Entering New Clients in MIIC

MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to enter new clients into MIIC.

Getting started

1. Log into MIIC using your organization code, username, and password.

2. Always search MIIC to verify the client is not in MIIC. Refer to the Client Search and Printing Immunization Records: MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/clientsearch.html) for more information on searching for clients in MIIC.

3. Select **enter new client** in the left-hand navigation window.

Entering a new client

1. Use the "enter new client" screen to create a new client record.

- **Fields in blue are required**: "Last Name," "First Name," and "Birth Date." The date format is MMDDYYYY (two-digit month, two-digit day, and four-digit year). MIIC automatically enters the slashes. Fill in "Middle Name" if applicable.

- The "Mother's Maiden Last" and "Mother's First Name" are in blue and are recommended for client matching.

2. There are a few options to save the client profile after entering client information.

- The "Save" button will save changes to the client and give you a "Client Updated" message at the top of the screen.

- The "Immunize" button will save changes to the client, then immediately open the immunizations tab for this client. Refer to Entering Information: Adding Immunizations MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/index.html) for more information on how to enter immunizations.

- The "Add Next" button will save changes to the client and then open a new screen to enter a new client.

3. Click on either the "Save," "Immunize," or "Add Next" buttons to save and proceed accordingly.

4. After attempting to save, two messages or screens may pop up.

- If you did not enter the "Mother's Maiden Last" or "Mother's First Name", you will receive the message below after attempting to save. You can bypass these fields if they are not applicable by clicking "OK" on the message.
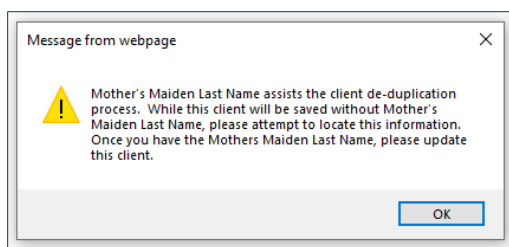
- If a screen pops up indicating "Client Match Detected," verify that the client is not already in MIIC.
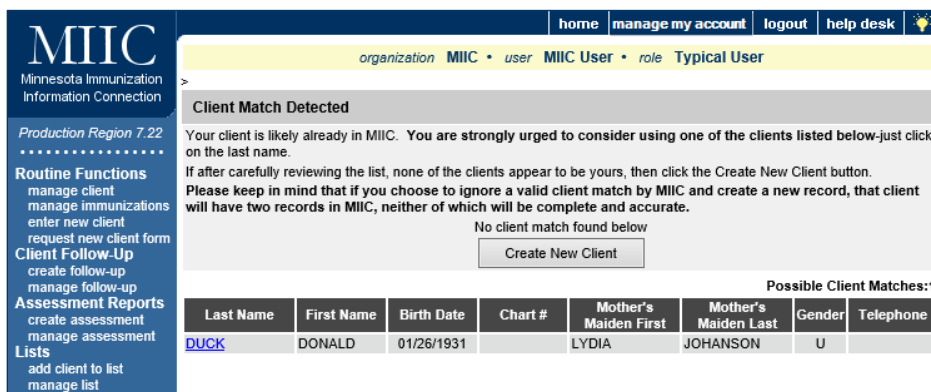
- If the client is **already in MIIC** (shown in the list), click on the last name underlined in blue to continue with that client. The data you entered will not be saved.

- If the client you are entering is not the same as any on the list and is **a new client**, click on "Create New Client" to save the client you just entered.

MIIC help

For assistance 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.
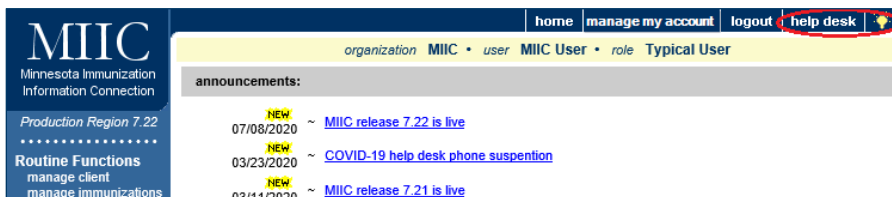
Minnesota Department of Health
Minnesota Immunization Information Connection (MIIC)
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651-201-5207
health.miichelp@state.mn.us
www.health.state.mn.us/people/immunize/miic

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To obtain this information in a different format, call: 651-201-5207.