

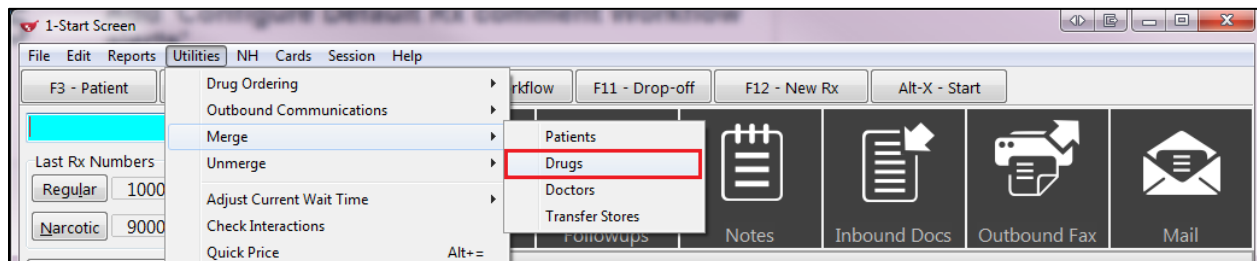
Drug Merge Utility



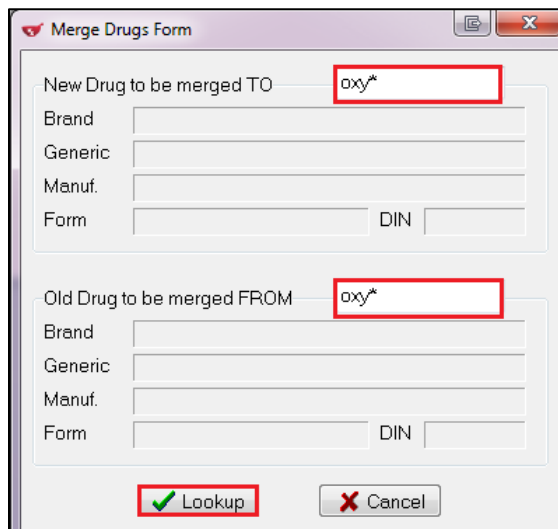
Drug Merge Utility

The drug merge utility in Kroll allows users to combine two different drug records with the same DIN into a single, unified drug record. This user guide explains how to merge drug records using the drug merge utility in Kroll.

1. From the **Alt-X Start** screen, go to **Utilities > Merge > Drugs**.

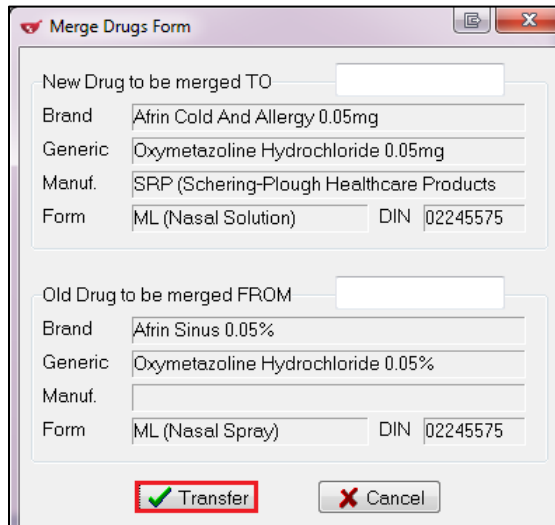


2. The **Merge Drugs From** form will appear. Enter the drug names in the respective **New Drug to be merged TO** and **Old Drug to be merged FROM** fields and click **Lookup**.

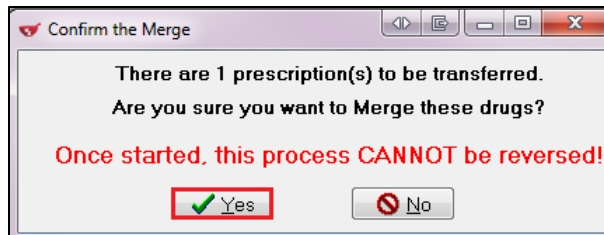
A screenshot of the 'Merge Drugs Form' dialog box. It contains two sections for entering drug information. The top section is labeled 'New Drug to be merged TO' and the bottom section is labeled 'Old Drug to be merged FROM'. Both sections have a text input field containing 'oxy*', which is highlighted with a red box. Below each text field are fields for 'Brand', 'Generic', 'Manuf.', and 'Form', followed by a 'DIN' field. At the bottom of the form, there are two buttons: 'Lookup' (with a green checkmark icon) and 'Cancel' (with a red X icon). Both buttons are highlighted with red boxes.

