

# Adding Immunizations Using Inventory

## MIIC USER GUIDANCE TRAINING RESOURCE

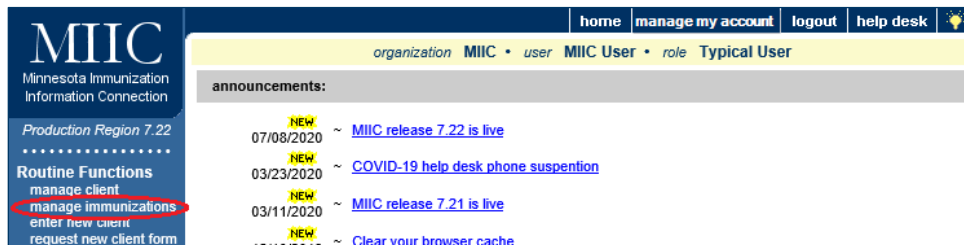
The following guide describes how to add immunizations into a client’s record in the Minnesota Immunization Information Connection (MIIC) if your organization uses MIIC to track vaccine inventory (vaccine doses on hand). Information about entering client comments is also included in this guide.

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### Getting started

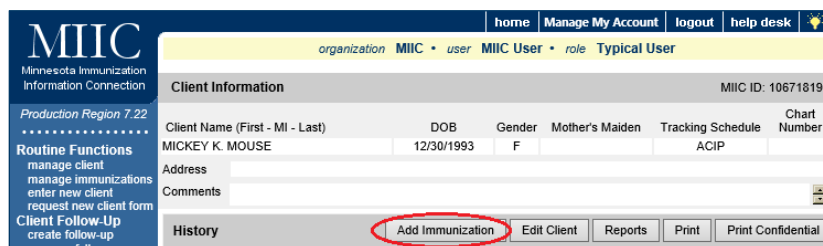
1. Log into MIIC using your organization code, username, and password.
2. From the left-side menu in MIIC, select “manage immunizations.”



3. Search and select for your client’s record in the client search criteria. Please refer to [Client Search and Printing Immunization Records](#) ([www.health.state.mn.us/people/immunize/miic/train/clientsearch.html](http://www.health.state.mn.us/people/immunize/miic/train/clientsearch.html)) for more information on searching for clients in MIIC.

### Adding immunizations

1. The client profile screen should now be open. Select “Add Immunization.”



## ADDING IMMUNIZATIONS USING INVENTORY

2. The middle section labeled “Active immunization inventory on: [date]” is a listing of all the active vaccines that you currently have in your organization’s inventory.

The screenshot shows the MIIC (Minnesota Immunization Information Connection) interface. At the top, there are navigation links: home, manage my account, logout, help desk. Below that, it shows the user's role as 'Typical User'. The main section is titled 'Client Information' and displays details for Mickey K. Mouse, including DOB (12/30/1993), Gender (F), and Tracking Schedule (ACIP). A red circle highlights the text 'Active immunization inventory on : 07/21/2020' with 'OK' and 'Cancel' buttons next to it. Below this, there is a table for 'New Immunizations' with columns for Immunization, New, and Hist #. The 'New' column has checkboxes for HepB, Hib, and Smallpox, with the 'HepB' checkbox circled in red. To the right, there are 'Defaults for new immunizations' including Organization Site (Gopher Clinic), Ordering Authority (Unknown), Administered By (Unknown), Date Administered, and Visit Eligibility Status (Unknown/Not determined).

3. 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:
  - a. 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.
  - b. If a combination vaccine has been given, check only one of the individual antigens from that combination. For example, to add a Twinrix immunization, instead of checking both Hepatitis A and Hepatitis B, only select one.
4. Once you have checked the administered immunizations, click “OK” to add additional information.

