

## CIIS Patient Duplicates Sub Module Tutorial

**Purpose:** This feature allows users to view previously identified duplicates for a selected patient record and/or to add new duplicates for resolution by CIIS staff. Duplicates can be identified by the system or by a user. *Using this sub-module to identify duplicate records means you no longer need to call, email, or fax the CIIS office with your patient duplicates!* Once you complete the process of identifying a duplicate, the system will store it so that it can be reviewed and reconciled by a CIIS System Administrator.

To identify duplicate records in CIIS, follow these steps:

**Step 1:** Select the Patient whose record you want to work with and click on the *Duplicates* button.

**Search Criteria**

Patient ID:  Identifier Type:  Identifier Value:

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

**Search Results - 2 record(s)**

ID	Name	Insurance	Gender	DOB	
3574383	QUIZ, IGOR 11 NOW HERE BLVD DENVER, CO 80205		M	01/04/2012	?
3574384	QUIZ, IGOR 222 HAPPY LANE DENVER, CO 80212		M	01/04/2012	?

Step 1: Select the patient whose record you want to work with and click on the "Duplicates" button.

**Step 2:** Click on the *Magnifying Glass* icon to identify new duplicates. **Please note:** In this example no duplicate records have been previously identified for the selected patient record.

The screenshot shows a web interface titled "Patient Duplicates". At the top, there is a header bar with the title "Patient Duplicates" and an information icon. Below the header, a message reads: "Review duplicates already identified and/or search for additional duplicates below and enter additional comments then click the 'Add to Duplicates' button to add to the duplicate list." Underneath, a "View" section displays patient information: "QUIZ, IGOR (3574383) DOB: 01/04/2012 AGE: 1Y 0M 3D". A section titled "Duplicates Already Identified" contains a warning icon and the text "No records found". Below this is a "Search for Additional Duplicates" section. It features a "Patient ID" input field with a magnifying glass icon and a red 'x' next to it, an "Additional Comments" text area, and an "Add to Duplicates" button. A callout box points to the magnifying glass icon with the text: "Step 2: Click on the Magnifying Glass icon to identify new duplicates. This will bring up the 'Search Criteria' window."

**Step 3:** Enter the patient search criteria to bring up a list of possible duplicate records (see screen shot under Step 4).

The screenshot shows a browser window with the URL "http://ciitest.state.co.us/?RESTRICTED\_SEARCH\_CONDITIONS=EXCLUDE\_DELETED...". The main content is a "Search Criteria" form. It includes several input fields: "Patient ID", "Identifier Type" (a dropdown menu), "Identifier Value", "Last Name" (containing "QU"), "First Name" (containing "IG"), "Middle Name", "DOB", and "Gender" (a dropdown menu). There are also "Previous Criteria", "Clear", and "Search" buttons. The "Search" button is circled in red. A callout box points to the "Search" button with the text: "Step 3: Enter the patient search criteria to identify possible duplicate records and click on the 'Search' button."

**Step 4:** Double click on the patient record that you have identified as a possible duplicate. This will auto-populate the *Patient ID* field on the *Patient Duplicates* screen.

The screenshot shows a web browser window with the URL `http://ciitest.state.co.us/?RESTRICTED_SEARCH_CONDITIONS=EXCLUDE_DELETED...`. The page title is "Patient Search Results - 2 record(s)". Below the title is a table with two records:

ID	Name	Gender	DOB
3574383	QUIZ, IGOR 11 NOW HERE BLVD DENVER, CO 80205	M	01/04/2012
3574384	QUIZ, IGOR 222 HAPPY LANE DENVER, CO 80212	M	01/04/2012

Callouts include:

- Step 4:** Double click on the patient record that you have identified as a possible duplicate. This will auto-populate the "Patient ID" field.
- Please note:** Clicking on the "Revise" button will allow you to make changes to your search. Clicking on the "Cancel" button takes you back to the "Patient Duplicates" screen.

**Step 5:** In the *Additional Comments* field specify information that might be useful to the CIIS System Administrator when combining these records. **Please note:** The *Additional Comments* field is required.

**Step 6:** Click on the *Add to Duplicates* button. This information will now be stored in CIIS, so that the CIIS System Administrator can review and reconcile the records.

The screenshot shows the "Patient Duplicates" screen. At the top, it says "Review duplicates already identified and/or search for additional duplicates below and enter additional comments then click the 'Add to Duplicates' button to add to the duplicate list." Below this, there is a "View" section for "QUIZ, IGOR (3574383) DOB: 01/04/2012 AGE: 1Y 0M 4D".

The "Duplicates Already Identified" section shows "No records found".

The "Search for Additional Duplicates" section has a "Patient ID" field containing "QUIZ, IGOR (3574384)" and an "Additional Comments" field containing "PATIENT ID 3574383 IS THE CORRECT RECORD TO KEEP.". An "Add to Duplicates" button is visible.

