Process Guideline	1.1.1	Creating a non-duplicate new record	All users	Administrative	Clinic
OpenEMR version	4.1	Last update	May 27, 2017	Author(s): X Gonzalez
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1 Using a duplicate Client ID

Note: Client ID is typically a unique data element that cannot be duplicated. Therefore, repeating a client ID produces an error, thus preventing duplication.

This Client ID already exists

Error message:

2 Creating a record similar to existing records and non-duplication Hit online help

Hit Chart: hits in this example are counted in terms of same Last Name, Registration Date and Mother's name

3 Modifying or confirming record creation

Note change in create record button
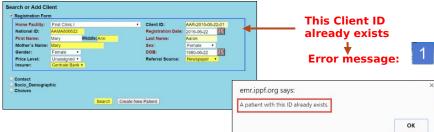
4 Resulting record

Purpose	To create a new client record in OpenEMR ensuring non duplication
Process description	Avoiding client record duplication is a unique OpenEMR feature that ensures data quality through logic relations and onscreen support. This guide presents sample cases to illustrate OpenEMR online support through a Hit Chart to avoid record duplication.
Pre-conditions	Selected fields in the client/patient intake or registration form can be marked to facilitate search of existing client records and avoid duplication. These fields will be displayed when a new record matches existing record fields (Hits).
Observations	Clients name can be duplicated for a number of reasons: name change (because of marriage, religion, privacy, etc.) or a typo at data entry. Therefore, a careful configuration of duplicate check fields to be displayed in the online Hit Chart is recommended, according to local cultural practices and naming conventions.