

Client Search and Printing Immunization Records

This video will describe how to search for a client in MIIC, what a MIIC record contains, and how to print a client immunization record/report.

To begin, go to the MIIC website and log in using your organization code, username, and password.

In the left-hand navigation menu, find the client search feature under the “Routine Functions” section. Depending on your MIIC-user type, the location and name of this feature may differ. Most users will be able to choose “manage client”. Read Only users will choose “find client”. Reports Only users will choose “view client report”

In the “Client Search Criteria” screen, you will see all of the fields available to search for a client. To search for a client, you need to search by a minimum of two fields of either a last name, first name, or birth date. You must enter at least three characters for the last name, two characters for the first name, or the birth date in the month, day, year format with MIIC automatically entering in the slashes. Please note, if you have the actual MIIC ID number of the client, you can search by that alone.

When searching for a client record, you may encounter several results. The most typical result is that your search matches only one client in MIIC and therefore will be taken directly to the client information screen for that client.

Another result you could see is finding multiple client matches. If there is more than one potential match, you will see a list of possible matches. You can click on any of the last names highlighted in blue to go to their client information and immunizations screen to check further. Please note that 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.

You may also find the screen indicating that your search found too many results and to refine your search criteria. It is recommended to try and fill out additional search criteria fields to narrow your client results.

You may see a message saying that no clients were found for the request search criteria. This could mean two things: either there were no clients found that were associated with your search criteria or there were too many clients that met the criteria. Consider adding additional search criteria or adding additional letters if you only used the minimum character requirements for first and last name, or trying other combinations of the minimum required fields such as searching only the first name with date of birth.

Once you have found the client you were searching for, you can view their immunization history by selecting the “Immunize” button in the top right corner of the client record screen.

We will now go over how to interpret a MIIC immunization record. There are three sections to the immunization record: Client Information, History, and Vaccines Recommended.

Client information section. The area on the top of the screen displays client contact information (e.g. name, address, and phone number), depending upon what has been previously entered. Client comments indicate that there is some additional information pertaining to immunizations. This would include, for example, history of chickenpox or if there was a refusal of an immunization. Click on the up and down arrows to view any additional client comments.

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Immunization history. The middle section lists vaccine groups alphabetically with the actual date the immunization was administered and the sequence of doses as entered in MIIC (plus 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 age of the client and what immunization history is already in MIIC. Please refer to the [Interpreting a MIIC Vaccination Record: MIIC User Guidance and Training Resources \(https://www.health.state.mn.us/people/immunize/miic/train/interpret.html\)](https://www.health.state.mn.us/people/immunize/miic/train/interpret.html) for more information on how to interpret the forecaster.

Now that we have gone over how to interpret a record, we will go over how to print a record next. To print a record for a client, most users can select the “Reports” button on the client’s record. Please note, “Read Only” users can select “Print MIIC Immunization Report” to open a separate window, showing a full MIIC Immunization Report.

You should now be brought to a report page. Select the “MIIC Immunization Report” link to open a separate tab with the full MIIC immunization report.

With the full MIIC immunization report, you can save the report as a PDF or directly print it.

For the pdf guide version and more assistance, go to the link provided on this slide.

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To obtain this information in a different format, call: 651-201-5414.