How to Merge Studies and Images

The purpose of this document is to show user how to merge two studies under one name, given that the user's group has the "MODIFY" permission enabled. Additionally one can merge images of a study. This function at present time is only achieved through Opal Client ad user has to have "MERGE" permission in user's group. The merge function can be done at series or image level. You cannot merge images of a study in APPROVED status.

Merging a Study

Each study in the study list is associated with a patient name. There may come a time when one of your patients has studies in the system under two different names, such as a maiden name and married name. Ideally, you would want to consolidate, or merge, these studies under the one patient. By doing this, it would then be easier to locate a patient's previous exams using the Patient Studies Window. One would also want to user merge when a patient may have had more than one exam and his/her images were mixed accidentally (i.e.: had 2 CRs, one of head an also or arm, etc.)

Merging studies is simply a matter of associating the correct Patient ID to your study.

To Merge Studies Under One Patient (through Opal Web or Client):

1. Right-Click on the study and then select **Edit > Edit Study** from the context menu.
2. Enter the proper Patient ID in the **Patient ID** textbox.
3. To confirm your choice, click **OK** in the dialog box that appears.
4. Left-Click the **Update** button (Bar should update to 100%)
5. Left-Click **Close** to save your changes and close the study editor

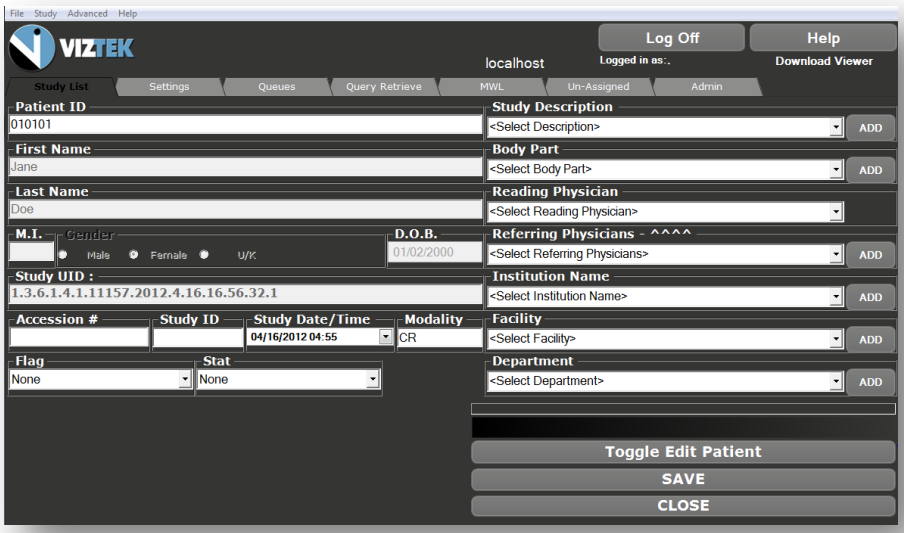

Figure 1

To Merge a Series or an Image (through Opal Client only):

The process is based on a drag and drop manner, i.e. you can drag a series onto a study; you can drag an image onto a series between two studies:

1. Right-Click on one of the studies intended to merge/move images from and then select **Edit > Merge Study** (if using 2.3.3.2 client or older, right-click > Merge Studies) from the context menu.
2. In the new window, in the top empty field, you will have that patient listed. Click on the "+" to the left of it, which will display all the studies for that patient. Expand the study you want to use for merging. This will display all the series for that study which is enough if a series is intended to be merged, otherwise expand the series that contains the image(s) you want to move. See Figure 2

