

# Submitting and Retrieving Client Query Files

## MIIC USER GUIDANCE TRAINING RESOURCE

Organizations can use the MIIC manage list feature to submit a list of individuals to MIIC and receive immunization data on those individuals. The organization can then upload the returned data into its electronic system or analyze it independently. Use the following guidance to submit a file to MIIC and receive extract files in return.

This process may require you to consult with your organization’s technical staff.

**Note:** Due to increased traffic and processing times from COVID-19 operations in MIIC, we recommend that files with client counts over 2,500 to be run outside of business hours (Monday through Friday, 6pm-11:30pm or 1am-7:30am).

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### Step 1. Create Your Text File

- The upload file table below displays data fields and specifications for your file submission to MIIC.

Upload File				Upload File Length: 183 characters
Column	Data Type	Position	Notes	Required
MEMBER_NUMBER	VARCHAR	1-20	Client identifier within the provider system, such as health plan member number, medical record number, etc.	
FIRST_NAME	VARCHAR	21-45		✓
MIDDLE_NAME	VARCHAR	46-70		
LAST_NAME	VARCHAR	71-105		✓
NAME_SUFFIX	VARCHAR	106-115	JR, III, etc.	
BIRTH_DATE	NUMBER	116-123	Use the MMDDYYYY format.	✓
MOTHERS_FIRST_NAME	VARCHAR	124-148		
MOTHERS_MAIDEN_LAST_NAME	VARCHAR	149-183		

**Sample Client Query Upload File**  
 Fields need to be blank filled. In the following example, blanks are represented with the \* character for illustrative purposes.

```

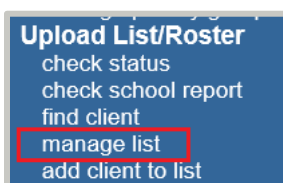
CHART123*****CLIENT_FIRST*****CLIENT_MIDDLE*****CLIENT_LAST*****SFX*****
**01012008MOTHER_FIRST_NAME*****MOTHER_LAST*****
  
```

- The file you submit **MUST** be spaced exactly according to the file specifications below:
  - The submitted file must be a 183-character length .txt file generated using the ASCII character set.

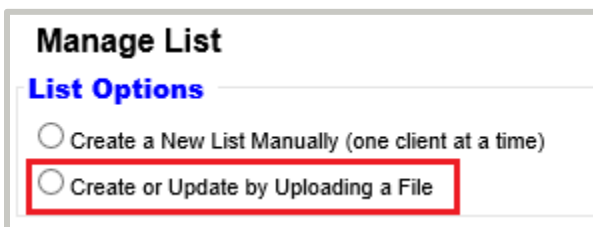
- The file size must be 90MB or smaller.
- Carriage/return line feeds are required at the end of each line.
- The final line with data should also have a carriage return/line feed so the cursor jumps to the next line with no additional trailing spaces.
- Character fields must be left justified and blank-filled.
- Number fields must be right-justified and blank-filled.
- Date fields must follow the “MMDDYYYY” format with leading zeros.
- Required data fields are indicated with a checkmark in the “Required” column.
- If data for other fields are unavailable, the entire field should be filled with blanks.

