

Updating Patient Status

Getting Started

In the NDIIS, patient records are assigned status designations to ensure accuracy of provider and county-level reports, coverage rates, and reminder-recall. Maintaining accurate patient status benefits not only you as a provider, it also assists the NDIIS maintaining accuracy of patient records and data quality.

What are the Patient Status designations?

Active - All patient records are set to *Active* status upon creation.

Deceased - NDIIS users with Provider Admin or Standard-level access have the ability to mark a patient as permanently inactive if they know the patient is now deceased.

*If a record is incorrectly marked **Deceased** please contact the NDIIS team to reactivate.*

Inactive - To be considered *Inactive* the provider must have proof of one of the following:

- ⇒ Documentation that the patient has moved out of North Dakota.
- ⇒ Documentation that the patient has not responded or provided adequate contact information in response to at least three documented outreach attempts by the provider.
- ⇒ A notification or a request for records indicating that the patient has transferred to another provider.

Who can change a Patient Status?

In order to change a patient's status, the provider be the last provider visited or last provider excluding flu/COVID for that patient.

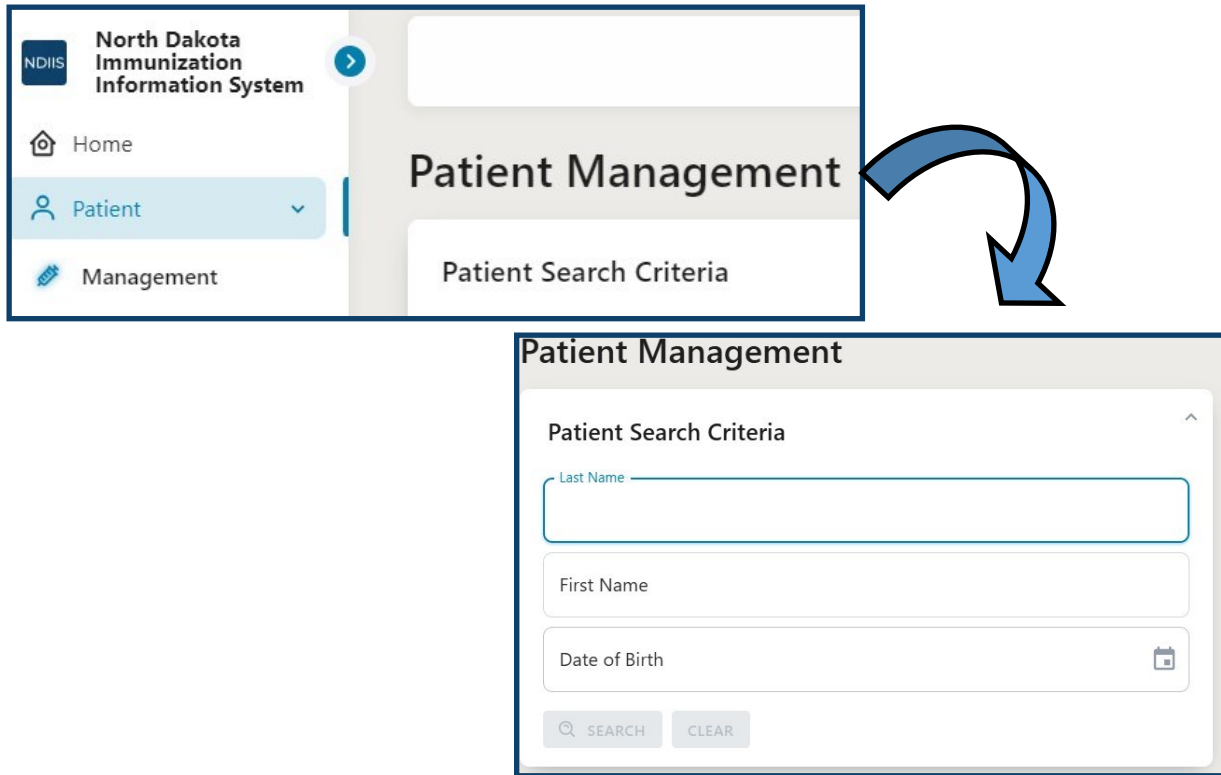
Local public Health Units and NDHHS Immunization Unit users can update the status of any NDIIS patient regardless of last provider visited.

- ⇒ If a patient is set to an *Inactive* status and a provider enters a new immunization for that patient, the patient's status will automatically change back to *Active* and that patient will now be counted as part of the provider's patient population.

