Generating Reports for Lists Transcript

This video will go over how to generate reports from existing lists in MIIC. For guidance on how to set up or manage your lists, please refer to the “Setting Up and Managing Lists” user guide or video.

To begin, log in to MIIC using your organization code, username, and password.

Next, find manage list. Depending on your role in MIIC, the left-hand navigation bar may look different for you. Click on “manage list” to proceed to the “Manage List” screen.

Then, select a report output type. On the “Manage List” screen, view your chosen list by clicking on the view icon resembling two people. On the list screen, click on the “View/Create Output” button on the top right. This will bring up the “List Based Output” screen.

The “Select Output” section shows five options for generating reports after clicking on a radio button. Member List - Displays the name and date of birth for each client on the list. Member Immunization History List - Displays the name, date of birth, and immunization history for each client. Immunization Due - Displays the name, date of birth, and all immunization information for immunizations due. FluSafe Reports - Generates reports for FluSafe participation or to track the most current dose of flu vaccinations. Client Query Files - Submits a list of individuals to MIIC to retrieve immunization and demographic data on those individuals.

All reports will appear in the section below titled “Generated Reports” except for the member list reports which will display automatically. To view the reports, click on its respective view icon.

Generating the report. The member list displays the name and date of birth for each client on the list, sorted alphabetically by last name. The member immunization history list displays the name, date of birth, and immunization history for each client on the list, sorted alphabetically by last name.

The immunization due report displays the name, date of birth, and all immunization information for immunizations due for each client on the list, sorted alphabetically by last name. The “Client immunizations Due List Request” section will appear after clicking on the “Immunizations Due” button. You can select all vaccine groups or identify specific groups only. Use the “Add” and “Remove” buttons to update your vaccine list.

Then in the “Enter the Date Criteria” section, enter in a target date range. A blank target date will default to today’s date. The “Target Date Range” will allow inclusion of those individuals who were, are, or will be overdue for the selected vaccine groups on a date falling within the target date range entered. If the “To” date is unspecified, the report date range will include the “From” date up to, and including, today’s date. If the both dates are left unspecified, then today’s date will be entered for both “From” and “To.”

Click “Submit” when you are done and the report will look like this.

The FluSafe reports generate reports that can be used for FluSaf participation or help users track the most current dose of flu vaccinations given to a group of people. When you click on the “FluSafe reports” button, you will see the following options. Choose a “Target Date Range” with the default being the most recent July 1st through the day you are running the report.

Select the button with the report you would like. Generate FluSafe summary report that includes total on list, total flu shots, percent of staff vaccinated, and percent of staff vaccinated in house. Generate Refusal of Influenza includes total on list, total refusals, percent of staff refused, employee names, comments, and date. Generate Medical Exemption of Influenza includes total on list, total exemptions, percent of staff exempt, employee names, comments, and date. Note: PDF and CSV versions of the reports all have the same information. CSV files are easier to sort and filter with external programs, like Excel, and can be helpful if you wish to group the information from these reports into similar sections.

The status will indicate “Ready” when done. Clicking “Refresh” allows you to keep checking for current information on report status. Click on the view icon resembling a document when the report is ready.

When you click on the client query files button, a demographic and immunization file will be generated as a .txt file for all clients in your list. The status will indicate “Ready” when done. Clicking “Refresh” allows you to keep checking for current information on report status. Click on the view icon when the report is ready (it looks like a document).

The client query files option submits a list of individuals to MIIC to retrieve immunization data on those individuals. Organizations can upload the returned data into their electronic system or analyze it independently. Please refer to the Submit Client Query User Guide that is provided by the link in this slide for more information about the query process and the return files you will get back.

For the PDF guide version and more assistance, go to the link provided on this slide.

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To obtain this information in a different format, call: 651-201-5414.