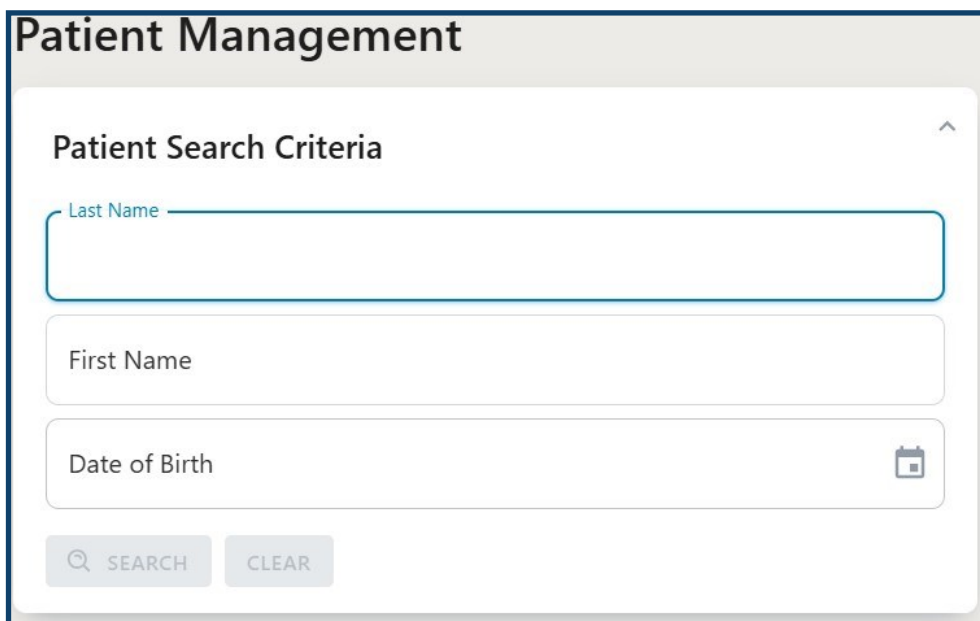
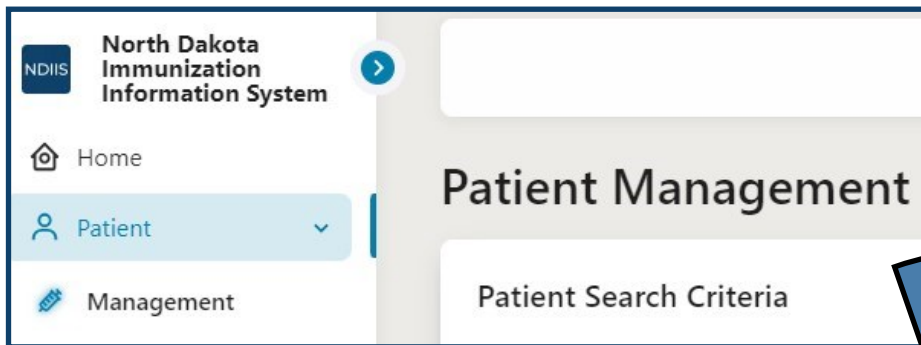


## School User: Entering an Immunization

### Getting Started

1.) To add an immunization to a student's records, click on **Patient** from the NDIIS **Main Menu**, then click **Management** from the drop-down. This will open the **Patient Search**.

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



2.) After entering and searching for your student, the Patient Search results will appear below the first module. The NDIIS will return up to 100 potential matches.

3.) Find your student's record on the list of search results. Click on it to highlight and click on **View Detail** to open the record.

