

# General Immunization Upload Using the Spreadsheet Template

## MIIC USER GUIDANCE TRAINING RESOURCE

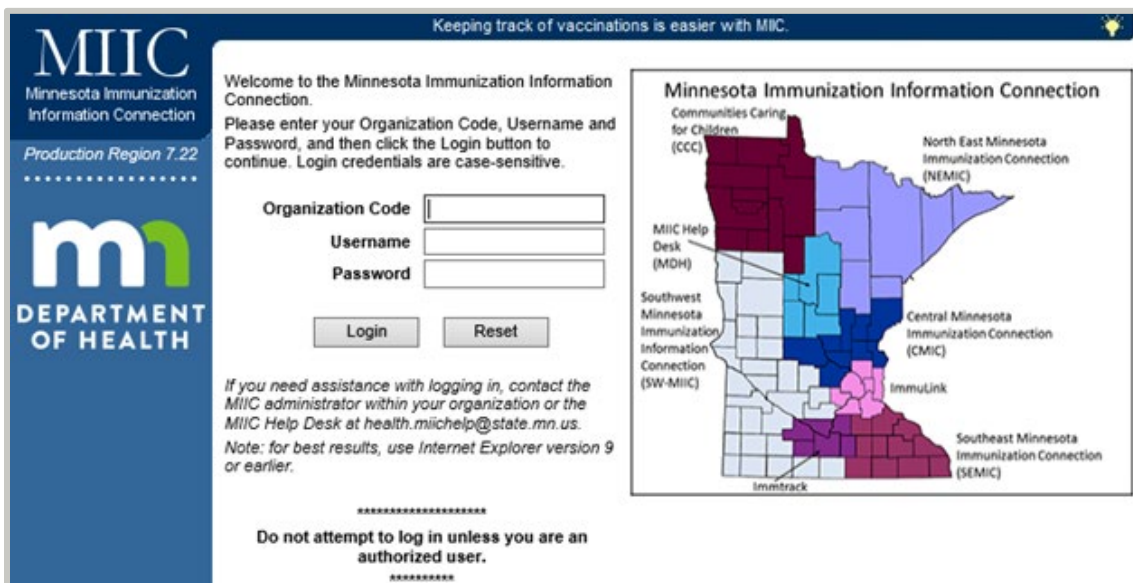
Organizations can use the general immunization spreadsheet template feature to load immunization data for a group of clients in the Minnesota Immunization Information Connection (MIIC). This spreadsheet should only be used for 20 or more clients. If you are entering immunizations for less than 20 clients, please follow the [Adding Immunizations Not Using Inventory \(PDF\) \(www.health.state.mn.us/people/immunize/miic/train/addnoinv.pdf\)](http://www.health.state.mn.us/people/immunize/miic/train/addnoinv.pdf) user guide for more information on direct data entry.

Follow this guide to use the spreadsheet and upload immunizations in MIIC. If you are interested in submitting immunization data via electronic data exchange, review the resources on [Submitting and Exchanging Data with MIIC \(www.health.state.mn.us/people/immunize/miic/data/index.html\)](http://www.health.state.mn.us/people/immunize/miic/data/index.html).

Log in to MIIC .....	1
Downloading the Immunization Spreadsheet .....	2
Entering Data into the Spreadsheet.....	2
Uploading the Immunization Spreadsheet.....	5
Checking the Spreadsheet Upload Status .....	5
MIIC Help .....	6

## Log in to MIIC

1. Go to the [MIIC Login Screen \(miic.health.state.mn.us\)](http://miic.health.state.mn.us).

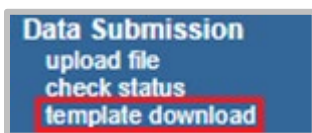


2. Enter your “organization code”, “username”, and “password” information.
3. Hit “Enter” on your keyboard or click the “Login” button.

**Note:** If you cannot log in to MIIC, contact the MIIC Help Desk at 651-201-5207 or [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) for assistance.

