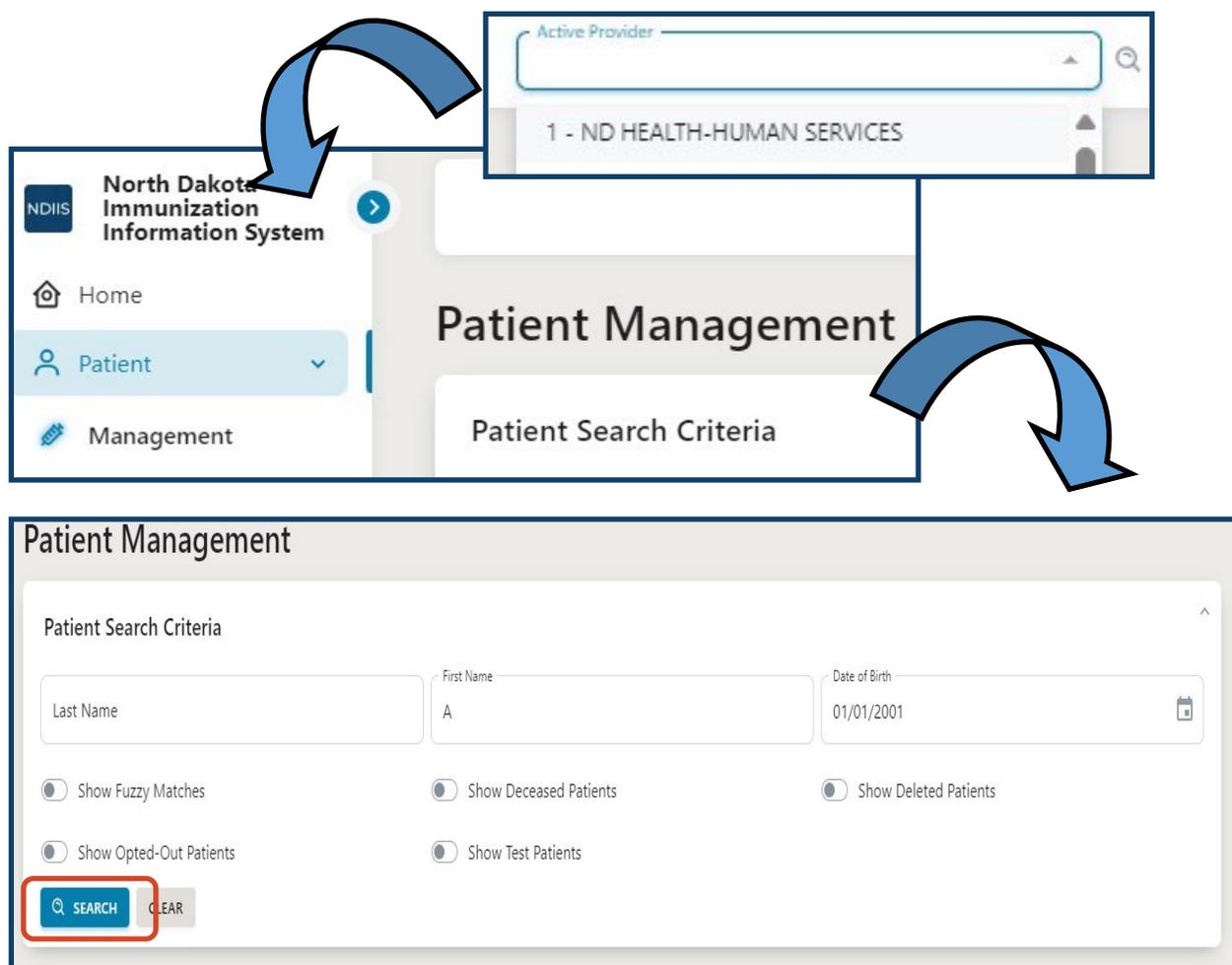


Entering an Immunization

Getting Started

- 1.) To add an immunization to a patient's record, login to the NDIIS.
 - 2.) From the Main Menu, select the Patient module and from that drop down click **Management**. This will open the Patient Search function.
 - 3.) The easiest way to search for a patient is by using their birthdate and the first letter of their first name. Click **Search**.
- ⇒ You must have an **Active Provider** selected in order to view any information in the NDIIS.



