

Client Search and Printing Immunization Records

MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to search for a client, what a record contains, and how to print a client immunization record/report.

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Getting started

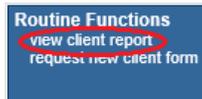
1. Log into MIIC using your organization code, username, and password.
2. Find the client search feature based on your MIIC-user type.
 - **Most users** will be able choose **manage client**.



- **Read only users** will choose **find client**.



- **Reports only users** will choose **view client report**.



Client search

1. Use the **Client Search Criteria** screen to search for clients in MIIC.

A screenshot of the "Client Search Criteria" form. It contains several input fields: Last Name, First Name, Middle Name, Mother's Maiden Last, Mother's First Name, Birth Date (with a calendar icon), Gender (radio buttons for M, F, N/A), Phone (with dashes), Chart #, and MIIC ID. There are "Find" and "Clear" buttons on the right side.

CLIENT SEARCH AND PRINTING IMMUNIZATION RECORDS

2. You need to search by a **minimum of two fields** of either a last name, first name, or birth date.
 - There is an exception if you have the MIIC ID number, you can search by that number alone. Each client in MIIC has a unique MIIC ID.
3. You must enter **at least three characters of the last name** or **two characters of the first name** or the **birth date**. The date format is MMDDYYYY (two-digit month, two-digit day, and four-digit year). MIIC automatically enters the slashes.
4. When searching, some results that may appear are:
 - **Match to one record.** If only one client in MIIC matches the criteria, you will go directly to the client information and immunizations screen.
 - **Multiple possible client matches.** You will see a list of possible matches if there is more than one potential match. You can click on anything in blue and underlined to go to the client information and immunizations screen.

Client Search Criteria

Last Name	<input type="text"/>	Birth Date	<input type="text" value="09/21/2008"/>	<input type="button" value="Find"/>
First Name	<input type="text"/>	Gender	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> N/A	<input type="button" value="Clear"/>
Middle Name	<input type="text"/>	Phone	<input type="text" value="-"/> - <input type="text" value="-"/>	
Mother's Maiden Last	<input type="text"/>	Chart #	<input type="text"/>	
Mother's First Name	<input type="text"/>	MIIC ID	<input type="text"/>	

Possible Matches: 2

Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Phone	AKA
DUCK	DON		09/21/2008				M	555-5555	
DUCK	DONALD		09/21/2008				M	555-5555	✓

Note: The column “AKA” means alias or “also known as”. Clients listed with a nickname, misspelled first or last names, or incorrect date of births will show as a separate match or alias, indicated by a checkmark in the “AKA” column. Choosing either option will bring you to the same client profile.

- Your search found too many results. Refine your search criteria or add additional criteria to narrow the search.

Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Phone	AKA
Your search found too many (91) results. Please refine your search criteria.									

- **No clients were found for the requested search criteria.**

Client Search Criteria

Last Name	<input type="text" value="wh"/>	Birth Date	<input type="text"/>	<input type="button" value="Find"/>
First Name	<input type="text" value="sn"/>	Gender	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> N/A	<input type="button" value="Clear"/>
Middle Name	<input type="text"/>	Phone	<input type="text" value="-"/> - <input type="text" value="-"/>	
Mother's Maiden Last	<input type="text"/>	Chart #	<input type="text"/>	
Mother's First Name	<input type="text"/>	MIIC ID	<input type="text"/>	

Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Phone	AKA
No clients were found for the requested search criteria.									

Note: There are also instances where too many clients meet the criteria and will display the same message. If you only used the first 2-3 letters of the first and/or last name, consider adding additional letters or search criteria.

Interpreting a MIIC immunization record

A **MIIC Immunization Record** includes the following:

Client Information						MIIC ID: 9016085
Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart Number	
DONALD QUACK DUCK	02/02/1950	M		ACIP		
Address						
4321 ANY STREET, DISNEYLAND, CA 55303 (421) 124-4211						
Comments						
History						
Vaccine Group	Date Administered	Series	Vaccine [Trade Name]	Dose	Owned?	Hist? Edit
HepA	02/01/2005	1 of 2	HepA-Ped 2 Dose [Havrix-Peds ®]	Full		
HepB	06/18/2008	1 of 3	HepB-Adult [HepB-Adult ®]	Full		
Influenza	08/28/2009	Booster	Flu, trivalent, live attenuated [FluMist trivalent ®]	Full	No	
MMR	06/18/2008	1 of 2	Rubella-Mumps [Biavax II ®]	Full		
Td/Tdap	06/18/2008	1 of 4	Td-Preservative free [Decavac 7+ yrs ®]	Full		
Tetanus	11/01/2017		Tetanus toxoid, adsorbed [TT adsorbed ®]		No	Yes
Current Age: 70 years, 8 months, 5 days						
Vaccines Recommended by Selected Tracking Schedule						Add Selected
Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date	
<input checked="" type="checkbox"/>	HepA	08/01/2005	08/01/2005	03/01/2006		
<input checked="" type="checkbox"/>	HepB	07/16/2008	07/16/2008	09/10/2008		
<input checked="" type="checkbox"/>	Influenza	09/25/2009	07/01/2020	08/28/2010		
<input checked="" type="checkbox"/>	MMR			Maximum Age Exceeded		
<input checked="" type="checkbox"/>	Pneumo-poly	02/02/2015	02/02/2015	02/02/2016		
<input checked="" type="checkbox"/>	Td/Tdap	07/16/2008	07/16/2008	09/10/2008		
<input checked="" type="checkbox"/>	Zoster/shingles	02/02/2000	02/02/2000	02/02/2002		

