



# How do I Report Duplicate Patient Records?

## Things You Should Know

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

## Patient Search Links ▾

### Search Criteria

Patient ID	Identifier Type	Identifier Value			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Last Name	First Name	Middle Name	DOB	Gender	
<input type="text" value="RO"/>	<input type="text" value="CH"/>	<input type="text"/>	<input type="text" value="01/22/2018"/>	<input type="text"/>	
<input type="button" value="Previous Criteria"/>			<input type="button" value="Clear"/>		<input type="button" value="Search"/>

### Search Results - 2 record(s)

ID	Name	Gender	DOB	Action
852426	ROBIN, CHRISTOPHER <i>1 MAIN ST OLD LYME, CT 06371</i>	M	01/22/2018	<span style="color: green;">?</span> Demographics ▾
852427	ROOBIN, CHRISTOPHER <i>1 MAIN ST OLD LYME, CT 06371</i>	M	01/22/2018	<span style="color: green;">?</span> Demographics ▾

You may add a new patient by clicking the 'New Patient' button.

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.



- Home
- Patients ▾
- Search
- Demographics
- Local IDs
- Programs
- Notes
- Precautions/  
Contraindications
- Events
- Duplicates
- Immunizations
- Inventory +
- Clinic Tools +
- Reports

# Flagging a Possible Duplicate Patient Record - Step 2



- Home
- Patients -
- Search
- Demographics
- Local IDs
- Programs
- Notes
- Precautions/  
Contraindications
- Events
- Duplicates
- Immunizations
- Inventory +
- Clinic Tools +
- Reports

## Patient Search Links ▾

### Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
<input type="text" value="RO"/>	<input type="text" value="CH"/>	<input type="text"/>	<input type="text" value="01/22/2018"/>	<input type="text" value=""/>
<input type="button" value="Previous Criteria"/>			<input type="button" value="Clear"/>	<input type="button" value="Search"/>

### Search Results - 2 record(s)

ID	Name	Gender	DOB	Action
852426	ROBIN, CHRISTOPHER 1 MAIN ST OLD LYME, CT 06371	M	01/22/2018	? Demographics ▾
852427	ROOBIN, CHRISTOPHER 1 MAIN ST OLD LYME, CT 06371	M	01/22/2018	

You may add a new patient by clicking the 'New Patient' button.

- Demographics
- Immunizations
- Duplicates
- Events
- Local IDs
- Notes
- Outreach
- Precautions / Contraindications
- Programs

Click Duplicates

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



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

## Patient Duplicates ℹ️

### View

#### Duplicates Already Identified

⚠️ No records found

Click the magnifying glass. A pop-up will appear.

#### Search for Additional Duplicates

 🔍 ✖️

Comments \*

Add To Duplicates


# 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			
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>			
Last Name	First Name	Middle Name	DOB	Gender	
<input type="text" value="RO"/>	<input type="text" value="CHRISTOPHER"/>	<input type="text"/>	<input type="text" value="01/22/2018"/>	<input type="text" value=""/>	<input type="text"/>
<input type="button" value="Previous Criteria"/>			<input type="button" value="Clear"/>	<input type="button" value="Search"/>	

Perform the same search.

