

## Changing or Deleting Immunization Information

### Getting Started

*A non-school user with Standard or Provider Admin-level access may change or delete an immunization due to data entry error. Administered immunization doses may only be changed or deleted by the provider that entered the original dose. Any non-school NDIIS user with Standard or Provider Admin-level access can change or delete a historical dose entered with the 9999—UNKNOWN provider ID.*

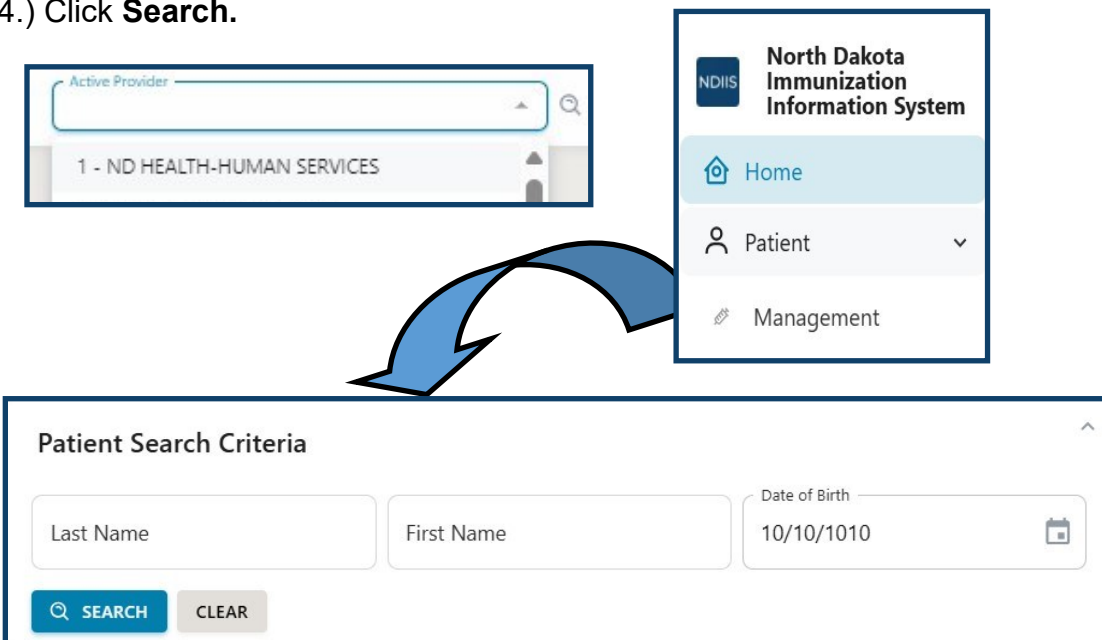
- 1.) To find an immunization in a patient's record, login to the NDIIS.
- 2.) Select your provider from the **Active Provider** drop-down options.

***You must have a provider selected in order to view any information in the NDIIS.***

- 3.) Located on the left side of the screen is the Main Menu. Select the **Patient** module and from that drop-down click **Management**. This will open the **Patient Search Criteria**.

⇒ The easiest way to search for a patient is by using their birthdate and the first letter of their first name.

- 4.) Click **Search**.



The image shows a sequence of three screenshots from the NDIIS interface. The top-left screenshot shows a dropdown menu for 'Active Provider' with one option: '1 - ND HEALTH-HUMAN SERVICES'. The top-right screenshot shows the main menu with 'Home', 'Patient', and 'Management' options. A blue arrow points from the 'Management' option in the menu to the 'Patient Search Criteria' form in the bottom screenshot. The 'Patient Search Criteria' form has three input fields: 'Last Name', 'First Name', and 'Date of Birth' (with a calendar icon and the value '10/10/1010'). Below the fields are two buttons: 'SEARCH' and 'CLEAR'.

## Patient Details

After entering and searching for your patient, the patient search results will appear below.

1.) Find your patient's record. Click on it to highlight and in the top left corner of the Patient Search Results module click on **View Detail**.