The image shows two screenshots of the NDIIS interface. The top screenshot shows the 'Patient Management' menu with 'Patient' selected and 'Management' highlighted. A callout box shows the 'Active Provider' dropdown menu with '1 - ND HEALTH-HUMAN SERVICES' selected. The bottom screenshot shows the 'Patient Search Criteria' form with the following fields: Last Name, First Name (containing 'A'), and Date of Birth (containing '01/01/2001'). Below the form are several radio button options: Show Fuzzy Matches, Show Deceased Patients, Show Deleted Patients, Show Opted-Out Patients, and Show Test Patients. The 'SEARCH' button is highlighted with a red box.

3.) The patient search results will appear below the search criteria.

4.) Find your patient's record. Click on it to highlight and in the top left corner of the Patient Search Results click **View Detail**.

⇒ If you cannot find your patient, 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; and/or state.

⇒ If this still does not result in the right patient record in the results, click **Refine Search** to search the NDIIS database again using different or additional criteria.

If the patient cannot be found, you may need to create a record.

Please see the tipsheet on Creating a New Patient for instructions.

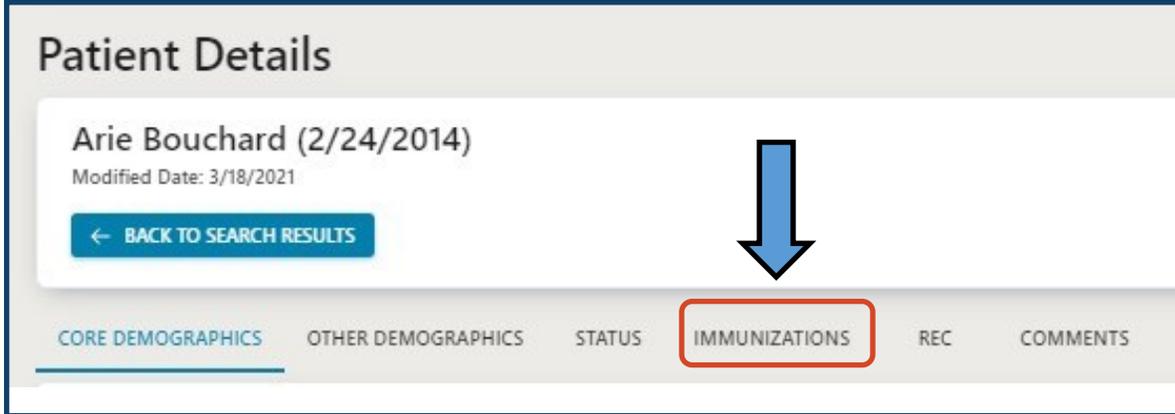
The screenshot displays the 'Patient Search Results' interface. At the top, there are buttons for 'VIEW DETAIL', '+ ADD NEW PATIENT', and 'REFINE SEARCH'. A 'FILTERS' button is highlighted with a red box. Below the buttons is a table with columns for 'LAST NAME', 'FIRST NAME', 'MIDDLE NAME', and 'DATE OF BIRTH'. A dropdown menu is open over the table, showing filter options: 'Last Name', 'First Name', 'Middle Name', 'Date of Birth', 'Alias', 'Address', 'City', and 'State / Province'. The 'Last Name' filter is selected, and the table shows results for 'Bruno', 'Gibby', 'Melinde', 'Daffie', 'Shaylah', and 'Annabell'. To the right, the 'Core Demographics' form is visible, with fields for 'Possible Duplicate', 'First Name', 'Middle Name', 'Last Name', 'Alias First Name', 'Alias Middle Name', 'Race', 'Ethnicity', 'Language', 'Date of Birth', 'Birth State', 'Biological Sex', 'Address', 'City', 'State/Province', 'County', and 'Phone Number'. A blue callout bubble points to the 'Biological Sex' field with the text: 'DEMOGRAPHIC REMINDER Data Quality greatly improves when records are reviewed and updated regularly.'

