

MIIC General Immunization Upload Using Spreadsheet Transcript

Organizations can use the general immunization spreadsheet template feature to load immunization data for a group of clients in the Minnesota Immunization Information Connection (MIIC).

To begin, go to the MIIC login screen and enter in your organization code, username, and password information to log in.

After logging in, in the left-hand navigation bar, find the “Data Submission” section. Click on “template download” to bring up the Immunization Spreadsheet Template Download screen. Click on “Generate” to create and save a blank spreadsheet and open the file in excel. Please note that if the file does not open automatically, right click if you are using a PC or control-click on a MAC to choose “Open With” and then select “Excel.”

Once the excel spreadsheet is open, you will see pre-filled columns with text. Do not change, add, or remove any of these columns. Do not use commas, parentheses, asterisks anywhere on the file, including the address and phone number columns. If your file includes special characters, it will be rejected. In the bottom half of the spreadsheet, enter in the minimum required fields: last name, first name, date of birth.

Also complete the additional fields as much as you can from row 10. Providers should include address information and any available race and ethnicity data for individuals listed on the spreadsheet.

Note that in column R: “Did org administer dose? Yes or No,” there is a guide on historical vs administered immunizations that can be used for help.

After you have entered in your list information on the bottom half of the spreadsheet, please fill out the remaining top portion. Enter in your facility’s information in column C, rows 1, 2, 3, and 4. Again, please do not change, add, or remove any columns from this spreadsheet. If you want to leave a note for MIIC staff or for your own reference, you can type in row 9 of the spreadsheet, as shown by the “row 9 notes section” note in the image.

Once you are all finished, save the spreadsheet to your computer. The spreadsheet must be saved as a .csv (comma separated value) file.

Now that you have created your spreadsheet, you can upload your file into MIIC. Log back into MIIC. In the left-hand navigation bar under “Data Submission”, click on “upload file”. This will bring up the “File Upload” screen. Select “Browse” to locate your file and “Open” the file. Then enter in your phone number and select “UPLOAD FILE” when finished. After a few moments, MIIC will display a message indicating that your file was “uploaded successfully”. MIIC staff will process your spreadsheet within 7 business days. The data you loaded will be available in MIIC on your spreadsheet has been processed. For the COVID-19 vaccine, MIIC staff will enter in the spreadsheet the following business day.

The MIIC Help Desk does not email a confirmation of your file being uploaded to MIIC. MIIC staff will only contact you if your file was rejected and tell you why. To check the status of your

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file on MIIC, follow these steps. On the left side navigation bar, go back to the “Data Submission” section and click on “check status”. On the next screen, click on the “Job Date” and 5/7/2021 select “Past 7 Days”. If your file was processed within the timeframe chosen, it will show up in the section titled “Jobs” below. The status of the file will appear on the right side of the screen. You can also click on the “Job Name” hyperlink on the left side to open the “Job Summary” screen. The job summary will show you the file details. If you have questions about the status of your file, email the MIIC Help Desk with your organization code for assistance.

For further assistance, please go to the link provided on this slide for a PDF guide version.

Minnesota Department of Health

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www.health.state.mn.us/miic

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