



CRANE Database
T: 020 7869 6610
E: crane@rcseng.ac.uk
W: www.crane-database.org.uk

CLEFT REGISTRY & AUDIT NETWORK

CRANE Database – Duplicates.

Prepared by the CRANE Database Project Team

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1. What is a duplicate?

The CRANE system is designed to hold a single patient record for a single person.

The system identifies a person uniquely using 2 important types of information (key data fields):

1. NHS Number - A unique number assigned to every patient;
2. OR the patient name AND date of birth.

A record is a duplicate only when this information is repeated on 2 or more records. Other information may be repeated on the record, but this doesn't count as a duplicate.

2. How is a potential duplicate created?

When creating and then saving a record, you must have supplied either an NHS number OR a date of birth. Either or both will be used to identify a patient.

1. The NHS Number cannot be repeated for 2 different patients. This is a 'hard' rule - there are no exceptions, it cannot be overridden. There should be only ever one specific NHS number in the CRANE system assigned to any record. If the same number is given to 2 records, then this IS considered a duplicate. If you have 2 different numbers, you have 2 different patients. These are not duplicate patients.
2. The patient name & date of birth combined could apply to 2 different patients as it is conceivable (but unlikely) that a 2 people were born on the same day and given the same name. This is a 'soft' rule, someone has to check and decide if the patient is truly a duplicate of the same person or not. Since the system cannot determine if the patient is a duplicate, we can only warn a user that the patient "could" be a duplicate.

3. How to resolve a duplicate record

3.a. A duplicate record will be highlighted when you attempt to edit it, as below:

39188 - Thekid Billy

Date of birth: **2016** (Age: **0** years)
 Consent status: **Patient has given written confirmed consent**
 Submucous: **Not entered**
 Cleft type: **Not entered [.....]**

Patient's NHS number: **Not entered**
 Administrative unit name: **Chelmsford**
 Administrative unit number: **Not entered**
 Confirmed syndromic diagnosis: **Not entered**

Is this record a duplicate? (another record has the same name and date of birth)

No, It is a valid record

You can see a list of all potential duplicate records by going to the "5. Duplicate Cases" Report found in the menu of web pages (left).

Information and other warnings

CONSENT PATIENT DETAILS CLEFT DETAILS SURGICAL PROCEDURES SYNDROMES OUTCOMES NOTES HISTORY

Consent

Patient has given written confirmed consent

3.b. OR you can identify and manage potential duplicates by reviewing Report number 5 "Duplicate cases" in the Reports section of the database, as below:

Report	CRANE ID	Forename	Surname	Date of birth	Postcode	Administrative unit name
1. Outcomes	39188	Billy	Thekid	06/05/2016		
2. All consent	39189	Billy	Thekid	06/05/2016		
3. Diagnosis time	70001	John	Smith	01/01/2000	W1A 1AA	
4. Missing identifiers	70002	Sam	Smith	01/01/2000	W1A 1AA	
5. Duplicate cases	70003	Bryan	Smith	01/01/2000	W1A 1AA	
6. Admin Unit(s) cases	70004	Tim	Smith	01/01/2000	W1A 1AA	

3.c. Following this, you can inspect the patient details and conduct the following checks to determine if you have a single patient (and therefore a duplicate record) or 2 different patients:

1. The NHS number should be different for each patient. So, first check that you have a NHS number for each patient and assign these numbers.
2. If there is no NHS number available, the system will warn the user that there are 2 patients with the same patient name parts (forename & surname) AND date of birth. In this case, a check of Postcode and Administrative Unit Name and other details (such as gender and postcode history) may determine if this is a duplicate record or not. The system cannot do these checks itself as this information may not be available.

Report 5. List of duplicate cases across the CRANE Database: This list identifies where two (or more) records have the same NHS number and/or name and DoB combination. For each combination, please determine which of the records is not needed and delete the unwanted duplicate(s). See 'Duplicates User Guide' for further advice on handling duplicates.

NHS number	Crane ID	Forename	Surname	Date of birth	Postcode	Administrative unit name	Consent
9434765919	39030			.../.../2015		Oxford	Patient has declined to
9434765919	39044			.../.../2015		Leeds	Not possible to verify

3.d. You can then decide on 3 possible actions:

1. No, the records are not duplicates - You are sure you have 2 different patients. Either add a NHS number to 'fix' the duplicate or push the button to override and cancel the duplicate warning.
2. Yes, you have a duplicate - Examine both (all) records and decide which records to keep (usually the one with the most information or the most recent one). Now copy over important details from the other record(s) onto the record you wish to keep. Then contact the CRANE project team at crane@rcseng.ac.uk and provide the relevant CRANE ID, for the record you wish to delete, so that we may delete the record(s) no longer needed.
3. No action / Not sure - Save the record as a duplicate until you have decided what to do. You will be warned about the duplicate status every time you save the record and this will apply to the duplicates. This will give you some time to address the issue and take action later when you can gather the facts.

4. Notes:

- The system cannot decide which records to keep or delete. This must be your decision as only you can determine the true record with the best and most accurate information. The system can only warn users that the duplicate records appear to exist and the system requires your confirmation to deal with the problem.
- It is possible that you have entered some invalid data. Double check the spelling of a person's full name, their date of birth and their NHS number.
- Remember that duplicates records do cause issues; they interfere with the purpose of the system and must be eliminated wherever possible.
- You may have inadvertently given the same NHS number to 2 different people. This will always be treated as duplicate.
- It is possible that the person has been miss-assigned a NHS number during registration. This is very rare but has to be checked independently.
- The system checks the validity of NHS numbers so that entry of the number is usually correct. However, it is not infallible. Please do contact us if you believe this may be the case.

Thank you very much for your work with the CRANE Database project.

If you have any questions about this User Guide, or wish to provide us with any feedback on this document, please contact us on 020 7869 6639 or crane@rcseng.ac.uk.