1. Click Previous Criteria.
2. Click Search.


# Flagging a Possible Duplicate Patient Record - Step 5

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 \*

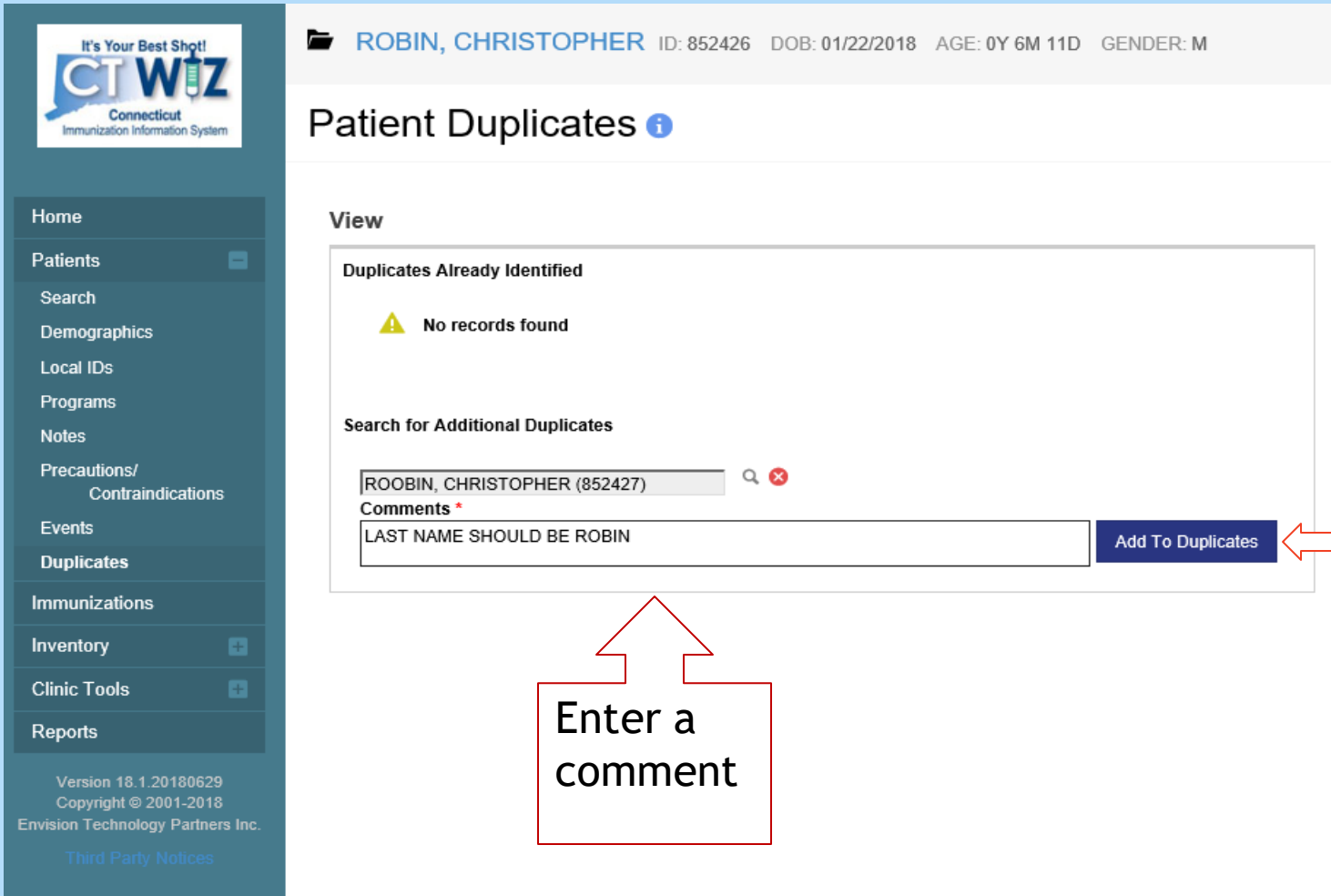
**Patient Search Results - 2 record(s)**

ID	Name	Gender	DOB	Revise	Cancel
852426	ROBIN, CHRISTOPHER 1 MAIN ST OLD LYME, CT 06371	M	01/22/2018		
852427	ROOBIN, CHRISTOPHER 1 MAIN ST OLD LYME, CT 06371	M	01/22/2018	Revise	Cancel

Double click here

Double click on the record with the higher id number.

# Flagging a Possible Duplicate Patient Record - Step 6



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

Home  
Patients  
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Events  
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Immunizations  
Inventory  
Clinic Tools  
Reports


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



## Patient Duplicates i

View

Duplicates Already Identified

 No records found

Search for Additional Duplicates

ROOBIN, CHRISTOPHER (852427)  

