PERSON vs EVENT DEDUPLICATION

OVERVIEW

Deduplicate hyperlinks display for both persons and events when the application believes a duplicate may exist. ALL users see both types of links.

ONLY State/Helpdesk staff are allowed to complete PERSON merges. LHD and other staff who have been trained may complete EVENT merges.

PERSON DEDUPLICATION – What users can see & do

PERSON Deduplicate hyperlinks show in the Person row of the Basic Information section of the Event Summary

- Users can click on the PERSON Deduplicate hyperlink to compare matching persons.
- The screen shows you a subset of person details from both persons.
- Items in red are different than the matched record. Items in green are in one record only.
- Always use the Details hyperlink to view each person to further to check suffix, person & event notes, and labs to confirm your person is a match or not a match.
- If your PERSON is NOT A MATCH, users can click the “Keep Separate” button to remove the Deduplicate hyperlink.
- If your PERSON IS A MATCH, email the NCEDSS Helpdesk to request the merge. Include both event numbers or both Person IDs. Usually, you will request to keep the person with newer create date as this has the person’s most current information, such as a new address.
EVENT DEDUPLICATION – What users can see & do

- Users can click on the EVENT Deduplicate hyperlink to compare matching events.
- The screen will show you the number of questions answered in each Question package for each event. This does not tell you much. Always use the Details hyperlink or the Event ID hyperlink or the Print Event hyperlink to view each event to determine whether these events should be deduplicated.
- If your EVENT should NOT be merged, users can click the “Keep Separate” button to remove the Deduplicate hyperlink. DO NOT MERGE events with only negative labs. These events will be archived from the application.
- If your EVENT SHOULD be merged, and you have been trained & given permission to do so by your LHD, complete the merge. Keep the event with the earliest create date as that is the date of first report to public health.
- If you have not been trained or do not have permission, ask the appropriate LHD staff or NCEDSS Helpdesk to request the merge. Include both event numbers and which event to keep.

**NOTE**

If you have additional questions or would like further support on this activity, please contact the NCEDSS Helpdesk at ncedsshelpdesk@dhhs.nc.gov