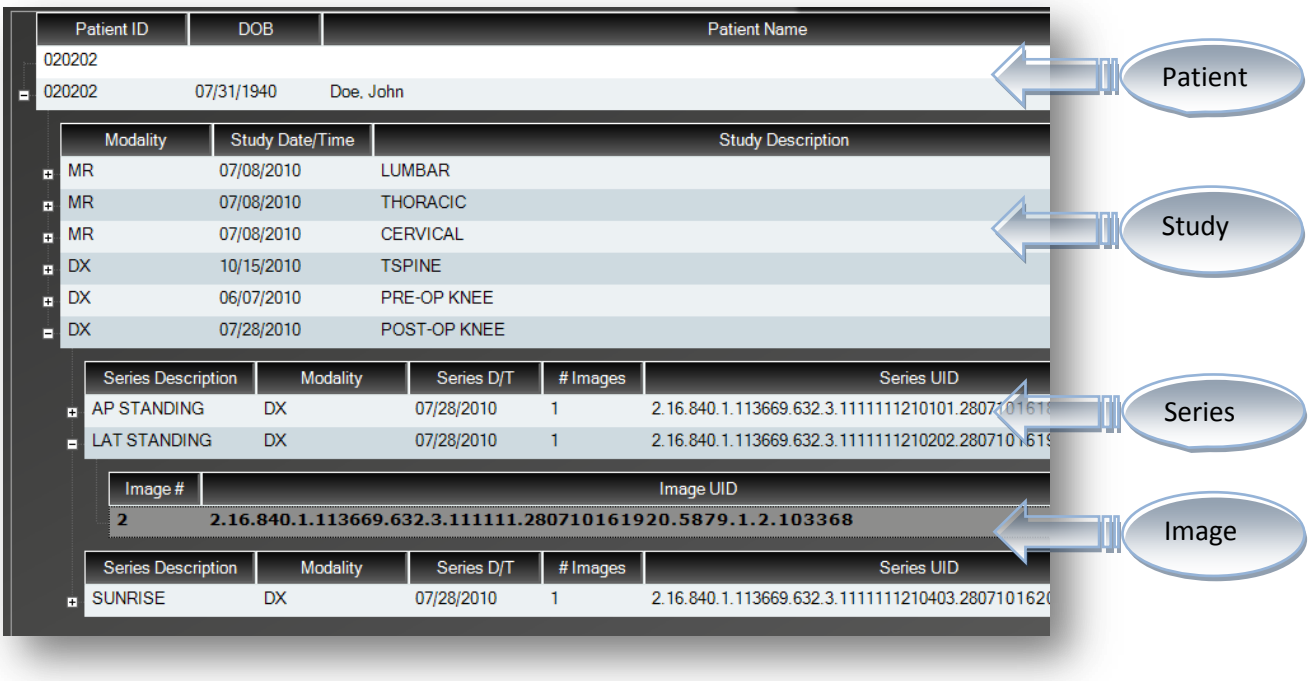

Figure 2

3. On the right side pane, type information of the Patient study where you intend to move series or images into, such as Patient ID or Patient Name. If you wish to move images or series onto a new empty study, you need to create such study before merging. Expand (if applicable) to have open the series where you want to move the image into from the other study.
4. Select and drag the image from left side pane to one on the right (a small rectangle will be displayed under the mouse pointer indicating and confirming an image is being moved) and let go of the mouse button when done. Each time an image or a series is dragged from one side to the other properly, a pop-up window will ask user to confirm the move. Figure 3
5. Repeat Step 4 if more images/series are to be merged between these studies. You can also drag from right to left side.
6. Click on **Done**.

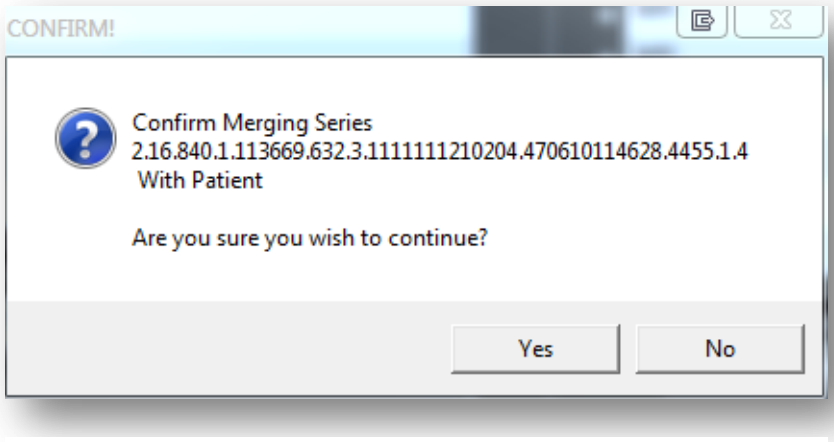

Figure 3