

# Contact Manager

Last Modified on 08/12/2021 9:41 am EDT

Version 14.19



This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Contact Manager

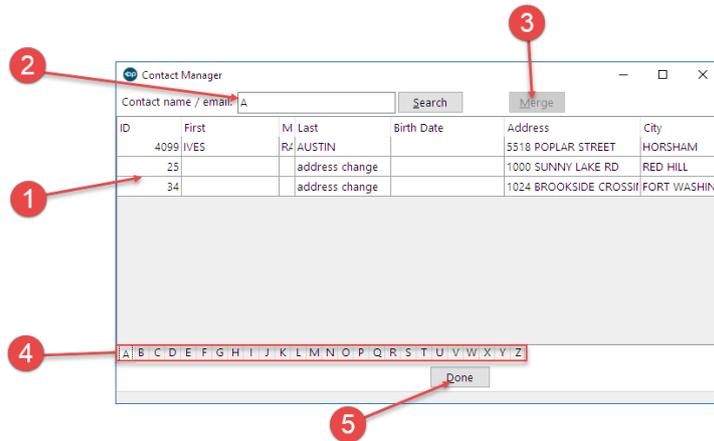
**Path: Practice Management tab > Contact Manager button**

The Contact Manager displays all of your practice's contacts in a window that is easy to navigate and sort. From here you can view all of your contacts. These contacts are displayed in the Family Contacts section of the Patient Chart.

If a new contact is entered but contains the same information of an existing contact when registering a new patient that is a sibling to another established patient, this creates a duplicate that needs to be merged in order to link the family member.



**Warning:** Duplicate contacts entries also adversely affect the contact information being sent to the Patient Portal.



## Contact Manager Map

Number	Section	Description
1	Contact List	The list of contacts that have been entered into OP.
2	Search bar	The Search bar locates the contact in the contact list.
3	Merge button	The <b>Merge</b> button merges two contacts together. Hold down the Ctrl button to select multiple contacts. Only two contacts can be merged at once.
4	Tabs A - Z	The Tabs at the bottom of the Contact Manager window split the contacts alphabetically.
5	Done button	The <b>Done</b> button closes the Contact manager window.

Version 14.10

## About Contact Manager

**Path: Activities Menu > Contact Manager (Keyboard Shortcut keys: [Alt][A][C])**

The Contact Manager displays all of your practice's contacts in a window that is easy to navigate and sort. From here you can view all of your contacts. These contacts appear in the Patient Register in the Contacts tab.

If a new contact is entered but contains the same information of an existing contact when registering a new patient that is a sibling to another established patient, this creates a duplicate that needs to be merged in order to link the family member.

**Note:** Duplicate Contacts will adversely affect the Patient Portal and must be merged.



ID	First	M	Last	Birth Date	Address	City	St	Zip	Home Phone	Work Phone	Cell Phone	Home Email	Work Email
7156			TEST										
7154	FATHER		TEST		5 WALNUT GROVE	Horsham	PA	19044	000-000-1001				
7155	FATHER		TEST		9 WALNUT GROVE	Horsham	PA	19044	800-218-9916				
7164	GRANDPOP		TEST		2537 WOODHAVEN DR	Feasterville Trev	PA	19053	000-000-1006				
7157	MAMA		TEST		7 WALNUT GROVE	Horsham	PA	19044	000-000-1002				
7167	MAURICE		TEST		76 SKERS CT	Bryn Mawr	PA	19010	000-000-1008				
7165	SENIOR		TEST		444 TENNIS COURT	Doylestown	PA	18901	000-000-1007				
2880	DAD OF MARY		TESTPATIENT		1234 HAPPY STREET	DOYLESTOWN	PA	18901	215-666-2323	215-222-2222	267-222-2233	JINPDfSFkPOAUOfJUB	snpdtdsubjefqznttfsIAz
7158	JASON		TESTPATIENT	8/30/1979	123 MAIN ST	Horsham	PA	19044	555-222-3333				
7150	LINSEY		TESTPATIENT	5/28/1990	5 MAIN STREET	Horsham	PA	19044	555-111-6284			linseyt@gmail.com	
1544	MOM OF MARY		TESTPATIENT		1234 HAPPY STREET	DOYLESTOWN	PA	18901	215-666-2323	215-454-6631	267-372-5552	snpdtdsubjefqznttfsIAz	
7204	MOMMY		TESTPATIENT		6 TENNIS COURT	Horsham	PA	19044	000-000-1020				
7151	TNA		TESTPATIENT	12/5/1982	10 SUNRISE LANE	Horsham	PA	19044	555-222-9876			tinat@gmail.com	

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