

If a patient has accidentally been entered multiple times in the database, creating duplicate cases, these cases can be combined. The Combine feature is located in the Abstract Management Module under the Abstract Utilities tab and Combine Patients.

For example, Andrea Colon has been entered twice for the same primary but for two different hospitals. These abstracts need to be combined to create one patient record.

Record	ds: 3															
S/A	SSN	MRN	Last Name	First Name	Middle Name	DOB	Site	Seq	Торо	Histolog	y Laterality	Dx Date	Hosp	Class	Patient Status	Last Contact
A	152651164	409413381	COLON	ANDREA		12/22/1965	18	00	C187	81403	0	04/23/2012	01	43	1	
A	152484164	416643334	COLON	ANDREA		06/05/1948	18	00	C180	81403	0	09/24/2013	01	43	1	10/14/2013
A	152651164	409413381	COLON	ANDREA		12/22/1965	18	00	C187	81403	0	04/23/2012	05	10	1	

1. To combine a patient, go to Abstract Management, Abstract Utilities, and then Combine Patients.

Note: See Page 3 for Helpful Hints when combining patients.

SN: 122651164 S/A Site Seq Hosp Class MRN and Delete Patient 2 S/A Site Seq Hosp Class MRN a 18 00 01 43 409413381 Image Seq Hosp Class MRN a - <t< th=""><th>Select Patient 1</th><th></th><th>• Select Pati</th><th></th><th></th><th></th></t<>	Select Patient 1		• Select Pati			
S/A Site Seq Hosp Class MRN I A 18 00 01 43 409413381 Image: Class MRN I A 18 00 01 43 409413381 Image: Class MRN I A 18 00 05 10 409413381 Image: Class MRN I A 18 00 05 10 409413381 Image: Class MRN I A 18 00 05 10 409413381 Image: Class MRN I A 18 00 05 10 409413381 Image: Class MRN I A 18 00 05 10 409413381 Image: Class Image	Dob: 12/22/1965 ISN: 152651164		Dob: 12/22/	/1965		
10 11	S/A Site Seq Hosp Class MRN	and Delete Patient 2	1 A 2 3 4 5 6 7			
	9 10 11		10			
	🕫 New 📑 🔂 Exit					

- 2. Click Select Patient 1. This will take the user to the Lookup Screen to select the patient to be combined with Patient 2.
- 3. Click Select Patient 2. This will take the user to the Lookup Screen to select the patient to be combined with Patient 1.
- 4. In the center of the screen, click Merge Primaries into Patient 1. Delete Patient 2.

5.	After combining	Merge Patients	
	Patient 2 with	Select Patient 1 Select Patient 2	٦
	Patient 1, and deleting Patient 2, the user will see that the merge was	Name: ANDREA COLON Name: Dob: 12/22/1955 Dob: Dob: SSN: 12/2551164 Merge Primaries into Patient 2 SN: i A 18 00 0.5 10 409413381 i -	
	completed.	6 7 8 9 10 11 11 <i>Merge Complete</i>	

The Patient Screen after the cases are combined

Patient Maintenanc	e														
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Soc Sec Nbr:	152-65-1164	Email:		Patient	Contacts	*Remarks									
MBI:		Curr Add:	UNKNOWN	Race1:	99 🔻	Fam C	Hist:	9 🔻	Usu	al Occ		JNKNOWN			
Id Nbr:	152651164	Curr Add 2:		Race2:	-	Tobac	Hist:	9 🔻	Usu	al Bus	Ind:	JNKNOWN			
Name Prefix:	MS	Curr City:	UNKNOWN	Race3:	-	Alcoho	Hist:	9 🔻	Con	nment	5:				
Last:	COLON	Curr St:	ZZ 💌	Race4:	-	Religio	1:	99 🔻							
First:	ANDREA	Zip:	99999	Race5:	-										
Middle:		Curr County:	998 💌	Ethn:	9 🔻										
Birth Surname:		Curr Country:	•												
Name Suffix:		Dob:	12 / 22 / 1965												
Alias:		Birth Country:	ZZU 🔻			lag: Site:		: Hsp: Cla					Med Rec Nbr:		
Phone Nbr:	(999) 999-9999	Birth State:	ZZ 💌	Delete	Α 🔻	C 🔻 18	• 00	01 43	3 🔻 0	4 / 2	3 / 2012	01201200530	409413381	Set	
Phone Nbr 2:		Sex:	9 🔻	Delete	Α 🔻	т 🔻 18	• 00	05 10	0 🔻 0	4 / 2	3 / 2012	05201200012	409413381	Select	
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					New Pri	nary									
								Date	of Last (Contac	t: 01/18	/2016 Patie	nt Status: 1		
L															
SOC_SEC_I	VBR - 152-6	5-1164													
		Save								Egi					

The Lookup Screen after the cases are combined

S	6/A	SSN	MRN	Last Name	First Name	Middle Name	DOB	Site	Seq	Торо	Histolog	y Laterality	Dx Date	Hosp	Class	Patient Status	Last Contact
A	l	152484164	416643334	COLON	ANDREA		06/05/1948	18	00	C180	81403	0	09/24/2013	01	43	1	10/14/2013
A A	4	152651164	409413381 409413381	COLON	ANDREA		12/22/1965		00 00	C187 C187	81403 81403	0 0	04/23/2012 04/23/2012		43 10	1	01/18/2016

Helpful Hints when Combining Patients

- When combining cases, the system is merging primaries to eliminate duplicate cases. It is important for the user to closely evaluate which case should be kept and which should be combined and deleted.
- It is also very important to ensure that the patients being combined are the same patient, not different patients with similar names.
- Only one patient can be combined at a time.
- Patient 1 should be considered the case to keep.
- Patient 2 is the case that will be combined with Patient 1 and deleted.
- If the user is trying to combine two cases and either the name, DOB or Social Security # do not match, a warning message will pop up. The user should review the case to ensure that it is the same case.
- Any information the user wishes to retain from the Patient Screen for Patient 2 should be entered on the Patient Screen for Patient 1 <u>prior</u> to combining. For example, if the user wishes to retain the comments from Patient 2, they can be copied and pasted into the comment field for Patient 1.
- All screens are primary specific. Any information following the Patient Screen will copy over or combine as is.
- After combining a case, review treatment and follow-up information for same primaries shared between hospitals.
- Review sequence numbers for accuracy after combining patients.
- A backup is not required before combining patients since you are not actually deleting the abstract but combining the primaries together. The only information that is deleted is the information on the Patient Screen of Patient 2.

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