

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 that have not been added to the Inventory function within MIIC. As such, we will focus on the section “Immunizations available for direct data entry” near the bottom of the screen.

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Client Information

Client Name (First - MI - Last) DOB Gender Mother's Maiden Tracking Schedule Chart #
 MICKEY MOUSE 01/01/1901 M ACIP

Address DISPILL, ANOKA, MN 55303 (763) 421-5540

Comments [1 of 1] 07/28/2018 Immunity: Titer/MD Dx Varicella or Zoster

Active immunization inventory on : 01/30/2024 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 [Calendar Icon] Activate Expired
 Visit Eligibility Status Unknown/Not determined

Immunizations available for direct data entry

Immunization Information Source Historical immunization (a)
 Provider Organization MIIC (b) Date Administered [Calendar Icon] (c)

Immunization	# of Doses	Immunization	# of Doses	Immunization	# of Doses
Adeno	[Input]	Diphtheria	[Input]	Influenza	[Input] (d)

- 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”.
- The “Provider Organization” field defaults to the name of the organization you are currently acting on behalf of within MIIC. You can edit this text field to provide more detailed information. For example, if you are reporting a historical immunization that was administered by a provider in a different state, you can list that provider organization’s name in this field.

Note: This reported immunization will still be ‘owned’ by your organization because it is your organization that reported the data to MIIC.

- Select the “Date Administered” to reflect the date the immunization(s) were administered.
 - 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 choose a date.
- Enter the **number of doses** in the box to the right of the antigen for which you are reporting an immunization. You can report 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 be reflected on the immunization history screen automatically once the immunization is reported.

- If the antigen of the immunization you wish to report is not present, then your organization is using the Inventory function within MIIC. The immunization will be listed in the top section of the screen labeled “Active immunization inventory on: [DATE].” To report historical immunizations

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for one of these immunizations, type the number of doses to report in the “Hist #” column and select “OK”.

The screenshot shows the MIIC Client Information screen for MICKEY K. MOUSE. A red circle highlights the message "Active immunization inventory on : 07/21/2020" at the top. Below it, a table lists immunizations with columns for "Immunization", "New", and "Hist #". The "Hist #" column is circled in red. To the right, there are dropdown menus for "Organization Site", "Ordering Authority", and "Administered By", and a "Date Administered" field.

3. Select “OK” at the top of the screen to proceed to the direct data entry immunization screen.

The screenshot shows the "Direct Data Entry Immunizations (3)" screen. It has a table with columns: "Immunization", "Date Provided", "Trade Name", "Lot Number", "Provider Org", "Dose Eligibility Status", and "Immunization Information Source". The rows are for DTP/aP, MMR, and Polio. The "OK" button at the bottom right is circled in red.

- **Date provided:** This field is required for all doses. It will pre-populate with the administration date you selected on the previous screen. If you did not previously select date, you must do so now.
- **Trade name:** This field is required for combination vaccine doses and highly recommended for all other vaccines.
- **Lot number:** This field is not required but is highly recommended for all immunizations. Enter a lot number for each immunization given.
- **Provider organization:** This field will pre-populate with the name of the provider organization you listed on the previous screen. If you didn’t previously update the provider organization name to reflect that of the provider that administered the historical immunization you are reporting, you may do so now.

Note: This reported immunization will still be owned by your organization because it is your organization that reported the data to MIIC.

- **Dose eligibility status:** All immunization providers are encouraged to submit DLE information to MIIC. Clinics enrolled in the MnVFC program that practice the replacement method of vaccine management are required to submit DLE information to MIIC for all vaccines administered to patients ages 18 years and younger. Submitting DLE to MIIC is optional for clinics that are not in the MnVFC or UUAV programs and/or that use the separate stock method of vaccine management. Providers should discuss how to submit this information to MIIC using their current system with their technical staff and/or Electronic Health Record (EHR) vendor support.

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- **Immunization information source:** This field displays the source as selected on the previous screen. This field is not editable on this screen. To make a change, select 'Cancel' to return to the previous screen.
- Select "OK" to commit the immunization(s) and return to the client immunization history screen. Verify that you correctly added the client's immunization(s) and check the combination vaccines to make sure all antigens and dates are displayed.

Editing immunizations

Immunizations with incorrect or incomplete information may be edited by the provider organization that reported the information to MIIC.

