

DMHAS-EQMI



MONTHLY PROVIDER DATA QUALITY NEWSLETTER

February 2022

Duplicate Accounts in DDAP

When entering/uploading data into DDAP it is important to remember that modifying any identifying information for the client will result in creating a duplicate account and admission. For example:

- Name is spelled differently
- Social security has a different number in it
- Date of birth has a different number
- No social security is entered
- No date of birth is entered

If you find any of these situations occurred, please contact our department directly and we will adjust the information already in DDAP. Please do not upload that information without contacting us since another account will be created for that client and that admission. Once that happens, we will have to delete one of these admissions, as we are unable to merge the account and services will have to be deleted and possibly reentered. This is especially important if you provide TCM services and they have been billed by DMHAS.

Still have Questions? Please contact:

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