

Changing or Deleting Immunization Information

Getting Started

A non-school user with Standard or Provider Admin-level access may change or delete an immunization due to data entry error. Administered immunization doses may only be changed or deleted by the provider that entered the original dose. Any non-school NDIIS user with Standard or Provider Admin-level access can change or delete a historical dose entered with the 9999—UNKNOWN provider ID.

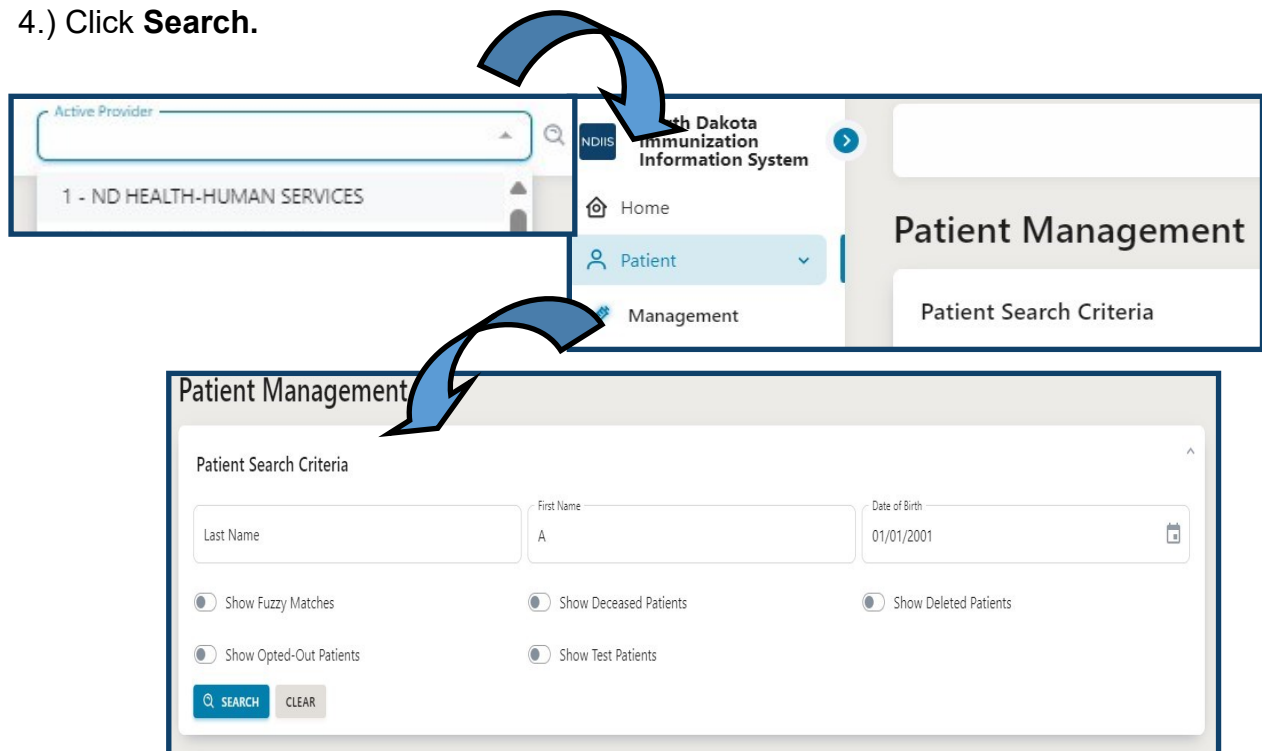
- 1.) To find an immunization in a patient's record, login to the NDIIS.
- 2.) Select your provider from the **Active Provider** drop-down options.

You must have a provider selected in order to view any information in the NDIIS.

- 3.) Located on the left side of the screen is the Main Menu. Select the **Patient** module and from that drop-down click **Management**. This will open the **Patient Search Criteria**.

⇒ The easiest way to search for a patient is by using their birthdate and the first letter of their first name.

- 4.) Click **Search**.



Patient Details

After entering and searching for your patient, the patient search results will appear below.

1.) Find your patient's record. Click on it to highlight and in the top left corner of the Patient Search Results module click on **View Detail**.

⇒ If you cannot find your patient, click on the **Filters** button to narrow down the results. You can filter by either the first, last, or middle name; date of birth; alias name; address; city; state.

⇒ If this still does not result in the right patient record in the results, click **Refine Search** to search the NDIIS database again using different criteria.

The screenshot shows the 'Patient Search Results' interface. At the top, there are buttons for 'VIEW DETAIL', '+ ADD NEW PATIENT', and 'REFINE SEARCH'. A 'FILTERS' button is highlighted with a red box. Below the buttons is a table with columns for 'LAST NAME', 'FIRST NAME', 'MIDDLE NAME', and 'DATE OF BIRTH'. A filter dropdown menu is open, showing a search criteria of 'Last Name contains Filter value'. The dropdown menu lists various filter options: Last Name, First Name, Middle Name, Date of Birth, Alias, Address, City, and State / Province. A 'REMOVE ALL' button is also visible.

LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH
Bu		Bruno	
Bu	hambault	Gibby	
Ga	bur	Melinde	
Gu	gelita	Daffie	
Hu	ino	Shaylah	
McAw	Annabell	Paula	

The screenshot shows the 'Core Demographics' form. It includes sections for 'Possible Duplicate', 'Birth Information', 'Contact Information', and 'Address'. The 'Birth Information' section has fields for 'Date of Birth' (02/24/2014) and 'Birth State'. The 'Contact Information' section has a 'Military Base' checkbox and a 'VALIDATE' button. The 'Address' section has fields for 'Address 1' (123456 MAIN STREET), 'Address 2', 'City' (FARGO), 'State/Province' (North Dakota), 'Postal Code' (58104), and 'County' (Cass). There are also fields for 'Primary Phone Number' ((312) 324-6168) and 'Email Address' (ArieBouchard@example.com).

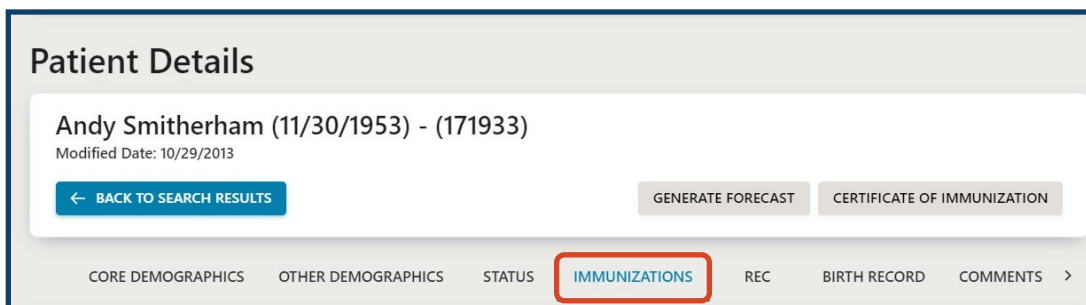
DEMOGRAPHIC REMINDER
Data Quality greatly improves when records are reviewed and updated regularly.

2.) The selected patient record will open to the **Demographics** tab.

⇒ All required fields will be marked by an asterisk (*) and must be filled in before new information can be saved

⇒ Be sure to verify the client demographics at every visit

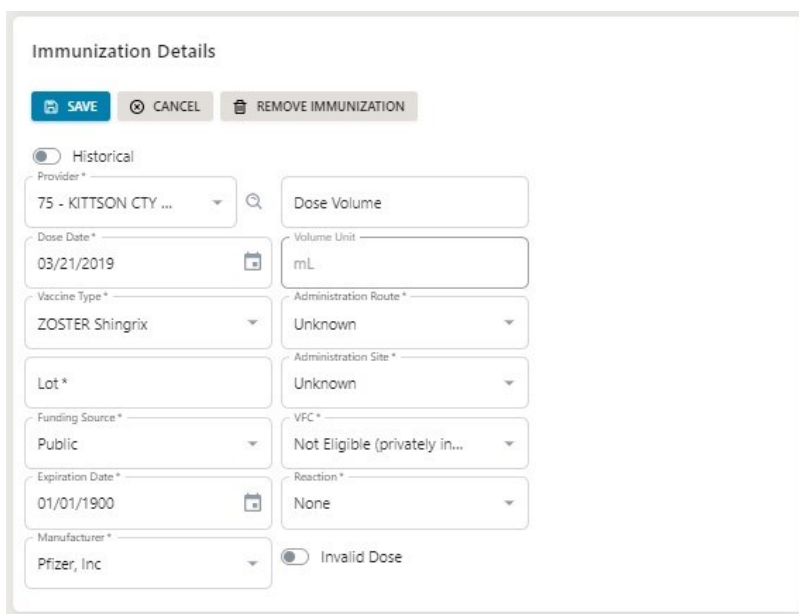
3.) To access the patient's immunization record, click on the **Immunizations** tab.



The screenshot shows the 'Patient Details' interface for Andy Smitherham (11/30/1953) - (171933). The page includes a 'Modified Date: 10/29/2013' and buttons for 'BACK TO SEARCH RESULTS', 'GENERATE FORECAST', and 'CERTIFICATE OF IMMUNIZATION'. A navigation bar at the bottom contains tabs for 'CORE DEMOGRAPHICS', 'OTHER DEMOGRAPHICS', 'STATUS', 'IMMUNIZATIONS' (highlighted with a red box), 'REC', 'BIRTH RECORD', and 'COMMENTS'.

Changing an Immunization dose

1.) In the **Immunization Summary** module, select the immunization dose that is to be changed by clicking on it to open the **Immunization Details**.



The 'Immunization Details' form includes a 'Historical' toggle (unchecked), 'SAVE', 'CANCEL', and 'REMOVE IMMUNIZATION' buttons. Fields include: Provider (75 - KITTSON CTY ...), Dose Volume, Dose Date (03/21/2019), Volume Unit (mL), Vaccine Type (ZOSTER Shingrix), Administration Route (Unknown), Lot, Administration Site (Unknown), Funding Source (Public), VFC (Not Eligible (privately in...)), Expiration Date (01/01/1900), Reaction (None), and Manufacturer (Pfizer, Inc). An 'Invalid Dose' toggle is also present.

