Looking Up an Immunization Record
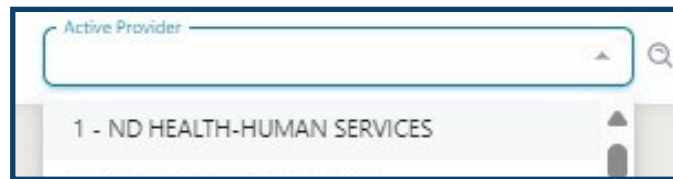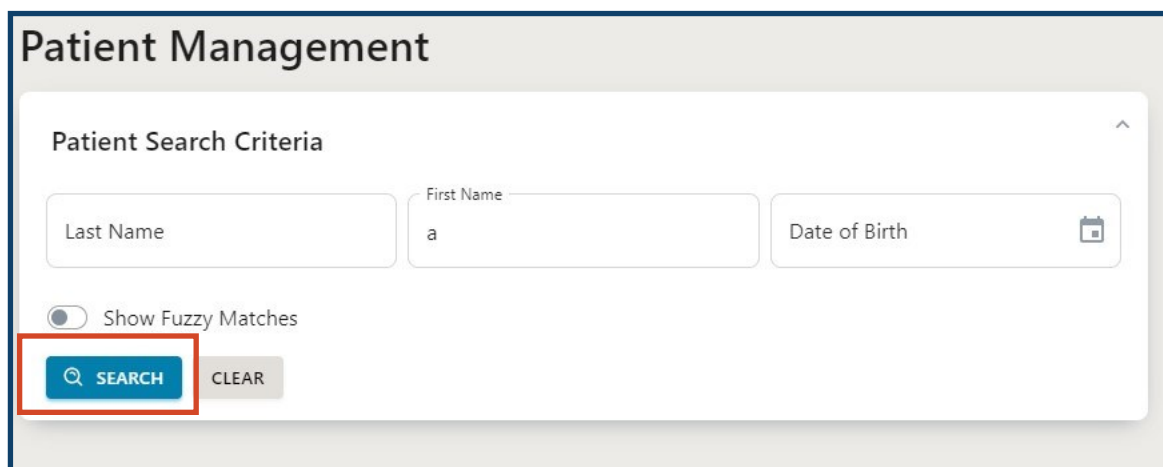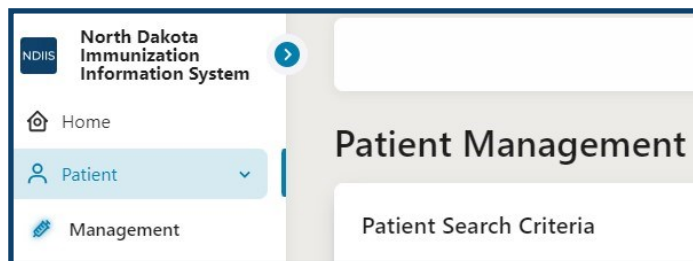
1.) To access a patient's immunization record, login to the NDIIS.

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

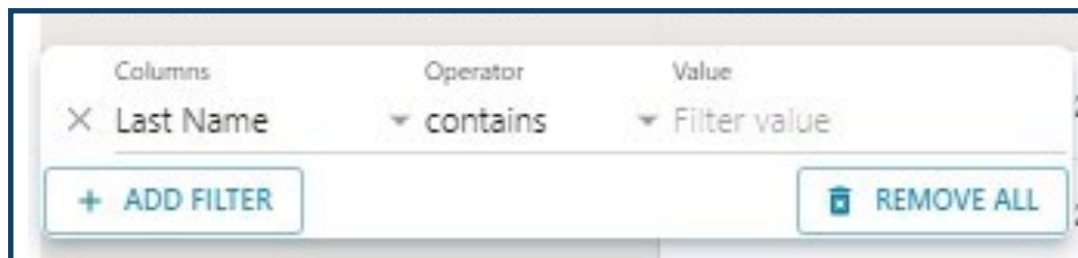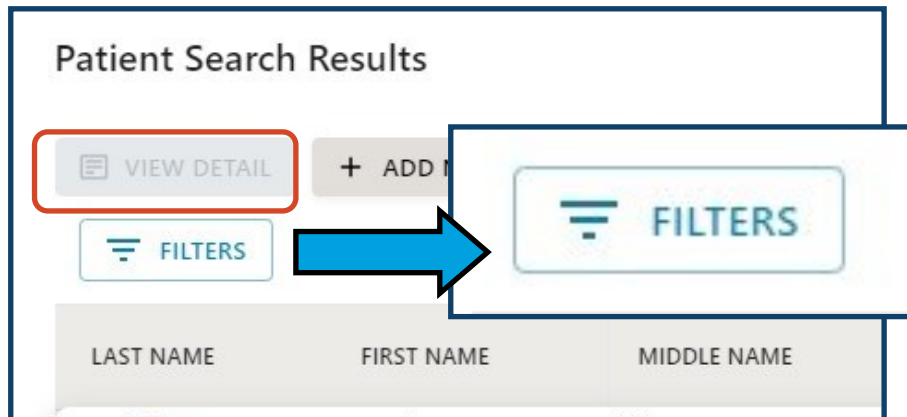⇒ You will not be able to access patient records unless a provider is selected.