5.) The record will open to the **Core Demographics** tab.

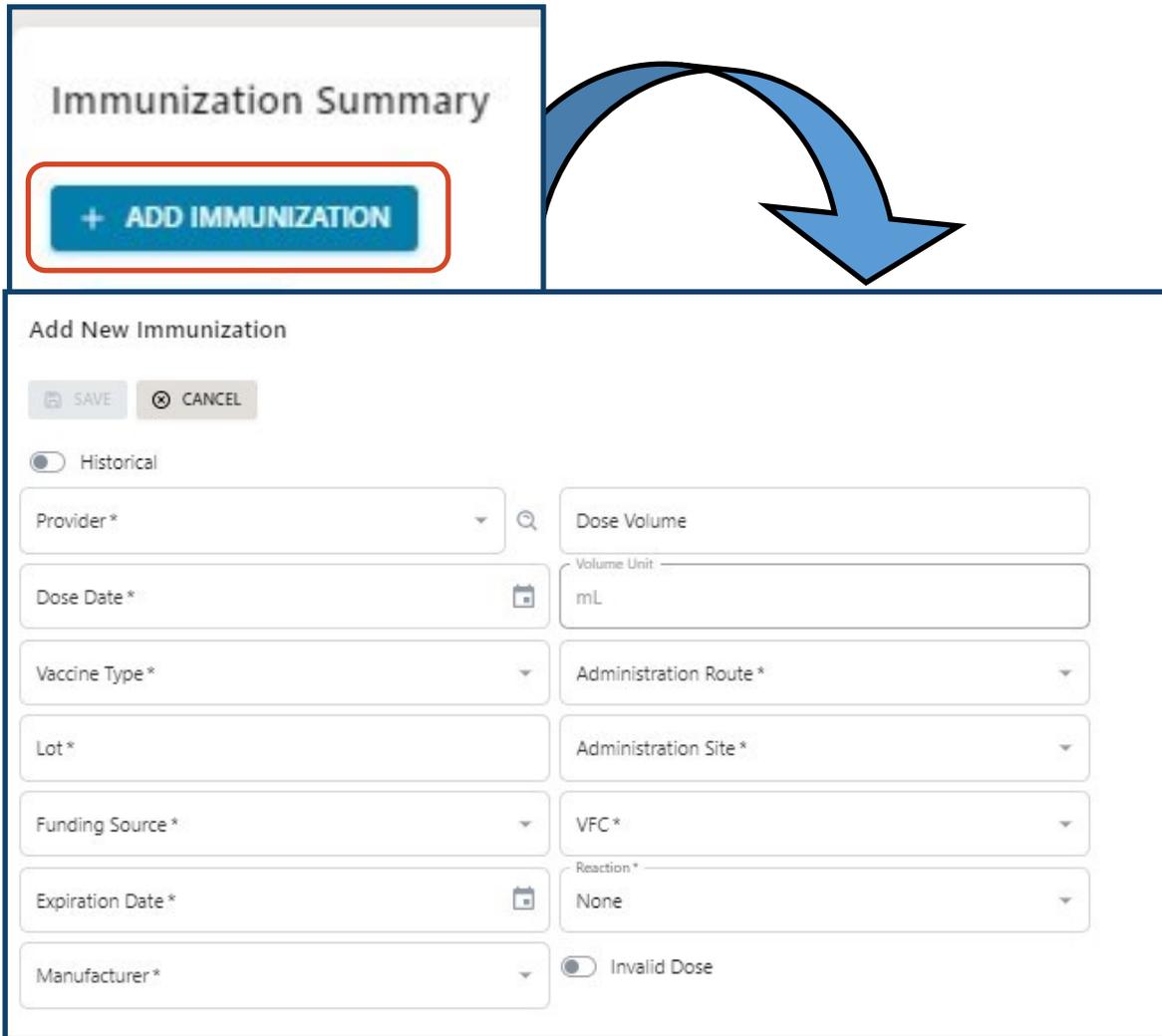
⇒ All required fields will be marked by an asterisk (*) and must be filled in before new information can be saved.

