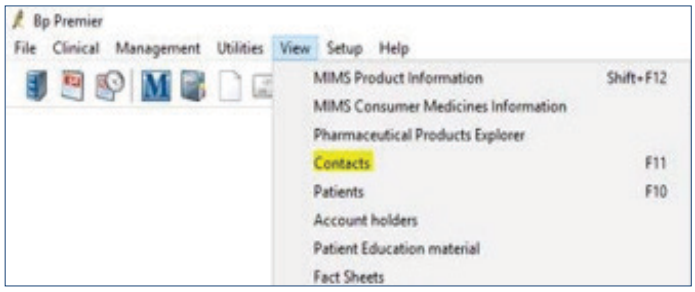
How to merge an existing Local Address Book entry with the new Online Address Book

If the clinic already has North Coast Radiology set up manually in their address book:

Log in to the computer in your clinic that hosts the Best Practice server.

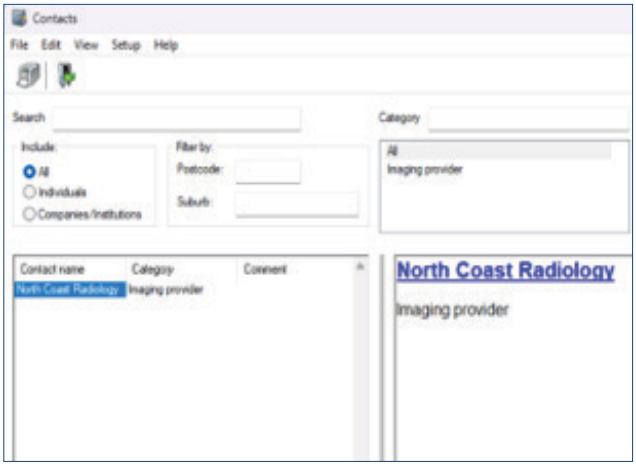
Home Screen

Select 'View' from the top menu, then select 'Contacts'



Contacts Screen

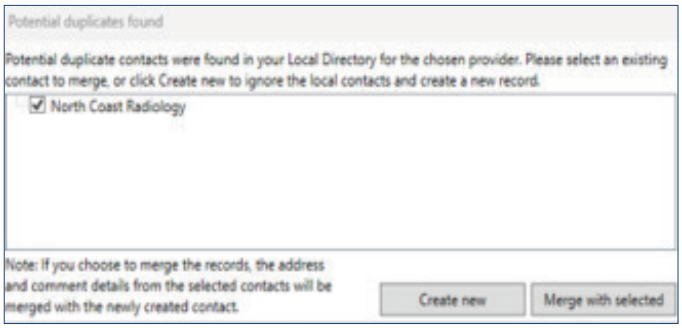
If North Coast Radiology has already been manually added to your address book, 'North Coast Radiology' will be an option in the area that is highlighted by the red rectangle.



