DEPARTMENT OF HEALTH

Vaccine Summary Report

MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to generate a vaccine summary report.

Contents

## Getting started

1. Log in to MIIC by visiting MIIC (https://miic.health.state.mn.us/).

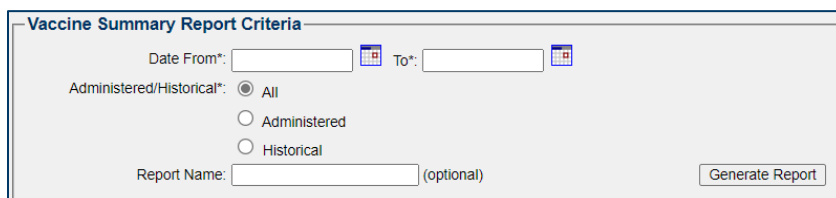2. Enter your organization code, username, and password. Select **Login**.

Note: If you cannot login to MIIC, contact your organization's MIIC administrator. If you do not know your organization's MIIC administrator, contact the MIIC Help Desk at health.miichelp@state.mn.us.

Creating a vaccine summary report

1. Select **request vaccine summary** under the **Vaccine Usage** section in the left-side navigation bar.
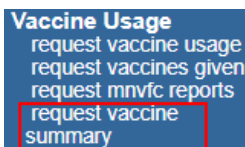
2. Select your vaccine summary report criteria.

- **Date from/to**: Date range is a required field.

  - Date from: Enter the earliest vaccination date you are interested in. You can either use the calendar icon to the right of the field or type the date directly in the field using the MM/DD/YYYY format. The system will automatically input slashes in the date as you type.

- Date to: Enter the latest vaccination date you are interested in. You can either use the calendar icon to the right of the field or type the date directly in the field using the MM/DD/YYYY format. The system will automatically input the forward slashes in the date as you type.

- **Administered/historical**: Select the source of the immunizations you are interested in.

  - All: Selecting **All** will return a line list of all reported vaccines with a vaccination date in the range you selected.

  - Administered: Selecting **Administered** will return a line list of all reported vaccines with an administration date in the range you selected and where at least one immunization was reported as 'Administered' by your organization.

  - Historical: Selecting **Historical** will return a line list of all reported vaccines with an administration date in the range you selected and where at least one immunization was reported by your organization as **Historical**, or entered but not administered by your organization.

Learn more about the terms administered and historical immunization at Capturing Immunizations Not Currently in MIIC (www.health.state.mn.us/people/immunize/miic/train/captimm.pdf).

Review the Interpreting and Using the Report section for an example of how the counts of historical and administered immunizations are displayed in the report.

- **Report name**: Name your report using the **Report Name** box.

  - This is not required, but it can be a good way to keep track of what you are running.

  - If you do not input a unique report name, the name of your report will be the name of the organization you're acting on behalf of, followed by the date and time the report was generated.

3. Select the **Generate report** button to continue.

Processing and viewing the report

1. Once the report has been generated, it will appear under the **Report Status** section of the page.

Delete	Name	Type	Admin/Hist	Date Generated	Status
✕	Imms administered in Jan	Vaccine Summary	Administered	06/16 02:39:27 PM	Ready
✕	Report Name	Vaccine Summary	All	06/16 02:38:41 PM	Ready

- If the report status does not display **Ready**, you may need to click on the **Refresh** button on the right until it is available.

2. The **Report Status** section will note the date the report was generated. In the **Admin/Hist** column you can also quickly note if the report was generated for **All** immunizations, **Administered** immunizations, or **Historical** immunizations.

3. Select the report you wish to view by clicking on the report name underlined in blue under the **Name** column. When selected, the report will open as a PDF in a new tab. You have the option to view, print, or save the report.

4. The report is accessible in MIIC for seven days after it was generated. To delete reports no longer needed, select the red X to the left of the **Name** of the report.

Interpreting and using the report

The vaccine summary report displays a count of all vaccines your organization has reported to MIIC during the selected date range where at least one immunization mees the administered or historical condition (based on the filter selected at the time the report was generated).

The vaccine summary report displays the following information:

1. A report header reflecting general information about your request.

2. A line list table with the below information:

   ▪ Vaccine.

   ▪ Trade name.

   ▪ Count of administered immunizations.

     ▪ If you applied the **Administered** filter, there will be no zeroes in this column.

   ▪ Count of historical immunizations

     ▪ If you applied the **Historical** filter, there will be no zeroes in this column.

   ▪ Total count of immunizations

MIIC help

For assistance contact the MIIC Help Desk at health.miichelp@state.mn.us.

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