Quick Reference Guide: Reporting Duplicate Records

Last Revised: 11/2023

Occasionally a patient search in the Wyoming Immunization Registry (WyIR) may populate duplicate patient records. If duplicate patient records are identified while reviewing the Patient Search Results (see Quick Reference Guide: Searching a Patient), click the "Report Duplicates" button at the bottom of the results.

HERA		TEST	02/15/2011	CHEYENNE	MAMA
HERRA		TEST	02/15/2011	CHEYENNE	MAMA

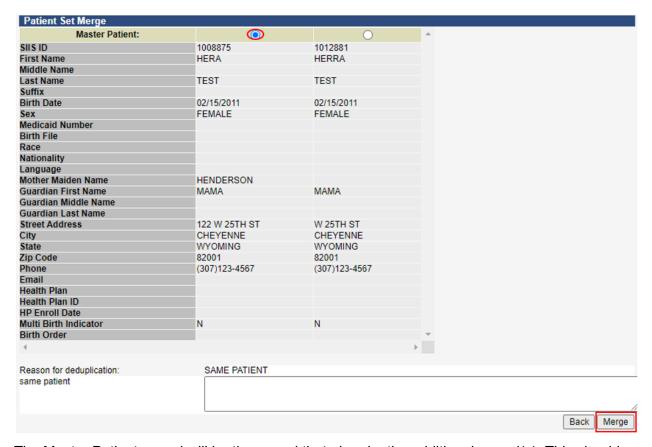Showing 1 to 3 of 3 entries ◄ ►

Report Duplicates

From the "Report Duplicate Patients" page, select each duplicate record that needs to be combined for an individual patient. Then select "Same Patient" from the "Reason for Deduplication" dropdown menu at the top of the page, and click the "Report Duplicates" button at the bottom.

| ☑ | HERA | | TEST | 02/15/2011 | CHEYENNE | MAMA | |
| ☑ | HERRA | | TEST | 02/15/2011 | CHEYENNE | MAMA | |

Back Report Duplicates

Report Duplicate Patients

Reason for deduplication: --select--
Please select two or more records you would like to merge.   --select--
                                                              SAME PATIENT

Select	First Name	Middle Name	Last Name	Birth Date		First Name	Grd Last Name

On the next page, select a "Master Patient."

IMMUNIZATION UNIT

**Wyoming Department of Health
Immunization Unit
(307) 777-7952
www.immunizewyoming.com**

Patient Set Merge			
Master Patient:	⦿	○	
SIIS ID	1008875	1012881	
First Name	HERA	HERRA	
Middle Name			
Last Name	TEST	TEST	
Suffix			
Birth Date	02/15/2011	02/15/2011	
Sex	FEMALE	FEMALE	
Medicaid Number			
Birth File			
Race			
Nationality			
Language			
Mother Maiden Name	HENDERSON		
Guardian First Name	MAMA	MAMA	
Guardian Middle Name			
Guardian Last Name			
Street Address	122 W 25TH ST	W 25TH ST	
City	CHEYENNE	CHEYENNE	
State	WYOMING	WYOMING	
Zip Code	82001	82001	
Phone	(307)123-4567	(307)123-4567	
Email			
Health Plan			
Health Plan ID			
HP Enroll Date			
Multi Birth Indicator	N	N	
Birth Order			

Reason for deduplication: SAME PATIENT
same patient

Back   Merge

The Master Patient record will be the record that absorbs the additional record(s). This should be the newest or most complete record with the most accurate demographic information. For example: If one record uses the patient's shortened name, such as "Mike," and one record uses their legal name, such as "Michael," choose the legal name as the Master Patient. Include any comments or information regarding the merge in the comment section below, then click "Merge." The records will then be sent to the WyIR team for review.

Note: To prevent duplicate patient records, see the Quick Reference Guide: Searching for a Patient and the Quick Reference Guide: Mandatory Reporting for Data Collection and Entry guidance.

Resources:
Quick Reference Guide: Searching for a Patient
Quick Reference Guide: Mandatory Reporting

Still have questions? Please contact:
WyIR Help Desk: 833-231-1451 or wyir.helpdesk@wyo.gov

Wyoming Department of Health

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