1. Select the pencil icon in the "Edit" column next to the immunization you need to update.

The screenshot shows the MIIC interface for Client Information. At the top, there are navigation links: home, Manage My Account, logout, help desk. Below that, the organization is MIIC and the user is MIIC User. The client information section includes fields for Client Name (Mickey K. Mouse), DOB (12/30/1993), Gender (F), and Tracking Schedule (ACIP). A comment indicates a medical exemption for DTaP on 02/06/2004. Below this is a table of immunizations:

Vaccine Group	Date Administered	Series	Vaccine [Trade Name]	Dose	Owned?	Hist?	Ed.
DTP/aP	02/01/1994		DTaP,5 pertussis antigens [DAPTACEL ®]			Yes	[Pencil icon]
	04/01/1994	1 of 5	DTaP,5 pertussis antigens [DAPTACEL ®]			Yes	[Pencil icon]
	06/01/1994	2 of 5	DTaP/Polio/Hep B [Pediarix ®]			Yes	[Pencil icon]
	08/01/1994	3 of 5	DTaP,5 pertussis antigens [DAPTACEL ®]			Yes	[Pencil icon]

2. Update the relevant fields in the edit immunization screen.

The screenshot shows the 'Edit Historical Immunization' screen. It contains the following fields:

- Vaccine Group: DTP/aP
- Vaccine Display Name: DTaP,5 pertussis antigens
- Manufacturer Name: DAPTACEL
- Vaccine Lot Number: [Empty field]
- Lot Expiration Date: [Empty field]
- Body Site: [Empty dropdown]
- Administered Route: [Empty dropdown]
- Date Provided: 04/01/1994
- Dose Eligibility Status: Unknown/Not determined
- Provider Org Name: [Empty field]
- Disregard Primary Series: N
- VIS Date: Unknown

At the bottom, there is a section titled 'Reactions to Immunization' with the following checkboxes:

- Anaphylaxis within 24 hours
- Seizure occurring within 3 days
- Pertussis contraindication and precautions
- Hypotonic-hyporesponsive collapse within 48 hours

The 'Save', 'Cancel', and 'Delete' buttons are circled in red, as is the 'Reactions to Immunization' section.

Note: From this screen you may also report any Reactions the client had to this immunization by checking the box to the left of the reaction(s).

3. Select "Save" to commit the edits.

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4. If an immunization was reported by mistake, it can be removed from the client's MIIC record by selecting "Delete." Whether or not your organization can delete an immunization will depend on how the immunization was reported to MIIC and which organization reported it.

Entering client comments

Client comments are used to document an immunity to disease, medical exemption, or vaccine refusal. Follow the steps below to add relevant comments to the client's MIIC record.

1. 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 information is displayed: organization MIIC, user MIIC User, role Typical User. The main section is titled 'Client Information' and includes fields for Client Name (First - MI - Last), MIC ID (10671819), DOB (12/30/1993), Gender (F), Mother's Maiden Name, Tracking Schedule (ACIP), and Chart Number. There is a 'Comments' section with a red text indicating '(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'.

2. From the client profile page select the "Client Comment(s)" tab at the bottom of the screen.

The screenshot shows the 'Personal Information' page for a client with MIC ID 9226433. It contains various fields for personal data: Last Name (MOUSE), First Name (MICKEY), Middle Name (K), Birth Date (12/30/1993), Birth Country (UNITED STATES), Race, Mother's Maiden 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)' (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?'.

3. Any client comments currently on record will be listed.

The screenshot shows the 'Client Comment Listing' page. It features a table with columns for 'Select', 'Date', and 'Client Comment'. The table contains one entry: a radio button in the 'Select' column, the date '07/28/2018', and the comment 'Immunity: Titer/MD Dx Varicella or Zoster'. To the right of the table, there are buttons for 'New' and 'Delete?'. Below the table, there is a section for 'Enter New Client Comment ...' with a dropdown menu for 'Client Comment' and a text box for 'Applies-To Date'. At the bottom right, there are buttons for 'Next' and 'Cancel'.

4. 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 the comment will appear in the “Client Comment” listing.

5. To add another comment repeat steps A through D.

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.

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

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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 651-201-5207 | health.miichelp@state.mn.us
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To obtain this information in a different format, call: 651-201-5207