

Revert merged patients

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How to Revert a Patient Merge

If a patient merge has been performed in error then you are able to revert the merge. When reverting a merged a Patient record you must first search/select the Master Patient record

1. Select the Master Patient record you want to revert the merge against.
 2. Click **Revert Merge**.
 - a. A warning message will appear: "Are you sure? Be aware that all associate merged to a patient record will be reverted."
 3. Click **OK**.
 - a. A green message advising that the Patient has been un-merged successfully will appear.
 4. Both Patient records will appear as they were prior to the merge.
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