The Texas Immunization Registry Quick Guide: How to Merge Clinicians in ImmTrac2

Purpose:

To provide guidance to organizations on how to resolve the data quality issue of duplicate clinician information in the Texas Immunization Registry (TIR) using ImmTrac2.

Background:

Duplicated clinician information exists in ImmTrac2 for many organizations that submit data electronically to the TIR. These will need to be merged or resolved by your organization. Duplicate clinician issues can be identified in the data quality reports received as Health Level Seven (HL7) error ***IEE-521: Warning. More than one clinician found to match (Last Name, First Name) error***.

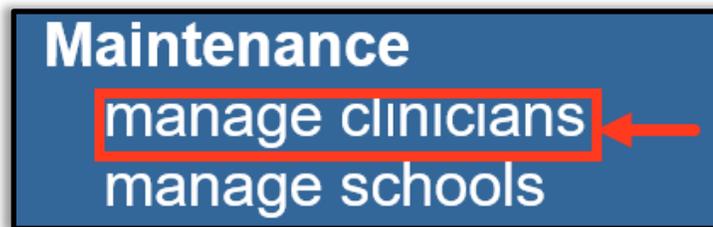Refer to *Figure 1: HL7 Message* for an example of the IEE-521 error message.

Figure 1: HL7 Message

Steps

Follow the steps below to merge clinicians in ImmTrac2 and improve your data quality.

1. Log in to ImmTrac2.

    a. On the left side menu, select **Manage Clinicians**. Refer to *Figure 2: Manage Clinicians*.

Figure 2: Manage Clinicians

    b. The system returns a list of individuals that your organization reported as clinicians. *Refer to Figure 3: Clinician List.*

Figure 3: Clinician List

c. Select the **Find Clinician** button. Refer to *Figure 4: Find Clinician*.
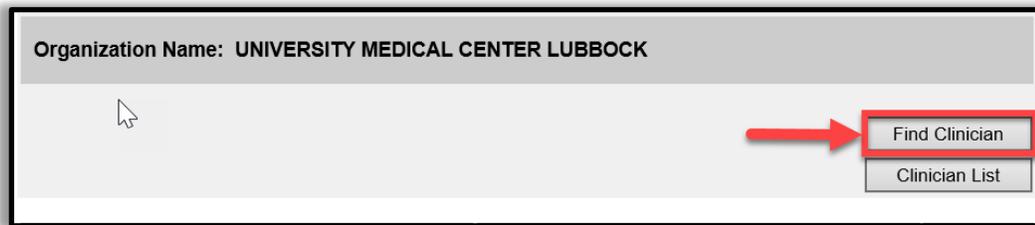
Figure 4: Find Clinician

2. Enter the clinician's first and last name in the appropriate boxes.

    a. Select the **Find** button. The results are listed. Refer to *Figure 5: Clinician Search*.
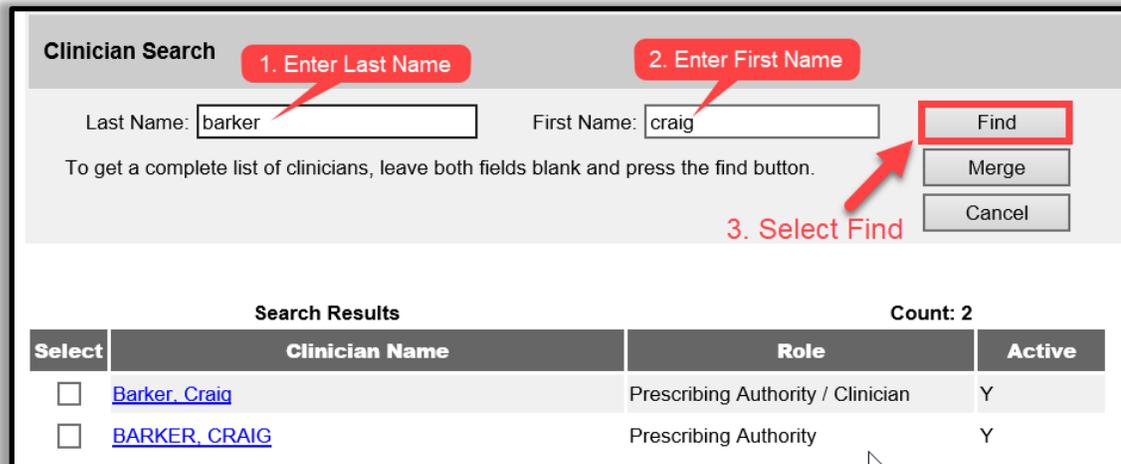
Figure 5: Clinician Search

