

DUPLICATE REGISTRY RECORDS

INSTRUCTIONS: In the Immunization Registry, we should only have 1 record per client. When a duplicate client record is noticed, we need to merge these records. This process of eliminating duplicates merges two (or more) files together and can only be done if you let HelpDesk know about them.

EXAMPLE:

To Keep	To Delete		
333333	2234512	Last Name, First Name	01/05/1800

REGISTRY #		NAME	DOB
To Keep	To Delete		

FAX this completed page to Registry HelpDesk, (209) 462-2019
 If you have questions, please call the HelpDesk, (209) 468-2292