## Step 2. Log in to MIIC

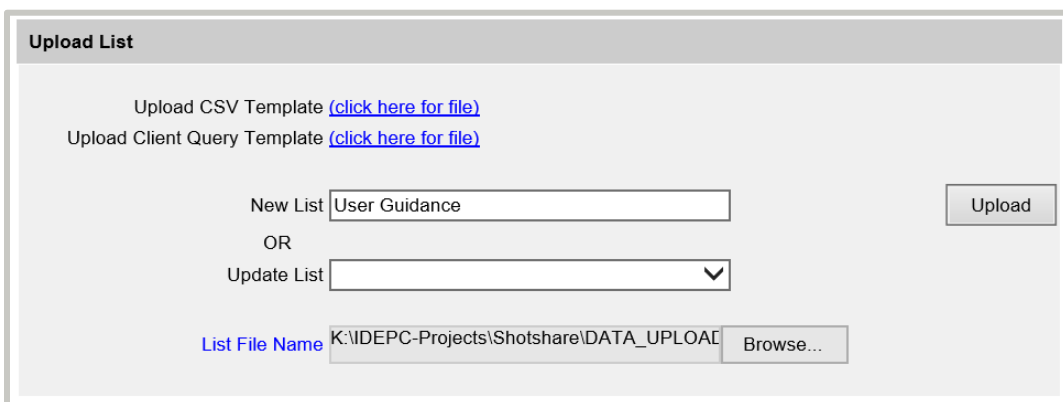
1. Log in to MIIC using your organization code, username, and password.
2. From the left side navigation bar in MIIC, select “manage list”.



3. Select the “Create or Update by Uploading a File” radio button. This will navigate you to the upload list page.



## Step 3. Upload File



1. Enter the name of the list you will be creating in the “New List” text box or select the name of the list you want to update from the “Update List” drop-down box.
2. Select the “Browse” button to find the upload file you create. Select the file and click “Open”.
3. Once the list file selected, click on the “Upload” button.

## Step 4. Check File Status

1. You will receive the following message after you upload:

**Upload List Result**

**The following Client List file was uploaded:**

- C:\Users\bieria1\Desktop\orgextract\_sk\_jmw.docx

**Job Name** which is set as default string "null" has been presented for processing.

2. Select the “Check Status” button to go to the job status screen.
3. You can click on the “Refresh” button to check if the status is complete. However, the upload processing time may vary depending on the size of the list.

**Note:** You may work in other areas of MIIC while the list is processing.

4. Once the job status displays as “Complete”, click on the job name link under “Job Name”.

**Job Date**

**Job Transport**

**Job Format**

**Job Type**

**Job Status**

Jobs												
Job Name	ID	Transport	Format	Type	Org Name	User Name	Trans	Exchange Date	Process Start	Process End	Status	
<a href="#">User Guidance</a>	4213427	MANUAL	UPLOAD LIST/QUERY	UPDATE	MIIC	Aaron Bieringer	Prod	06/26/20 10:13	06/26/20 10:13	06/26/20 10:13	COMPLETE	

5. Review the results of your file upload.

**Download Files for: User Guidance**

[Client List File](#) ( 1KB )  
[Members Added](#) ( 1KB )  
[Members Not Found](#) ( 2KB )

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**Download Log for: User Guidance**

File	User Name	Download Date
<i>No Download Logged</i>		

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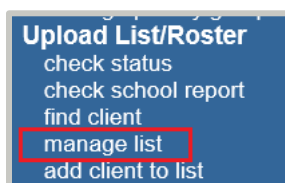
**Summary Information for: User Guidance**

Description	Members
Processed	4
Added to List	1
Not Added to List	3

6. There are three files to choose from under “Download Files for: [Job Name]”.
  - The “Client List File” is a copy of the file you loaded.
  - The “Members Added” file is a list of the clients that were added successfully.
  - The “Members Not Found” file is a list of clients that MIIC could not add to your list as well as a reason for why that was.
7. If there are any issues found, you can:
  - Fix the issues indicated and reload the file (in Step 3, choosing to update the list you already created) or,
  - Manually find these clients in MIIC and add them to your list. For more information on manually adding clients to a list, please refer to the [Setting Up and Managing Lists \(PDF\)](https://www.health.state.mn.us/people/immunize/miic/train/lists.pdf) (<https://www.health.state.mn.us/people/immunize/miic/train/lists.pdf>) user guide.



## Step 5. Generate and Download Files

1. Select “manage list” from the left side navigation bar to view all your lists.



2. Select the view icon next to the list your created.

**Existing Lists**

View	Delete	List Name	Generated By	Count	Last Updated Date	
		User Guidance	Aaron Bieringer	(1)	06/26/2020	<input type="button" value="Save As"/>

- Review the list to make sure it has the correct people.
- Select the “View/Create Output” button on the top right.

