DEPARTMENT OF HEALTH

How to Enter New Clients into MIIC Transcript

This guide describes how to enter new clients into MIIC. Step 1, go to the MIIC login website. On the login screen, type in the organization code, username, and password to access your account.

Step 2, check before entering new client. First, check if the client is already in MIIC in order to avoid duplicating MIIC client profiles. Under the "Routine Functions" section in the left-hand navigation bar, click on "manage client". Search by a minimum of two fields of either a last name, first name, or date of birth. If none of the clients match, then you may proceed to create a new client profile. Please refer to the user guide for more information on client search provided in this slide show.

Step 3, find the enter new client function. On the MIIC homepage, find the "Routine functions" section in the left-hand navigation bar. Under this section, click on "enter new client". This will take you to the new client screen.

Step 4, enter information for a new client. On this screen, you can enter in information for a new client in MIIC. The field names in blue are required to create a profile. This includes the last name, first name, and date of birth of the client at minimum. The mother's maiden last and mother's maiden first name are highlighted in blue, but are only recommended for better client matching. Please fill out as many of the other fields as you can, including email address and a full address if possible.

Additionally in the bottom section, for client information, chart number, provider PCP, and school are optional fields. Contact the MIIC Help Desk if you would like to learn more about these fields. Status refers to the client's engagement with your organization. For new clients, this status will default to active. An active status means this client is seeking care from or otherwise engaging in services provided by your organization. Change the status to inactive if the client has moved or sought care elsewhere. Clients with an inactive status will not be considered when running assessment reports for your organization. The deceased status should only be selected if the client's death has been confirmed by a valid source. MDH also updates client records based on death certificates filed with the Office of Vital Records. Allow reminder and recall contact refers to whether or not the client would like to be contacted with reminders when they are due for vaccination or recalls to the clinic when they are overdue for vaccination. Clients have the right to change this at anytime. Allow Sharing of Immunization Data refers to whether or not the client would like their MIIC record to be viewable by other MIIC providers, such as a hospital, clinic, or pharmacy. Clients can change this at anytime.

Step 5, saving new clients. Once you are finished entering in the client's information, you can save the client using three different options. In the top right corner of the screen, click on the save button to save the screen as it currently is, immunize to save and proceed to entering in immunization information, or add next to save and open up a new screen to enter a another new client.

After attempting to save the client, if you did not fill out the mother's maiden last name, you will receive a pop up message indicating that this information is missing. Click OK to remove the message and continue. This will not affect your save attempt or any information you entered in.

After saving, you may also receive a "client match detected" screen. This means that MIIC recognizes an existing client that might match the client you created. If any clients match, click on the client last name from the list to view the client profile. Your data will not be saved. Otherwise, if none of the clients listed are the same as the client you created, click on “create new client” to save and continue.

For a PDF guide version and further assistance, please go to the link provided her on this slide.

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