Duplicate Patients

Objective: At the completion of this section, the learner will know the:

- process for reporting a duplicate record

If you discover a patient has multiple records, you can report that duplication within the ImmPRINT system. The notification will be sent to ImmPRINT. From the “Search Results” page, select “Report Duplicate Patients”.

A new page “Search Results” will appear. Check the white box on the left hand side of the potentially duplicated records (you must select at least two records). Click “Submit”.

This information is sent to ImmPRINT for review. Once confirmed the duplicated records will be merged. When records are merged, the user reporting the duplication will receive an email entitled “Patients Merged” from ImmPRINT.
On the other hand, if conflicting and/or missing patient data is present, ImmPRINT staff and/or the district’s Immunization Compliance Manager (ICM) will contact you to clarify and gather more information. This is another reason to ensure that a user’s contact information is always accurate and that patients’ records contain complete and current data. Likewise, if determined the submitted patient records are not duplicates, the records will not be merged, and the user will receive an email entitled “Patients are not duplicates”.