⇒ If you cannot find your patient, click on the **Filters** button to narrow down the results. You can filter by either the first, last, or middle name; date of birth; alias name; address; city; state.

⇒ If this still does not result in the right patient record in the results, click **Refine Search** to search the NDIIS database again using different criteria.

The image shows two overlapping screenshots from a patient management system. The background screenshot is titled "Patient Search Results" and features a search filter dropdown menu with "Last Name" selected. The foreground screenshot is titled "Core Demographics" and displays a form with various fields for patient information. A blue callout bubble on the right side of the form contains the text: "DEMOGRAPHIC REMINDER Data Quality greatly improves when records are reviewed and updated regularly." The form fields include:

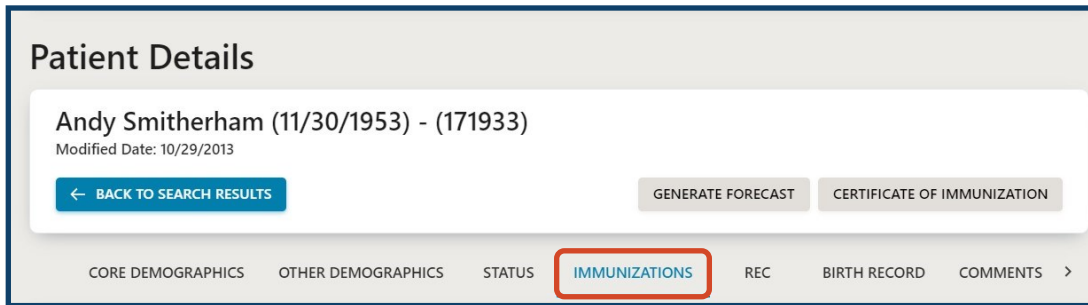
- Possible Duplicate:** Last Name\*, First Name\*, Middle Name\*, Alias Last Name, Alias First Name, Alias Middle Name, Race\*, Other Race, Ethnicity\*, Primary Language.
- Birth Information:** Date of Birth\* (02/24/2014), Birth State, Biological Sex\* (Male), Is Multiple Birth (twins, triplets, etc).
- Contact Information:** Address (123456 MAIN STREET), City\* (FARGO), State/Province\* (North Dakota), Postal Code\* (58104), County\* (Cass), Primary Phone Number\* ((312) 324-6168), Phone Number Type\* (Home), Email Address (ArieBouchard@example.com).

2.) The selected patient record will open to the **Demographics** tab.

⇒ All required fields will be marked by an asterisk (\*) and must be filled in before new information can be saved

⇒ Be sure to verify the client demographics at every visit

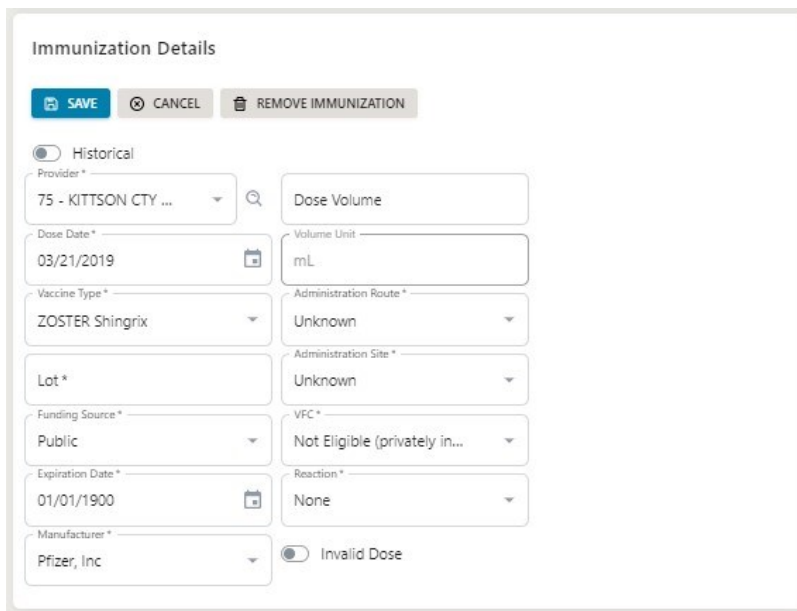
3.) To access the patient's immunization record, click on the **Immunizations** tab.



