Contact Finder

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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.*

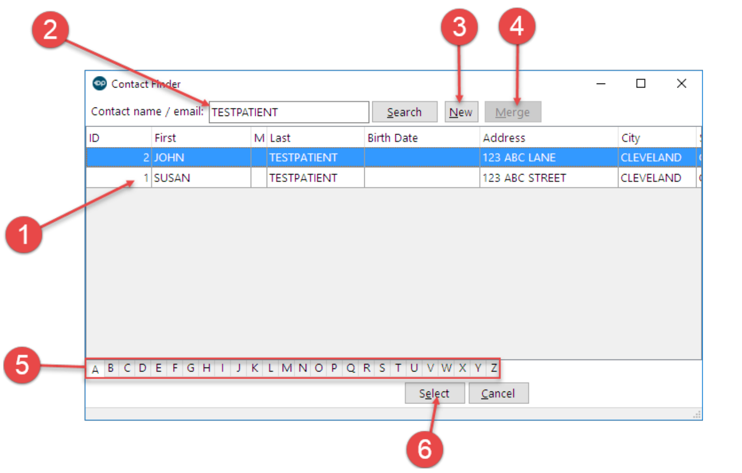
About Contact Finder

> **Path: Clinical, Practice Management or Billing tab > Patient Chart button > Family Contacts > Add button**

The Contact Finder displays all of the patient's contacts in a window that is easy to navigate and sort. From here you can view all of the patient's contacts. These contacts are displayed in the Patient Register in the Contacts tab.

If a new contact is entered but contains the same information as 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 will also adversely affect how contact information is sent to the Patient Portal.



Contact Manager Map

Number	Section	Description
1	Contact List	The Contact List grid displays the list of contacts based upon the tab selected. The tabs at the bottom of the Contact Finder contact list split the contacts alphabetically.
2	Search bar	The Search bar locates the contact in the contact list.
3	New button	Starts the process for adding a new contact.
4	Merge button	The **Merge** button merges two contacts together. Two contacts must be selected in order for the Merge button to become active. Only two contacts can be merged at once.
5	Tabs A - Z	The tabs at the bottom of the Contact Finder window split the contacts alphabetically.

6	Select button	The **Select** button closes the Contact Finder window.

Version 14.10

There is no Contact Finder window map for OP 14.