3. Select the check box next to each clinician identified as a duplicate.

    a. Select the **Merge** button. Refer to *Figure 6: Merge Clinician*.

Figure 6: Merge Clinician

4. Select the radio button of the Clinician Name and Role you want to retain for the individual. Refer to *Figure 7: Selection of Clinician to Retain*.

   a. You may see the individual listed with different roles – Prescribing Authority/Clinician, Clinician, or Prescribing Authority.

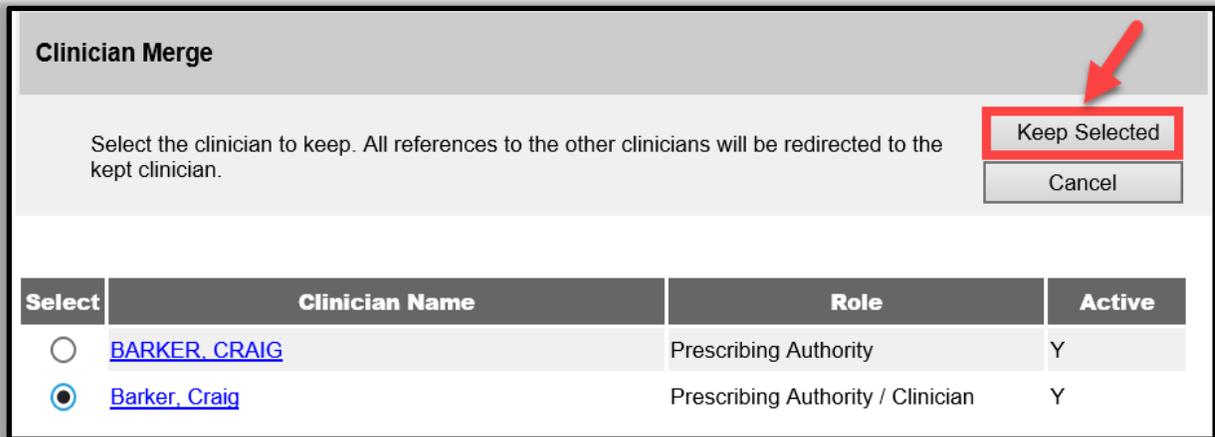   b. Choose the appropriate role to retain for the individual based on their role with your organization.

Figure 7: Selection of Clinician to Retain

5. Select the **Keep Selected** button to merge the clinician information. Refer to *Figure 8: Keep Selected Merged Clinician*.

Figure 8: Keep Selected Merged Clinician

IMPORTANT: Selecting the **Keep Selected** button multiple times will create a Proxy Error.

NOTES:
- There is a known ImmTrac2 defect that occurs at the end of these steps where you will encounter a Proxy Error that kicks you out of ImmTrac2.
- You do not need to contact our Customer Support as this is normal system behavior.
- Simply log back into ImmTrac2.

These steps must be repeated for each clinician identified in the IEE-521 error.

Registry Contact Information

For more information and support contact the Texas Immunization Registry.

Email: ImmTrac2@dshs.texas.gov
Phone: 800-348-9158
Website: https://www.dshs.texas.gov/immunize/immtrac/