<b>List Name</b>	Test List	<input type="button" value="Back to Manage Lists"/>
<b>Client Count</b>	4	<input type="button" value="View/Create Output"/>
<b>Generated By</b>	MIIC User	
<b>Last Updated Date</b>	09/25/2020	

<input type="checkbox"/>	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">Middle Name</a>	<a href="#">Birth Date</a>
<input type="checkbox"/>	<a href="#">DOG</a>	GOOFY		08/16/1982
<input type="checkbox"/>	<a href="#">DUCK</a>	DONALD	N	01/01/1944

- Select the radio button for “Client Query Files” under the “Select Output” section.





**List Based Output**

<b>List Name</b>	User Guidance	<input type="button" value="Back to Manage Lists"/>
<b>Client Count</b>	1	<input type="button" value="Manage Clients"/>
<b>Generated By</b>	Aaron Bieringer	
<b>Last Updated Date</b>	06/26/2020	

**Select Output**

Member List  
 Member Immunization History List  
 Immunization Due  
 FluSafe Reports  
 Client Query Files

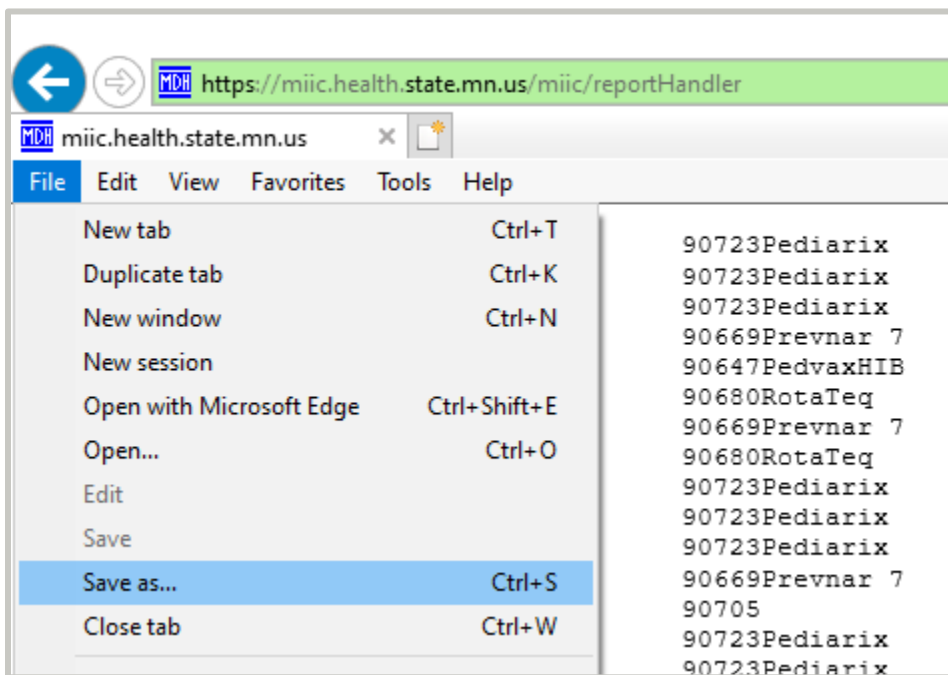
**Generated Reports**

View	Delete	Report Type	Started	Status
		CQ List 26355 Immunization 06-26-2020 10:26:43	06/26 10:27:10 AM	Ready
		CQ List 26355 Demographic 06-26-2020 10:26:43	06/26 10:27:10 AM	Ready

