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, follow the Adding Immunizations Not Using Inventory (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 to upload immunizations in MIIC. If you want to submit immunization data via electronic data exchange, review the resources at Submitting and Exchanging Data with MIIC (www.health.state.mn.us/people/immunize/miic/data/codes.html).
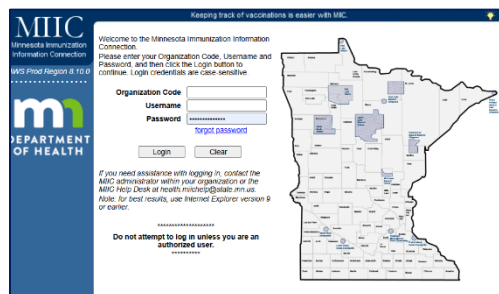
The data you enter on this spreadsheet will update your client's record. Review your data carefully before submitting the spreadsheet. The organization is responsible for submitting the spreadsheet to ensure the data entered is accurate.

Contents

Log in to MIIC

1. Go to MIIC Login Screen (https://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 your organizational administrator first. If they are unable to help, email the MIIC Help Desk health.miichelp@state.mn.us with your Organization Code for assistance.

# Downloading the immunization spreadsheet

1. After logging in, select the **template download** option, which is typically found under the **Imm Spreadsheet** section in the left-side navigation bar. Depending on your MIIC user role, this option may appear in other sections
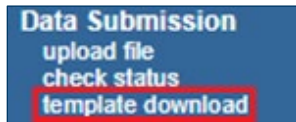
2. On the "Immunization Spreadsheet Template Download" screen, create a blank template by clicking "Generate".
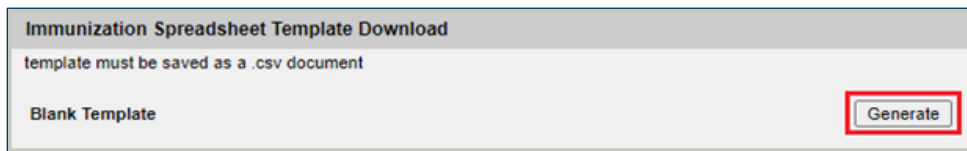
3. Create a blank template on the **Immunization Spreadsheet Template Download** screen by clicking **Generate**.
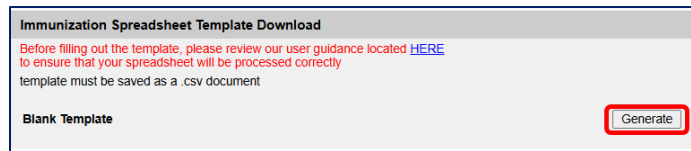
4. The file should automatically open in Microsoft Excel.

   ▪ 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**.

   ▪ 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

Note: 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:

   - The minimum required client fields are:
     - Last name – Column A
     - First name – Column B
     - Date of birth – Column D
   - Additional fields (if you provide data in these fields MIIC will update the clients record to what you provide – do not use nicknames, do not enter **not applicable** or zeros in the 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
       - Refer to MIIC client codes in the MIIC codes link note below. Multi-race codes are **NOT** accepted.
     - Ethnicity – Column K
       - See MIIC client codes in the MIIC codes link note below. Multi-ethnicity codes are **NOT** accepted.

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

2. Complete the vaccination information, listing one immunization on each row.
   - Required fields:
     - Vaccination date – Column L.
       - MM/DD/YYYY format.

- If you have a vaccination date, you must provide at least a CPT and/or CVX code.
- 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.
  - Submit both CVX and CPT codes for product-specific immunizations like Meningitis B and COVID-19.
- Additional vaccine information fields:
  - Lot number – Column O
  - Manufacturer code – Column P
    - Must be a valid code, do not enter full vaccine name.
  - Dose-level eligibility code – Column Q
  - Did org administer the dose? Y/N – Column R
    - If this field is blank, it will default to **N**.

3. To report client comments, complete the comment information fields.

- 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**.
  - Flat file codes should be used for comment codes. See MIIC client codes in the MIIC codes link note below.

> Note: Refer to the MIIC Codes for Data Submission and Exchange (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.

4. **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.

- 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.

5. 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 (https://miic.health.state.mn.us).

2. Select the **spreadsheet upload** option under the **imm spreadsheet** section in the left-side navigation bar.
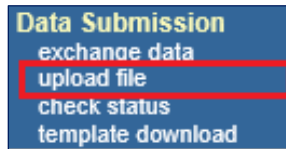

3. The **File Upload** screen will appear. Fill in the desired **Job Name** in the blank space and then select the **Choose File** button to locate and open your file. When finished, click the **Upload button.**

4. After a few moments, MIIC will display a message that says your file was **uploaded successfully**. This confirms that your spreadsheet was uploaded successfully.

- MIIC staff will process your spreadsheet within 7 business days. Once it has been processed, the data you loaded will be available in MIIC.

Checking the spreadsheet upload status

1. Select the **check status** option under the **Data Submission** section in the left side navigation bar.
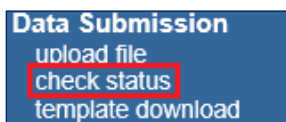
2. On the next screen, click on the arrow of the drop-down box next to **Job Date** and select **Past 7 Days**. This will generate any files uploaded under your organization in the chosen time frame.

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

4. 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, 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
Minnesota Immunization Information Connection (MIIC)
PO Box 64975, St. Paul, MN 55164-0975
health.miichelp@state.mn.us | www.health.state.mn.us/miic

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