

Vaccine Summary Report

MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to generate a vaccine summary report.

Contents

Vaccine Summary Report.....	1
Getting Started.....	1
Creating a Vaccine Summary Report.....	1
Processing and Viewing the Report	2
Interpreting and Using the Report.....	3
MIIC Help	3

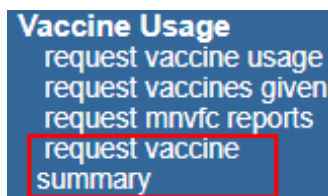
Getting Started

1. Log in to MIIC:
 - Go to [MIIC \(https://miic.health.state.mn.us/\)](https://miic.health.state.mn.us/).
 - Internet Explorer version 9 is the preferred web browser for MIIC. MIIC may not work correctly with other web browsers or newer versions of Internet Explorer.
 - If you are using another version of Internet Explorer and experience compatibility issues upon login, please refer to the [Compatibility View Mode User Guidance \(www.health.state.mn.us/people/immunize/miic/train/compatview.pdf\)](http://www.health.state.mn.us/people/immunize/miic/train/compatview.pdf)
2. Enter your organization code, username, and password. Select “Login”.

If you cannot login to MIIC, contact your organization’s MIIC administrator. If you do not know your organization’s MIIC administrator, contact the MIIC Help Desk at health.miichelp@state.mn.us.

Creating a Vaccine Summary Report

1. Select “request vaccine summary” under the “Vaccine Usage” section in the left-side navigation bar.



2. Select your vaccine summary report criteria.

VACCINE SUMMARY REPORT

The screenshot shows a web form titled "Vaccine Summary Reports". Under the heading "Vaccine Summary Report Criteria", there are two date input fields: "Date From:" and "To:". Each field has a small calendar icon to its right. Below these is a text input field for "Report Name:" followed by "(optional)". To the right of the form is a button labeled "Generate Report".

- Date From/To: Date range is a required field.
 - **Date From:** Enter the earliest vaccination date you are interested in. You can either use the calendar icon to the right of the field or type the date directly in the field using the MM/DD/YYYY format. The system will automatically input slashes in the date as you type.
 - **Date To:** Enter the latest vaccination date you are interested in. You cannot select a future date. You can either use the calendar icon to the right of the field or type the date directly in the field using the MM/DD/YYYY format. The system will automatically input the forward slashes in the date as you type.
- Report Name: Name your report using the "Report Name" box.
 - This is not required, but it can be a good way to keep track of what you are running.
 - If you do not input a unique report name, the name of your report will be the name of the organization you're acting on behalf of, followed by the date and time the report was generated.

3. Select the "generate report" button to continue.

Processing and Viewing the Report

1. Once the report has been generated, it will appear under the "Report Status" section of the page.

The screenshot shows the "Report Status" section of the "Vaccine Summary Reports" form. It features a "Refresh" button in the top right corner. Below the button is a table with the following data:

Name	Type	Started	Completed	Status
Report Name	Vaccine Summary	07/15 03:59:00 PM	07/15 03:59:00 PM	Ready

- If the report status does not display "ready", you may need to click on the "refresh" button on the right until it is available.
2. Select the report you wish to view by clicking on the report name underlined in blue under the "Name" column. When selected, the report will open as a PDF in a new tab. You have the option to view, print, or save the report.

Interpreting and Using the Report

Vaccine	Trade Name	Count
Adeno T4		0
Adeno T7		0
Adenovirus, types 4 and 7		0
Adenovirus, unspecified formulation		0
Adjuvant-AS03		0
Anthrax		0
BCG		0

The vaccine summary report shows the count of all vaccines your organization has reported to MIIC during the selected date range. The vaccine summary report displays the following information:

1. A report header reflecting general information about your request.
2. A line list table with the below information:
 - Vaccine
 - Trade Name
 - Count of Immunizations

MIIC Help

For assistance with the MIIC Vaccine Summary Report, contact the MIIC Help Desk at health.miichelp@state.mn.us.

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To obtain this information in a different format, call: 651-201-5207.