⇒ If you cannot find your student, 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 you still do not see your student in the search results, can change your search criteria by clicking **Refine Search**. If no matching record can be found in the NDIIS, you can create a new record for the student. This can be done by clicking **Add New Patient**. Please see the [Creating New Patient Records](#) tip sheet for instructions on how to create a new record in the NDIIS.*

The image shows a screenshot of the 'Patient Search Results' interface. At the top, there are three buttons: 'VIEW DETAIL' (highlighted with a red box), '+ ADD NEW PATIENT', and 'REFINE SEARCH'. Below these buttons is a search bar with a magnifying glass icon and the text 'Search...'. A table header is visible with columns: 'Last Name', 'First Name', 'Middle Name', 'Date of Birth', 'Alias', and 'Address'. A blue arrow points from the 'VIEW DETAIL' button to a larger, detailed view of the search results. In this detailed view, a filter dropdown menu is open, showing a list of columns: 'Last Name', 'First Name', 'Middle Name', 'Date of Birth', 'Alias', 'Address', 'City', and 'State / Province'. The 'Last Name' column is selected, and the filter criteria are set to 'contains' with a 'Filter value' field. A 'REMOVE ALL' button is also visible. The table below the filter shows 'No rows' and a 'Rows per page: 10' dropdown.

4.) The record will open to the student's **Core Demographics**.

- ⇒ All required fields will be marked by an asterisk (\*) and must be filled in before any new information can be saved.
- ⇒ Be sure to verify the student demographics every time a record is accessed.

### Core Demographics

Possible Duplicate

Last Name * NAME	First Name * NAME	Middle Name NAME
Alias Last Name NAME	Alias First Name NAME	Alias Middle Name N
Race * Other Race	Ethnicity * Not Hispanic or Latino	
Primary Language Unknown		

### Birth Information

Date of Birth \*  
02/24/2014

Birth State  
[Dropdown]

Biological Sex \*  
Male

Is Multiple Birth (twins, triplets, etc)

### Contact Information

Address  Military Base **VALIDATE**

Address 1 \*  
123456 MAIN STREET

Address 2

City \*  
FARGO

State/Province \*  
North Dakota

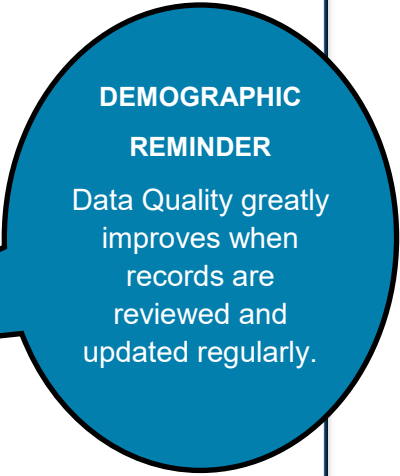
Postal Code \*  
58104

County \*  
Cass

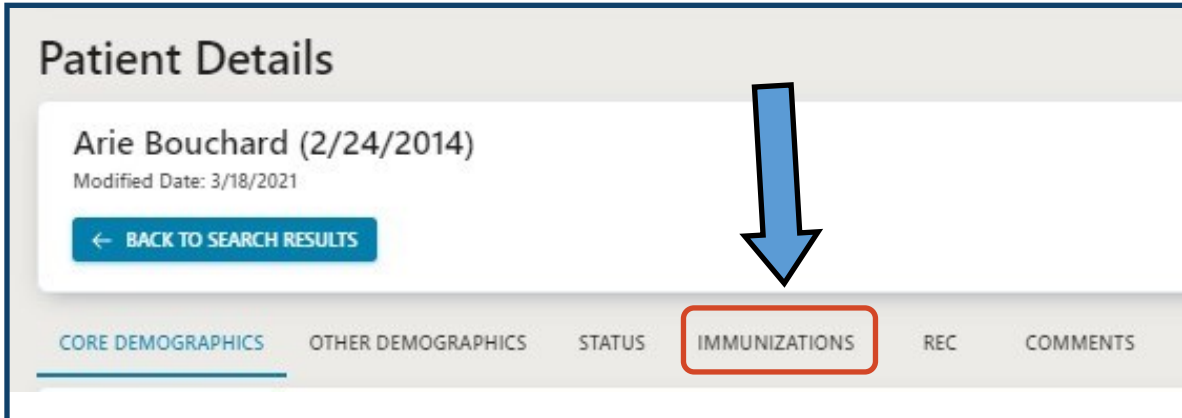
Primary Phone Number \*  
(312) 324-6168