The screenshot shows the 'New Immunizations (3)' form. Callout A points to the 'Date Provided' field, which is set to 06/23/2020. Callout B points to the 'Ordering Authority' dropdown menu, which is set to 'Unknown'. Callout C points to the 'Immunization' dropdown menu, which is set to 'HepB'. The table below shows the details for three immunizations: HepB, Hib, and Smallpox. Each row has columns for Immunization, Trade Name-Lot, Administered By, Body Site, Route, and Dose Eligibility Status. The 'Administered By' field is also set to 'Unknown' for all three.

- a. **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.
- b. **Ordering authority:** Choose from the drop-down list. “Unknown” is the default choice.
- c. **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 be in your MIIC inventory. Refer to [Managing Vaccine Inventory: MIIC User Guidance and Training Resources \(www.health.state.mn.us/people/immunize/miic/train/manageinv.html\)](http://www.health.state.mn.us/people/immunize/miic/train/manageinv.html) for more information.

- 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.

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- d. **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. Refer to [Vaccine Ordering and Management in MIIC \(www.health.state.mn.us/people/immunize/miic/managevax/index.html\)](http://www.health.state.mn.us/people/immunize/miic/managevax/index.html) for more information.

5. Select "OK" to enter the immunization(s) and return to the client immunization history screen.

### Editing Immunizations

- Verify that you correctly added the client's immunization(s).
- If any information is incorrect, go to the "Edit" column. Select the pencil icon next to the immunization you want to correct.

Vaccine Group	Date Administered	Series	Vaccine [Trade Name]	Dose Owned?	Hist?	Edit
DTP/aP	02/01/1994		DTaP.5 pertussis antigens [DAPTACEL ®]		Yes	
	04/01/1994	1 of 5	DTaP.5 pertussis antigens [DAPTACEL ®]		Yes	
	06/01/1994	2 of 5	DTaP/Polio/Hep B [Pediarix ®]		Yes	
	08/01/1994	3 of 5	DTaP.5 pertussis antigens [DAPTACEL ®]		Yes	
	01/01/1995	4 of 5	DTaP.5 pertussis antigens [DAPTACEL ®]		Yes	
	06/01/1995		DTaP.5 pertussis antigens [DAPTACEL ®]		Yes	
	08/10/2014		DTaP.5 pertussis antigens [DAPTACEL ®]	No	Yes	
HepB	06/01/1994	1 of 3	DTaP/Polio/Hep B [Pediarix ®]		Yes	
	09/15/2019	2 of 3	HepB, unspecified formulation		Yes	
	01/15/2019	3 of 3	HepB, unspecified formulation		Yes	
	06/30/2020		HepB-Hib [Comvax ®]	Full		
Hib	04/01/2014		Hib-OMP [PedvaxHIB ®]	No	Yes	

3. The edit screen should now appear.

**Edit Immunization**

Vaccine Group: HepB - Hib

Vaccine Display Name: HepB-Hib

Manufacturer Name:

Trade Name: Comvax

Vaccine Lot Number: 33333333 / public

Lot Expiration Date: 04/11/2022

Body Site:

Administered Route: intramuscular

Dosage From Inventory: Full

Partial Dose:

Date Provided: 06/30/2020

Dose Eligibility Status: Unknown/Not determined

Ordering Authority: Unknown

Administered By: Unknown

Disregard Primary Series: N

VIS Date for HepB: 08/15/2019

VIS Date for Hib: 10/30/2019

Entered by Site: Gopher Clinic

4. Make corrections and select "Save".

Note: If you select "Delete," MIIC will remove the entire immunization.

## Entering client comments

1. Create a client comment to document an immunity to disease, medical exemption, or vaccine refusal.
2. Select “Edit Client” on the client immunization history screen.

The screenshot shows the MIIC (Minnesota Immunization Information Connection) interface. At the top, there are navigation links: home, Manage My Account, logout, and help desk. Below this, the organization is identified as MIIC and the user as MIIC User. The main section is titled 'Client Information' and displays details for Mickey K. Mouse, including DOB (12/30/1993), Gender (F), and Tracking Schedule (ACIP). A 'Comments' section shows a list of comments, with the first one highlighted: '{1 of 3} .. 02/06/2004 ~ Medical exemption: DTaP'. At the bottom, there are buttons for 'Add Immunization', 'Edit Client' (circled in red), 'Reports', 'Print', and 'Print Confidential'.

