Generating Reports for Lists

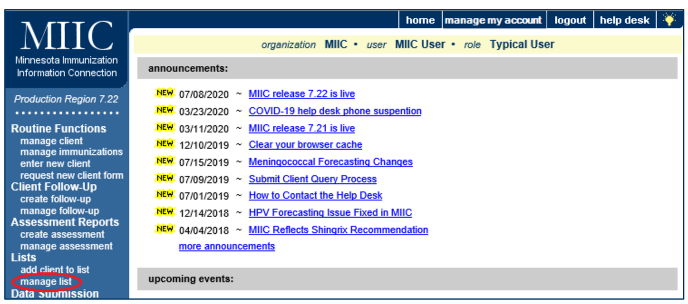
MIIC USER GUIDANCE TRAINING RESOURCE

This guide provides instructions on generating reports from existing lists in MIIC.

Contents

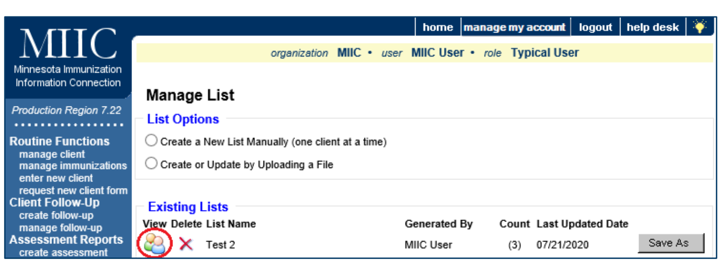
Getting started

1. Log into MIIC using your organization code, username, and password.
2. From the left-side menu in MIIC under the **Lists** menu, select **manage list**. Your MIIC role may change where it is located on the menu.



Selecting a report output type

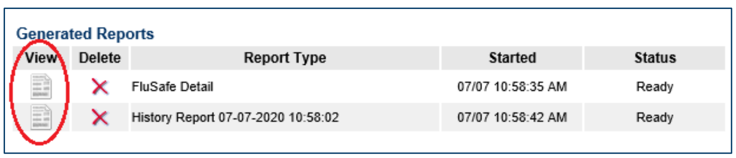
1. On the **Manage List** screen, click on the view icon for your chosen list (it looks like two people).



2. Click on the **View/Create Output** button on the top right.

3. The **Select Output** section shows the options for the member list, member immunization history list, immunizations due, and client query files. Select the report you want by clicking on the appropriate radio button.

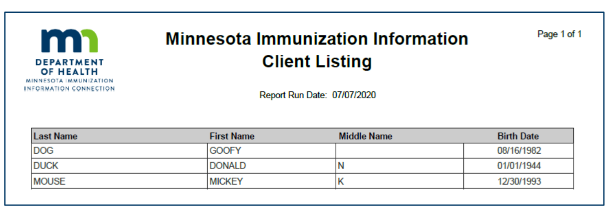
4. All reports will be available in the **Generated Reports** section of the page, except for the member list reports, which will display automatically. To view the reports, click on the appropriate view icon.



Generating the report

There are four different types of reports that can be generated.

1. Member list: Displays the name and date of birth for each client on the list sorted alphabetically by last name.



DEPARTMENT OF HEALTH
MINNESOTA IMMUNIZATION INFORMATION CONNECTION

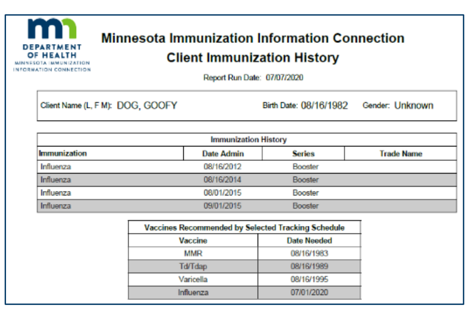
Minnesota Immunization Information
Client Listing

Page 1 of 1

Report Run Date: 07/07/2020

Last Name	First Name	Middle Name	Birth Date
DOG	GOOFY		08/16/1982
DUCK	DONALD	N	01/01/1944
MOUSE	MICKEY	K	12/30/1993

2. Member immunization history list: Displays the name, date of birth, and immunization history for each client on the list sorted alphabetically by last name.



DEPARTMENT OF HEALTH
MINNESOTA IMMUNIZATION INFORMATION CONNECTION

Minnesota Immunization Information Connection
Client Immunization History

Report Run Date: 07/07/2020

Client Name (L, F M): DOG, GOOFY   Birth Date: 08/16/1982   Gender: Unknown

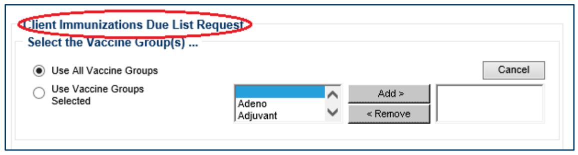
Immunization History

Immunization	Date Admin	Series	Trade Name
Influenza	08/16/2012	Booster	
Influenza	08/16/2014	Booster	
Influenza	08/01/2015	Booster	
Influenza	09/01/2015	Booster	

