suggested merge so you know why it's there
- You can easily manually add patients to merge if you already know the patient IDs

Determination of Which Way to Merge

- The patient being removed must have a \$0 balance
- The patient being removed must have no outstanding insurance-responsible claims

Manual Preview

- You can “flip” which patient merges into the other easily.
- For each potential patient merge, there is a side-by-side comparison of all different fields to confirm that this is a valid merge.
- Can optionally uncheck any suggested merges you do not want to perform.

Safety in mind

- The full patient table is backed up during the processing in case there are network or other issues
- All steps require confirmation before proceeding.