

Adding Immunizations Using Inventory

MIIC USER GUIDANCE TRAINING RESOURCE

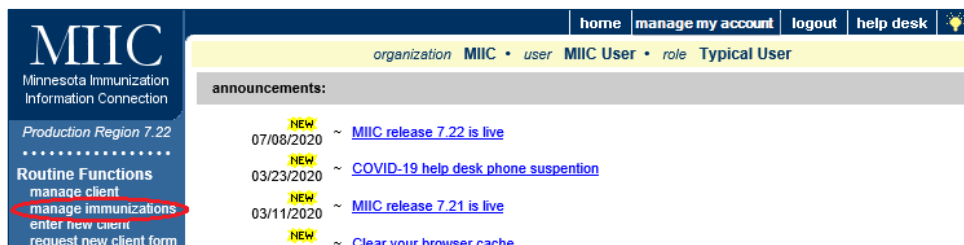
The following guide describes how to add immunizations into a client’s record in the Minnesota Immunization Information Connection (MIIC) if your organization uses MIIC to track vaccine inventory (vaccine doses on hand). Information about entering client comments is also included in this guide.

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Getting started

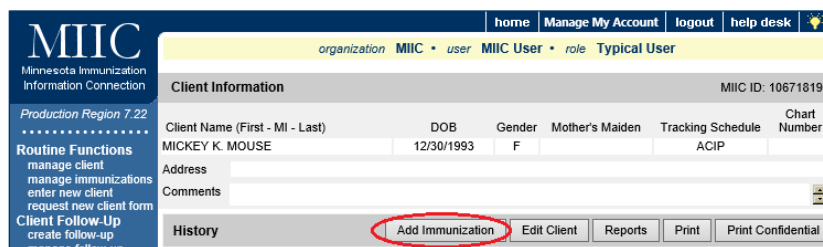
1. Log into MIIC using your organization code, username, and password.
2. From the left-side menu in MIIC, select “manage immunizations.”



3. Search and select for your client’s record in the client search criteria. Please refer to [Client Search and Printing Immunization Records](#) (www.health.state.mn.us/people/immunize/miic/train/clientsearch.html) for more information on searching for clients in MIIC.

Adding immunizations

1. The client profile screen should now be open. Select “Add Immunization.”



- The middle section labeled “Active immunization inventory on: [date]” is a listing of all the active vaccines that you currently have in your organization’s inventory.

The screenshot shows the MIIC (Minnesota Immunization Information Connection) interface. At the top, there are navigation links: home, manage my account, logout, help desk. Below that, it shows the organization (MIIC) and user (MIIC User) information. The main section is titled "Client Information" and displays details for Mickey K. Mouse, including DOB (12/30/1993), Gender (F), and Tracking Schedule (ACIP). A red circle highlights the "Active immunization inventory on : 07/21/2020" text, with "OK" and "Cancel" buttons next to it. Below this, there is a table for "New Immunizations" with columns for Immunization, New, and Hist #. The "New" column has checkboxes for HepB, Hib, and Smallpox. To the right, there are "Defaults for new immunizations" including Organization Site (Gopher Clinic), Ordering Authority (Unknown), and Administered By (Unknown).

- Check the box(es) for the administered immunization(s) you want to add under the “New” column. Multiple immunizations can be added at once. For example:
 - If a dose of a non-combination vaccine has been given, such as Influenza, place a check mark in the box next to the antigen.
 - If a combination vaccine has been given, check only one of the individual antigens from that combination. For example, to add a Twinrix immunization, instead of checking both Hepatitis A and Hepatitis B, only select one.
- Once you have checked the administered immunizations, click “OK” to add additional information.

The screenshot shows the "New Immunizations (3)" dialog box. It has a "Date Provided" field set to 06/23/2020 (callout A), an "Ordering Authority" dropdown set to Unknown (callout B), and a "Trade Name-Lot" dropdown (callout C). Below these are three rows of immunization data: HepB, Hib, and Smallpox. Each row has dropdowns for "Immunization", "Administered By", "Body Site", "Route", and "Dose Eligibility Status". The "Route" for Smallpox is set to "multiple punct". "OK" and "Cancel" buttons are at the bottom right.