Phone Number Type \*  
Home

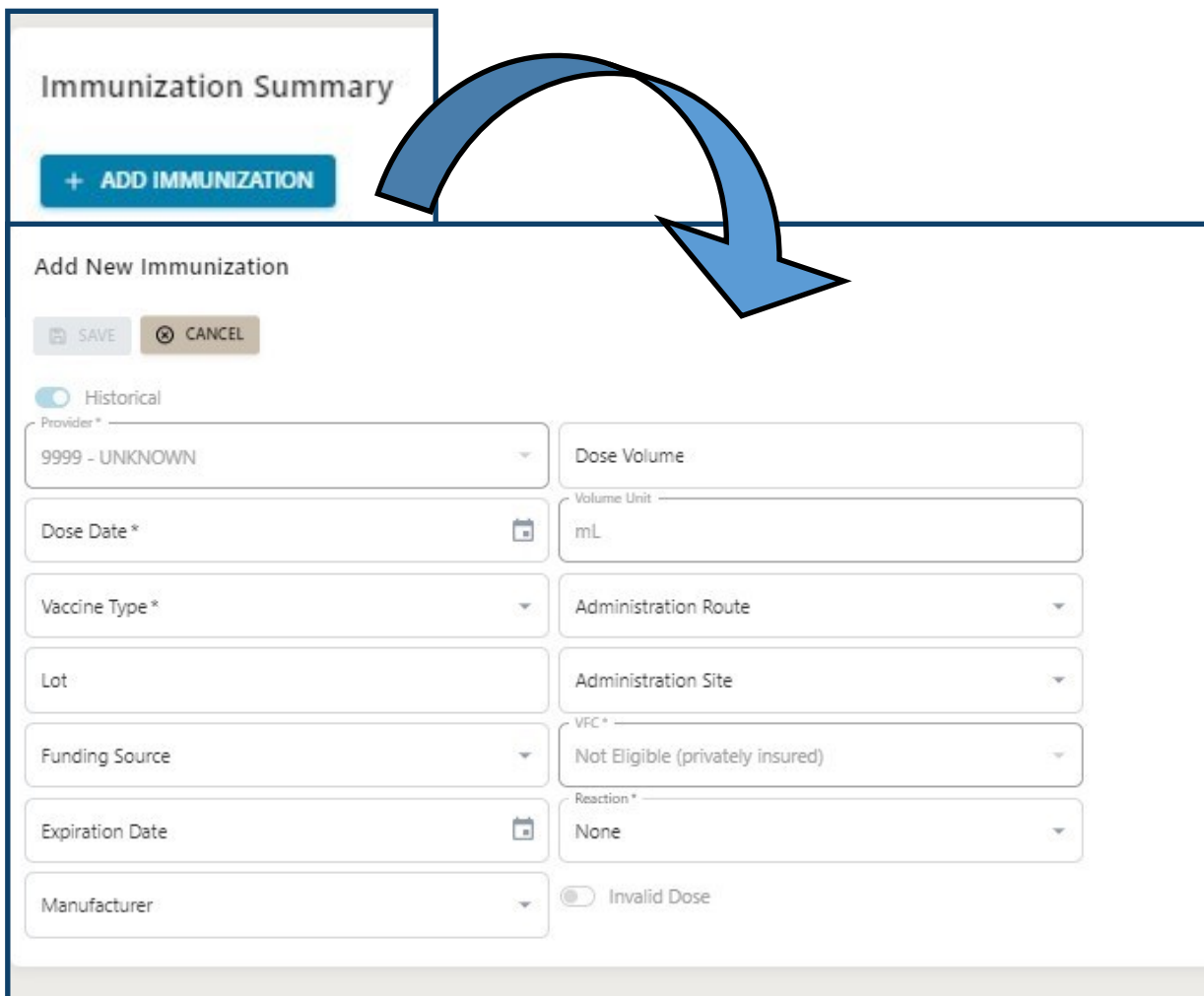
Email Address  
ArieBouchard@example.com



5.) To access the student's immunization record, click on the **Immunizations** tab.



6.) Click the **Add** button to open the **Add New Immunization** module. This will open under the Immunization Summary.



7.) Add immunization event information for all required fields.

