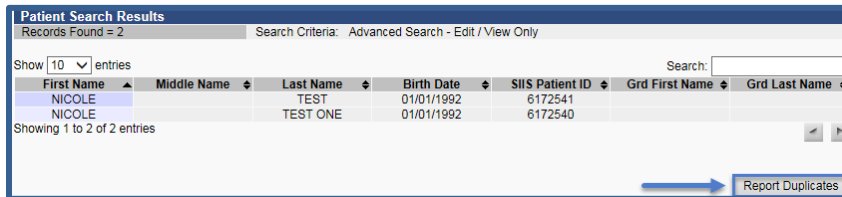


## Why Should I Report Duplicate Patients?

Reporting duplicate patients found in the Washington State Immunization Information System (IIS) helps to improve the accuracy and completeness of patient vaccination records. When you search for patients in the IIS, you may see patients with similar names and birth dates. If you think they are the same patient, you can report the possible duplicates in the IIS.

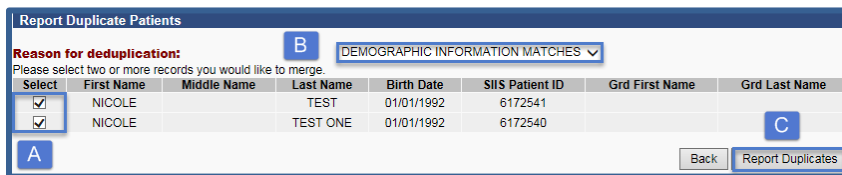
## How Can I Report Duplicate Patients?

1. If you identify possible duplicate patients in the **Patient Search Results**, click on the **Report Duplicates** button.



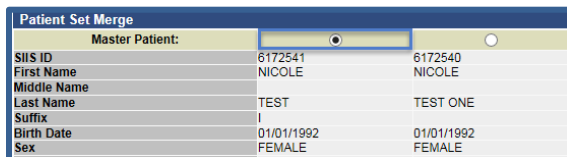
First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
NICOLE		TEST	01/01/1992	6172541		
NICOLE		TEST ONE	01/01/1992	6172540		

2. On the **Report Duplicate Patients** screen:
  - A. Click the checkbox next to the possible duplicate patients.
  - B. Select a **reason for deduplication** from the drop down box at the top of the screen.
  - C. Click the **Report Duplicates** button.



Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
<input checked="" type="checkbox"/>	NICOLE		TEST	01/01/1992	6172541		
<input checked="" type="checkbox"/>	NICOLE		TEST ONE	01/01/1992	6172540		

3. Mark the record you think should be primary (Master) for the patient using the radio button above the patient's name.

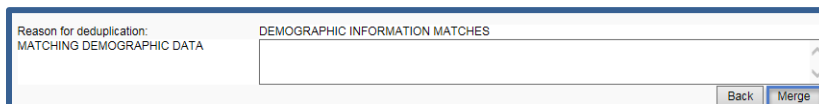


Master Patient:	
SIIS ID	6172541      6172540
First Name	NICOLE      NICOLE
Middle Name	
Last Name	TEST      TEST ONE
Suffix	
Birth Date	01/01/1992      01/01/1992
Sex	FEMALE      FEMALE



**Tip:** Usually the most complete record, the one with the most updated information (e.g. current address), or the one with the correct spelling of the patient's name should be marked as the master record.

4. Type any additional notes about why you think the patients are duplicates in the text box and click the **Merge** button.



5. The Department of Health reviews user-reported duplicates daily and usually merges the records within 24 hours.



**Questions?** Contact the IIS Help Desk at 1-800-325-5599 or [WAIISHelpDesk@doh.wa.gov](mailto:WAIISHelpDesk@doh.wa.gov)