

MCIR USER REFERENCE GUIDE:

REPORTING DUPLICATE PERSON RECORDS

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Information and instructions included in this reference guide periodically change with system updates and are subject to annual review. Please be advised: Images and directions may no longer replicate current system function.

THINGS TO KNOW ABOUT DUPLICATE PERSON RECORDS

It is important that duplicate MCIR records are Marked as Duplicates when they are discovered, because duplicate MCIR records:

- bring down vaccination coverage levels – at the medical provider, county, health department jurisdiction and/or state level.
- can inaccurately reflect a person's immunization history and/or current immunization status, i.e., When there are two records for a single person, the information contained in either record generally reflects partial medical history.
- can inaccurately reflect an individual's immunization status (need for immunizations) because medical history is missing and the system cannot properly assess vaccination needs.

DEFINING DUPLICATE PERSON RECORDS

What is a Duplicate Person Record?

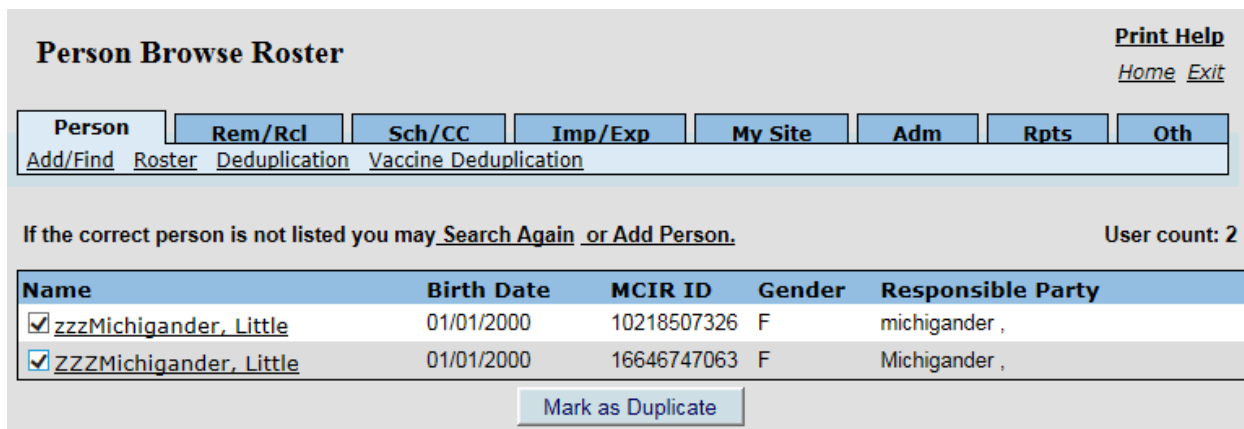
When a single person has multiple MCIR records, this is referred to as having Duplicate records. Duplication can occur from any of the following:

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

It is imperative that users understand how to properly search for a person in MCIR, thereby avoiding duplicate MCIR records. For more information on Finding a Person's record, including Wildcard Searches, and/or requesting changes to a MCIR record (i.e., Petition for Modification), please see the [MCIR User Reference Guide: Person Module](#).

Finding Duplicate Person Records

Duplicate MCIR records are often discovered while performing a Person Search. When the same search criteria match more than one MCIR record, the system will present the user with a list of possible matches (i.e., Person Browse Roster screen).



Person Browse Roster [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	Sch/CC	Imp/Exp	My Site	Adm	Rpts	Oth
Add/Find	Roster	Deduplication	Vaccine Deduplication				

If the correct person is not listed you may [Search Again](#) or [Add Person](#). User count: 2

Name	Birth Date	MCIR ID	Gender	Responsible Party
<input checked="" type="checkbox"/> zzzMichigander, Little	01/01/2000	10218507326	F	michigander ,
<input checked="" type="checkbox"/> ZZZMichigander, Little	01/01/2000	16646747063	F	Michigander ,

[Mark as Duplicate](#)

Duplicate person records can also be found on your site's Roster. Duplicate records will generally appear back-to-back in a listing of persons.



Michigan Care Improvement Registry 

Person	Reminder/Recall	Vaccine Mgmt
Add/Find	Create Reminder	Manage Inventory
Roster	Create Recall	Return/Waste Reporting
	Retrieve/Confirm Results	View Inventory History
	Scan RTS Letters	Vaccines Administered

When duplicate MCIR records are identified, notify your [Regional MCIR office](#).

How to Report Duplicate Person Records

Step One: From the Person Browse Screen, check the far left box for each duplicate record. Once all records have been flagged, click **Mark as Duplicate** at the bottom of the Person Browse Roster screen.

Person Browse Roster [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl VIM Imp/Exp VFC My Site Adm Rpts Oth

Add/Find Roster

If the correct person is not listed you may [Search Again](#) or [Add Person](#). User count: 2

Name	Birth Date	MCIR ID	Gender	Responsible Party
<input type="checkbox"/> zzzMichigander, Little	01/01/2000	10218507326	F	RPLName, RPFName
<input type="checkbox"/> ZZZMichigander, Little	01/01/2000	16646747063	F	Michigander,

Step Two: From your site's Roster, click to Modify the roster and then check the far left box for each duplicate record. Once all records have been flagged, click **Mark as Duplicate** at the bottom of the Roster screen.

Name	Birth Date	MCIR ID	G	Patient ID	IS	Last Eval	Mig	Last Access
<input type="checkbox"/> Duck, Donald	05/10/2010	66270054114	M	n/a	<input type="radio"/>	05/29/2015	N	05/29/2015
<input checked="" type="checkbox"/> Michigander, Ima	01/31/2001	66443688570	F	123456	<input type="radio"/>	05/29/2015	Y	05/29/2015
<input checked="" type="checkbox"/> michigander, Ima	01/31/1901	26629434392	F	n/a	<input type="radio"/>	05/29/2015	N	05/29/2015
<input type="checkbox"/> Michigander, Lil	04/23/2010	16671984671	F	n/a	<input type="radio"/>	05/29/2015	N	05/29/2015
<input type="checkbox"/> Number, Two	04/25/1991	20256687738	M	n/a	<input type="radio"/>	05/29/2015	N	05/29/2015
<input type="checkbox"/> Testerson, Testy	04/30/1994	10272282962	M	n/a	<input type="radio"/>	05/29/2015	N	05/29/2015

Step Three: Records reported as duplicate will remain available to all system users until they have been properly addressed by your Regional MCIR Office. Once duplicate records are reported, they will display in your Regional MCIR Office's Deduplication queue for investigation and required processing.

Deduplication [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl Sch/CC Imp/Exp My Site Adm Rpts Oth

Add/Find Roster [Deduplication](#) [Vaccine Deduplication](#)

County All Roster Size: 1

MCIR ID	Person Name	Birth Date	Created By	Created Date
Deduplicate 10218507326	zzzMichigander, Little	01/01/2000	tatea1123	10/07/2016
16646747063	ZZZMichigander, Little	01/01/2000	tatea1123	10/07/2016