Callouts include:

- Step 5:** Specify information that might be useful to the CIIS System Administrator when combining these records.
- Step 6:** Click on the "Add to Duplicates" button.
- Clicking this icon will clear the Patient ID field.

The Patient Duplicates Feature in CIIS also allows users to view potential duplicate records that have already been identified, but not yet merged, in a side by side view.

In the following example, during a patient search, the user noticed that Kayla Test may have a duplicate record in CIIS. To view potential duplicates, please see the following screen shots and instructions.

**Step 1:** Select the patient record you think may have a duplicate record in CIIS.

**Step 2:** Click on the *Duplicates* button.

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Home		TRINIDAD, CO 81062						
○	444716	TEST, KAREN 5678 HAPPY LN AURORA, CO 80016		F	06/06/2007	📄 +	?	
○	444715	TEST, KAREN 4455 PLATTE DR BLACK HAWK, CO 80422		F	06/07/2008		?	
○	444713	TEST, KARI		F	06/07/2007	✖	?	
○	444831	TEST, KARIN 6071 WOODMEN RD CASTLE ROCK, CO 80109		F	06/07/2008	📄 +	?	
○	444832	TEST, KARIN 3456 TR AVE SALIDA, CO 81201		F	06/08/2008	📄 +	?	
○	444724	TEST, KATE E		F	05/04/2002		?	
○	444941	TEST, KATHY 123 KEN COLORADO SPRINGS, CO 80920		F	08/16/2009	📄	?	
○	444248	TEST, KATHY A 111 TEST LN DENVER, CO 80618		F	08/18/2009	📄	?	
○	444942	TEST, KATHY 5684 GARDENIA LN DENVER, CO 80246		F	08/20/2009		?	
○	445125	TEST, KATY	CAID: 456453	F	02/03/2011	📄 +	?	
○	444362	TEST, KAYLA 2222 HAPPY CANYON RD DENVER, CO 80237		F	06/07/2005	📄 +	?	
○	444372	TEST, KAYLA 5566 CHERRY ST AGUILAR, CO 81020		F	06/07/2005	📄 +	?	
○	3574213	TESTED, KAI		M	11/11/2009		?	
○	3574382	TESTING, KARA		F	01/03/2002		?	

Step 1: Select the patient record for whom you think may have a duplicate record in CIIS.  
 Step 2: Click on the "Duplicates" button.

In this example, a duplicate was already identified by the CIIS Application.

Step 3: Click the *View* button and you will be able to view the selected record with the previously identified duplicate record side by side.

**Patient Duplicates**

Review duplicates already identified and/or search for additional duplicates below and enter additional comments then click the "Add to Duplicates" button to add to the duplicate list.

**View** TEST, KAYLA (444362) DOB: 06/07/2005 AGE: 7Y 7M 0D

**Duplicates Already Identified**

Patient ID	Last	First	Middle	Gender	DOB	Identified By			
444372	TEST	KAYLA		F	06/07/2005	SYSTEM			View

**Search for Additional Duplicates**

Patient ID  Additional Comments

*Example of side by side view*

TEST, KAYLA (444362)			TEST, KAYLA (444372)	
Last Name	TEST	<input type="radio"/>	TEST	Last Name
First Name	KAYLA	<input type="radio"/>	KAYLA	First Name
Middle Name		<input type="radio"/>		Middle Name
Generation		<input type="radio"/>		Generation
Legacy CIIS ID		<input type="radio"/>		Legacy CIIS ID
Alias		<input type="radio"/>		Alias
Gender	F	<input type="radio"/>	F	Gender
DOB	06/07/2005	<input type="radio"/>	06/07/2005	DOB
SSN	4444	<input type="radio"/>		SSN
Language	English	<input type="radio"/>		Language
Mother Maiden	SMITH	<input type="radio"/>		Mother Maiden
Mother First	LISA	<input type="radio"/>		Mother First
Mother Middle		<input type="radio"/>		Mother Middle
Mother Last		<input type="radio"/>		Mother Last
Multiple Birth	N	<input type="radio"/>	N	Multiple Birth
Primary Contact	JAMES, LISA - MOTHER	<input type="radio"/>	TEST, ANDY - FATHER	Primary Contact
Mailing Address	2222 HAPPY CANYON RD DENVER, CO 80237	<input type="radio"/>	5566 CHERRY ST AGUILAR, CO 81020	Mailing Address
Physical Address	2222 HAPPY CANYON RD DENVER, CO 80237	<input type="radio"/>	5566 CHERRY ST AGUILAR, CO 81020	Physical Address

**Please note:** You will not be able to combine the record, as this will be performed by a CIIS System Administrator; however, you will be able to determine which record to use when adding immunizations.