

Adding Immunizations Using Inventory

The following document explains how to add an immunization to a client's record if your organization uses the Minnesota Immunization Information Connection (MIIC) to track vaccine inventory (vaccine doses on hand).

- 1 Log in to MIIC at <https://miic.health.state.mn.us>.
 - All of the login elements are case-sensitive and must be entered exactly as they were given to you.
- 2 Go to the left-hand side menu and click on **manage immunizations**.
- 3 Search for your client's record by entering search criteria in the **Client Search Criteria** screen and clicking on the correct record among the search results.
- 4 When you are in the client's record, click on **Add Immunization**.

The screenshot shows the MIIC web interface. At the top, there are navigation links: home, change password, logout, help desk. Below that, the user is logged in as 'typical generic' with the role 'Typical User'. The main content area is titled 'Client Information' and shows details for 'MICKEY K. MOUSE' with a DOB of 12/30/2013 and gender 'F'. The tracking schedule is 'ACIP'. There is a comment: '{1 of 1} .. 06/01/2014 ~ History of Varicella / chicken pox'. Below the client information, there is a 'History' section with buttons for 'Add Immunization', 'Edit Client', 'Reports', 'Print', and 'Print Confidential'. The 'Add Immunization' button is circled in red. Below the history section, it states 'This client has no immunizations associated with it.' At the bottom, there is a section for 'Vaccines Recommended by Selected Tracking Schedule' with a table that has columns for 'Select', 'Vaccine Group', 'Earliest Date', 'Recommended Date', 'Overdue Date', and 'Latest Date'. The current age of the client is shown as '1 year, 11 months, 21 days'.

- 5 View the middle section of the page that is labeled **Active immunization inventory on: (date)**. This is a listing of all the active vaccines that you currently have in your organization's inventory.
- 6 Check the box(es) for the administered immunization(s) you want to add under the **New** column. Multiple immunizations can be added at once. For example:
 - If a dose of a non-combination vaccine has been given, such as Influenza, place a check mark in the box next to the antigen.
 - If a combination vaccine has been given, such as Twinrix, check only one of the individual antigens from that combination. To add a Twinrix immunization, instead of checking both Hepatitis A and Hepatitis B, only select one.
- 7 Once you have checked the administered immunizations, click **OK**.

8 Add additional information:

- **Date Provided:** This will default to today’s date. Change the date if the doses were administered on a different day. The date format is MMDDYYYY (two-digit month, two-digit day, and four-digit year). MIIC automatically enters the slashes.
- **Ordering Authority:** Choose from the drop-down list. “Unknown” is the default choice.
- **Trade Name-Lot:**
 - Choose from the drop-down list. Verify you picked the right trade name and lot number. Note: If the lot number is not in your drop-down list, this vaccine may not yet be in your MIIC inventory. See the Managing Vaccine Inventory user guide at [MIIC User Guidance and Training Resources](http://www.health.state.mn.us/divs/idepc/immunize/registry/hp/train.html) (http://www.health.state.mn.us/divs/idepc/immunize/registry/hp/train.html) for instructions on how to add vaccine to your inventory.
 - For combination vaccines, MIIC will use the trade name you choose to automatically add all included antigens to the record.
 - If you have both public and private stock, you want to be especially sure you choose the correct lot number.
- **Administered By, Body Site, Route, and Dose Eligibility Status** are all optional fields that we encourage you to fill in if they are known. Note: Clinics that want to use MIIC’s MnVFC Reports feature to help them complete their Minnesota Vaccines for Children (MnVFC) Program Annual Report of Immunized Pediatric Patients must enter dose eligibility status. See the MnVFC Reports in MIIC document at [Vaccine Ordering and Management in MIIC](http://www.health.state.mn.us/divs/idepc/immunize/registry/hp/ordering.html) (http://www.health.state.mn.us/divs/idepc/immunize/registry/hp/ordering.html) for guidance.
- When you have added all additional information, click **OK**.

9 **Verify** the immunizations were correctly added.

10 Edit incorrect information if needed by clicking on the pencil and paper icon to the right of an immunization in the **Edit** column.

ADDING IMMUNIZATIONS USING INVENTORY – MIIC USER GUIDE

Vaccine Group	Date Administered	Series	Vaccine [Trade Name]	Dose	Owned?	Hist?	Edit
HepA	12/21/2015	1 of 3	HepA-HepB Adult [Twinrix ®]	Full			
HepB	12/21/2015	1 of 3	HepA-HepB Adult [Twinrix ®]	Full			
Influenza	12/21/2015	1 of 2	FLU seasonal [Influenza, seasonal ®]	Full			

11 Make corrections and click **Save**. Clicking **Delete** removes the entire immunization from the record.

organization MIIC • user typical generic • role Typical User

Client Information

Client Name (First - MI - Last) MICKEY K. MOUSE DOB 12/30/2013 Gender F Mother's Maiden Tracking Schedule ACIP Chart #

Address

Comments [1 of 1] 06/01/2014 History of Varicella / chicken pox

Edit Immunization

Vaccine Group: HepA - HepB **Save**

Vaccine Display Name: HepA-HepB Adult Cancel

Manufacturer Name:

Trade Name: Twinrix

Vaccine Lot Number: 564321 / public

Body Site: left arm

Administered Route: intramuscular

Dosage From Inventory: Full

Partial Dose:

Date Provided: 12/21/2015

Dose Eligibility Status: Insured

Ordering Authority: Unknown

Administered By: Unknown

Disregard Primary Series: N

VIS Date for HepA: 10/25/2011

VIS Date for HepB: 02/02/2012

Entered by Site: Erin Test

Input Source of Record: Created through User Interface

Reactions to Immunization

Seizure occurring within 3 days

Pertussis contraindication and precautions

Required emergency room/doctor visit

Persistent crying lasting >= 3 hours within 48 hours

Anaphylaxis within 24 hours

Temperature >= 105 (40.5C) within 48 hours

Tetanus contraindication - allergic reaction

Hypotonic-hyporesponsive collapse within 48 hours

12 For additional assistance, contact your MIIC Regional Coordinator. View their contact information online at [MIIC Regions and Regional Coordinators](http://www.health.state.mn.us/divs/idepc/immunize/registry/map.html) (<http://www.health.state.mn.us/divs/idepc/immunize/registry/map.html>).

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To obtain this information in a different format, call: 651-201-5207.