## Downloading the Immunization Spreadsheet

1. After logging in, select the “template download” option typically found under the “Data Submission” section in the left-side navigation bar. This option may appear in other sections depending on your MIIC user role.



2. On the “Immunization Spreadsheet Template Download” screen, create a blank template by clicking “Generate”.



3. Save the “immspreadsheet.zip” file on your computer and then open the file.
4. The file should automatically open in Microsoft Excel.
  - a. If the file does not open automatically and you are using a PC, right-click on the file, choose “Open With”, and then select “Excel”.
  - b. If the file does not open automatically and you are using a MAC, control-click the file, choose “Open With”, and then select “Excel”.

## Entering Data into the Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Organization Name:																			
2	Organization Code:																			
3	Contact:																			
4	E-mail:																			
5	User guidance, CPT, CVX & DLE codes: <a href="https://www.health.state.mn.us/people/immunize/miic/data/index.html">https://www.health.state.mn.us/people/immunize/miic/data/index.html</a>																			
6	Click on appropriate dropdowns																			
7	For assistance contact the MIIC Help Desk at <a href="mailto:health.miichelp@state.mn.us">health.miichelp@state.mn.us</a>																			
8	MINIMUM REQUIRED FIELDS: Last Name (A), First Name (B), Birth Date- MM/DD/YYYY (D)																			
9																				
10	Last name	First name	Middle	Birth date	Street Address	City	State	Zip Code	Ph. Number	Race	Ethnicity	Vacc date	CPT	CVX	Lot Number	Manufacturer code	Dose-level	Did org administer dose?	Comment date	Comment code
11																				
12																				
13																				

**Important:** This is a .CSV template and cannot contain any special characters. **Do not use** commas, parentheses, asterisks, etc., anywhere on the file, including the address and phone number columns. If your file includes special characters, it will be rejected.

1. Please fill out the client's information beginning on row 11 in the spreadsheet. The minimum required fields for uploading immunization data are:
  - Last name – Column A
  - First name – Column B
  - Date of birth – Column D
2. Additional fields:
  - Middle name – Column C
  - Street Address – Column E
    - Each client can only have one address.
  - City – Column F
  - State – Column G
    - Use two letter abbreviations such as "MN".
  - Zip Code – Column H
  - Phone Number – Column I
    - 555-555-5555 or 5555555555 formats only.
  - Race – Column J
    - See MIIC Client Codes in the MIIC Codes note below. Multi race codes are NOT accepted.
  - Ethnicity – Column K
    - See MIIC Client Codes in the MIIC Codes note below. Multi ethnicity codes are NOT accepted.
  - Vaccination date – Column L
    - MM/DD/YYYY format.
  - Vaccine CPT code – Column M
    - If you enter a CPT code, it must also have a corresponding vaccination date.
  - Vaccine CVX code – Column N
    - The CVX code must match the CPT code.
    - Please submit both CVX and CPT codes for product specific immunizations like Meningitis B and COVID-19.

GENERAL IMMUNIZATION UPLOAD USING THE SPREADSHEET TEMPLATE

- Lot number– Column O
- Manufacturer code (MVX)– Column P
  - Must be a valid code, do not enter full vaccine name.
- Dose-level eligibility code – Column Q
- Did org administer dose? Y/N - Column R
  - If this field is blank, it will default to “N”.
- Comment date – Column S
  - If you put a “Comment Date”, you must also enter a comment code in column T.
- Comment code – Column T
  - If you put a “Comment Code”, you must enter a “Comment Date” as well.
  - Flat file codes should be used for comment codes, see MIIC client codes in the MIIC codes link note below.

**Note:** Providers **should** include address information and any available race and ethnicity data for individuals listed on the spreadsheet.

**Note:** Please refer to the [MIIC Codes for Data Submission and Exchange \(Web\)](http://www.health.state.mn.us/people/immunize/miic/data/codes.html) ([www.health.state.mn.us/people/immunize/miic/data/codes.html](http://www.health.state.mn.us/people/immunize/miic/data/codes.html)) for more information on the immunization spreadsheet codes. You must use the correct codes provided in the code sets, if the correct codes are not used, your file will be rejected.

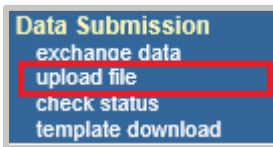
3. **Do not change/add/remove any columns** or rows in the spreadsheet. This creates errors on the spreadsheet. You may be asked to correct data and resubmit your spreadsheet which could result in untimely reporting. At the top of the spreadsheet, enter your facility’s information in column C, rows 1, 2, 3, and 4.

	A	B	C	D	E
1	Organization Name:		<b>FACILITY NAME</b>		
2	Organization Code:		<b>MIIC ORGANIZATION CODE</b>		
3	Contact:		<b>NAME OF CONTACT</b>		
4	E-mail:		<b>EMAIL CONTACT</b>		
5	User guidance, CPT, CVX & DLE codes:			https://ww	
6	Click on appropriate dropdowns				
7	For assistance contact the MIIC Help Desk at health.m				
8	MINIMUM REQUIRED FIELDS: Last Name (A), First Nan				
9	<b>ROW 9 NOTES SECTION</b>				
10	Last name	First name	Middle na	Birth date	Street Ad
11					

- If you want to leave a note for the MIIC staff or for your own reference, you can enter that in row 9 on the spreadsheet.
4. Save your spreadsheet to your computer once finished.
    - The spreadsheet **MUST** be saved as a .csv (comma separated value) file.

## Uploading the Immunization Spreadsheet

1. Log back into [MIIC \(miic.health.state.mn.us\)](http://miic.health.state.mn.us).
2. Select the “upload file” option under the “Data Submission” section in the left-side navigation bar.



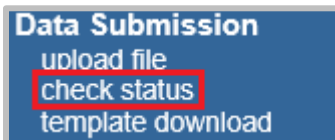
3. The “File Upload” screen will appear.



4. Select the “Browse” button to locate your file and “Open” the file. Then, enter your phone number in the “Phone Number” field and select “UPLOAD FILE” when finished.
5. After a few moments, MIIC will display a message that says your file was “uploaded successfully”. This confirms that your spreadsheet was uploaded successfully.
  - a. MIIC staff will process your spreadsheet within 7 business days. The data you loaded will be available in MIIC once your spreadsheet has been processed.

## Checking the Spreadsheet Upload Status

1. Select the “check status” option under the “Data Submission” section in the left-side navigation bar.



2. On the next screen, click on the arrow of the drop-down box next to “Job Date” and select “Past 7 days”. This will generate any files that have been uploaded under your organization in the time frame chosen.

**Job Date** Past 7 Days 

- To view a summary of your files, click on the blue underlined job name of the file you want to view.

Jobs	
Job Name	ID
<a href="#">Fake Clients</a>	4510285
<a href="#">Fake Clients</a>	4503158

- The “Summary Information” page should now appear. You can view the details for your uploaded file in the summary table below.

Summary Information for: Org loaded 2.23.2021			
Description	Client	Immunization	Comment
Processed	12	12	0
Accepted	12	12	0
New	1	12	0
Updated	11	0	0
Deleted	-	0	-
Already in MIIC	0	0	0
Rejected	0	0	0
Non-Fixable	0	0	0
Pending	0	0	0

## MIIC Help

For assistance with general immunization upload using the spreadsheet template, contact your MIIC regional coordinator. View their contact information at [MIIC Regions and Regional Coordinators \(www.health.state.mn.us/people/immunize/miic/participate/regions.html\)](http://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.



Minnesota Department of Health  
 PO Box 64975  
 St. Paul, MN 55164

## GENERAL IMMUNIZATION UPLOAD USING THE SPREADSHEET TEMPLATE

651-201-5207

[health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us)

[www.health.state.mn.us/people/immunize/miic](http://www.health.state.mn.us/people/immunize/miic)

10/6/2021

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