- Client Information:** The area at the top of the screen displays client contact information (e.g., name, address, and phone number), depending on what has been previously entered. Client comments indicate that there is some additional information pertaining to immunizations. This would include, for example, a history of chickenpox or a refusal of an immunization.
- Immunization History:** The middle section lists vaccine groups alphabetically, along with the actual date the immunization was administered and the sequence of doses as entered in MIIC (plus the trade name if entered). **Owned** or **Hist** indicates how the immunization was entered in MIIC.
- Recommended Vaccines:** At the bottom of the screen is the MIIC forecaster. This will forecast what immunizations are due for the client based on the client's age and the immunization history already in MIIC. Please refer to [Interpreting a MIIC Vaccination Record \(www.health.state.mn.us/people/immunize/miic/train/interpret.html\)](http://www.health.state.mn.us/people/immunize/miic/train/interpret.html) for more information on how to interpret the forecaster.

Printing a record

- To print a record for a client, most users can select the **Reports** button on the client's record.

Note: Read Only users can select "Print MIIC Immunization Report" to open a separate window, showing a full MIIC Immunization Report (see step 3).

CLIENT SEARCH AND PRINTING IMMUNIZATION RECORDS

2. This will bring you to the report page. Click on the **MIIC Immunization Report** button.

Client Information						MIIC ID: 9016085
Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart Number	
DONALD QUACK DUCK	02/02/1950	M		ACIP		
Address 4321 ANY STREET, DISNEYLAND, CA 55303 (421) 124-4211						
Comments						
Reports Available for this Client						
Report	Description	Additional Information				
Vaccine Administration Record	This is a Vaccine Administration form that displays client's demographics and contact information, as well as immunizations available in the selected site.	Site <input type="text"/>				
Complete Immunization	Displays demographics, registry data, contact information, as well as detailed immunization history.	None				
MIIC Immunization Report	Displays demographics, registry data, contact information, as well as detailed immunization history.	None				

3. This will open a separate window, showing a full MIIC Immunization Report that you can save as either a PDF or print.

Minnesota Immunization Report

Name (L, F M): SOMERSET, ALMA SOLANO MIIC ID: 9016085

Date of Birth: 04/09/2019 **Age:** 3 years, 11 months, 18 days 1 day **Gender:** F Orig ID: N/A

This report contains immunizations submitted to MIIC. Provider participation in MIIC is voluntary. Please check with your healthcare provider if you notice missing vaccinations. This report should be acceptable to use as proof of immunization for child care, school, and other purposes.

Vaccine Type	Dose Number	Date	Vaccine (Trade Name)
DTaP	1 of 5	06/09/2019	DTaP/Polio/Hb (Pentacel 6)
DTaP	2 of 5	08/09/2019	DTaP/Polio/Hb (Pentacel 6)
DTaP	3 of 5	10/09/2019	DTaP/Polio/Hb (Pentacel 6)
DTaP	4 of 5	04/09/2020	DTaP/Polio/Hb (Pentacel 6)
Hb	1 of 4	06/09/2019	DTaP/Polio/Hb (Pentacel 6)
Hb	2 of 4	08/09/2019	DTaP/Polio/Hb (Pentacel 6)
Hb	3 of 4	10/09/2019	DTaP/Polio/Hb (Pentacel 6)
Hb	4 of 4	04/09/2020	DTaP/Polio/Hb (Pentacel 6)
Polio	1 of 5	06/09/2019	DTaP/Polio/Hb (Pentacel 6)
Polio	2 of 5	08/09/2019	DTaP/Polio/Hb (Pentacel 6)
Polio	3 of 5	10/09/2019	DTaP/Polio/Hb (Pentacel 6)
Polio	4 of 5	04/09/2020	DTaP/Polio/Hb (Pentacel 6)

Not Valid - According to the national immunization schedule and FDA license indications, this vaccine dose was given outside the recommended indications and may need to be repeated to ensure proper immunity. Please check with your healthcare provider if you have

Immunization Comments	Immunizations Recommended		
Comment	Date	Vaccine	Recommended Date
None		COVID-19	10/09/2019
		DTaP	04/09/2023
		HepA	04/09/2020
		HepB	04/09/2019
		Hb	COMPLETE
		Influenza	10/09/2019
		MMR	04/09/2020
		Pneumo-conj	04/09/2021
		Polio	04/09/2023
		Varicella	04/09/2020

MIIC help

For assistance with searching for clients and/or printing client immunization records, contact 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

Production Region 7.22

Routine Functions
manage client
manage immunizations

[home](#) [manage my account](#) [logout](#) [help desk](#)

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.