

NMSIIS DUPLICATE IDENTIFICATION PROCESS

This guide will explain how to easily flag a duplicate record in NMSIIS

Example: Cinderella Charming

Search for patient Cinderella Charming

Patient Search i

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="CHAR"/>	<input type="text" value="CIND"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>

Birth Info

Mother Last Name	Mother First Name	Mother Middle Name	Mother Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father Last Name	Father First Name	Father Middle Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Search Results - 2 record(s)

ID	Name	Insurance	VFC	Gender	DOB	Action
1055	CHARMING, CINDERELLA 8900 HAPPY DRIVE RD LAS CRUCES, NM 88012	CAID: 123	1	F	01/01/2015	<input type="button" value="Demographics"/> <input type="button" value="Duplicates"/>
8072	CHARMING, CINDERELLA			F	01/01/2015	<input type="button" value="Demographics"/>

Multiple results will be displayed indicating Cinderella Charming could have one or more records. You will determine if they are the same patient and if they should be combined/merged.

1. On the first Cinderella Charming (patient ID 1055) record click the drop down arrow next to demographics and select duplicates

Search Results - 2 record(s)

ID	Name	Insurance	VFC	Gender	DOB	Action
1055	CHARMING, CINDERELLA 8900 HAPPY DRIVE RD LAS CRUCES, NM 88012	CAID: 123	1	F	01/01/2015	  Demographics 
8072	CHARMING, CINDERELLA			F	01/01/2015	

You may add a new patient by clicking the 'New Patient' button. [New Patient](#)

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

You will then be taken to Patient Duplicates screen.

CHARMING, CINDERELLA ID: 1055 DOB: 01/01/2015 AGE: 1Y 6M 21D GENDER: F    Precautions / Contraindications ARE specified

Patient Duplicates

View

Duplicates Already Identified

 No records found

Search for Additional Duplicates

 

Comments *

[Add To Duplicates](#)

2. You will click on magnifying glass to finish the process for flagging duplicate records.

As a result of clicking the magnifying glass a search criteria box will appear. Please fill out the information of your patient again.

Search Criteria

Patient ID: Identifier Type: Identifier Value:

Last Name: First Name: Middle Name: DOB: Gender:

Birth Info

Mother Last Name: Mother First Name: Mother Middle Name: Mother Maiden Name:

Father Last Name: Father First Name: Father Middle Name:

Previous Criteria

3. After having filled out the search information and clicking search you will then see your search results displayed once more.

Patient Search Results - 2 record(s)

ID	Name	Gender	DOB
1055	CHARMING, CINDERELLA 8900 HAPPY DRIVE RD LAS CRUCES, NM 88012	F	01/01/2015
8072	CHARMING, CINDERELLA	F	01/01/2015

Revise Cancel

Revise Cancel

4. Double click on the duplicate file, in this example my duplicate file is patient ID 8072, the second Cinderella Charming.

By double clicking on the duplicate Cinderella you will now see the search box disappear and your original screen for patient duplicates will now have populated information (screen shot below)

Patient Duplicates ?

View

Duplicates Already Identified

 No records found

Search for Additional Duplicates

CHARMING, CINDERELLA (8072)  

Comments *

Add To Duplicates

5. Now you will need to add a comment. Please be specific so that we are able to properly merge your record.

CHARMING, CINDERELLA (8072)  

Comments *

PLEASE COMBINE RECORDS |

Add To Duplicates

6. After having entered any applicable comments click "Add To Duplicates"

The information that was filled out in the boxes have now moved to the top of the "Duplicates Already Identified" section.

Patient Duplicates ?

View

Duplicates Already Identified

Patient						
ID	Last	First	Middle	Gender	DOB	Identified By
8072	CHARMING	CINDERELLA		F	01/01/2015	ELIZABETH CISNEROS  View

Search for Additional Duplicates

 

Comments *

Add To Duplicates

Congratulations! In 6 easy steps you have successfully identified a duplicate via the NMSIIS application. This information will be provided to the program and will be merged accordingly.