

Potential Duplicate Persons Report

The Potential Duplicate Persons report lists all the people in the system that may have been entered into the system twice. This report should be monitored closely.

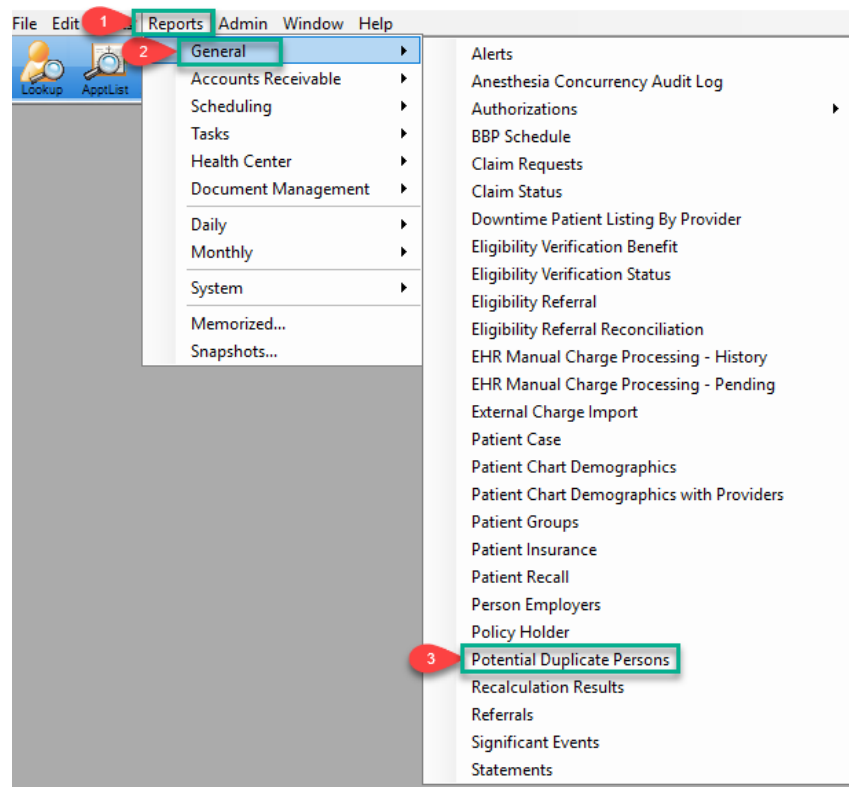
The criteria used to identify potential duplicates are as follows:

- Same last name, date of birth, and sex
Or - Same Social Security Number (SSN)

****NOTE:** If the patient has multiple encounters the patient may show up on the report with each encounter.

Follow the below steps to access the report in NextGen PM:

1. Once logged in to NextGen Enterprise PM navigate to Reports in the main toolbar.
2. Select General
3. Select a Potential Duplicate Person



The report filter window will display.

4. Select all necessary columns (select all for a thorough review)
5. Set remaining filters as desired and click OK to generate the report.

****NOTE:** If your practice requires SSN at chart creation and your patients do not provide their SSN, users will often use a generic number to move past the required field. This will greatly impact the Potential Duplicate reporting.