The screenshot shows the 'Patient Details' page for Andy Smitherham (11/30/1953) - (171933). The page includes a 'Modified Date: 10/29/2013' and buttons for 'BACK TO SEARCH RESULTS', 'GENERATE FORECAST', and 'CERTIFICATE OF IMMUNIZATION'. A navigation bar at the bottom contains tabs for 'CORE DEMOGRAPHICS', 'OTHER DEMOGRAPHICS', 'STATUS', 'IMMUNIZATIONS' (highlighted with a red box), 'REC', 'BIRTH RECORD', and 'COMMENTS'.

## Changing an Immunization dose

1.) In the **Immunization Summary** module, select the immunization dose that is to be changed by clicking on it to open the **Immunization Details**.



The screenshot shows the 'Immunization Details' form. It includes buttons for 'SAVE', 'CANCEL', and 'REMOVE IMMUNIZATION'. There is a 'Historical' toggle switch. The form contains several fields with asterisks indicating they are required: 'Provider \*' (75 - KITTSON CTY ...), 'Dose Date \*' (03/21/2019), 'Vaccine Type \*' (ZOSTER Shingrix), 'Lot \*', 'Funding Source \*' (Public), 'Expiration Date \*' (01/01/1900), and 'Manufacturer \*' (Pfizer, Inc). Other fields include 'Dose Volume', 'Volume Unit' (mL), 'Administration Route \*' (Unknown), 'Administration Site \*' (Unknown), 'VFC \*' (Not Eligible (privately in...)), and 'Reaction \*' (None). There is also an 'Invalid Dose' toggle switch.

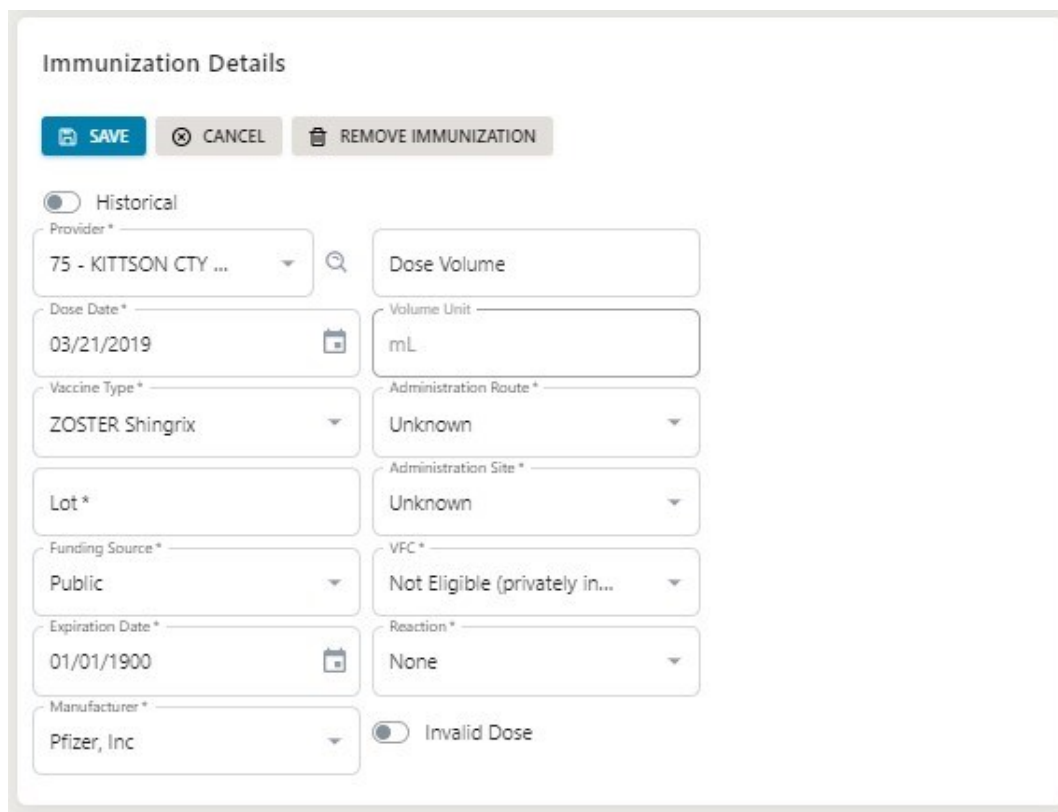
2.) **Immunization Details** allows for changes to be made to the selected dose. If the dose is not historical, the user will need to complete all required fields indicated by the asterisk (\*).

