MCIR USER REFERENCE GUIDE:

REPORTING DUPLICATE PERSON RECORDS

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Information and instructions included in this reference guide periodically change with system updates and are subject to annual review. Please be advised: Images and directions may no longer replicate current system function.

THINGS TO KNOW ABOUT DUPLICATE PERSON RECORDS

It is important that duplicate MCIR records are Marked as Duplicates when they are discovered, because duplicate MCIR records:

- bring down vaccination coverage levels – at the medical provider, county, health department jurisdiction and/or state level.
- can inaccurately reflect a person's immunization history and/or current immunization status, i.e., When there are two records for a single person, the information contained in either record generally reflects partial medical history.
- can inaccurately reflect an individual's immunization status (need for immunizations) because medical history is missing and the system cannot properly assess vaccination needs.

DEFINING DUPLICATE PERSON RECORDS

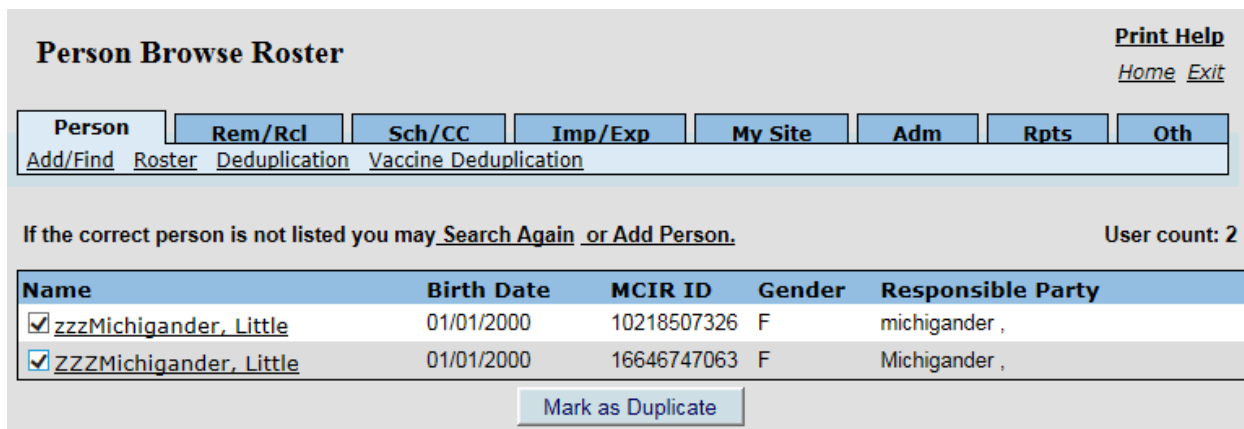### What is a Duplicate Person Record?

When a single person has multiple MCIR records, this is referred to as having Duplicate records. Duplication can occur from any of the following:

- The person's legal name changes, e.g., adoption, marriage, divorce, elective.
- The person's demographics were incorrectly recorded, e.g., misspelling and hyphenations.
- The person's record was created using an Alias Name (e.g. nickname), rather than their official name.
- The person's demographics are recorded differently in the medical home's electronic health record than they are in the MCIR record.

It is imperative that users understand how to properly search for a person in MCIR, thereby avoiding duplicate MCIR records. For more information on Finding a Person's record, including Wildcard Searches, and/or requesting changes to a MCIR record (i.e., Petition for Modification), please see the MCIR User Reference Guide: Person Module.

Finding Duplicate Person Records

Duplicate MCIR records are often discovered while performing a Person Search. When the same search criteria match more than one MCIR record, the system will present the user with a list of possible matches (i.e., Person Browse Roster screen).

Duplicate person records can also be found on your site's Roster. Duplicate records will generally appear back-to-back in a listing of persons.

When duplicate MCIR records are identified, notify your Regional MCIR office.

How to Report Duplicate Person Records

Step One: From the Person Browse Screen, check the far left box for each duplicate record. Once all records have been flagged, click **Mark as Duplicate** at the bottom of the Person Browse Roster screen.

Step Two: From your site's Roster, click to Modify the roster and then check the far left box for each duplicate record. Once all records have been flagged, click **Mark as Duplicate** at the bottom of the Roster screen.

Step Three: Records reported as duplicate will remain available to all system users until they have been properly addressed by your Regional MCIR Office. Once duplicate records are reported, they will display in your Regional MCIR Office's Deduplication queue for investigation and required processing.