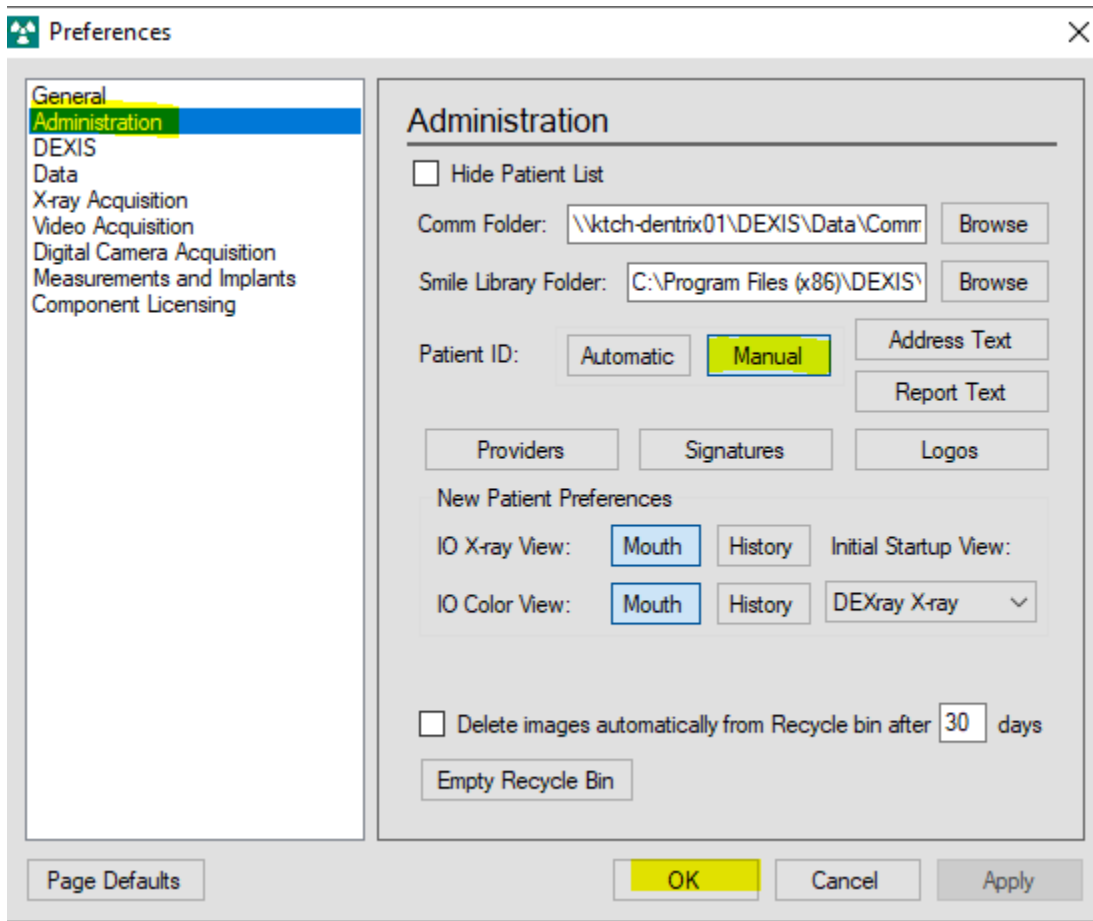


How to Merge Dexis Charts:

- 1) Click on the settings icon in the upper right corner of the stand-alone Dexis software:



- 2) Click on “Administration” and select “Manual” next to “Patient ID”, then click “OK”:




- 3) Next locate your patient’s old chart, highlight it, then click “Modify Patient Data”:





- 4) Change the patient ID and the name so that it perfectly matches the new chart. If you do not enter the information exactly you will create another chart instead of merging them:

 Edit Patient ? X

Patient
Patient ID:

Last name: First name: Middle name:

Social Security Number: Date of Birth: Sex: Male Female

Provider: Referrer: