

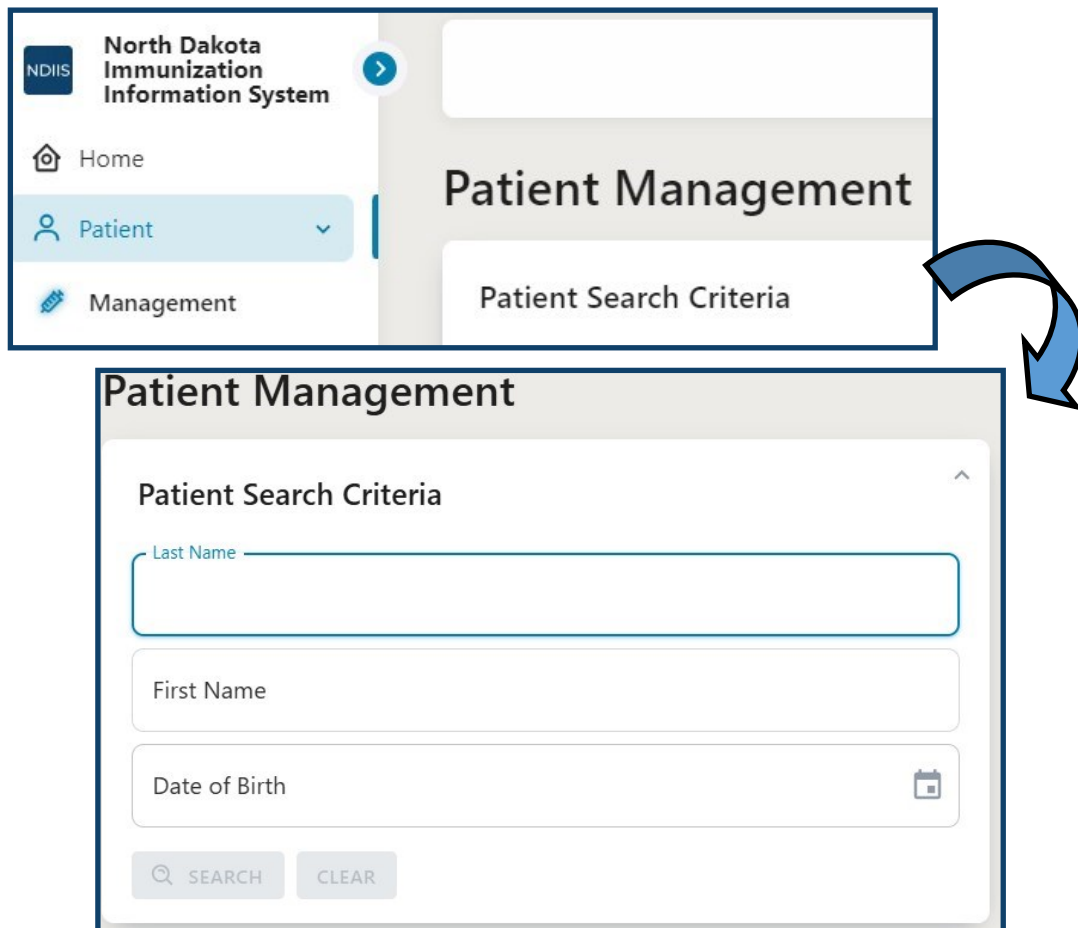
Updating Student Details

Getting Started

School users are able to access and update student records within the North Dakota Immunization Information (NDIIS) to best reflect the most up-to-date contact, school, and grade-level information.

1.) To update a student's details, select the **Patient** module from the NDIIS **Main Menu** then click **Management** from the drop-down. This will open the **Patient Search Criteria**.

