

Adding Immunizations Not Using Inventory

MIIC USER GUIDANCE TRAINING RESOURCE

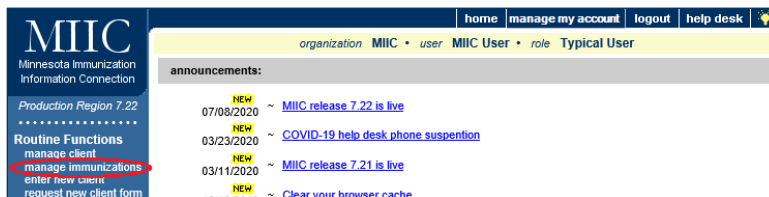
The following guide describes how to add immunizations into a client’s record in the Minnesota Immunization Information (MIIC) without using MIIC’s inventory feature. Data includes immunizations and client comments.

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Getting started

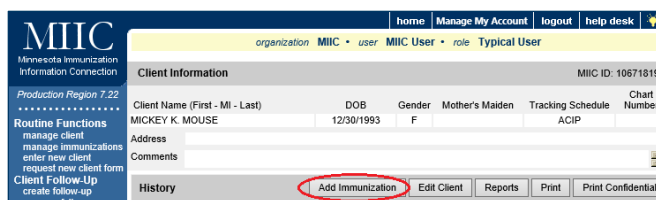
1. Log into MIIC using your organization code, username, and password.
2. From the left-side menu in MIIC, select “manage immunizations.”



3. Search and select for your client’s record. 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.”



2. For this document, we will focus on adding immunizations without inventory at the bottom of the screen, under “Immunizations available for direct data entry”.

ADDING IMMUNIZATIONS NOT USING INVENTORY

organization MIIC • user MIIC User • role Typical User

Client Information

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

Address

Comments | 1 of 3 | 02/06/2004 Medical exemption: DTaP

Active immunization inventory on : 07/21/2020 **OK** Cancel

Unselect All Defaults for new immunizations

Immunization New Hist #

This site doesn't have any active inventory

Organization Site Radisson Family

Ordering Authority Unknown

Administered By PIPER-TEST, STUDLY

Date Administered Activate Expired

Visit Eligibility Status Unknown/Not determined

Immunizations available for direct data entry

Immunization Information Source Historical immunization

Provider Organization MIIC

Date Administered

Immunization	# of Doses	Immunization	# of Doses	Immunization	# of Doses
Adeno		HPV		MenACWY	
Adjuvant		Hantavirus		MenB	
Anthrax		HepA		Meninge-poly	
BCG		HepB		Mumps	

- a. Select the “Immunization Information Source” from the drop-down menu. The default is “Historical.” If your organization administered the vaccine, choose “Administered”. If your organization did not administer the vaccine and you are entering historic information, leave it as “Historical”.
- b. The “Provider Organization” defaults to the organization under which you logged in.
- c. Enter the **number of doses** in the box to the right of the immunization type. You can add multiple immunizations and doses at once.

Note: For combination vaccines, such as Pediarix, only enter doses next to one of the antigens. The other antigens will automatically be entered in once everything is finished.

- d. Select the “Date Administered” if you’re entering multiple immunizations that were administered on the same day. The date format is MMDDYYYY (two-digit month, two-digit day, and four-digit year). MIIC automatically enters the slashes. You can also select the calendar icon to enter a date.
3. Select “OK” at the top of the screen to proceed to the direct data entry immunization screen.

Direct Data Entry Immunizations (3)

Immunization	Date Provided	Trade Name	Lot Number	Provider Org	Dose Eligibility Status	Immunization Information Source
DTP/aP				MIIC	Unknown/Not determined	Historical immunization
MMR				MIIC	Unknown/Not determined	Historical immunization
Polio				MIIC	Unknown/Not determined	Historical immunization

OK Cancel

- a. **Date provided:** This field is required for all doses. Enter the date administered if it already isn’t filled out.

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- b. **Trade name:** This field is required for combination vaccine doses and highly recommended for others. For combination vaccines, MIIC will use your choice here to automatically enter all antigens in the vaccine into the client's record.
- c. **Lot number:** This field is not required but is highly recommended for all doses. Enter a lot number for each dose given.
- d. **Provider organization:** This field is not required but is highly recommended for all doses. Enter the organization that gave the immunization. If you don't know who administered it, you can leave it as is. MIIC will default to the organization under which you are logged in.
- e. **Dose eligibility status:** This field is required for all doses given by Minnesota Vaccines for Children (MnVFC) program sites that use the replacement method of vaccine management. It is highly recommended for doses given by other organizations. Enter the client's MnVFC program eligibility status for each dose.
- f. **Immunization information source:** This field displays the source selected for each dose. This is selected from the previous screen.

Note: If your organization uses MIIC to record vaccine inventory, these vaccines will only appear in the "Active immunization inventory on: [DATE]" section at the top. To add one of these vaccines as a historical shot that did not come from your inventory, use the "Hist #" column to enter in the doses.

