



Looking Up an Immunization Record

1.) To access a patient's immunization record, login to the NDIIS.

2.) Once on the Home Screen, select the **Active Provider** you wish to work in the NDIIS under.

 \Rightarrow You will not be able to access patient records unless a provider is selected.



3.) From the **Main Menu**, select the **Patient** module and 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.

| North D Immuni Informa | Pakota zation tion System | Patient Managem | ent | 7 |
|--------------------------------|---------------------------------|-------------------------|---------------|---------------|
| Patient Managen | nent | Patient Search Criteria | | \mathcal{L} |
| Patient Manag | ement | | | |
| Patient Search Criter | ia | | | ^ |
| Last Name | First Na a | me | Date of Birth | |
| Show Fuzzy Matches CLEAR CLEAR | | | | |

- 4.) The Patient Search will return a list of up to 1,000 possible matches.
- \Rightarrow Users can filter the search results by utilizing the **Filters** sub-menu.



ADDITIONAL INFORMATION

- ⇒ The search results can be Filtered by Last Name, First Name, Middle Name, Date of Birth, Alias, Address, City, and State/Province.
- ⇒ Users are also able to change the operator for their Filter type to "Contains", "Equals", "Starts with", "Ends with", "Is empty", "Is not empty", and "Is any of".
- \Rightarrow The Filter value is a text box where users enter the criteria.
- ⇒ Users are also able to utilize more than one filter value at a time using the Add Filter button. The filters are removed all at once with the Remove All button.

5.) If the correct patient record is not found in the initial result search or through filtering, users can return to the Patient Search by clicking **Refine Search** and updating the entered search criteria.

| Patient Search | Results | | |
|----------------|-------------------|---------------|-----|
| FILTERS | + ADD NEW PATIENT | REFINE SEARCH | |
| LAST NAME | FIRST NAME | MIDDLE NAME | DAI |

6.) To view a record from the list of possible matches highlight the record from the list and click **View Detail.**



- 7.) The record will open to the patient's Core Demographics.
 - ⇒ All required fields will be marked by an asterisk (*) and must be filled in before new information can be saved.
 - \Rightarrow Be sure to verify the patient demographics at <u>every</u> visit.

| EACK TO SEARCH RESULTS | | GENERATE FORECAST CERTIFICATE OF IMMUNIZATIO |
|--|---|--|
| | | |
| SAVE SAVE UNDO CHANGES | | |
| ore Demographics | | |
| Possible Duplicate | | |
| ast Name * | First Name * | Middle Name |
| mitherham | Andy | Jewel |
| lias Last Name | Alias First Name | Alias Middle Name |
| therham | dy | wel |
| ace * | Ethnicity * | |
| Jnknown/undetermined | Not Specified | * |
| rimary Language | | |
| Jnknown 👻 | | |
| Birth Information | | |
| Date of Birth * | | |
| 11/30/1953 | Birth State 👻 | |
| | Biological Sex * | |
| Is Multiple Birth (twins, triplets, etc) | Male | |
| Address 1* | | |
| Address 1 * 874 Ilene Avenue Address 2 | | |
| Address 1 * 874 llene Avenue Address 2 1114 Delaware Hill | | |
| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City* | State/Province * | |
| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City* PHOENIX | State/Province * Arizona | |
| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City* PHOENIX Postal Code* | State/Province * Arizona | |
| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City* PHOENIX Postal Code* 85021-2934 | State/Province * Arizona County * Out of State | |
| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City * PHOENIX Postal Code * 85021-2934 Primary Phone Number * | State/Province * Arizona County * Out of State | |
| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City* PHOENIX Postal Code* 85021-2934 Primary Phone Number* (999) 869-2082 | State/Province * Arizona County * Out of State Phone Number Type * | |
| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City* PHOENIX Postal Code* 85021-2934 Primary Phone Number* (999) 869-2082 Email Address | State/Province * Arizona County * Out of State Phone Number Type * | |
| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City * PHOENIX Postal Code * 85021-2934 Primary Phone Number * (999) 869-2082 Email Address AndySmitherham@example.com | State/Province * Arizona County * Out of State Phone Number Type * | |
| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City* PHOENIX Postal Code* 85021-2934 Primary Phone Number* (999) 869-2082 Email Address AndySmitherham@example.com Mother Information | State/Province* Arizona County* Out of State Phone Number Type* | |
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| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City* PHOENIX Postal Code* 85021-2934 Primary Phone Number* (999) 869-2082 Email Address AndySmitherham@example.com Mother Information Last Name Smitherham | State/Province * Arizona County * Out of State Phone Number Type * | Middle Name Correna |
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| Address 1* 874 Ilene Avenue Address 2 1114 Delaware Hill City* PHOENIX Postal Code* 85021-2934 Primary Phone Number* (999) 869-2082 Email Address AndySmitherham@example.com Mother Information Last Name Smitherham Maiden Name Doe Responsible Person Last Name Daci | State/Province * Arizona County * Out of State Phone Number Type * First Name Kanya | Middle Name Correna |
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8.) To access the patient's immunization record, click on the Immunizations tab.



