



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.

<input checked="" type="checkbox"/>	HERA	TEST	02/15/2011	CHEYENNE	MAMA
<input checked="" type="checkbox"/>	HERRA	TEST	02/15/2011	CHEYENNE	MAMA

[Back](#) [Report Duplicates](#)

Report Duplicate Patients

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

--select--
--select--
SAME PATIENT

Select	First Name	Middle Name	Last Name	Birth Date	First Name	Grd Last Name
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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:	<input checked="" type="radio"/>	<input type="radio"/>
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

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 WylR 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:

WylR Help Desk: 833-231-1451 or wylr.helpdesk@wyo.gov



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