How To Change a Patient's Status

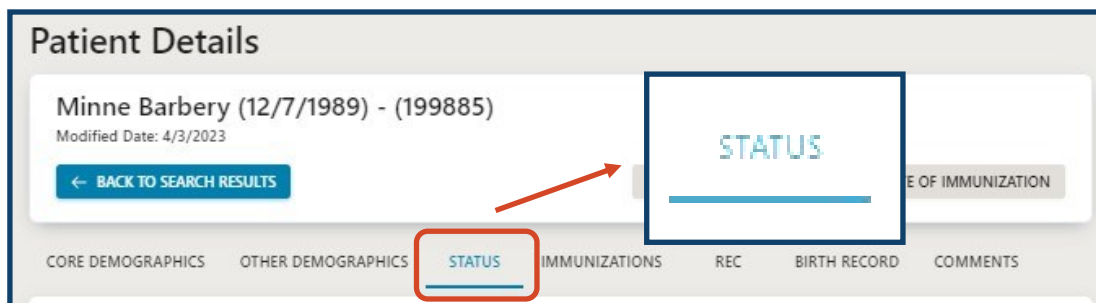
1.) To begin updating a patient's status, click the **Management** option from the **Patient** drop-down on the NDIIIS Main Menu. This will open the **Patient Search Criteria**.

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

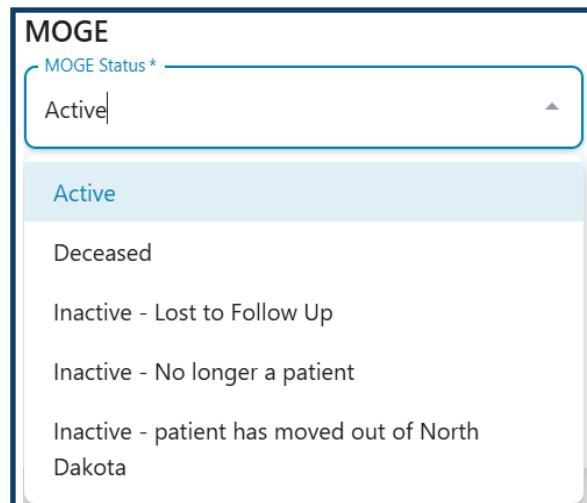


2.) After entering and searching for your patient, the patient search results will appear below. When you find your patient's record on the list of search results, click on it to highlight and then click **View Detail**.

3.) The patient record will open to the **Core Demographics**. MOGE status is found on the patient's **Status** tab.

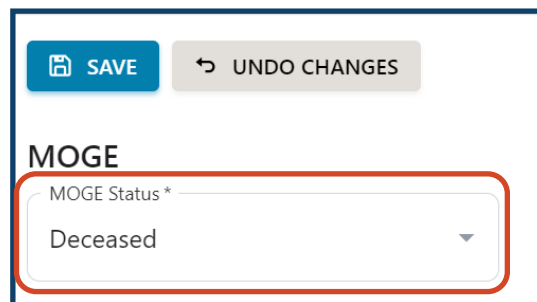


4.) Select the patient's new **MOGE** status from the drop-down.



The screenshot shows a form titled "MOGE" with a dropdown menu labeled "MOGE Status *". The current selection is "Active". Below the dropdown, a list of options is displayed: "Active", "Deceased", "Inactive - Lost to Follow Up", "Inactive - No longer a patient", and "Inactive - patient has moved out of North Dakota".

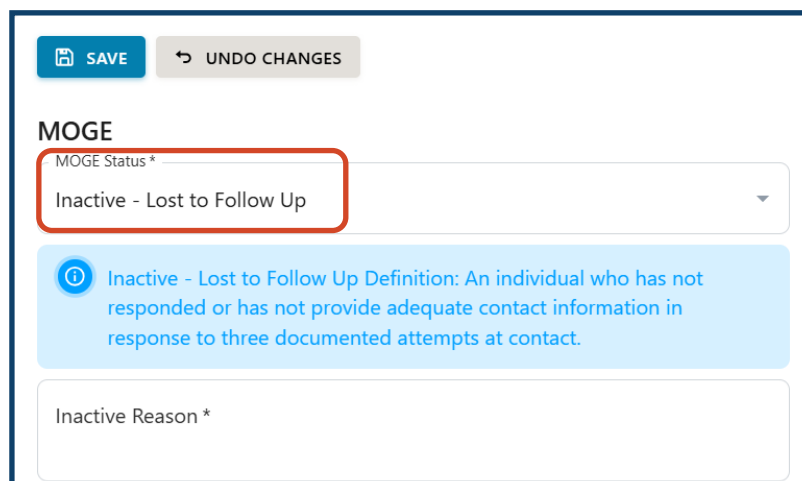
5.) If **Deceased** is selected for the patient's status, the patient will be considered permanently inactive. The patient will be excluded from all provider, county, and state-level reports and will no longer show in the patient search results.



