

Flag a Record as a Duplicate



When You Find a Duplicate Record

When searching for a person and two records look the same with matching information:

- Name
- birth date
- gender
- responsible party

– an investigation may be needed.

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](#)

Person Browse Roster Screen

1. On the Person Browse Screen, click the boxes to mark each duplicate record.
2. Select **'Mark as Duplicate'** at the bottom of the Person Browse Roster screen.

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Mark as Duplicate

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:

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

The End.

