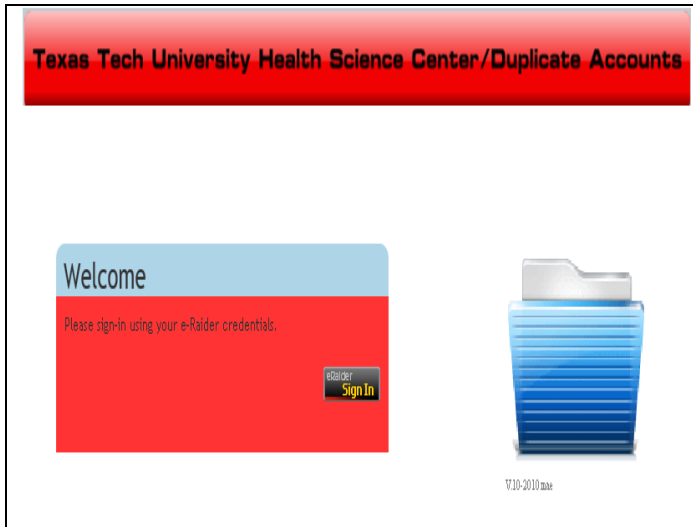


Instructions- Duplicate Accounts Merge Request/Central Registration:

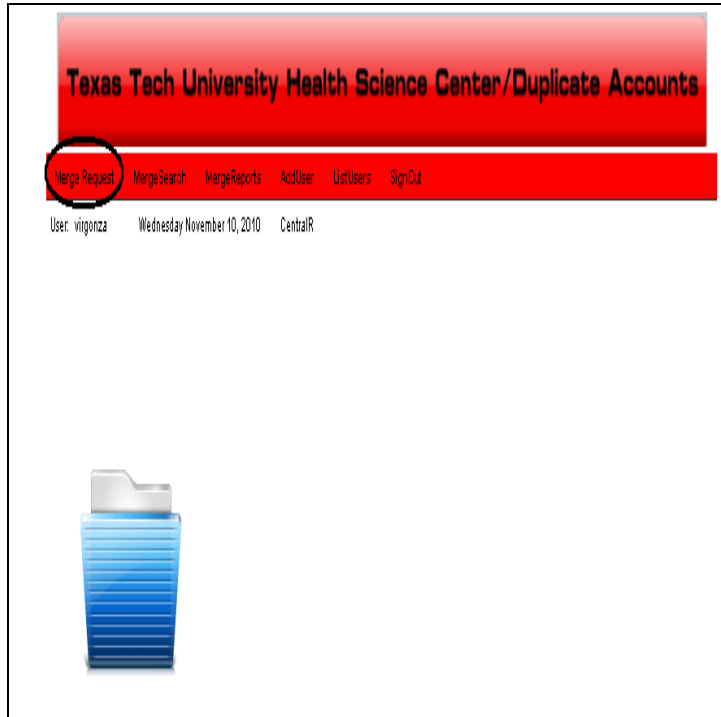
1. Click on the sign in eRaider button.



2. Enter your eRaider and Click Sign in.




3. Click on "Merge Request"



4. Enter AccountE#, Chart# with patient name and date of birth.

- Only E# accounts or H# accounts must be entered.
- Comments may be entered by requestor if additional information is necessary .

 Request to Merge Accounts Back

Acct E#1 *	Chart#1	Name1 *	DOB1 *
<input type="text" value="E1230914"/>	<input type="text" value="123564"/>	<input type="text" value="OROPEZA,NATHAN"/>	<input type="text" value="07/11/2010"/>
Acct E#2 *	Chart#2	Name2 *	DOB2 *
<input type="text" value="E1230991"/>	<input type="text" value="523641"/>	<input type="text" value="OROPEZA,NATHAN"/>	<input type="text" value="07/11/2010"/>
Acct E#3	Chart#3	Name3	DOB3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Acct E#4	Chart#4	Name4	DOB4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requestor Comments:

** Indicates required field*

5. Once request has been saved, confirmation will appear at bottom of the screen.

Acct E#1 *	Chart#1	Name1 *	DOB1 *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Acct E#2 *	Chart#2	Name2 *	DOB2 *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Acct E#3	Chart#3	Name3	DOB3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Acct E#4	Chart#4	Name4	DOB4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requestor Comments:

** Indicates required field*

→ Merge request Added: E1230914, OROPEZA,NATHAN, 07/11/2010, E1230991, OROPEZA,NATHAN, 07/11/2010

6. Click on “Merge Search”

- Allows requestor to view and check status of duplicate account.
- If request has not yet been merged, status will appear as “pending”
- Merged account will no longer appear on Merge Search Screen.

Texas Tech University Health Science Center/Duplicate Accounts

Merge Request **MergeSearch** MergeReports AddUser ListUsers SignOut

User: vigozsa Tuesday September 21, 2010 CentralR

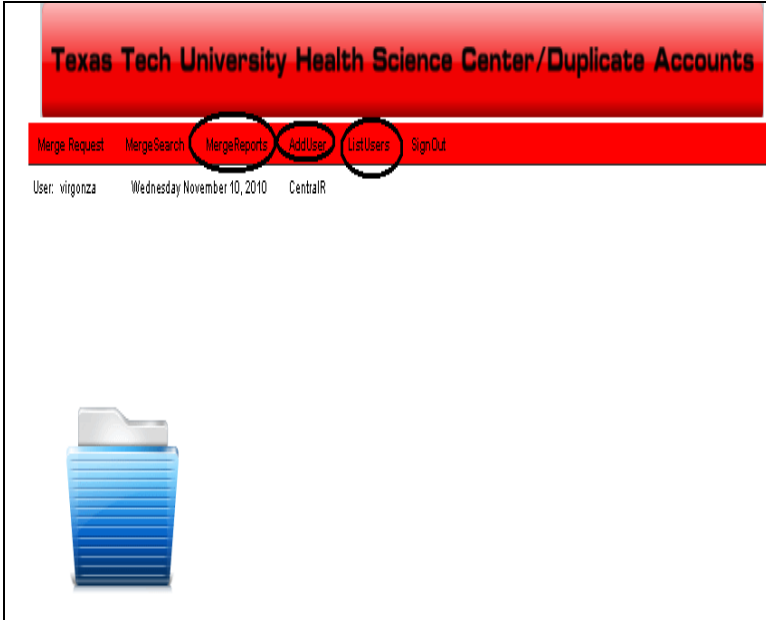
Edit Search

Back

2 Records found

	MRM1	Name1	DOB1	MRM2	Name2	DOB2	RequestDate	Status	Key
Select	E624389	MARTINEZ,JESUS	08/22/1989	E1015104	MARTINEZ,JESUS	08/22/1989	9/21/2010	Pending	60
Select	E1230914	OROPEZA,NATHAN	07/11/2010	E1230991	OROPEZA,NATHAN	07/11/2010	9/21/2010	Pending	61

7. Merge Reports, Add User, and List Users are for Central Registration USE ONLY!



8. Sign out

