Flag a Record as a Duplicate
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.
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.
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.