

Single Rx Merge Overview

The Single Rx Merge window lets you move a prescription from one patient record to another. For example, if you accidentally fill a prescription for the wrong patient, you can use this window to move the prescription to the correct patient record. The system moves the prescription record and all associated transaction records to the new patient record.

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Merge a Single Prescription

To move a single prescription from one patient record to another:

1. Select **Tools > Single Rx Merge**.



The system displays the Single Rx Merge window.

2. In the **KP Rx** field, enter the number of the prescription you want to move to a different patient and select **Enter**.

The system displays the prescription information on the right side of the window.

3. To view the scanned prescription, select **View Rx Image**.

4. Do one of the following:

- Enter the **MRN** of the patient to whom you want to merge the prescription, then select .
- In the **Last Name** and **First Name** fields, enter the full or partial name of the patient to whom you want to merge the prescription, then select .

The system displays the patient information in the New Patient Record section and updates the patient record on your system with any new information obtained from Rx.com.

5. Select **Merge Rx**.

The system does one or more of the following.

- If the prescription is in the process of being filled, the system displays a warning message and does not allow you to merge the prescription.
- If the prescription was filled with a third party the new patient does not have, the system displays a warning. Select **Yes** to continue or **No** to stop the process.

Note: We recommend that you select **No** at this prompt and credit return the prescription on the current patient (the patient for whom you first filled the prescription) and then merge the prescription to the patient for whom the prescription was intended.

- If the merge is successful, the system moves the prescription and all

associated transactions from the patient displayed in the Current Patient Record section to the patient listed in the New Patient Record section.

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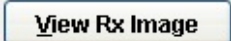
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Single Rx Merge Window


To access the Single Rx Merge window, select **Tools > Single Rx Merge**.

The following describes the fields on the Single Rx Merge window.

Enter the KP Rx you want to merge.

KP Rx	Standard prescription number for the order. This number is unique not just at the pharmacy, but across Kaiser. This number remains the same until the drug, quantity, SIG, or prescriber changes. If any one of these changes, a new KP Rx number is generated. If the prescriber authorizes refills and does not change one of these values, the KP Rx does not change.
	Select to display the prescription.
Drug	Name of the drug dispensed for the prescription
Prescriber	Name of prescriber
SIG Text	SIG text used for the prescription
Quantity	Quantity dispensed for the last fill of the prescription
Last Filled	Date when the prescription was last filled
	Select to display the prescription image previously scanned into the system.

Select the patient record to which you want to merge this prescription.

Region	Region in which this out-patient pharmacy is located
MRN Prefix	Location ID for the MRN Note: For regions other than NCA (Northern California) and SCA (Southern California) this field is not required.
MRN	Patient's local or home medical record number
Last Name	Patient's last name
First Name	Patient's first name
	Select to search for the patient based on the criteria you enter.

Current Patient and New Patient Record

Rx.com ID	Unique identification number assigned to the patient by Rx.com
Patient Name	Patient's full name
Address	Patient's address
Phone	Patient's phone number
Date of Birth	Patient's date of birth
Gender	Patient's gender

Multiple Birth

Indicates if the patient is a multiple birth sibling

Merge Rx

Select to move the prescription and all associated transactions from the patient in the Current Patient Record section to the patient in the New Patient Record section.

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