Drug Merge Utility

Kroll Version 9

KROLL
Computer Systems Inc.
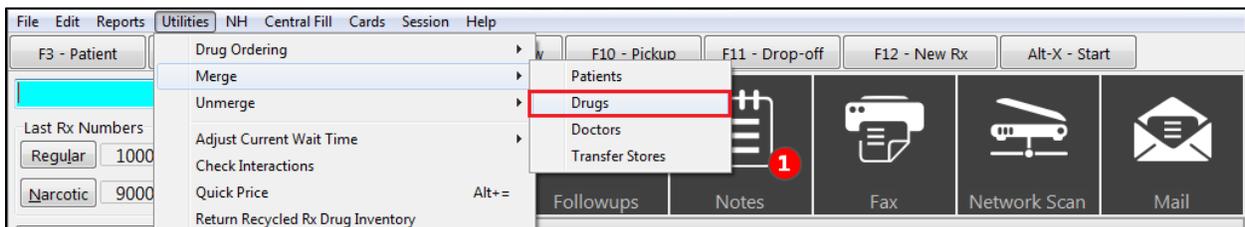
Drug Merge Utility

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 version 9.

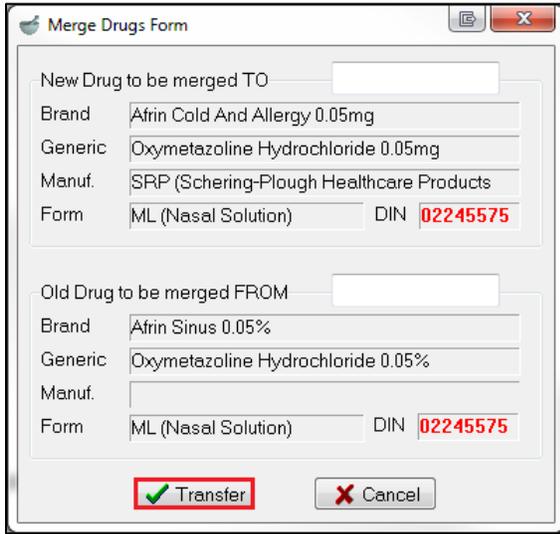1. From the **Alt-X Start** screen, go to **Utilities** > **Merge** > **Drugs**.

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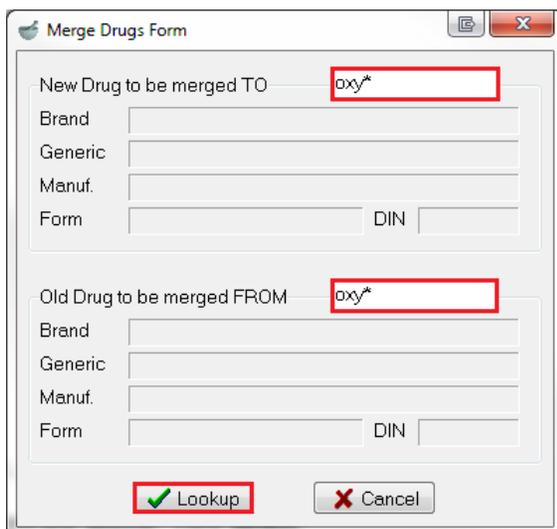
3. From the list of search results, select the drug you want to merge **to** and click **Select**. Click **Select** again.

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**.

7. 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.
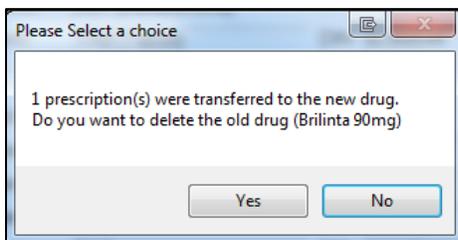

8. A prompt will appear to confirm the number of prescriptions that were transferred to the new drug, and ask you if you want to delete the old drug from the system. If you select **Yes**, the old drug will be deleted and you will be left with the drug you merged to. If you select **No**, the drug you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

The drug merging process is now complete.