



## North Dakota Immunization Information System: Changing or Deleting Immunization Information

Providers may need to change or delete information for an immunization due to entry error. Immunization doses may only be changed or deleted by the provider who has entered the original dose's information. Any NDIIS user can change or delete a historical dose entered with the 9999—UNKNOWN provider.

1.)	То	access	the cl	ient	lookup	page,	click the	e Search	ı hyperlin	k in the	Client box.
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👔 North Dakot	ta Immur	nization Informatio	n System
Help			
Provider:	$\sim$		
Client	Provider	Reminder/Recall	VFC Vaccine
Search	Lookup	Create Reminder-Recall	Vaccine Ordering, Returns and Wastages
Vaccine Management	Reports		
<ul><li>Lot Management</li><li>Vaccine Login</li></ul>	Reports		

- 2.) To search for a client's record:
  - Enter search criteria in the search field by clicking in the free-text box and typing in the correct information
    - Can also use keyboard and tab through each field
  - Click Search
    - Can also hit Enter on the keyboard to start search

	Client	Lookup		$\frown$
	Help		(	The easiest way to
• Basi	c Search			search for a patient is by using their birthdate and the first letter of
Birth:	_/_/			their first name
First:		Last:		

- 3.) The system will return a list of up to 100 possible matches.
- 4.) To view a record from the list of possible matches:
  - Highlight the correct client from the list and click Inquire, or
  - Double-click the correct name from the list.
- 5.) The system will open the record on 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.

tient Information				Last Updated 11/08/2
* Last Name:	ACCOUNT		* Address:	500 STREET
* First Name:	TEST			
* Middle Name:	A			Air Force Base
Suffix:	<b>~</b>		* City:	BISMARCK
* Race:	UNKNOWN	~	* State:	NORTH DAKOTA 🗸
* Ethnicity:	UNKNOWN	~	* Zip:	58506
* Birth Date:	01/01/2010		County:	BURLEIGH 🗸
🗆 Is Multiple Birth	(twins, triplets, etc)		* Birth State/Country:	NORTH DAKOTA
* Gender:	FEMALE 🗸		* Primary Phone:	701-867-5309
Alias First Name:	ACCT		* Phone Number Type:	MOBILE PHONE
Alias Middle Name	:		Email Address:	
Alias Last Name:	TRIAL		Primary Language:	SELECT ONE 🗸
			Opt client in for tex	kt reminder recall
			Exclude client from	reminder recall
			Exclude client from	client De-Duplication
other Information		Responsible P	erson	
Last Name: TEST		Last Name:	TEST	Relationship to Patient:
First Name: MISS	US	Middle Name:	MISTER	SELECT ONE 🗸
1iddle: NA		First Name:	В	
1aiden Name: TRIAL	-			vaccine reactions
		View Reactions	Comments	or comments
Save			Fields App	earing with an Asterist Are requi
Jave				· ·

6.) To access the client's immunization record, click on the Immunizations tab.



## To Change an Immunization Dose:

1.) To select an immunization dose to change, highlight the dose and click on the **Change** button.

• Can also double-click the immunization dose

Demographics	Immunizations	Comments Birtl	h Record M	laintenance				
Dose Date	Prov	vider	Lot	Reaction	on VFC	Vaccine	Historica	Valid
12/20/2020	4933 - NDIIS PROVIDER	TRAINING	HBV	None	e MEDICAID	HBV (unspecif	fied) Yes	Yes

2.) The Dose Management window will open, allowing for changes to be made to the dose administered. When the changes have been selected, click on the **Save** button.

Dose Management		
*Historical Vaccine: SE	LECT ONE V	
*Provider:	4933 - NDIIS TRAINING PROVIDER 🗸	Save
*Dose Date:	12/20/2020	Close
*Lot #:	Exclude Expired Lots	
Dose Volume:		
Volume Units:		
Administration Route:	- SELECT ONE - V	
Administration Site:	SELECT ONE V	
Vaccine:		
Reaction:	None 🗸	
VFC:	MEDICAID V	
Invalid Dose		
		1

3.) Review the changes made in the **Immunizations** tab. If the changes are correct, click on the **Close** button.

Demographics Immunizations	Comments Birth Record Maintenance						
Dose Date	Provider	Lot	Reaction	VFC	Vaccine	Historical	Valid
12/30/2020	4933 - NDIIS TRAINING PROVIDER	9794C	None	MEDICAID	HBV Pediatric	Yes	Yes ^
		~					
Vaccination Exemption Co	ontraindications ] [Forecast ] [Print Certificate ]					A	dd Change Delete
Dose Management	SELECT ONE V						
*Provider: *Dose Date:	4933 - NDIIS TRAINING PROVIDER    12/30/2020				Close		

## To Delete an Immunization Dose:

1.) To select an immunization dose to change, highlight the dose and click on the **Delete** button.

Demographics	Immunizations	Comments Birth	n Record M	laintenance						
Dose Date	Pro	vider	Lot	Rea	iction	VFC	Vaccine	His	torica	al Valid
12/20/2020	4933 - NDII PROVIDER	S TRAINING	HBV	Ν	lone	MEDICAID	HBV (unspe	cified)	Yes	Yes
										Ŧ
Vaccination	Exemption	ontraindications	Forecast	Print Certi	ficate			Add	Change	e Delete

2.) Confirm that you would like to delete the selected dose by clicking **Yes** in the popup window. When the dose has been deleted, it will no longer populate in the client's **Immunizations** tab.