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

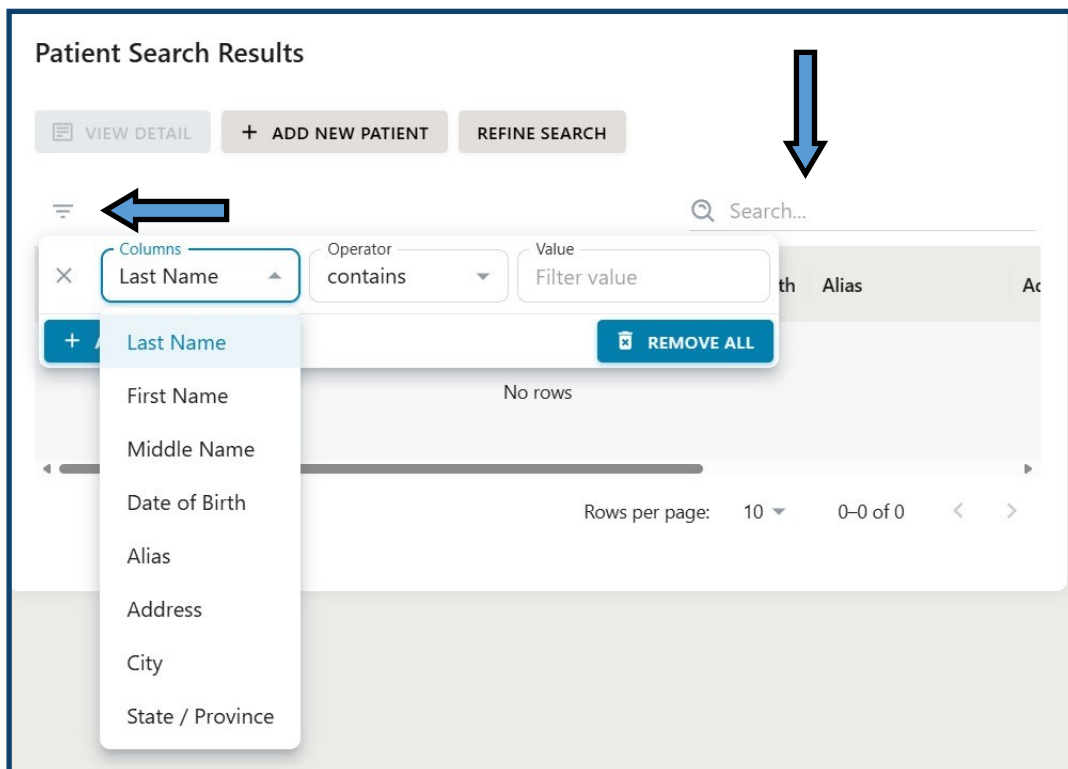


The image shows two screenshots of the NDIIS interface. The top screenshot shows the 'Patient Management' page with a sidebar menu containing 'Home', 'Patient', and 'Management'. The 'Patient' menu is expanded, and 'Management' is selected. The main content area is titled 'Patient Management' and contains a 'Patient Search Criteria' form. A blue arrow points from the 'Management' option in the sidebar to the 'Patient Search Criteria' form in the main content area. The bottom screenshot is a close-up of the 'Patient Search Criteria' form, which includes input fields for 'Last Name', 'First Name', and 'Date of Birth' (with a calendar icon). At the bottom of the form are 'SEARCH' and 'CLEAR' buttons.

2.) After searching for your student, the NDIIS will return up to 100 potential matches.

⇒ If you cannot find your student, click on the **Filters** button to narrow down the list of 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.*



Core Demographics

If you do find your student's record from the search results, click on it to highlight and then click **View Detail**. The record will open to the student's **Core Demographics**.

⇒ Demographic information should be reviewed and update every time a record is accessed.

⇒ Required demographic fields will be marked with an asterisk (*). All required fields must be filled in before any new information can be saved.

Required fields include:

- ⇒ Last Name
- ⇒ First Name
- ⇒ Race
- ⇒ Ethnicity
- ⇒ Date of Birth
- ⇒ Biological sex
- ⇒ Address
- ⇒ City
- ⇒ State
- ⇒ Zip code
- ⇒ County
- ⇒ Phone number
- ⇒ Phone number type

*If the student is under 18 years of age, **Mother Information** is also required.*

***Responsible Person** is not required however, if any of the fields are populated, last name, first name, and relationship must all be filled in.*

Validation of address is required to save.

The image shows a screenshot of a patient information form. At the top left, there are 'SAVE' and 'CANCEL' buttons. The form is organized into several sections: 'Core Demographics', 'Birth Information', 'Contact Information', 'Mother Information', and 'Responsible Person'. The 'Contact Information' section includes a 'Military Base' toggle and a 'VALIDATE' button. A blue callout bubble points to the 'VALIDATE' button with the text 'Validation of address is required to save.' The form contains various input fields for names, dates, addresses, and phone numbers, some with asterisks indicating they are required.

School Demographics

The Other Demographics tab is where the student's school demographics are. The NDIIS receives school rosters from the ND Department of Public Instruction daily. Not all student records may match between the student enrollment and NDIIS which could leave some students missing their school demographics.

- ⇒ Verifying that the student is assigned to the correct school and grade will ensure the correct students are included in your NDIIS school reports.
- ⇒ School users can add, update, or delete the student's grade, the school, and school type. If any of the three fields are filled in, all three are required.

Students that are HOME-SCHOOLED still count for public school reports and should be assigned to their districted school, current grade, and have their school type set to Home School.

REC

School users are able to enter immunization exemptions for a student in their NDIIS records. This is completed in the **REC** tab, which stands for Reactions, Exemptions, and Contraindications.

1.) To add an Exemption, click the **Add Exemption** button in the exemptions section.

⇒ All fields are required.

The screenshot shows the 'Exemption' form with the following fields and options:

- Exemption Date:** 10/24/2024
- Reason:** A dropdown menu with options: History of Disease, Medical, Moral/Philosophical, Religious.
- Vaccine:** A dropdown menu with options: All Vaccines, Adenovirus (type 4), Adenovirus (type 7), Adenovirus (types 4,7), Adenovirus (unspecified), ANTHRAX, BCG, BOTULINUM ANTITOXIN, Chikungunya (live), CHOLERA (live), CHOLERA (unspecified), CMVIG, COVID Moderna 2023-24 <12, COVID Moderna 2023-24 12+.
- Comments:** A text input field.
- Buttons:** SAVE (blue) and CANCEL (grey).

2.) Enter the **Exemption Date** as date the exemption form was signed.

3.) Select the **Reason** for the exemption from the drop-down,

4.) Select the **Vaccine** the exemption is being claimed for

5.) Enter a comment indicating who submitted the exemption and any additional relevant information.

6.) Click **Save** to complete the data entry.

Once saved, the exemption will appear at the bottom of the student's Immunization Forecast. The forecaster will no longer recommend immunizations that have a documented exemption.