3. From the list of search results, select the drug you want to merge **to** and click **Select**. Click **Select** again.
4. From the list of search results, select the drug you want to merge **from** and click **Select**. Click **Select** again.

5. Both drugs will populate on the **Merge Drugs From** form. Click **Transfer**.

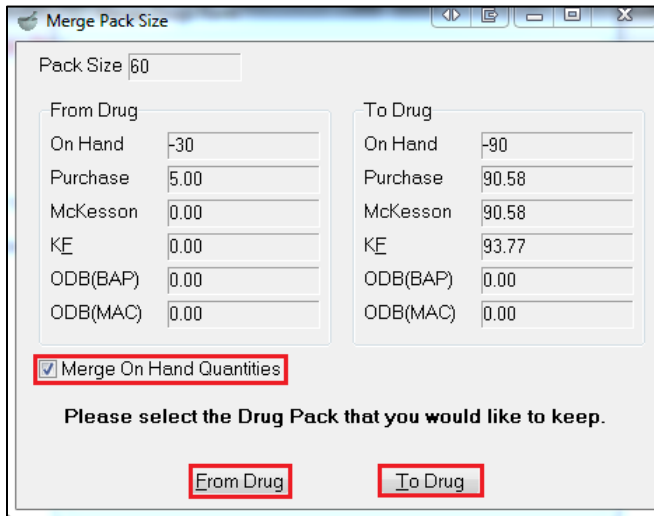


6. A prompt will appear asking if you are sure you want to merge the drugs. Select **Yes**.



- The **Merge Pack Size** form will appear asking you which drug pack you want to keep and if you want to merge the on-hand quantities for both drugs. Select **From Drug** to retain the drug pack for the drug you merged from, or **To Drug** to retain the drug pack for the drug you merged to.

Place a checkmark next to **Merge On Hand Quantities** if you want the on-hand quantities for both drugs to be merged.

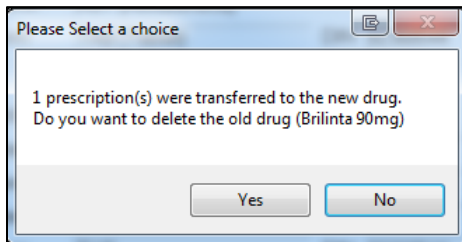


The screenshot shows a dialog box titled "Merge Pack Size". At the top, there is a "Pack Size" field with the value "60". Below this, there are two columns of data: "From Drug" and "To Drug". Each column contains a table of values for "On Hand", "Purchase", "McKesson", "KE", "ODB(BAP)", and "ODB(MAC)".

From Drug	To Drug	
On Hand	-30	-90
Purchase	5.00	90.58
McKesson	0.00	90.58
KE	0.00	93.77
ODB(BAP)	0.00	0.00
ODB(MAC)	0.00	0.00

Below the tables, there is a checkbox labeled "Merge On Hand Quantities" which is checked. At the bottom, there is a prompt: "Please select the Drug Pack that you would like to keep." with two buttons: "From Drug" and "To Drug".

- A prompt will appear to confirm the number of prescriptions that were transferred to the new drug, and ask you if you want to delete the old drug from the system. If you select **Yes**, the old drug will be deleted and you will be left with the drug you merged to. If you select **No**, the drug you merged from will remain in the system.



The screenshot shows a dialog box titled "Please Select a choice". The text inside reads: "1 prescription(s) were transferred to the new drug. Do you want to delete the old drug (Brilinta 90mg)". At the bottom, there are two buttons: "Yes" and "No".

The drug merging process is now complete.