

# Indiana State Department of Health Children and Hoosiers Immunization Registry Program - Quick Reference Guide

## How to Report Duplicate Patients in CHIRP

### Why Should I Report Duplicate Patients?

Reporting duplicate patients found in CHIRP helps to improve the accuracy and completeness of patient vaccination records. When you search for patients in CHIRP, 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 CHIRP.

### 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

Show 10 entries      Search:

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
NICOLE		TEST	01/01/1992	6172541		
NICOLE		TEST ONE	01/01/1992	6172540		

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**

**Reason for deduplication:** B DEMOGRAPHIC INFORMATION MATCHES

Please select two or more records you would like to merge.

Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
<input checked="" type="checkbox"/>	NICOLE		TEST	01/01/1992	6172541		
<input checked="" type="checkbox"/>	NICOLE		TEST ONE	01/01/1992	6172540		

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	6172541	6172540
First Name	NICOLE	NICOLE
Middle Name		
Last Name	TEST	TEST ONE
Suffix	I	
Birth Date	01/01/1992	01/01/1992
Sex	FEMALE	FEMALE



**Tip:** Usually the most complete record, the one with the most updated information (i.e. 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: MATCHING DEMOGRAPHIC DATA	DEMOGRAPHIC INFORMATION MATCHES <input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Merge"/>	

5. ISDH reviews user-reported duplicates daily and usually merges the records within 24 hours



**Questions?** Please Contact the CHIRP Help Desk at 1-888-227-4429 or email [chirp@isdh.in.gov](mailto:chirp@isdh.in.gov)