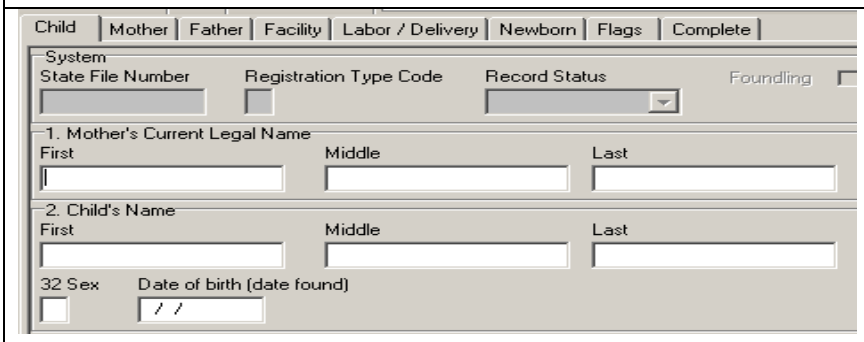
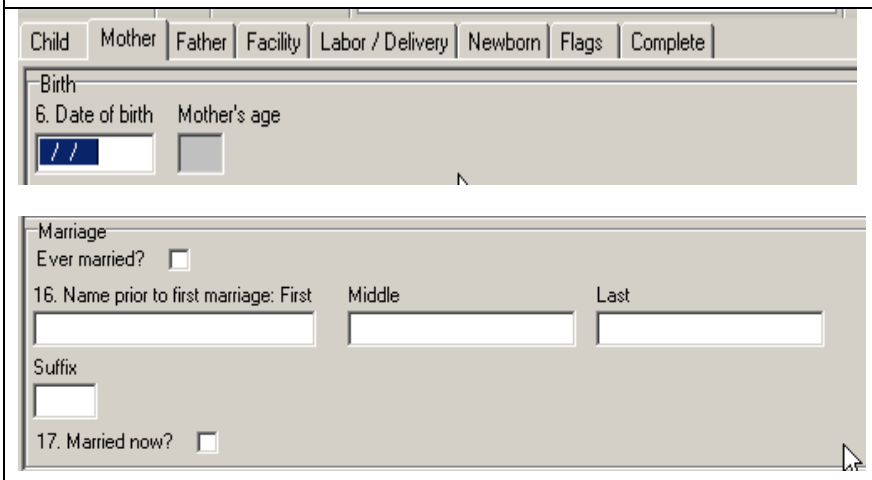
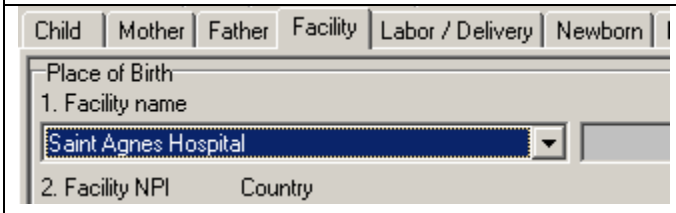
Tip Sheet – Checking for Duplicates
User: Hospital Facility Registrar

The following procedure is the easiest way to check for an existing record (duplicate) with minimal data entry. (Tip: If you receive a Data Entry Exception window: Click -Skip for Now.)

	Start a new record: Click File New Birth
	**On <u>Child Tab</u> Enter:** **Mom's Last Name, Child's Last Name, Child's Date of Birth** ***<u>Tip:</u>*** **Click to move between Tabs. Don't tab from field to field.**
	**On <u>Mother Tab</u> Enter:** **Mom's Date of Birth,** **(Scroll to Marriage paragraph)** **Name prior to first marriage: First and Last**
	**On <u>Facility Tab</u> Verify:** **The correct facility is listed. Correct the entry if necessary.**

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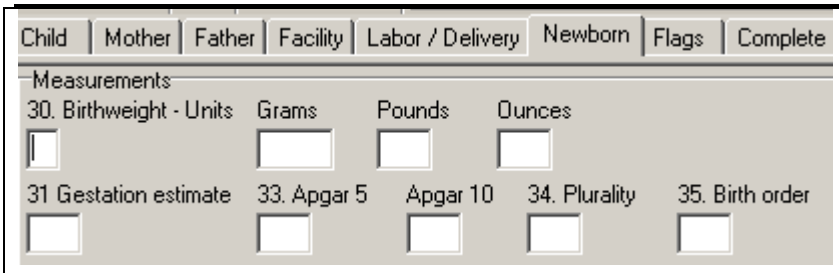
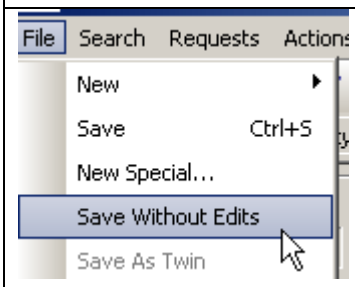
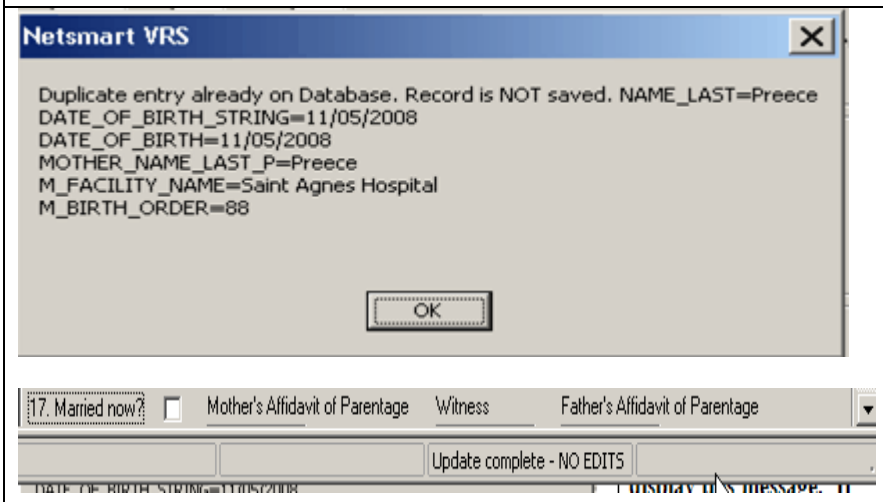
	**On <u>Newborn Tab</u> Enter:** **Plurality and Birth Order (defaults on a single birth, needs entered on a twin)**
	**Click - File – Save Without Edits**
	**If a duplicate record is found the system will display this message.** **If there is not a matching record the bottom of the screen will display "Update Complete – NO EDITS."**