- Date provided:** This will default to today’s date. Change the date if the doses were administered on a different day. The date format is MMDDYYYY (two-digit month, two-digit day, and four-digit year). MIIC automatically enters the slashes.
- Ordering authority:** Choose from the drop-down list. “Unknown” is the default choice.
- Trade name-lot:**
 - Choose from the drop-down list. Verify you picked the right trade name and lot number.

Note: If the lot number is not in your drop-down list, this vaccine may not be in your MIIC inventory. Refer to [Managing Vaccine Inventory: MIIC User Guidance and Training Resources \(www.health.state.mn.us/people/immunize/miic/train/manageinv.html\)](http://www.health.state.mn.us/people/immunize/miic/train/manageinv.html) for more information.

- For combination vaccines, MIIC will use the trade name you choose to automatically add all included antigens to the record.
- If you have both public and private stock, you want to be especially sure you choose the correct lot number.

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- d. **Administered by, body site, route, and dose eligibility status** are all optional fields that we encourage you to fill in if they are known.

Note: Clinics that want to use MIIC's MnVFC Reports feature to help them complete their Minnesota Vaccines for Children (MnVFC) Program Annual Report of Immunized Pediatric Patients must enter dose eligibility status. Refer to [Vaccine Ordering and Management in MIIC](http://www.health.state.mn.us/people/immunize/miic/managevax/index.html) (www.health.state.mn.us/people/immunize/miic/managevax/index.html) for more information.

5. Select "OK" to enter the immunization(s) and return to the client immunization history screen.

Editing immunizations

1. Verify that you correctly added the client's immunization(s).
2. If any information is incorrect, go to the "Edit" column. Select the pencil icon next to the immunization you want to correct.

Vaccine Group	Date Administered	Series	Vaccine (Trade Name)	Dose	Owned?	Hist?	Edit
DTPaP	02/01/1994		DTaP, 5 pertussis antigens [DAPTACEL ®]			Yes	✍
	04/01/1994	1 of 5	DTaP, 5 pertussis antigens [DAPTACEL ®]			Yes	✍
	06/01/1994	2 of 5	DTaP/Polio/Hep B [Pediarx ®]			Yes	✍
	08/01/1994	3 of 5	DTaP, 5 pertussis antigens [DAPTACEL ®]			Yes	✍
	01/01/1995	4 of 5	DTaP, 5 pertussis antigens [DAPTACEL ®]			Yes	✍
	05/01/1995		DTaP, 5 pertussis antigens [DAPTACEL ®]			Yes	✍
	09/10/2014		DTaP, 5 pertussis antigens [DAPTACEL ®]		No	Yes	✍
HepB	06/01/1994	1 of 3	DTaP/Polio/Hep B [Pediarx ®]			Yes	✍
	09/15/2018	2 of 3	HepB, unspecified formulation			Yes	✍
	01/15/2019	3 of 3	HepB, unspecified formulation			Yes	✍
	06/30/2020		HepB-Hib [Comvax ®]	Full		Yes	✍
Hib	04/01/2014		Hib-OMP [PedvaxHIB ®]		No	Yes	✍

3. The edit screen should now appear.

Edit Immunization

Vaccine Group: HepB - Hib
 Vaccine Display Name: HepB-Hib
 Manufacturer Name:
 Trade Name: Comvax
 Vaccine Lot Number: 33333333 / public
 Lot Expiration Date: 04/11/2022
 Body Site:
 Administered Route:
 Dose From Inventory:
 Partial Dose:
 Date Provided: 06/30/2020
 Dose Eligibility Status:
 Ordering Authority:
 Administered By:
 Disregard Primary Series:
 VIS Date for HepB: 08/15/2019
 VIS Date for Hib: 10/30/2019
 Entered by Site: Gopher Clinic

4. Make corrections and select "Save".

Note: If you select "Delete," MIIC will remove the entire immunization. Whether or not you can delete an immunization will depend on who reported the immunization and how the immunization was reported to MIIC.

Entering client comments

1. Create a client comment to document an immunity to disease, medical exemption, or vaccine refusal.
2. Select “Edit Client” on the client immunization history screen.

