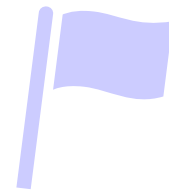


Flag a Record as Duplicate



1. Log in to the [Michigan Care Improvement Registry, \(MCIR\)](#), and [Search a Person](#).
2. When searching for a person and two records look the same with matching information, the records may need an investigation, *Figure 1*.

Person Browse Roster [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **My Site** **Adm** **Rpts** **Oth**
Add/Find Roster

If the correct person is not listed you may [Search Again](#). User count: 2

Name	Birth Date	MCIR ID	Gender	Responsible Party
<input type="checkbox"/> Test, Test	01/01/2000	17170027508	F	Test, Test
<input type="checkbox"/> Test, Test	01/01/2000	47147017213	F	Test, Test

Mark as Duplicate

Figure 1

3. Click the boxes, to the left of the names, to mark each duplicate record, *Figure 1*.
4. Click 'Mark as Duplicate' at the bottom of the Person Browse Roster screen, *Figure 2*.

Person Browse Roster [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **My Site** **Adm** **Rpts** **Oth**
Add/Find Roster

If the correct person is not listed you may [Search Again](#). User count: 2

Name	Birth Date	MCIR ID	Gender	Responsible Party
<input checked="" type="checkbox"/> Test, Test	01/01/2000	17170027508	F	Test, Test
<input checked="" type="checkbox"/> Test, Test	01/01/2000	47147017213	F	Test, Test

Mark as Duplicate

Figure 2



A duplicate reported record displays in your jurisdiction's MCIR ETA deduplication queue for investigation and processing.