3. The client profile page should open. Select the “Client Comment(s)” tab on the bottom.

The screenshot shows the 'Personal Information' page for Mickey K. Mouse. The page includes fields for Last Name (MOUSE), First Name (MICKEY), Middle Name (K), Birth Date (12/30/1993), Birth Country (UNITED STATES), Race, Ethnicity, Mother's Last Name (MOUSE), and Mother's First Name (KAT). There are also fields for Street Address, Other Address, P.O. Box, City, State, Zip, County, Phone, and Email. At the bottom, there are tabs for 'Client Information', 'Address(es)/Contact(s)', and 'Client Comment(s)', with the last one highlighted in red. Below the tabs, there are fields for Chart #, Status (Inactive), and checkboxes for 'Allow Reminder and Recall Contact?' and 'Allow Sharing of Immunization Data?'.

4. On this screen, you can view previous comments or add new comments.

The screenshot shows the 'Client Comment Listing' page. It features a table with columns for 'Select', 'Date', and 'Client Comment'. The first row is selected and shows a date of 07/28/2018 and a comment: 'Immunity: Titer/MD Dx Varicella or Zoster'. To the right of the table, there are buttons for 'New' (highlighted in red) and 'Delete'. Below the table, there is a section for 'Enter New Client Comment ...' with a dropdown menu for 'Client Comment' (highlighted in red) and a text box for 'Applies-To Date' (highlighted in red). There are also 'Next' and 'Cancel' buttons.

5. To add a new comment:
  - a. Select “New”
  - b. Select the comment from the “Client Comment” drop-down menu.
  - c. Enter a date in the “Applies-To Date” box.

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- d. Select "Next" and comment will appear in the Client Comment listing.
6. To add another comment, repeat steps A through D.
7. Comments appear on the immunization history screen in the "Client Information" section. They also affect MIIC's clinical decision support tool (forecaster). For example, if a comment is entered saying that the client is immune to Varicella, "Immune" will appear in the forecaster and the client will not be recommended for Varicella immunization. This is shown below.

**Client Information**

Client Name (First - MI - Last): MICKEY K. MOUSE  
 DOB: 12/30/1993  
 Gender: F  
 Mother's Maiden: ACIP  
 Tracking Schedule: ACIP  
 Chart Number: MIIC ID: 10671819

Comments: (2 of 3) - 06/01/2014 - Pt Report Hx of Varicella/Chicken Pox

Vaccine Group	Date Administered	Series	Vaccine [Trade Name]	Dose	Owned?	Hist?	Edit
DTP/aP	02/01/1994		DTaP,5 pertussis antigens [DAPTACEL ®]		Yes		
	04/01/1994	1 of 5	DTaP,5 pertussis antigens [DAPTACEL ®]		Yes		

Current Age: 26 years, 5 months, 25 days

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
	DTP/aP			Maximum Age Exceeded	
	HepB			Complete	
	Hib			Maximum Age Exceeded	
	HPV			Complete	
	Influenza			Refused	
<input checked="" type="checkbox"/>	MMR	03/12/2015	03/12/2015	04/09/2015	12/29/2056
	Polio			Maximum Age Exceeded	
<input checked="" type="checkbox"/>	Td/Tdap	12/30/2000	12/30/2000	12/30/2000	
	Varicella			Immune	

## MIIC help

For assistance contact your MIIC regional coordinator 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), or 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.

organization MIIC • user MIIC User • role Typical User

announcements:

- NEW 07/08/2020 ~ [MIIC release 7.22 is live](#)
- NEW 03/23/2020 ~ [COVID-19 help desk phone suspension](#)
- NEW 03/11/2020 ~ [MIIC release 7.21 is live](#)

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