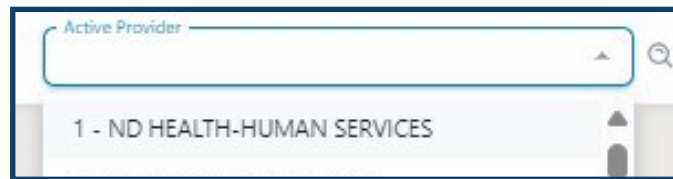


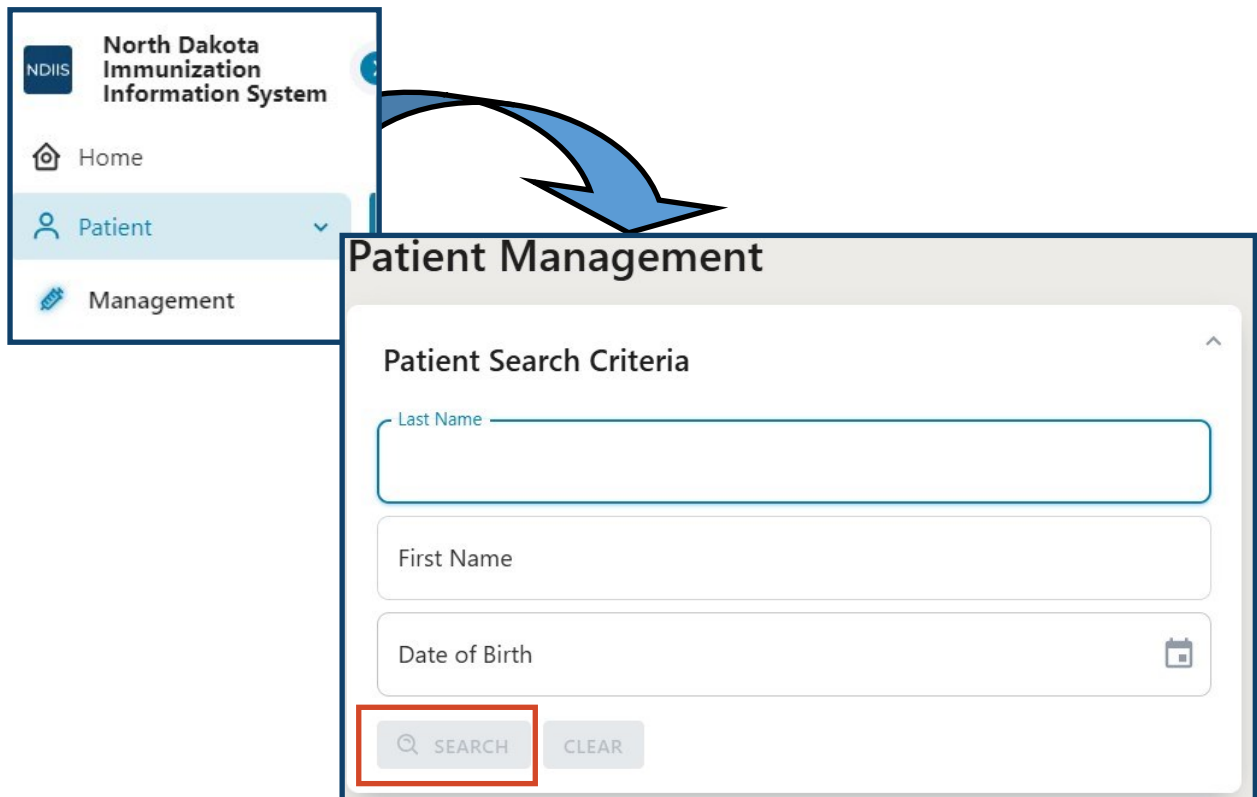
Looking Up an Immunization Record

- 1.) To access a patient's immunization record, login to the NDIIS.
- 2.) Once on the Home Screen, select the **Active Provider** you wish to work in the NDIIS under.
⇒ You will not be able to access patient records unless a provider is selected.



A screenshot of a dropdown menu titled "Active Provider". The menu is open, showing a list of providers. The first item is "1 - ND HEALTH-HUMAN SERVICES". There is a search icon in the top right corner of the dropdown.

