

Title	<b>PATIENT AMALGAMATIONS</b>			Number	<b>A08</b>
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## Version Control

(Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

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19.05.16	Reviewed, no change	PM
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## Introduction

This document contains the procedure on how to amalgamate patient records. The amalgamation process can only be actioned if you have use of a Smartcard. Using the Smartcard ensures the information stored on the system is up to date and accurate.

## Process

- Sign in using the Smartcard.
- Go into patient maintenance on V3 of Adastra and select Patient Amalgamation.
- Enter Date of Birth and click Search
- If you Click at the top of the heading FULL NAME, it will put them in alphabetical order.
- If there is more than one record for a particular patient then highlight the first record and click on ADD (bottom right of screen) and repeat this for all of the records which relate to that patient, this will bring the records to the right-hand side of the screen.
- You will then need to select the master copy by clicking in the box of the record with the most recent date, once this is done select AMALGAMATE (Bottom right of screen) and then click ok once it tells you the amalgamation is complete.
- Repeat this process for the same date of birth until all of the duplicate records have been completed/amalgamated.