3.) When the changes have been completed, click the **Save** button. This will close the Immunization Details and revert back to the summary.

*Note: Only a user from the administering provider site can make changes to a dose. If a saved dose from another provider needs to be updated please contact the NDIIS team for assistance.*

## Deleting an Immunization dose

1.) In the **Immunization Summary**, select the immunization dose that is to be changed by clicking on it to open the **Immunization Details**.

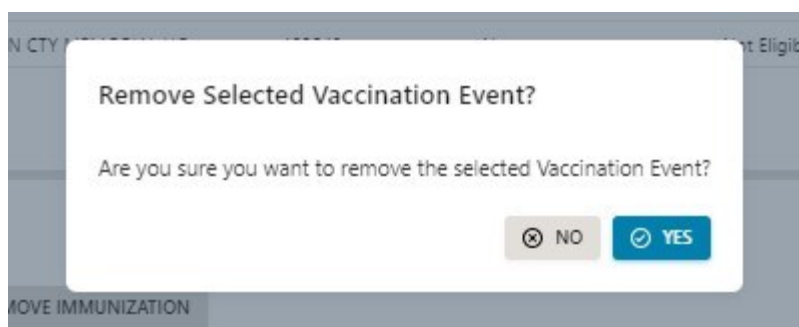


The screenshot shows the 'Immunization Details' form. At the top, there are three buttons: 'SAVE' (blue), 'CANCEL' (grey), and 'REMOVE IMMUNIZATION' (grey). Below the buttons is a 'Historical' toggle switch. The form contains several fields: 'Provider \*' (dropdown menu showing '75 - KITTSON CTY ...'), 'Dose Volume' (text input), 'Dose Date \*' (calendar icon, showing '03/21/2019'), 'Volume Unit' (text input showing 'mL'), 'Vaccine Type \*' (dropdown menu showing 'ZOSTER Shingrix'), 'Administration Route \*' (dropdown menu showing 'Unknown'), 'Lot \*' (text input), 'Administration Site \*' (dropdown menu showing 'Unknown'), 'Funding Source \*' (dropdown menu showing 'Public'), 'VFC \*' (dropdown menu showing 'Not Eligible (privately in...'), 'Expiration Date \*' (calendar icon, showing '01/01/1900'), 'Reaction \*' (dropdown menu showing 'None'), and 'Manufacturer \*' (dropdown menu showing 'Pfizer, Inc'). There is also an 'Invalid Dose' toggle switch at the bottom right.

2.) To delete an immunization, click the **Remove Immunization** button. This will trigger a prompt asking if you are sure you want to remove the selected vaccination event from the record.

Click **No** to close the prompt and resume editing the immunization detail.

Click **Yes** to remove the immunization event from the record. This completes the deletion and removes the vaccination event from the record. The immunization details module will automatically close and revert back the summary.



The screenshot shows a modal dialog box titled 'Remove Selected Vaccination Event?'. The text inside the dialog asks 'Are you sure you want to remove the selected Vaccination Event?'. At the bottom right of the dialog, there are two buttons: 'NO' (grey) and 'YES' (blue). The 'REMOVE IMMUNIZATION' button from the previous form is visible at the bottom of the screen behind the dialog.