



CONSOLIDATE ATTENDINGS

In the course of entering Attending (Supervisor) Physicians, there may be times when the same attending has been entered using similar, but different names. The Attending Consolidate function allows the Program Director/Administrator to combine all of the procedures entered under two physicians into one physician and then delete the duplicate.

To consolidate an attending you will have to login to the Case Log system.

Once logged in, select **Program Setup**, and click **Consolidate** under the **Attending** heading (fig. 1).



Figure 1: Program Setup

Under Consolidate, select **Select To Consolidate** for the attending you wish to consolidate (fig. 2).

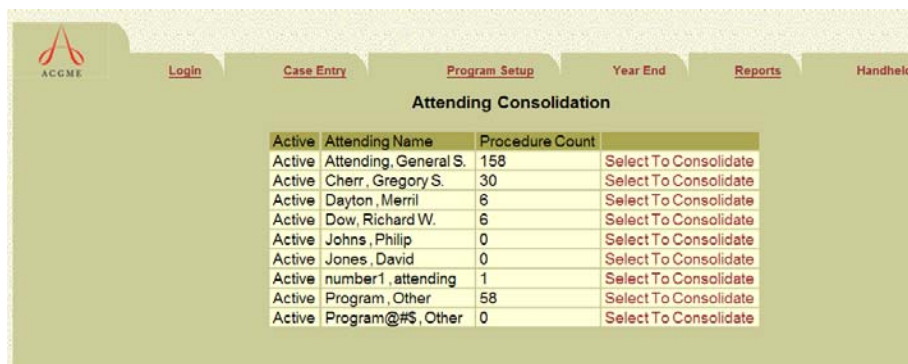


Figure 2: Consolidate Screen

Now, select **Select To Consolidate** for the attending you wish to merge the records with (fig. 3).



The screenshot shows the 'Attending Consolidation' screen with a table of attending records. The table has columns for 'Active', 'Attending Name', 'Procedure Count', and 'Select To Consolidate'. The records are as follows:

Active	Attending Name	Procedure Count	Select To Consolidate
Active	Attending, General S.	158	Select To Consolidate
Active	Cherr, Gregory S.	30	Select To Consolidate
Active	Dayton, Merrill	6	Select To Consolidate
Active	Dow, Richard W.	6	Select To Consolidate
Active	Johns, Philip	0	Select To Consolidate
Active	Jones, David	0	Select To Consolidate
Active	number1, attending	1	Select To Consolidate
Active	Program, Other	58	Select To Consolidate

Figure 3: Consolidate Screen Merge

The system will next verify your request to consolidate the two attending records. Select **Consolidate** at the bottom of the screen to complete the consolidation (fig. 4).



Figure 4: Consolidate Screen Verification