

6 Tips To AVOID Duplicates

ASSUME THERE'S A RECORD TO FIND

1



Search by First Name, Last Name, Date of Birth, Gender

Try any combination of two.
Try many combinations... GET CREATIVE
Remember to use the **Wildcard%**

2



Search again using those name fields and DOB, but this time select *Phonetic* lookup.

Sorry, no wild cards allowed here.
Did you get results? Are they who you are looking for? No?

3



Check the Registry

Search the Jurisdictional Client Registry
Sorry, no wild cards allowed here either.
Search by PHN, Last Name + DOB, Last Name + Address or Last Name + Postal Code

4



You are safe to add the new client

Don't stop at the basics. Remember to include the PHN, Address, Phone Number, Alternate Names and Aliases .

5



Remember to Update!

Verify Information and Update Addresses
Verify Health Region, Aboriginal Information, Immigration Info
Add Missing Information
GET THAT PHN

6



Talking Amongst Colleagues?

Verify Client IDs
Catch and Merge Duplicates!



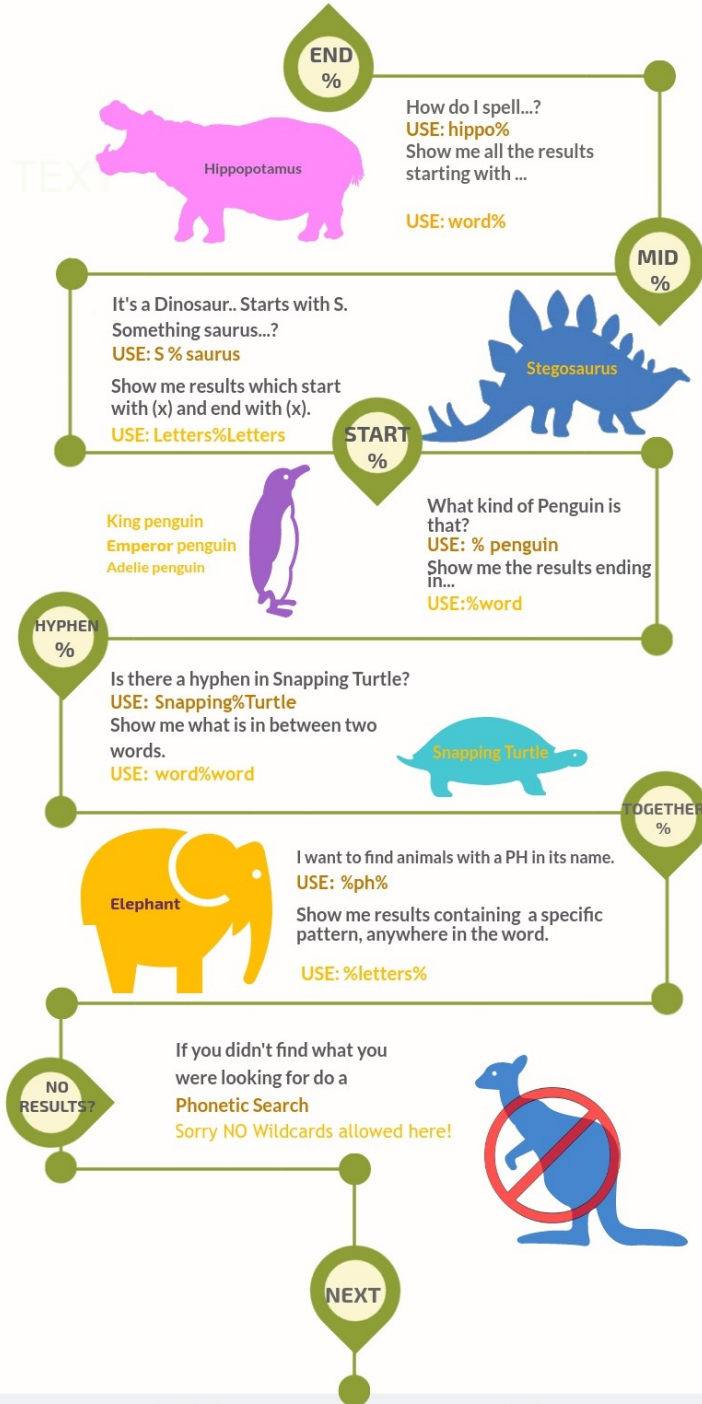
Get Wild



Effective Searching

The percentage sign (%) is a **Wildcard** which can replace one or more letters at the front, middle or end of a word and can represent any number of characters.

ASSUME THERE'S A RECORD TO BE FOUND!



CHECK THE REGISTRY



Search the Jurisdictional Client Registry
What you are searching for may be there!

HAPPY SEARCHING