

Reporting Duplicate Patients in ASIIS



Step 1: Navigate to ASIIS

<https://asiis.azdhs.gov/> & Log in

Step 2: Select the Patient tab
and then select **Search/Add**

Step 3: In the patient search, input identifying information for the patient. If you notice that there may be duplicate records for the same patient, select **Report Duplicates.**

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
SUBJECTAA	AA	AZTESAA	09/09/2016	7768558	AZGUAA	AZTESAA
SUBJECTRR		TUSTESTRR	09/09/2016	7765076	TUSRR	SUBJECTTUSRR
SUBJECTSS		TUSTESTSS	09/09/2016	7765075	TUSSS	SUBJECTTUSSS
SUBJECTTT		TUSTESTTT	09/09/2016	7765074	TUSTT	SUBJECTTUSTT
SUBJECTUU		TUSTESTUU	09/09/2016	7765078	TUSUU	SUBJECTTUSUU
SUBJECTVV		TUSTESTVV	09/09/2016	7765077	TUSVV	SUBJECTTUSVV
SUBJECTWW		TUSTESTWW	09/09/2016	7765080	TUSWW	SUBJECTTUSWW
SUBJECTXX		TUSTESTXX	09/09/2016	7765079	TUSXX	SUBJECTTUSXX

602-364-3899

ASIISHelpDesk@azdhs.gov

<https://azdhs.gov/vfc>

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Step 4: Under Report Duplicate Patients select two records you want to merge. Then select the Reason for deduplication from the dropdown. Once you select the reason you will click Report Duplicates.

Report Duplicate Patients

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

Select	First Name	Middle Name	Grd Last Name
<input checked="" type="checkbox"/>	SUBJECTAA	AA	AZTESAA
<input checked="" type="checkbox"/>	SUBJECTRR		SUBJECTUSRR
<input type="checkbox"/>	SUBJECTSS		SUBJECTUSSS
<input type="checkbox"/>	SUBJECTTT		SUBJECTTUSTT
<input type="checkbox"/>	SUBJECTUU		SUBJECTTUSUU
<input type="checkbox"/>	SUBJECTVV		SUBJECTTUSVV
<input type="checkbox"/>	SUBJECTWW	TUSTESTWW	SUBJECTTUSWW
<input type="checkbox"/>	SUBJECTXX	TUSTESTXX	SUBJECTTUSXX

Back Report Duplicates

Step 5: Select the master record that the duplicate record should be merged into. Add in notes under Reason for Deduplication and then select Merge.

Note: The master record should be the record with the most information.

Please select the master record to be merged into:

Patient Set Merge

Master Patient: 7500801 7500802

SIIS ID	7500801	7500802
First Name	SUBJECTGG	SUBJECTHH
Middle Name		ROBERT
Last Name	TUSTESTGG	TUSTESTHH
Suffix		JR
Birth Date	03/03/2016	03/03/2016
Sex	MALE	MALE
Medicaid Number		
Birth File		
Race		Asian
Language		English
Mother Maiden Name		ELISA
Guardian First Name		JOTEST
Guardian Middle Name		MARY
Guardian Last Name		NUMBERONE
Street Address		321 S MAIN ST
City		PHOENIX
State		ARIZONA
Zip Code		85009
Phone		
Email		
Health Plan		
Health Plan ID		
HP Enroll Date		
Birth Order		
Birth Count		

Reason for deduplication:
FOUND WHEN SEARCHING - PLEASE REVIEW FOR DUPLICATE

FOUND PLEASE REVIEW

Back Merge