



## 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.) To access the client lookup page, click the **Search** hyperlink in the Client box.

**North Dakota Immunization Information System**  
Help

Provider:

<b>Client</b> <ul style="list-style-type: none"><li>• <b>Search</b></li></ul>	<b>Provider</b> <ul style="list-style-type: none"><li>• Lookup</li></ul>	<b>Reminder/Recall</b> <ul style="list-style-type: none"><li>• Create Reminder-Recall</li></ul>	<b>VFC Vaccine</b> <ul style="list-style-type: none"><li>• Vaccine Ordering, Returns and Wastages</li></ul>
<b>Vaccine Management</b> <ul style="list-style-type: none"><li>• Lot Management</li><li>• Vaccine Login</li></ul>	<b>Reports</b> <ul style="list-style-type: none"><li>• Reports</li></ul>		

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**  
Help

Basic Search

Birth:

First:  Last:

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

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.

Demographics Immunizations Comments Maintenance

**Patient Information** Last Updated 11/08/2020

* Last Name:	ACCOUNT	* Address:	500 STREET
* First Name:	TEST		
* Middle Name:	A	<input type="checkbox"/> Air Force Base	
Suffix:		* City:	BISMARCK
* Race:	UNKNOWN	* State:	NORTH DAKOTA
* Ethnicity:	UNKNOWN	* Zip:	58506
* Birth Date:	01/01/2010	County:	BURLEIGH
<input type="checkbox"/> 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 --
		<input type="checkbox"/> Opt client in for text reminder recall	
		<input type="checkbox"/> Exclude client from reminder recall	
		<input type="checkbox"/> Exclude client from client De-Duplication	

**Mother Information**

* Last Name:	TEST
* First Name:	MISSUS
Middle:	NA
Maiden Name:	TRIAL

**Responsible Person**

Last Name:	TEST	Relationship to Patient:
Middle Name:	MISTER	-- SELECT ONE --
First Name:	B	

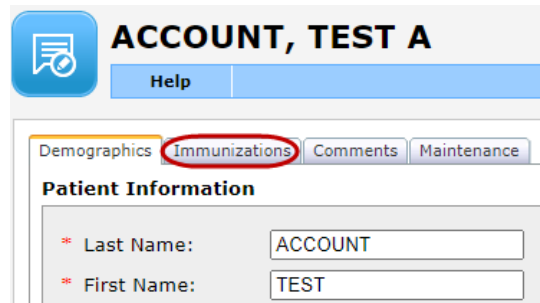
[View Reactions/Comments](#)

Save

Fields Appearing with an Asterisk (\*) Are Required.

Indicates historical vaccine reactions or comments

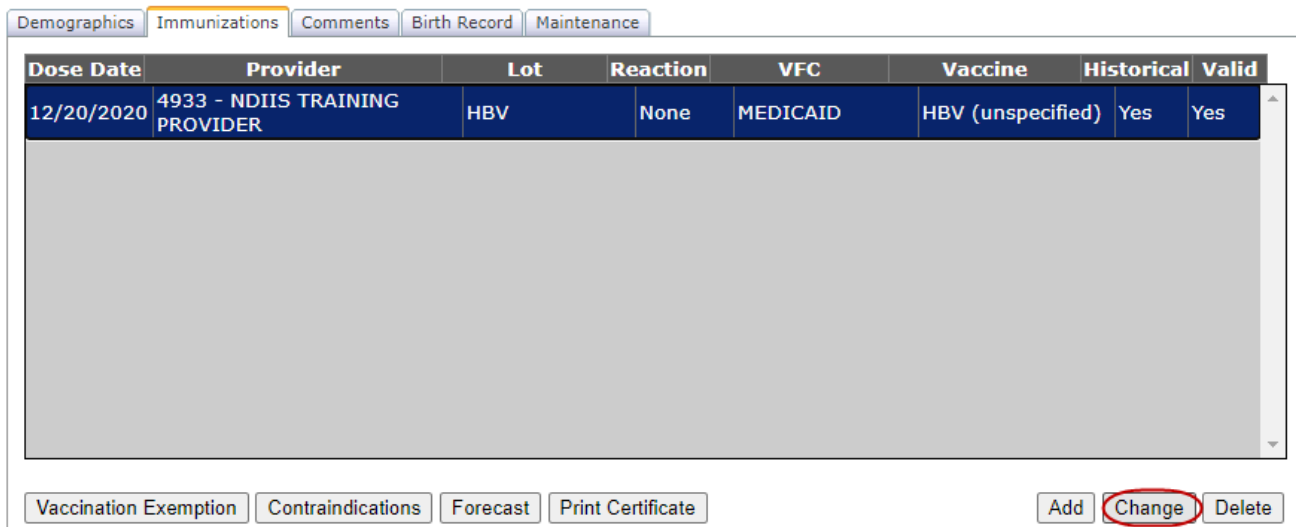
6.) To access the client's immunization record, click on the **Immunizations** tab.



### 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



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.



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 | Contraindications | Forecast | Print Certificate

Add | Change | Delete

**Dose Management**

\*Historical Vaccine: -- SELECT ONE --

\*Provider: 4933 - NDIIS TRAINING PROVIDER

\*Dose Date: 12/30/2020

Save

**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 Record | Maintenance

Dose Date	Provider	Lot	Reaction	VFC	Vaccine	Historical	Valid
12/20/2020	4933 - NDIIS TRAINING PROVIDER	HBV	None	MEDICAID	HBV (unspecified)	Yes	Yes

Vaccination Exemption | Contraindications | Forecast | Print Certificate

Add | Change | **Delete**

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

**NDIIS - Immunizations Entry**

⚠ Delete the selected dose record?

**Yes** No