9.) The **Immunizations** section of the patient record contains all immunization information including:

- ⇒ Dose Date date the immunization was administered
- ⇒ **PID** Provider ID for the facility that administered the immunization
- ⇒ **Provider** name of facility that administered the immunization
- \Rightarrow Lot lot number of the immunization that was administered
- ⇒ **Reaction** if the patient had a documented reaction to that dose
- ⇒ VFC Vaccines for Children/Vaccines for Adults program eligibility status
- ⇒ Vaccine Type type of immunization administered
- ⇒ Historical if the dose was administered or entered from another record as part of the patient's historical vaccinations
- ⇒ Valid dose was the dose valid according to the routine, age-based ACIP recommended immunization schedule

| Immunizatic | on Summa | ary | | | | | | |
|----------------|----------|---------------------------|-----|----------|-------------------------|--------------------|-----------------|-------|
| + ADD IMMUI | | | | | | | | |
| FILTERS |] | | | | | | Q Search | |
| DOSE DATE | PID | PROVIDER 1 | LOT | REACTION | VFC | VACCINE TYPE | HISTORICAL | VALID |
| 10/24/2013 | 6522 | WHITE DRUG GRAND FORKS | | None | Not Eligible (privately | INFL (IIV3 W/P) | | 0 |
| 11/2/2012 | 6522 | WHITE DRUG GRAND FORKS | | None | Not Eligible (privately | INFL (IIV3 W/P) | | 0 |
| 10/26/2011 | 6522 | WHITE DRUG GRAND FORKS | | None | Not Eligible (privately | INFL (IIV3 W/P) | | 0 |
| 11/18/2008 | 4981 | AURORA URGENT CARE | | None | Not Eligible (privately | INFL (unspecified) | | 0 |
| 4/23/1997 | 18 | GRAND FORKS PUBLIC HEALTH | | None | | Td-2 (adult P/F) | | 0 |
| | | | | | | Rows per page: | 10 💌 1-5 of 5 | < > |

10.) To Filter the patient's immunization record, click on the **Filters** button.

 \Rightarrow Users can also utilize the Search function in the top right corner.

| Immunization Summary | |
|----------------------|----------|
| + ADD IMMUNIZATION | |
| FILTERS | Q Search |

11.) The **Filters** drop-down allows users to search for specific doses using the information available in that part of the patient's record.

| XD | olumns Dose Date 🔹 🔺 | Operator Value contains + Filter value |
|----|-------------------------|---|
| + | Dose Date | TREMOVE ALL |
| 11 | PID | AURORA URGENT CARE |
| 4 | Provider | GRAND FORKS PUBLIC HEALTH |
| | Lot | |
| | Reaction | |
| | VFC | |
| | Vaccine Type | |
| | Historical | |
| | Valid | |