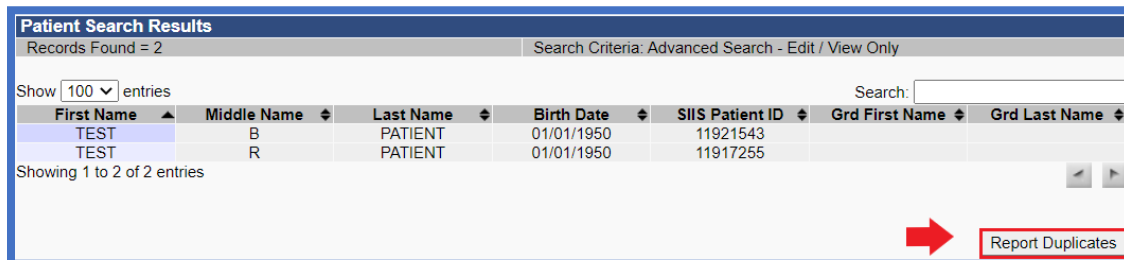# Report Duplicate Patients

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.

Patient Search Results						
Records Found = 2			Search Criteria: Advanced Search - Edit / View Only			
First Name ▲	Middle Name ◆	Last Name ◆	Birth Date ◆	SIIS Patient ID ◆	Grd First Name ◆	Grd Last Name ◆
TEST	B	PATIENT	01/01/1950	11921543		
TEST	R	PATIENT	01/01/1950	11917255		
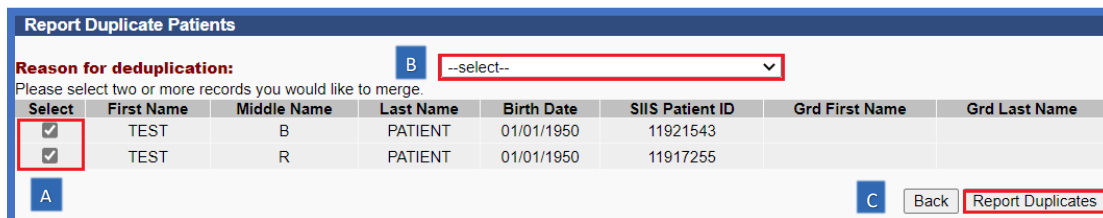
Show 100 entries   Search:
Showing 1 to 2 of 2 entries
Report Duplicates

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.

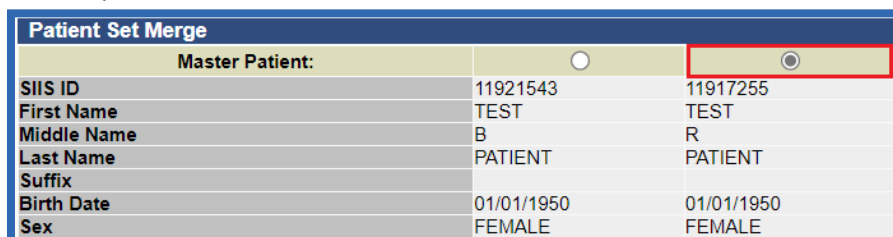| Report Duplicate Patients						
Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
☑	TEST	B	PATIENT	01/01/1950	11921543		
☑	TEST	R	PATIENT	01/01/1950	11917255		

Reason for deduplication: [B] --select--
Please select two or more records you would like to merge.
[A]   [C] Back   Report Duplicates

3. Mark the record you think should be primary (Master) for the patient using the radio button above the patient's name.
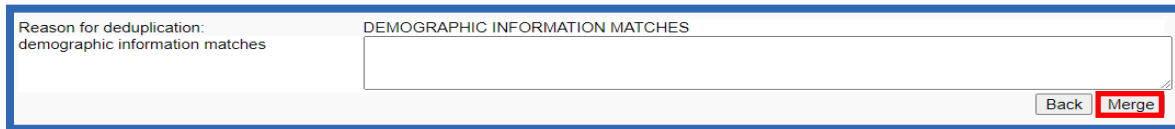
Patient Set Merge		
Master Patient:	○	◉
SIIS ID	11921543	11917255
First Name	TEST	TEST
Middle Name	B	R
Last Name	PATIENT	PATIENT
Suffix		
Birth Date	01/01/1950	01/01/1950
Sex	FEMALE	FEMALE

💡 **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.

Reason for deduplication: demographic information matches	DEMOGRAPHIC INFORMATION MATCHES
	Back Merge

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

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

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