It's Your Best Shot!
CT WIZ
Connecticut
Immunization Information System

How do I Report Duplicate Patient Records?

DPH
Connecticut Department
of Public Health

Connecticut Department of Public Health
Keeping Connecticut Healthy

You can flag a possible duplicate patient record in CT WiZ. However, you cannot merge them or delete a record.

Once you flag a record as a possible duplicate, a member of the CT WiZ staff will review the records and combine them, if appropriate.

Flagging a Possible Duplicate Patient Record – Step 1

This screen shows possible duplicate records found while performing a search.

If this occurs, note the ID numbers of the records.

In this case they are: 852426 & 852427.

Flagging a Possible Duplicate Patient Record – Step 2

Click on the down arrow next to the Demographics button of the record with the lower ID number.

Select Duplicates from the drop-down menu.

Flagging a Possible Duplicate Patient Record – Step 3

Flagging a Possible Duplicate Patient Record – Step 4

ROBIN, CHRISTOPHER ID: 852426   DOB: 01/22/2018   AGE: 0Y 6M 11D   GENDER: M

Patient Duplicates ⓘ

View

Duplicates Already Identified

⚠ No records found

Search for Additional Duplicates
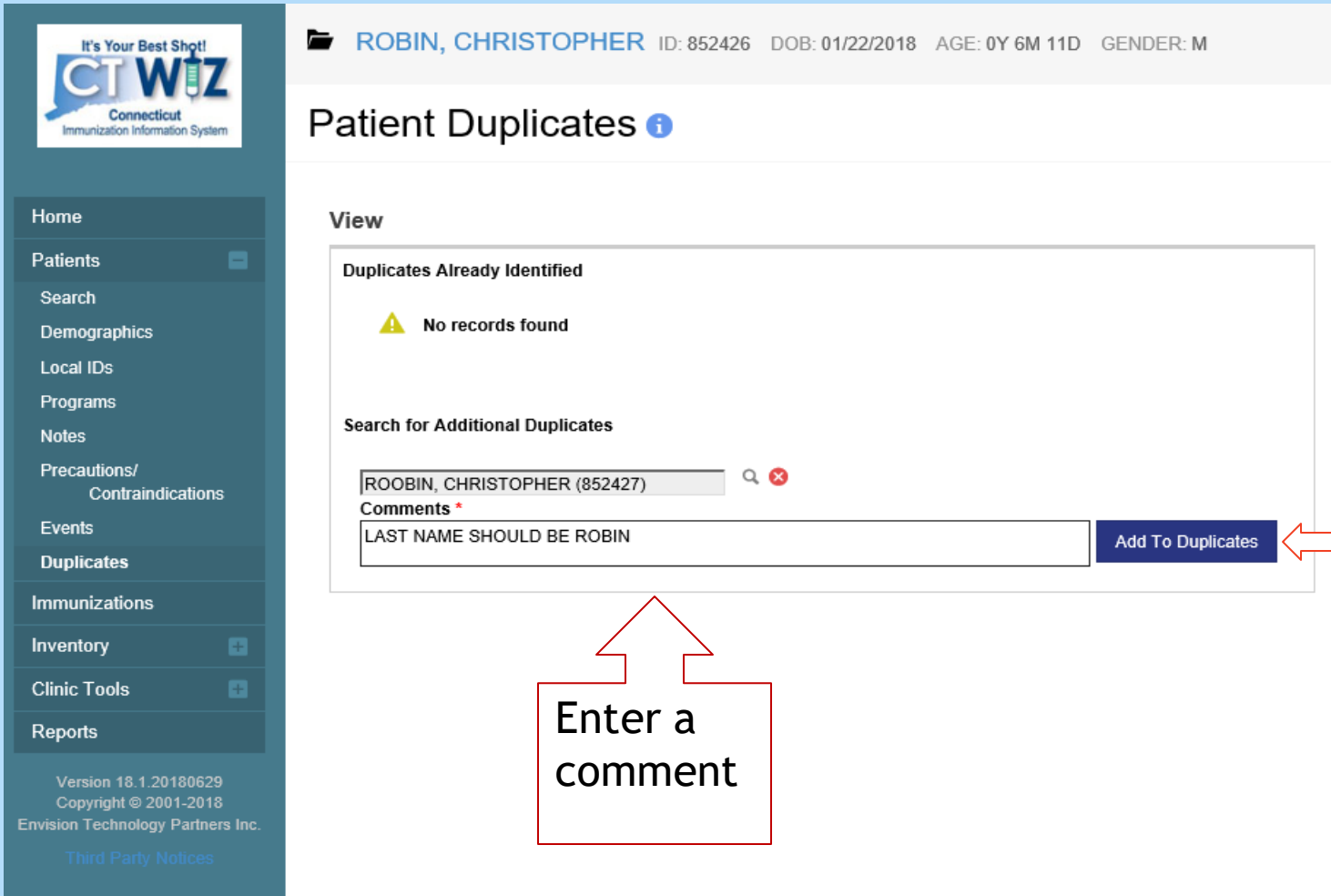
Comments *

Search Criteria

Patient ID	Identifier Type	Identifier Value

Last Name	First Name	Middle Name	DOB	Gender
RO	CHRISTOPHER		01/22/2018	

Previous Criteria   Clear   Search

Perform the same search.