The screenshot displays the MIIC web application interface. At the top, there are navigation links: home, manage my account, logout, help desk. The user is logged in as 'MIIC User' with the role 'Typical User'. The main content area is titled 'Client Information' and shows 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'. Below this, there is a table with columns for Immunization, New, and Hist #. The 'Hist #' column is also circled in red. To the right, there are dropdown menus for Organization Site (Gopher Clinic), Ordering Authority (Unknown), and Administered By (Unknown). There are also buttons for 'Unselect All', 'OK', 'Cancel', and 'Activate Expired'.

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

Editing immunizations

- 1. Verify that you correctly added the client's immunization(s) and check the combination vaccines to make sure all antigens and dates are displayed.
- 2. If any information is incorrect, go to the "Edit" column. Select the pencil icon next to the immunization you want to correct.

ADDING IMMUNIZATIONS NOT USING INVENTORY

MIIC Minnesota Immunization Information Connection

Production Region 7.22

Routine Functions
manage client
manage immunizations
enter new client
request new client form

Client Follow-Up
create follow-up
manage follow-up

Assessment Reports
create assessment
manage assessment

Lists
add client to list
manage list

Data Submission

organization MIIC • user MIIC User • role Typical User

Client Information MIC ID: 10671819

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

Address

Comments {1 of 3} .. 02/06/2004 ~ Medical exemption: DTaP

History Add Immunization Edit Client Reports Print Print Confidential

Vaccine Group	Date Administered	Series	Vaccine [Trade Name]	Dose	Owned?	Hist?	Ed
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	

3. The edit screen should now appear.

MIIC Minnesota Immunization Information Connection

Production Region 7.22

Routine Functions
manage client
manage immunizations
enter new client
request new client form

Client Follow-Up
create follow-up
manage follow-up

Assessment Reports
create assessment
manage assessment

Lists
add client to list
manage list

Data Submission
exchange data
upload file
check status
template download

Vaccine Usage
request mnvc reports
request vaccines given
summary

Inventory
manage inventory

organization MIIC • user MIIC User • role Typical User

Client Information

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

Address

Comments {1 of 3} 02/06/2004 Medical exemption: DTaP

Edit Historical Immunization

Vaccine Group: DTP/aP

Vaccine Display Name: DTaP,5 pertussis antigens

Manufacturer Name:

Trade Name: DAPTACEL

Vaccine Lot Number:

Lot Expiration Date:

Body Site:

Administered Route:

Date Provided: 04/01/1994

Dose Eligibility Status: Unknown/Not determined

Provider Org Name:

Disregard Primary Series: N

VIS Date: Unknown

Save

Cancel

Delete

Reactions to Immunization

Anaphylaxis within 24 hours

Seizure occurring within 3 days

Pertussis contraindication and precautions

Hypotonic-hyporesponsive collapse within 48 hours

4. Make corrections reports and select "Save".

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

5. You may also add any **Reactions** the client had to the immunizations on this screen. Check the box to the left of the reaction(s).

Entering client comments

1. Create a client comment to document an immunity to disease, medical exemption, or vaccine refusal.

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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, help desk. Below that, the user's organization (MIIC) and role (Typical User) are displayed. The main section is titled 'Client Information' and shows details for Mickey K. Mouse, born 12/30/1993. A comment is visible: '(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 (MIIC ID: 9226433). The page is divided into two main sections. The top section contains fields for Last Name (MOUSE), First Name (MICKEY), Middle Name (K), Birth Date (12/30/1993), Birth Country (UNITED STATES), Race, Mother's Maiden Last Name (MOUSE), and Mother's First Name (KAT). The bottom section contains address fields (Street, Other, P.O. Box, City, State, Zip, County), phone and email fields, and an 'Undeliverable Address' checkbox. At the bottom, there are three tabs: 'Client Information', 'Address(es)/Contact(s)', and 'Client Comment(s)' (highlighted in red). Below the tabs 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 shows a comment from 07/28/2018: 'Immunity: Titer/MD Dx Varicella or Zoster'. To the right of the table are buttons for 'New' (highlighted in red) and 'Delete'. Below the table is a section for 'Enter New Client Comment ...' with a 'Client Comment' dropdown menu (highlighted in red) and an 'Applies-To Date' field (highlighted in red). At the bottom right are 'Next' (highlighted in red) 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.
 - d. Select “Next” and the comment will appear in the “Client Comment” listing.
6. To add another comment repeat steps A through D.

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Note: When you are done, you must select “Save” at the top of the screen to save the comments.

- 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.

MIIC Minnesota Immunization Information Connection

organization MIIC • user MIIC User • role Typical User

Client Information MIIC ID: 10671819

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

Address
 Comments (2 of 3) - 06/01/2014 - PI Report Hx of Varicella/Chicken Pox.

History Add Immunization Edit Client Reports Print Print Confidential

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

Vaccines Recommended by Selected Tracking Schedule Add Selected

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		
	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.

MIIC Minnesota Immunization Information Connection

organization MIIC • user MIIC User • role Typical User

home manage my account logout help desk

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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07/06/2023

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