The screenshot shows the MIIC (Minnesota Immunization Information Connection) interface. At the top, there are navigation links: home, Manage My Account, logout, and help desk. Below this, the organization is identified as MIIC and the user as MIIC User. The main section is titled 'Client Information' and displays details for Mickey K. Mouse, including DOB (12/30/1993), Gender (F), and Tracking Schedule (ACIP). A 'Comments' section shows a list of comments, with the first one highlighted: '{1 of 3} .. 02/06/2004 ~ Medical exemption: DTaP'. At the bottom, there are buttons for 'Add Immunization', 'Edit Client' (circled in red), 'Reports', 'Print', and 'Print Confidential'.

3. The client profile page should open. Select the “Client Comment(s)” tab on the bottom.

The screenshot shows the 'Personal Information' page for Mickey K. Mouse. The page includes fields for Last Name (MOUSE), First Name (MICKEY), Middle Name (K), Birth Date (12/30/1993), Birth Country (UNITED STATES), Race, Ethnicity, and Mother's Name (KAT). There are also fields for Street Address, Other Address, P.O. Box, City, State, Zip, and County. At the bottom, there are tabs for 'Client Information', 'Address(es)/Contact(s)', and 'Client Comment(s)', with the last one highlighted in red. Below the tabs, there are fields for Chart #, Status (Inactive), and checkboxes for 'Allow Reminder and Recall Contact?' and 'Allow Sharing of Immunization Data?'.

4. On this screen, you can view previous comments or add new comments.

The screenshot shows the 'Client Comment Listing' page. It features a table with columns for 'Select', 'Date', and 'Client Comment'. The first row shows a comment from 07/28/2018: 'Immunity: Titer/MD Dx Varicella or Zoster'. To the right of the table, there are buttons for 'New' (highlighted in red) and 'Delete'. Below the table, there is a section for 'Enter New Client Comment ...' with a dropdown menu for 'Client Comment' (labeled B) and a date field for 'Applies-To Date' (labeled C). At the bottom right, there are 'Next' (labeled D) and 'Cancel' buttons.

5. To add a new comment:
 - Select “New”
 - Select the comment from the “Client Comment” drop-down menu.
 - Enter a date in the “Applies-To Date” box.

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- Select “Next” and comment will appear in the Client Comment listing.
6. To add another comment, repeat steps A through D.
 7. Comments appear on the immunization history screen in the “Client Information” section. They also affect MIIC’s clinical decision support tool (forecaster). For example, if a comment is entered saying that the client is immune to Varicella, “Immune” will appear in the forecaster and the client will not be recommended for Varicella immunization. This is shown below.

Client Information

Client Name (First - MI - Last): MICKEY K. MOUSE
 DOB: 12/30/1993
 Gender: F
 Mother's Maiden: ACIP
 Tracking Schedule: ACIP
 Chart Number: MIIC ID: 10671819

Comments: (2 of 3) - 06/01/2014 - Pt Report Hx of Varicella/Chicken Pox

Vaccine Group	Date Administered	Series	Vaccine [Trade Name]	Dose	Owned?	Hist?	Edit
DTP/aP	02/01/1994		DTaP,5 pertussis antigens [DAPTACEL®]		Yes		
	04/01/1994	1 of 5	DTaP,5 pertussis antigens [DAPTACEL®]		Yes		

Current Age: 26 years, 5 months, 25 days

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
	DTP/aP			Maximum Age Exceeded	
	HepB			Complete	
	Hib			Maximum Age Exceeded	
	HPV			Complete	
	Influenza			Refused	
<input checked="" type="checkbox"/>	MMR	03/12/2015	03/12/2015	04/09/2015	12/29/2056
	Polio			Maximum Age Exceeded	
<input checked="" type="checkbox"/>	Td/Tdap	12/30/2000	12/30/2000	12/30/2000	
	Varicella			Immune	

MIIC help

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.

organization MIIC • user MIIC User • role Typical User

announcements:

- NEW 07/08/2020 ~ [MIIC release 7.22 is live](#)
- NEW 03/23/2020 ~ [COVID-19 help desk phone suspension](#)
- NEW 03/11/2020 ~ [MIIC release 7.21 is live](#)

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