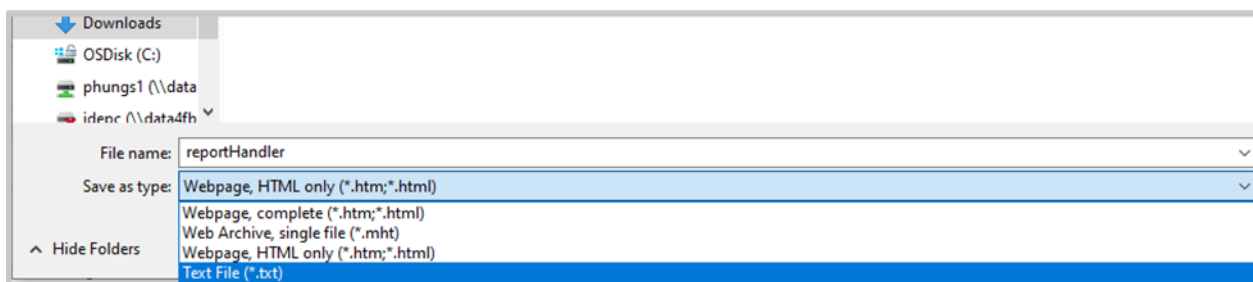
- The output will begin to process under the “Generated Reports” section.
- You can click on the “Refresh” button to check if the status is complete. When the status is set to “Ready”, select the view icon to download a copy of the files. The two files available for download are:
  - “Immunization File” includes the client immunizations.
  - “Demographic File” includes the client demographics.

**Note:** Upon clicking on the generated report view icon, some browser settings will cause the reports to open a new web page rather than allowing you to download it as a “.txt” file. If that happens, wait for the page to load your information completely. Depending on the size of your query, this could take some time.

- In your web browser on the top, left hand corner, go to “File”, and select “Save As”.



- A save window will appear. In the “Save as type” drop down box, select “Text File (\*.txt)” and click on save. This will allow you to save the data without having to copy and paste it into another program.



8. The “Demographic File” and “Immunization File” will need to be loaded back into your electronic system. Contact your software vendor for instructions on how to do that. The files you get back will follow the specification below.

### Extract Files

Once the client query provider file is uploaded into submit client query, MIIC will return two fixed-length flat files: a 208-character client extract file and a 191-character immunization extract file. The extract files will be linked via a MIIC client identifier created by the MIIC application. Extract files follow specifications noted in tables below. MIIC may also return a response file if individuals on the provider upload file did not match records in MIIC.

#### Client Extract File

*Client Extract File Length: 208 characters*

Column	Data Type	Position	Notes
MIIC_CLIENT_ID	NUMBER	1-25	
MEMBER_NUMBER	VARCHAR	26-45	
FIRST_NAME	VARCHAR	46-70	
MIDDLE_NAME	VARCHAR	71-95	
LAST_NAME	VARCHAR	96-130	
NAME_SUFFIX	VARCHAR	131-140	
BIRTH_DATE	NUMBER	141-148	MMDDYYYY format.
MOTHERS_FIRST_NAME	VARCHAR	149-173	
MOTHERS_MAIDEN_LAST	VARCHAR	174-208	

#### Immunization Extract File

*Immunization Extract File Length: 191 characters*

Column	Data Type	Position	Notes
MIIC_CLIENT_ID	NUMBER	1-25	
VACCINE_GROUP	VARCHAR	26-41	
CPT_CODE	VARCHAR	42-46	
TRADE_NAME	VARCHAR	47-86	
VACCINATION_DATE	DATE	87-94	MMDDYYYY format.
ADMINISTRATION_ROUTE_CODE	VARCHAR	95-96	See the MIIC code set for Administration Route
BODY_SITE_CODE	VARCHAR	97-100	See the MIIC code set for Body Site.
MANUFACTURER_ID	VARCHAR	101-104	See the MIIC code set for Manufacturers.
HISTORICAL_INDICATOR	VARCHAR	105-106	See the MIIC code set for Immunization Information Source.
HISTORICAL_LOT_NUMBER	VARCHAR	107-136	
PROVIDER_NAME	VARCHAR	137-186	Provider owning the shot in MIIC.
PROVIDER_ORGANIZATION_ID	VARCHAR	187-191	MIIC organization ID for the provider owning the shot.