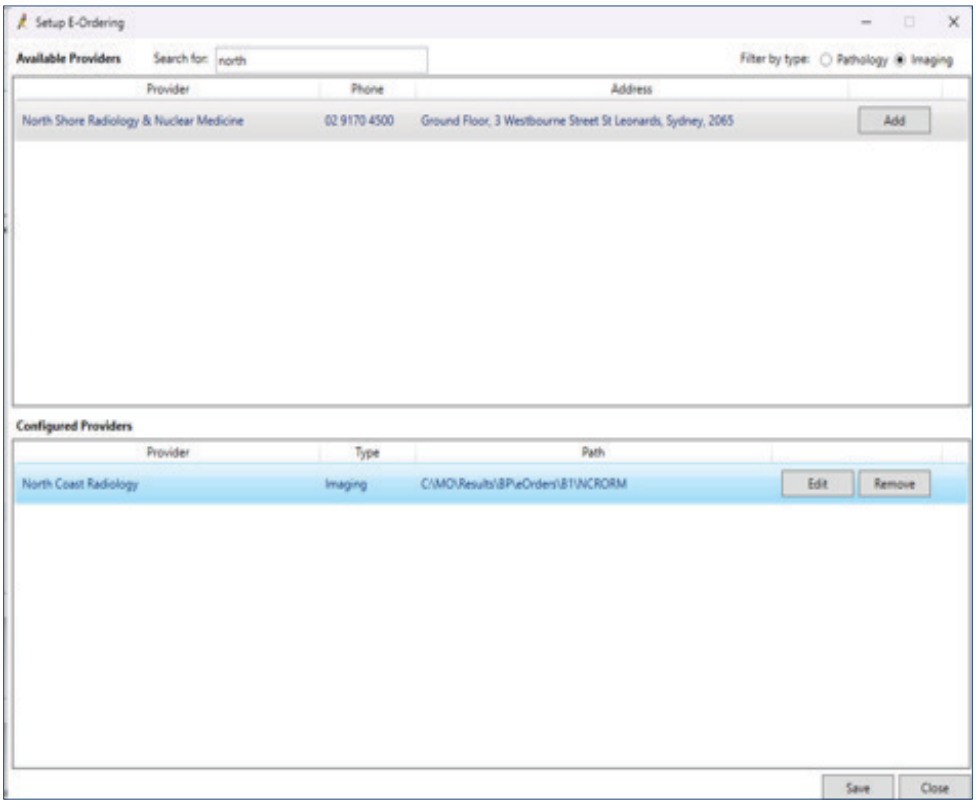
Select **'Setup'** from the top menu, then select **'E-Ordering'**. This will open the 'Setup E-Ordering' screen.

As North Coast Radiology has been manually added to your local address book, Best Practice will ask you if you would like to merge the "North Coast Radiology" entry with a provider.

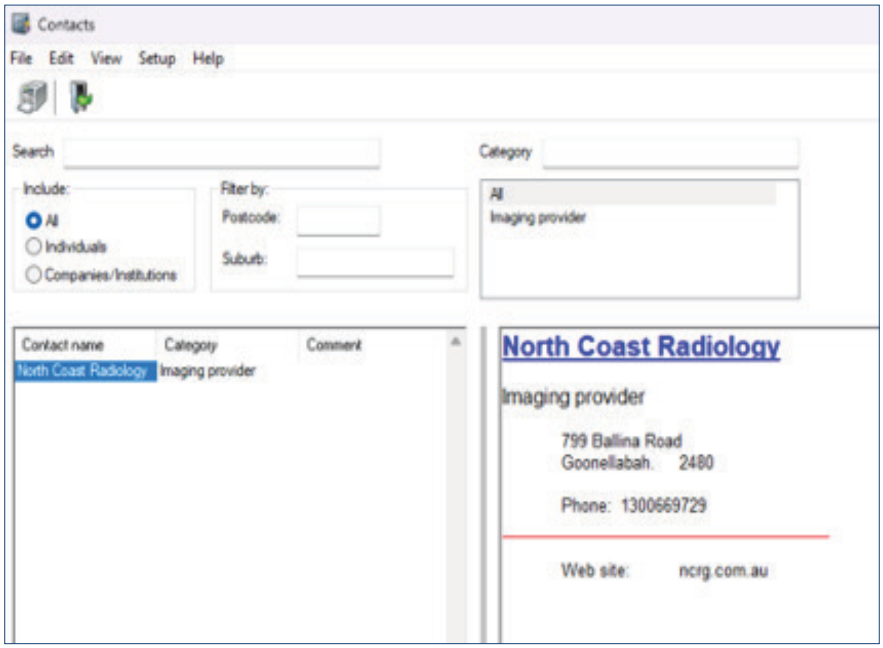
You will be prompted to check your work before merging. If you think all your entries are correct, click **'Merge with selected'**.



Once the 'Merge' screen is closed, you will be taken back to the E-Orders online address book. In the lower panel, North Coast Radiology has been added into the 'Configured Providers' section



Just to check that everything has merged properly, close and re-open the 'Contacts' screen.
The 'North Coast Radiology' manual entry should no longer be present.
This entry should now be called 'North Coast Radiology', with the information as per the image below.



Next steps

- If your clinic already utilises Medical Objects, no further action is necessary
- If the clinic does not yet use Medical Objects, you will need to **engage Medical Objects to install their Secure Messaging Client**