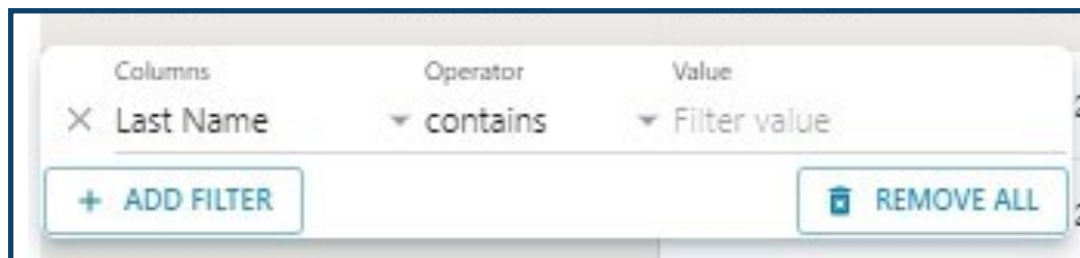
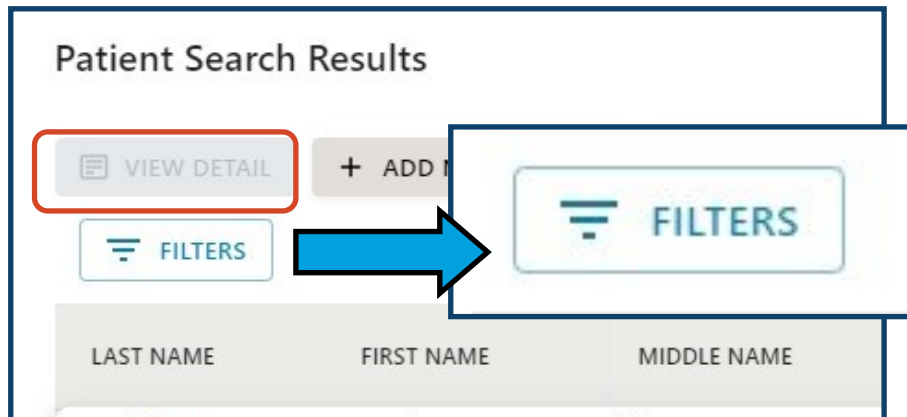
- 3.) From the **Main Menu**, select the **Patient** module and click **Management**. This will open the **Patient Search Criteria**.
⇒ The easiest way to search for a patient is by using their birthdate and the first letter of their first name.



A screenshot of the "Patient Management" interface. On the left is a "Main Menu" with options: Home, Patient (selected), and Management. A blue arrow points from the "Patient" menu item to the "Patient Management" window. The "Patient Management" window has a title "Patient Management" and a sub-header "Patient Search Criteria". Below the sub-header are three input fields: "Last Name", "First Name", and "Date of Birth" (with a calendar icon). At the bottom of the form are two buttons: "SEARCH" (highlighted with a red box) and "CLEAR".

4.) The Patient Search will return a list of up to 1,000 possible matches.

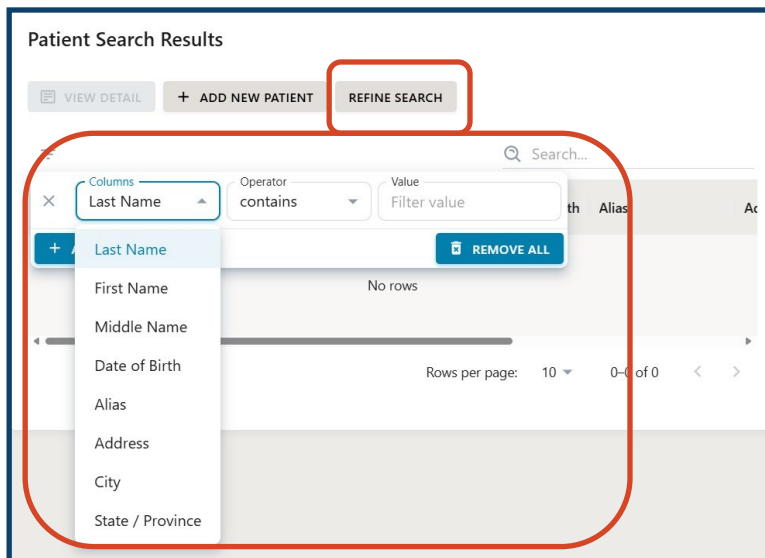
⇒ Users can filter the search results by utilizing the **Filters** sub-menu.



