How to Avoid Creating a Duplicate MRN

Tip Sheet

A comprehensive patient search **must** be conducted for all new and existing patients.

The steps for completing a comprehensive search are as follows:

1. Search by Name, Date of Birth and Legal Gender Only
2. Search by Name, Date of Birth, Legal Gender and use the “sounds like” feature. Click:(clear)
3. Search by Phone Number *and* either

Name

Or

Date of Birth

1. Click on (Clear)
2. Search by Social Security Number only, if available Click:(Clear)
3. Search by MRN if available

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