The screenshot shows the same "MOGE" form. At the top, there are two buttons: "SAVE" (with a save icon) and "UNDO CHANGES" (with a undo icon). Below the buttons, the "MOGE Status *" dropdown menu is highlighted with a red border and shows "Deceased" as the selected option.

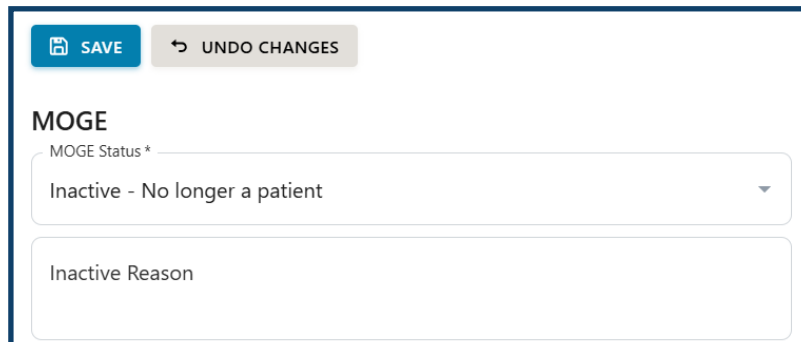
6.) If **Inactive - Lost to Follow Up** is selected for the patient's status, a you must enter a detailed reason for selecting this status.

⇒ *Inactive Reason is a required field*



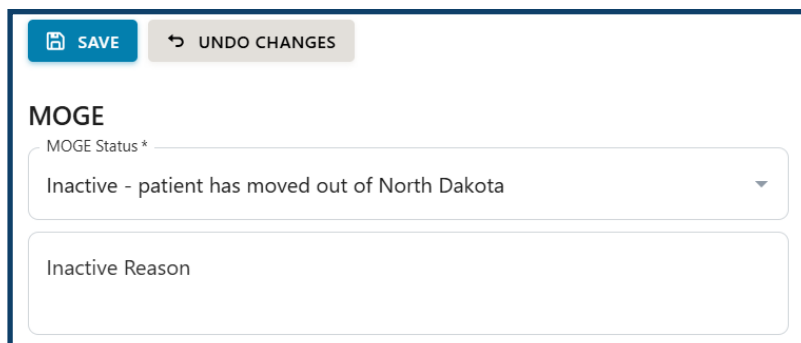
The screenshot shows the "MOGE" form with the "Inactive - Lost to Follow Up" option selected in the dropdown menu, which is highlighted with a red border. Below the dropdown, there is a light blue information box with a circular icon containing an 'i' and the text: "Inactive - Lost to Follow Up Definition: An individual who has not responded or has not provide adequate contact information in response to three documented attempts at contact." Below this box is a text input field labeled "Inactive Reason *".

7.) If **Inactive - No longer a patient** is selected for the patient's status, a you can provide additional detailed information for the change in status, however this is not required.



The screenshot shows a web form titled "MOGE". At the top left, there is a blue "SAVE" button with a floppy disk icon, and to its right is a grey "UNDO CHANGES" button with a curved arrow icon. Below the title, there is a dropdown menu labeled "MOGE Status *" with the selected option "Inactive - No longer a patient". Underneath the dropdown is a text input field labeled "Inactive Reason".

8.) If **Inactive - Patient has moved out of North Dakota** is selected, a you can provide additional detailed information for the change in status, however this is not required.



The screenshot shows a web form titled "MOGE". At the top left, there is a blue "SAVE" button with a floppy disk icon, and to its right is a grey "UNDO CHANGES" button with a curved arrow icon. Below the title, there is a dropdown menu labeled "MOGE Status *" with the selected option "Inactive - patient has moved out of North Dakota". Underneath the dropdown is a text input field labeled "Inactive Reason".

8.) When finished updating the patient's status, click **Save**.

Additional Information

When a patient's record is set to **Deceased**, **Inactive - Lost to Follow Up**, or **Inactive - patient has moved out of North Dakota**, that patient will be excluded from all provider, county, and state-level reports and coverage rates.

When a patient's record is set to **Inactive - No longer a patient**, the patient will be excluded from all provider-level reports and coverage rates but will still be included in county and state-level reports and coverage rates.