Comments \*

LAST NAME SHOULD BE ROBIN Add To Duplicates

Enter a comment

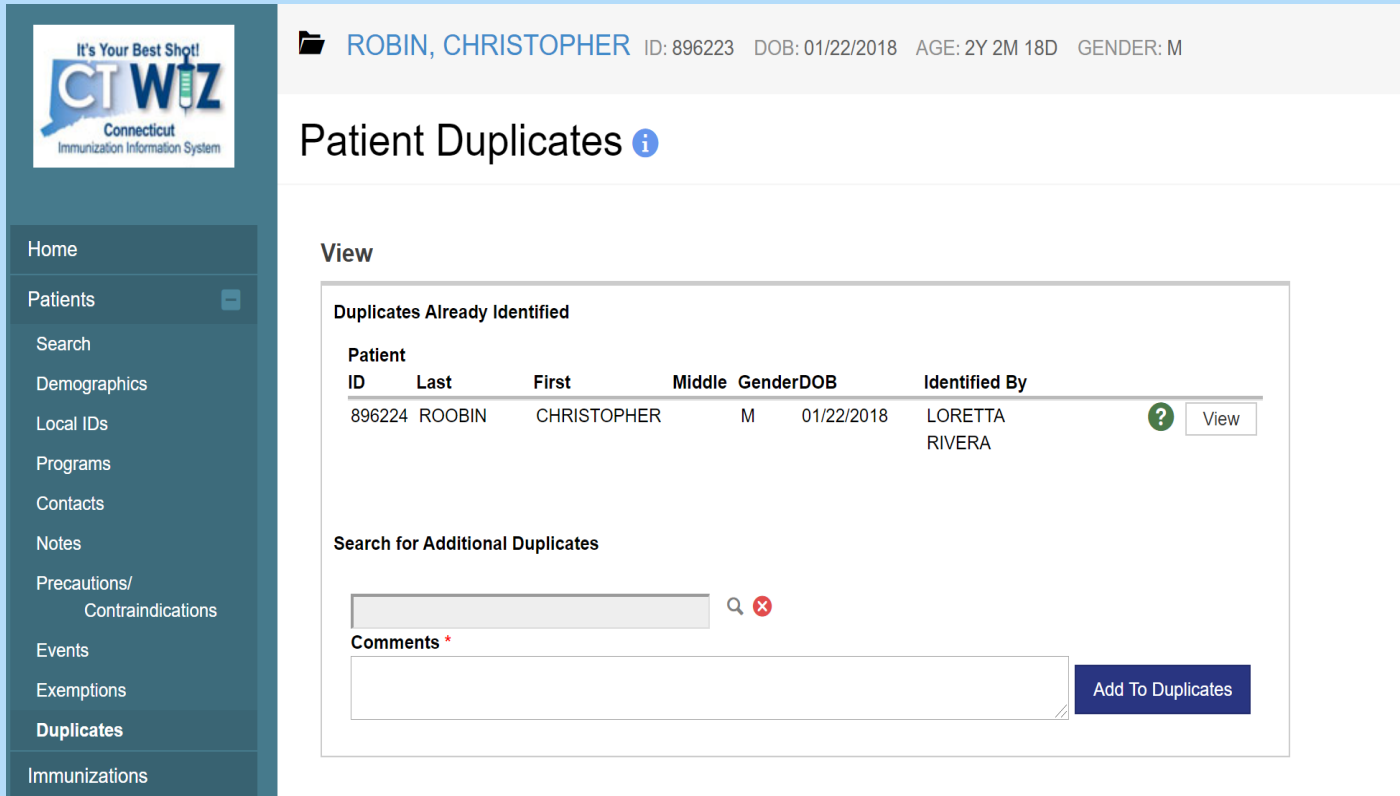
1. Enter a comment in the Comments field.

*(This field is required.)*

2. Click on Add to Duplicates.



# Duplicate Patient Identified



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

Home  
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Search  
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Local IDs  
Programs  
Contacts  
Notes  
Precautions/  
Contraindications  
Events  
Exemptions  
**Duplicates**  
Immunizations

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

## Patient Duplicates i

View

Duplicates Already Identified

Patient						
ID	Last	First	Middle	Gender	DOB	Identified By
896224	ROOBIN	CHRISTOPHER		M	01/22/2018	LORETTA RIVERA <span>?</span> <a href="#">View</a>

Search for Additional Duplicates

Comments \*

[Add To Duplicates](#)

Notice the duplicate patient is displaying in Duplicates Already Identified.

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