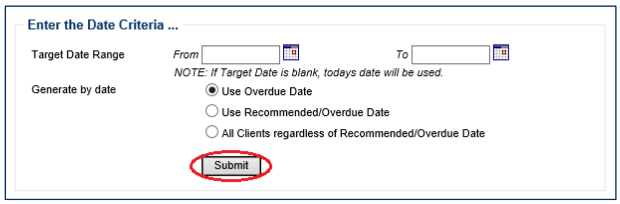
Vaccines Recommended by Selected Tracking Schedule

Vaccine	Date Needed
MMR	08/16/1983
Td/Tdap	08/16/1989
Varicella	08/16/1995
Influenza	07/01/2020

1. Immunization due: Displays the name, date of birth, and all immunization information for immunizations due for each client on the list sorted alphabetically by last name.
   - After selecting the **Immunization Due** button, the **Client Immunizations Due List Request** will appear, prompting you to select additional criteria.

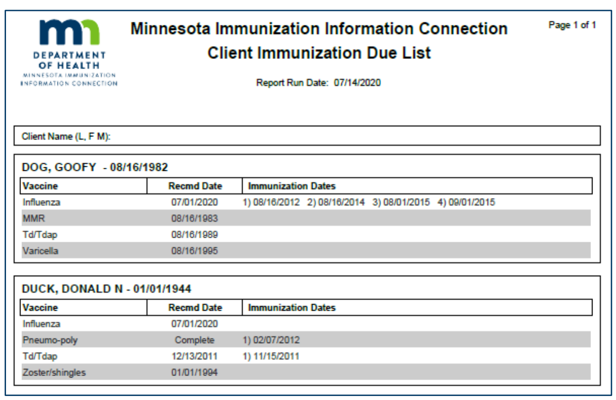


   - You can select all vaccine groups or identify specific groups only. Use the **Add** and **Remove** buttons to update your vaccine list.
2. A target date range can be entered, with the default being today's date.



Note: The **Target Date Range** will allow inclusion of those individuals who were, are, or will be overdue for the selected vaccine groups on a date falling within the target date range entered. If the **To** date is unspecified, the report date range will include the **From** date up to, and including, today's date. If both dates are left unspecified, then today's date will be entered for both **From** and **To**.

3. Click **Submit** when done. The report will look like below.



Minnesota Immunization Information Connection
Client Immunization Due List

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Report Run Date: 07/14/2020

Client Name (L, F M):

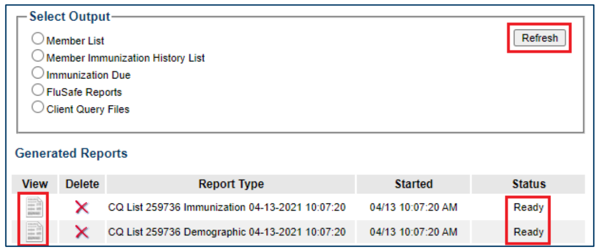
DOG, GOOFY - 08/16/1982

Vaccine	Recmd Date	Immunization Dates
Influenza	07/01/2020	1) 08/16/2012 2) 08/16/2014 3) 08/01/2015 4) 09/01/2015
MMR	08/16/1983	
Td/Tdap	08/16/1989	
Varicella	08/16/1995	

DUCK, DONALD N - 01/01/1944

Vaccine	Recmd Date	Immunization Dates
Influenza	07/01/2020	
Pneumo-poly	Complete	1) 02/07/2012
Td/Tdap	12/13/2011	1) 11/15/2011
Zoster/shingles	01/01/1994	

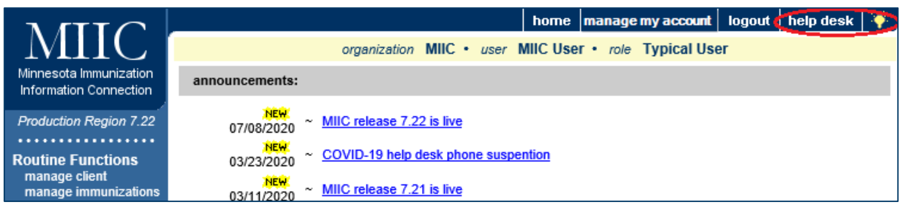
1. Client query files: Submits a list of individuals to MIIC to retrieve immunization and demographic data on those individuals. Organizations can upload the returned data into their electronic system or analyze it independently.
   - Select the **Client Query Files** button to generate a demographic and immunization file for all clients in your list as a .txt file.



- The status will indicate **Ready** when done. Clicking **Refresh** allows you to keep checking for current information on report status. Click on the view icon when the report is ready (it looks like a document).
- Refer to the [Submit Client Query User Guide (www.health.state.mn.us/people/immunize/miic/data/clientquery.pdf)](www.health.state.mn.us/people/immunize/miic/data/clientquery.pdf) for more information about the query process and the return files you will get back.

MIIC help

For assistance with using lists in MIIC, 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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To obtain this information in a different format, call: 651-201-5207.