## Frequently Asked Questions

**I loaded two files one right after the other, and one file shows the status as “EXCEPTION”, but the files are formatted properly.**

- If you have verified your text file is formatted according to the specifications on the user guide, check the size of your file. Often if you load large files at the same or close to the same time, one will not process. Wait for one file to process and then try loading your next file.

**I loaded the file and created the output files, but I cannot open the files.**

- Check your browser settings. MIIC works best in internet explorer in compatibility mode. For more information on compatibility mode, please view the [Compatibility View Mode \(PDF\)](https://www.health.state.mn.us/people/immunize/miic/train/compatview.pdf) (<https://www.health.state.mn.us/people/immunize/miic/train/compatview.pdf>) user guide.
- When the output files are completed, click on the paper icon and wait for it to load. If it opens in a browser window, you can manually save the file as shown in [Step 5: Note](#). You may need to contact your IT department for assistance.

**Why weren’t all the people on my query file found?**

- MIIC will not always have or recognize all clients. Login to MIIC and in the left-hand navigation bar, click on the “check status” feature. This feature will be in a different spot on the navigation bar depending on your role in MIIC. If you do not have this feature, contact the MIIC help desk with your organization code.

- On the “check status” screen, click on the “Job Date” drop down box and change this to the time range when you loaded your file. This should show you the files you loaded in the time range you chose.
- Click on the job name hyperlink.
- The next screen will give you the details of your job. The download files included at the top of the screen are: “Client List File”, “Members Added”, and “Members Not Found”. The status details are only available for 7 days from the process date.
- Click on the “Members Not Found” hyperlink to show the details of why a client was not found.

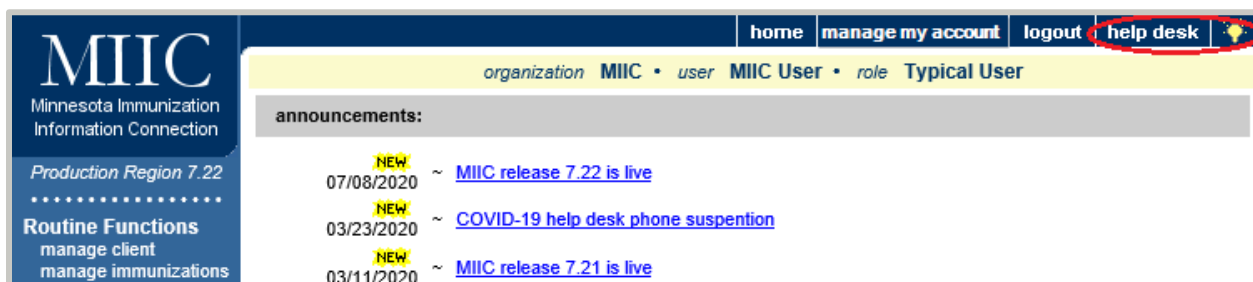
**My file is formatted correctly but the status shows as “ERROR”.**

- The file specifications are very exact. Open your file and make sure that the data is all spaced exactly to the specifications. Some common fixes are:
  - Removing any header rows
  - Removing any blank rows at the end of your file
  - Check and remove any extra spaces in the file

## MIIC Help

For assistance with submitting and retrieving client query files, contact your MIIC regional coordinator. Find their contact information at [MIIC Regions and Regional Coordinators](https://www.health.state.mn.us/people/immunize/miic/participate/regions.html) (<https://www.health.state.mn.us/people/immunize/miic/participate/regions.html>).

You can also send an email to the MIIC help desk using the “help desk” button on MIIC for any additional questions or use the light bulb icon to access additional user guidance resources.



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 PO Box 64975  
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 651-201-5207  
[health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us)  
[www.health.state.mn.us/people/immunize/miic](https://www.health.state.mn.us/people/immunize/miic)

3/31/2020

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