1. Click Previous Criteria.
2. Click Search.

Double click here

Double click on the record with the higher id number.

Flagging a Possible Duplicate Patient Record – Step 6

1. Enter a comment in the Comments field.

(This field is required.)

2. Click on Add to Duplicates.

Duplicate Patient Identified

ROBIN, CHRISTOPHER ID: 896223 DOB: 01/22/2018 AGE: 2Y 2M 18D GENDER: M

Patient Duplicates ⓘ

View

Duplicates Already Identified

Patient ID	Last	First	Middle	Gender	DOB	Identified By		
896224	ROOBIN	CHRISTOPHER		M	01/22/2018	LORETTA RIVERA	❓	View

Search for Additional Duplicates

🔍 ❌

Comments *

[Add To Duplicates]

Sidebar:
- Home
- Patients
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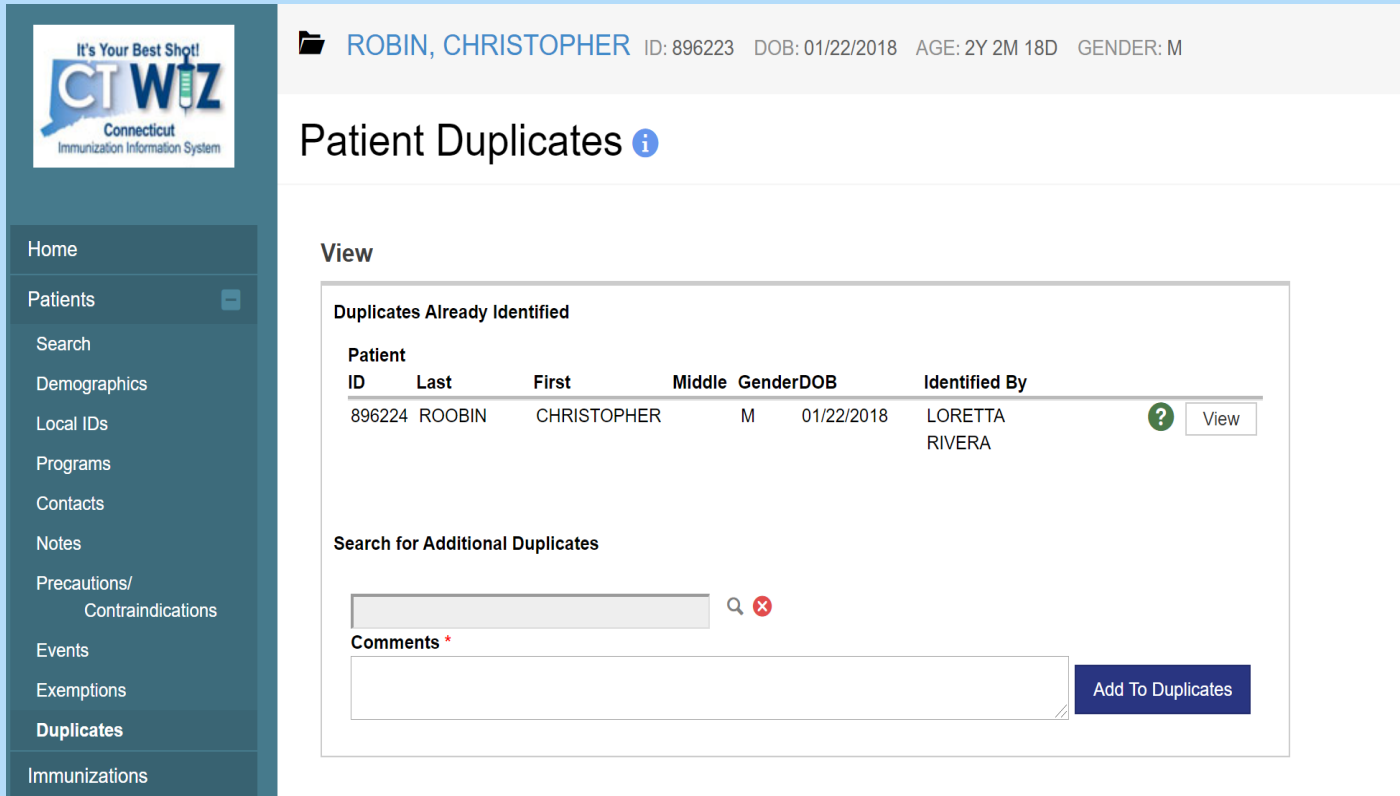 - Events
  - Exemptions
  - **Duplicates**
- Immunizations

Notice the duplicate patient is displaying in Duplicates Already Identified.

Click on the view button to view the two records side by side.