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 Brow	vse Roster					Home Exit
Person	Rem/Rcl	VIM	My Site	Adm	Rpts	Oth
dd/Find Roster						
Add/Find Roster						
Add/Find Roster	on is not listed you	may <u>Search Again</u> .				User count: 2
Add/Find Roster f the correct perso Name	on is not listed you	may <u>Search Again</u> . Birth Date	MCIR ID	Gender	Responsible Par	User count: 2
Add/Find Roster If the correct perso Name	on is not listed you	may <u>Search Again</u> . Birth Date 01/01/2000	MCIR ID 17170027508	Gender F	Responsible Par Test, Test	User count: 2

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 Brow	se Roster						<u>Print Help</u> <u>Home</u> <u>Exit</u>
Person	Rem/Rcl	VIM	My Site	Adm	F	Rpts	Oth
							11
If the correct perso	n is not listed you n	nay <u>Search Again</u> .					User count: 2
If the correct perso Name	n is not listed you n	nay <u>Search Again</u> . Birth Date	MCIR ID	Gender	Respons	ible Part	User count: 2 y
If the correct perso Name <u>Test, Test</u>	n is not listed you n	nay <u>Search Again</u> . Birth Date 01/01/2000	MCIR ID 17170027508	Gender F	Respons Test, Test	ible Part	User count: 2 y
If the correct perso Name ☑ <u>Test, Test</u> ☑ <u>Test, Test</u>	n is not listed you n	nay <u>Search Again</u> . Birth Date 01/01/2000 01/01/2000	MCIR ID 17170027508 47147017213	Gender F F	Respons Test, Test Test, Test	ible Part	User count: 2 y

Figure 2

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