⇒ Be sure to verify the patient demographics at every visit.

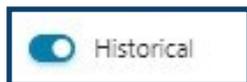
6.) To access the patient's immunization record, click on the **Immunizations** tab.



7.) Click the **Add Immunization** button to open the **Add New Immunization** window.



8.) Indicate yes (toggle on/blue) or no (toggle off/gray) for **Historical Vaccine** by turning the toggle on or leaving it off. If the dose is historical, meaning the dose was not given by your provider site, only the provider, dose date, vaccine type, and VFC eligibility fields will be required.



9.) If the dose is not historical, meaning the dose was administered by your provider site, all of the following data elements are required:

⇒ **Provider:** Ensure your provider number has populated. Use the 9999 provider to when documenting a historical vaccine dose.

⇒ **Dose Date:** Ensure that this field is correctly filled with date of administration

Note: This field will default to today's date. Make sure to change the date if the dose was administered prior to today. Dates in the future are not allowed.

⇒ **Vaccine Type:** Select vaccine type from the drop-down list.

⇒ **Lot #:** Type the lot number in the free text field

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

⇒ **Funding Source:** Select Public (i.e., state) or Private from drop-down list.

⇒ **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.

⇒ **Dose Volume:** Enter the volume of the dose administered in mL,

⇒ **Volume Units:** *Field will auto-populate*

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

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

⇒ **Vaccine Reaction:** Indicate if a reaction to vaccine occurred, and if so, select the specific reaction from the drop-down list.

Note: This will default to "none" and should only be changed if a reaction occurred after vaccination.

⇒ **VFC Status:** Will only require selection for doses administered to patients 18 years of age and younger and for select immunizations administered to adults 19 years and older. This field indicates if the patient was eligible to receive the vaccine as part of the Vaccines for Children (VFC) or Vaccines for Adults (VFA) program.

10.) After all immunization information has been entered, click **Save**.



11.) Review the immunization in the **Immunization Summary** to ensure all information was entered correctly.

The screenshot shows the "Immunization Summary" page. At the top, there are tabs for CORE DEMOGRAPHICS, OTHER DEMOGRAPHICS, STATUS, IMMUNIZATIONS (selected), REC, BIRTH RECORD, and COMMENTS. Below the tabs is a "Immunization Summary" section with a "+ ADD IMMUNIZATION" button and a "FILTERS" button. A search bar is also present. The main content is a table with the following columns: DOSE DATE, PID, PROVIDER, LOT, REACTION, VFC, VACCINE TYPE, HISTORICAL, and VALID. The table contains 10 rows of data. The "HISTORICAL" column has toggle switches, and the "VALID" column has green checkmarks.

DOSE DATE	PID	PROVIDER	LOT	REACTION	VFC	VACCINE TYPE	HISTORICAL	VALID
4/3/2023	49018	SANFORD INTERNAL MED	W011455	None	Not Eligible (privately ...	HPV-9	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1/9/2020	6568	CVS PHARMACY #8628		None	Not Eligible (privately ...	INFL (IIV4 P/F)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/13/2018	302	IHS-FT YATES	N026812	None	Not Eligible (privately ...	HPV-9	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/13/2018	302	IHS-FT YATES	01744611A	None	Not Eligible (privately ...	INFL (IIV4 W/P)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7/31/2015	302	IHS-FT YATES	K014191	None	Not Eligible (privately ...	HPV-4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7/31/2015	302	IHS-FT YATES	B54KE	None	Not Eligible (privately ...	Tdap	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7/31/2015	302	IHS-FT YATES	U5026AA	None	Not Eligible (privately ...	MCV4 Menactra	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10/1/1997	302	IHS-FT YATES		None		OPV3 (US)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/1/1997	302	IHS-FT YATES		None		MMR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/1/1997	302	IHS-FT YATES		None		Td-2 (adult P/F)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Rows per page: 10 1-10 of 10