School users with Standard or Provider Admin level access are able to add historical immunizations to a student's record. Required data fields are marked by an asterisk (\*). These include:

- ⇒ **Dose Date** - Ensure that this field is correctly filled with the date of administration
- ⇒ **Vaccine Type** - Select the type of immunization from the drop-down list

The screenshot shows the 'Add New Immunization' form. At the top, there are 'SAVE' and 'CANCEL' buttons. Below them is a 'Historical' toggle switch which is turned on. The 'Provider' dropdown is set to '9999 - UNKNOWN'. The 'Dose Date' field is highlighted with a red box and has a calendar icon. The 'Vaccine Type' dropdown is also highlighted with a red box. The 'VFC' dropdown is highlighted with a red box and is set to 'None'. Other fields include 'Dose Volume', 'Volume Unit' (mL), 'Administration Route', 'Administration Site', 'Lot', 'Funding Source', 'Expiration Date', and 'Manufacturer'. There is also an 'Invalid Dose' checkbox at the bottom.

All other immunization event data fields are either set to default for school users and cannot be changed or are considered optional and can be filled in if the school user has the dose details from the historical record. Fields with default values set include:

- ⇒ **Historical** - this indicator flags the dose as historical, meaning it is being entered from an outside record
- ⇒ **Provider** - school user entered immunizations are entered under provider pin 9999 - UNKNOWN indicating the dose is historical from an outside record
- ⇒ **Volume Unit** - Doses will be marked in ml
- ⇒ **VFC** - school user entered immunizations will all be marked as 'Not Eligible' for VFC eligibility

This close-up shows the 'Historical' toggle switch which is turned on, and the 'Provider' dropdown menu which is set to '9999 - UNKNOWN'. Red arrows point to these two elements.

This close-up shows the 'Volume Unit' dropdown set to 'mL', the 'Administration Route' dropdown, the 'Administration Site' dropdown, and the 'VFC' dropdown set to 'Not Eligible (privately insured)'. Red arrows point to the 'Volume Unit' and 'VFC' dropdowns.

⇒ If information is available for the remaining optional data fields, the information should be entered to ensure the record is as complete as possible.

**Lot** - This field would be the lot number for the immunization that was administered. This is a free text field

Note. There is a limit of 20 characters for lot number

**Funding Source** - Administered immunizations can be from a provider's public or private supply.

**Expiration Date** - This date will be used by the forecaster to evaluate doses given after the expiration date that need to be invalidated.

**Manufacturer** - Select the vaccine manufacturer from the drop-down list.

**Administration Route** - Select the route of administration from the drop-down list.

**Administration Site:** Select site of administration from the drop-down list.


The screenshot shows a 'Historical' form with the following fields and values:

Provider*	9999 - UNKNOWN	Dose Volume	0.3
Dose Date*	10/24/2024	Volume Unit	mL
Vaccine Type*	INFL (IIV4 P/F) pediatric	Administration Route	Intramuscular
Lot	FE3926	Administration Site	Left Deltoid
Funding Source	Private	VFC*	Not Eligible (privately insured)
Expiration Date	06/30/2025	Reaction*	None
Manufacturer	GlaxoSmithKline	<input type="checkbox"/> Invalid Dose	

8.) After all immunization event information has been entered, click **Save** to finish adding the dose to the student's record..



9.) Review the immunization event information in the **Immunizations Summary** to ensure all information was entered correctly.



The image shows a screenshot of the "Immunization Summary" interface. It includes a table with columns for DOSE DATE, PID, PROVIDER, LOT, REACTION, VFC, VACCINE TYPE, HISTORICAL, and VALID. The first row is highlighted with a red border.

DOSE DATE	PID	PROVIDER	LOT	REACTION	VFC	VACCINE TYPE	HISTORICAL	VALID
10/24/2024	9999	UNKNOWN	FE3926	None	Not Eligible (privately ...	INFL (IIV4 P/F) pediatric	<input checked="" type="checkbox"/>	<span style="color: green;">1</span>
9/20/2020	8242	WHITE DRUG - WEST FARGO		None	Not Eligible (privately ...	INFL (IIV4 P/F)	<input type="checkbox"/>	<span style="color: green;">1</span>