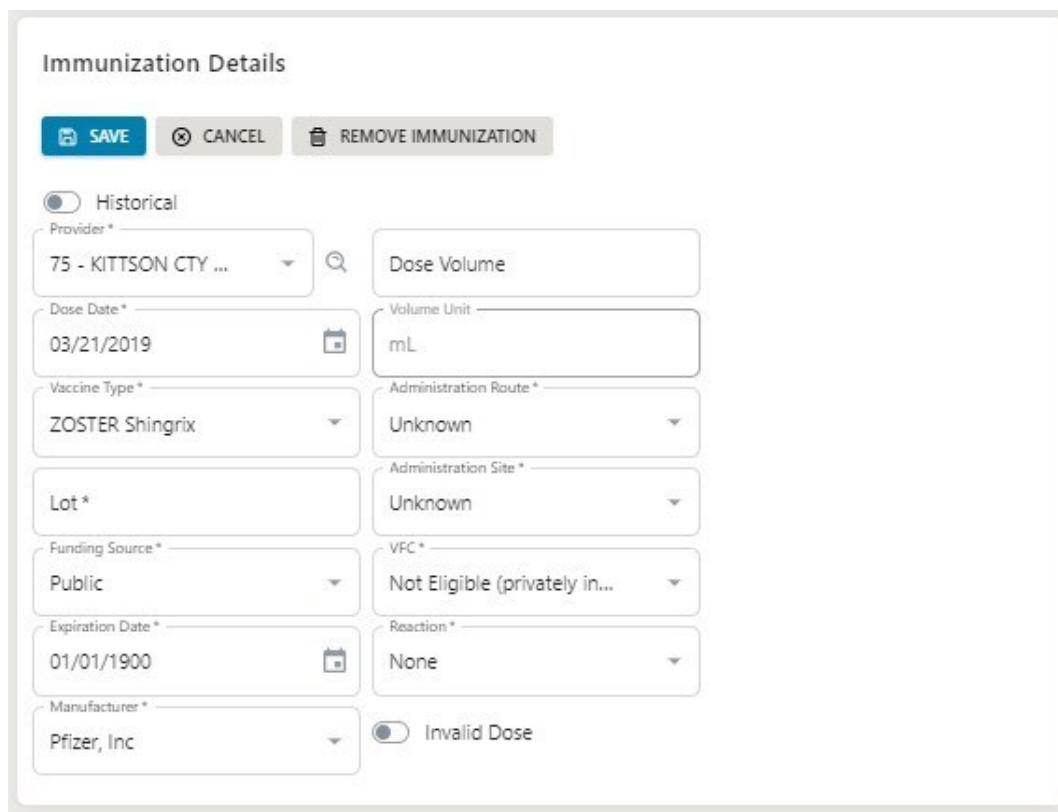
2.) **Immunization Details** allows for changes to be made to the selected dose. If the dose is not historical, the user will need to complete all required fields indicated by the asterisk (*).

3.) When the changes have been completed, click the **Save** button. This will close the Immunization Details and revert back to the summary.

Note: Only a user from the administering provider site can make changes to a dose. If a saved dose from another provider needs to be updated please contact the NDIIS team for assistance.

Deleting an Immunization dose

1.) In the **Immunization Summary**, select the immunization dose that is to be changed by clicking on it to open the **Immunization Details**.



The screenshot shows the 'Immunization Details' form. At the top, there are three buttons: 'SAVE' (blue), 'CANCEL' (grey), and 'REMOVE IMMUNIZATION' (grey). Below the buttons is a 'Historical' toggle switch. The form contains several fields: 'Provider *' (dropdown menu showing '75 - KITTSON CTY ...'), 'Dose Volume' (text input), 'Dose Date *' (calendar icon, showing '03/21/2019'), 'Volume Unit' (text input showing 'mL'), 'Vaccine Type *' (dropdown menu showing 'ZOSTER Shingrix'), 'Administration Route *' (dropdown menu showing 'Unknown'), 'Lot *' (text input), 'Administration Site *' (dropdown menu showing 'Unknown'), 'Funding Source *' (dropdown menu showing 'Public'), 'VFC *' (dropdown menu showing 'Not Eligible (privately in...)'), 'Expiration Date *' (calendar icon, showing '01/01/1900'), 'Reaction *' (dropdown menu showing 'None'), and 'Manufacturer *' (dropdown menu showing 'Pfizer, Inc'). There is also an 'Invalid Dose' toggle switch at the bottom right.

2.) To delete an immunization, click the **Remove Immunization** button. This will trigger a prompt asking if you are sure you want to remove the selected vaccination event from the record.

Click **No** to close the prompt and resume editing the immunization detail.

Click **Yes** to remove the immunization event from the record. This completes the deletion and removes the vaccination event from the record. The immunization details module will automatically close and revert back the summary.

