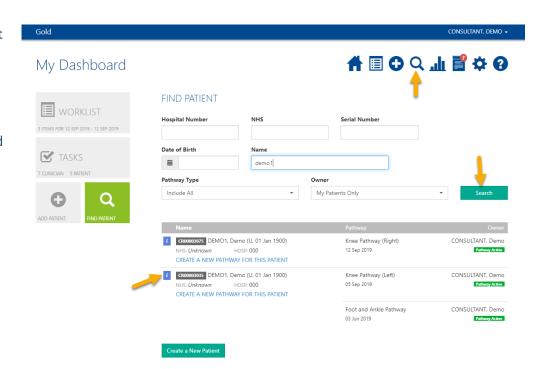
Merge Duplicate Patient Records

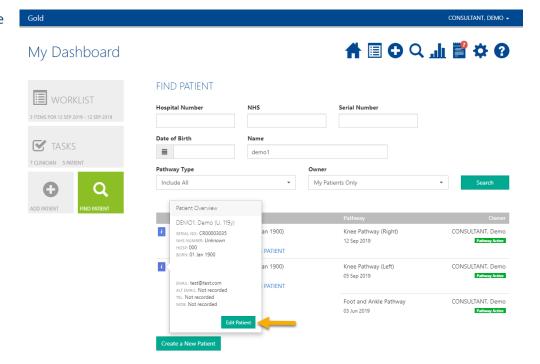
Duplicate records will prevent a patient from entering the portal so it is important these are merged. You may not have permission to do this, if not please contact Amplitude Customer Support who can do this for you.

Search for the patient so you can see both records.

Use the blue information icon to decipher which record has the most patient detail e.g. email, NHS number, address etc. and to double check these are definite duplicates.

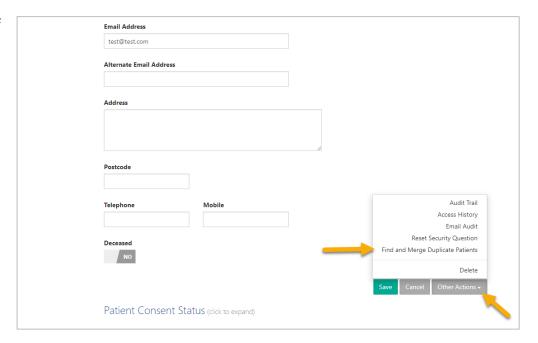


On the record with the most detail click the blue information icon and click 'Edit Patient'.





Scroll to the bottom of the screen and click 'Other Actions' then click 'Find and Merge Duplicate Patients'.



The system will then automatically search for any matching records, next to the matching patient click **Merge**.



The duplicate should then disappear and the records will be merged.



