Flag a Record as Duplicate
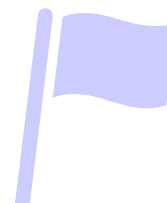
Contact your **Regional MCIR Office** for training.

1. Log in to the **Michigan Care Improvement Registry, (MCIR)**, and Search a Person.

2. When searching for a person and two records look the same with matching information, the records may need an investigation, *Figure 1.*

Figure 1

3. Click the boxes, to the left of the names, to mark each duplicate record, *Figure 1*.

4. Click **'Mark as Duplicate'** at the bottom of the Person Browse Roster screen, *Figure 2.*

Figure 2

A duplicate reported record displays in your Regional MCIR Office's deduplication queue for investigation and processing.