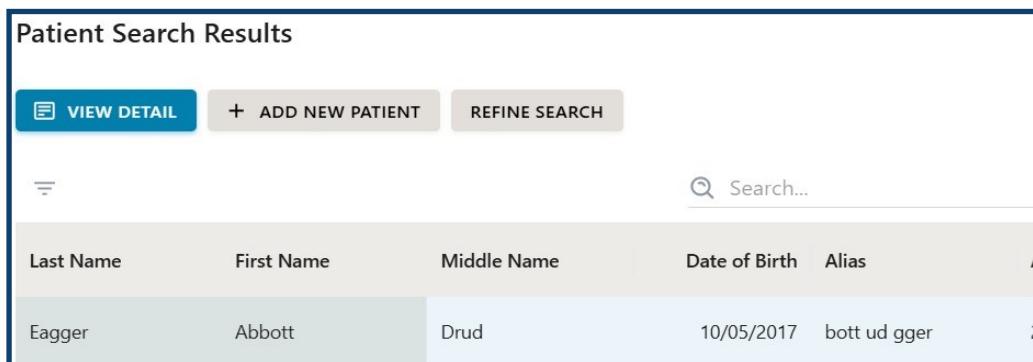
ADDITIONAL INFORMATION

- ⇒ The search results can be Filtered by Last Name, First Name, Middle Name, Date of Birth, Alias, Address, City, and State/Province.
- ⇒ Users are also able to change the operator for their Filter type to “Contains”, “Equals”, “Starts with”, “Ends with”, “Is empty”, “Is not empty”, and “Is any of”.
- ⇒ The Filter value is a text box where users enter the criteria.
- ⇒ Users are also able to utilize more than one filter value at a time using the **Add Filter** button. The filters are removed all at once with the **Remove All** button.

5.) If the correct patient record is not found in the initial result search or through filtering, users can return to the Patient Search by clicking **Refine Search** and updating the entered search criteria.



6.) To view a record from the list of possible matches highlight the record from the list and click **View Detail**.



7.) The record will open to the patient's **Core Demographics**.

- ⇒ 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 patient demographics at every visit.

Andy Smitherham (11/30/1953) - (171933)

Modified Date: 10/29/2013

[← BACK TO SEARCH RESULTS](#)

[GENERATE FORECAST](#)

[CERTIFICATE OF IMMUNIZATION](#)

[SAVE](#)

[UNDO CHANGES](#)

Core Demographics

Possible Duplicate

Last Name *

Smitherham

First Name *

Andy

Middle Name

Jewel

Alias Last Name

Smitherham

Alias First Name

Andy

Alias Middle Name

Jewel

Race *

Unknown/undetermined

Ethnicity *

Not Specified

Primary Language

Unknown

Birth Information

Date of Birth *

11/30/1953



Birth State

Is Multiple Birth (twins, triplets, etc)

Biological Sex *

Male

Contact Information

Address

Military Base

[VALIDATE](#)

Address 1 *

874 Ilene Avenue

Address 2

1114 Delaware Hill

City *

PHOENIX

State/Province *

Arizona

Postal Code *

85021-2934

County *

Out of State

Primary Phone Number *

(999) 869-2082

Phone Number Type *

Email Address

AndySmitherham@example.com

Mother Information

Last Name

Smitherham

First Name

Kanya

Middle Name

Correna

Maiden Name

Doe

Responsible Person

Last Name

Pepi

First Name

Kanya

Middle Name

Correna

Relationship to Patient



8.) To access the patient’s immunization record, click on the **Immunizations** tab.

Patient Details

Laurene Bonallick (11/30/1953)
Modified Date: 11/10/2001

← BACK TO SEARCH RESULTS GENERATE FORECAST CERTIFICATE OF IMMUNIZATION

CORE DEMOGRAPHICS STATUS **IMMUNIZATIONS** REC COMMENTS

9.) The **Immunizations** section of the patient record contains all immunization information including:

- ⇒ **Dose Date** - date the immunization was administered
- ⇒ **PID** - Provider ID for the facility that administered the immunization
- ⇒ **Provider** - name of facility that administered the immunization
- ⇒ **Lot** - lot number of the immunization that was administered
- ⇒ **Reaction** - if the patient had a documented reaction to that dose
- ⇒ **VFC** - Vaccines for Children/Vaccines for Adults program eligibility status
- ⇒ **Vaccine Type** - type of immunization administered
- ⇒ **Historical** - if the dose was administered or entered from another record as part of the patient’s historical vaccinations
- ⇒ **Valid dose** - was the dose valid according to the routine, age-based ACIP recommended immunization schedule

Immunization Summary

+ ADD IMMUNIZATION

FILTERS Search...

DOSE DATE	PID	PROVIDER ↑	LOT	REACTION	VFC	VACCINE TYPE	HISTORICAL	VALID
10/24/2013	6522	WHITE DRUG GRAND FORKS		None	Not Eligible (privately ...	INFL (IIV3 W/P)	<input type="checkbox"/>	1
11/2/2012	6522	WHITE DRUG GRAND FORKS		None	Not Eligible (privately ...	INFL (IIV3 W/P)	<input type="checkbox"/>	1
10/26/2011	6522	WHITE DRUG GRAND FORKS		None	Not Eligible (privately ...	INFL (IIV3 W/P)	<input type="checkbox"/>	1
11/18/2008	4981	AURORA URGENT CARE		None	Not Eligible (privately ...	INFL (unspecified)	<input type="checkbox"/>	1
4/23/1997	18	GRAND FORKS PUBLIC HEALTH		None		Td-2 (adult P/F)	<input checked="" type="checkbox"/>	1

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- 10.) To Filter the patient's immunization record, click on the **Filters** button.
⇒ Users can also utilize the Search function in the top right corner.



- 11.) The **Filters** drop-down allows users to search for specific doses using the information available in that part of the patient's record.