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.

4.) The Patient Search will return a list of up to 1,000 possible matches.

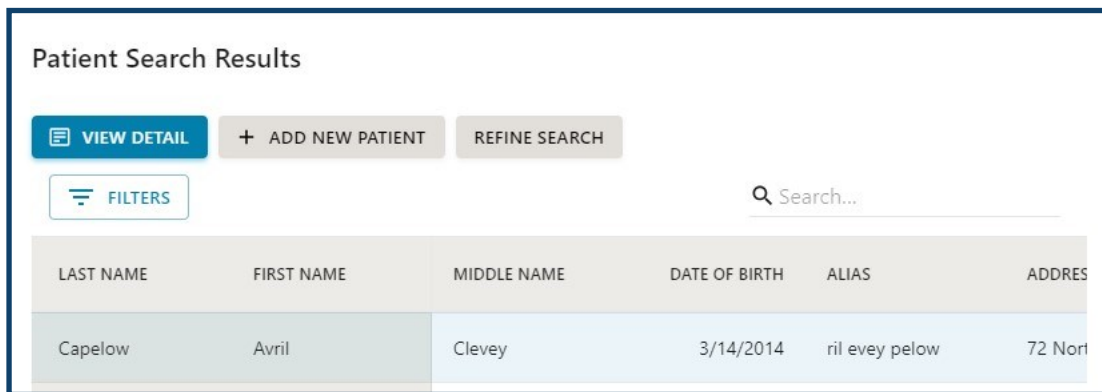⇒ Users can filter the search results by utilizing the **Filters** sub-menu.

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".

⇒ 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.

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.

⇒ Be sure to verify the patient demographics at <u>every</u> visit.

Andy Smitherham (11/30/1953) - (171933)

Modified Date: 10/29/2013

[← BACK TO SEARCH RESULTS] [GENERATE FORECAST] [CERTIFICATE OF IMMUNIZATION]

[💾 SAVE] [↶ UNDO CHANGES]

Core Demographics

⚪ Possible Duplicate

Last Name *	First Name *	Middle Name
Smitherham	Andy	Jewel

Alias Last Name	Alias First Name	Alias Middle Name
itherham	dy	wel

Race *	Ethnicity *
Unknown/undetermined	Not Specified

Primary Language
Unknown

Birth Information

Date of Birth *	Birth State
11/30/1953 📅	

⚪ Is Multiple Birth (twins, triplets, etc)

Biological Sex *
Male

Contact Information

Address

⚪ Military Base [VALIDATE]

Address 1 *
874 Ilene Avenue

Address 2
1114 Delaware Hill

City *	State/Province *
PHOENIX	Arizona

Postal Code *	County *
85021-2934	Out of State

Primary Phone Number *	Phone Number Type *
(999) 869-2082	

Email Address
AndySmitherham@example.com

Mother Information

Last Name	First Name	Middle Name
Smitherham	Kanya	Correna

Maiden Name
Doe

Responsible Person

Last Name	First Name	Middle Name
Pepi	Kanya	Correna

Relationship to Patient

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

⇒ **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

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

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

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