

NEW MEXICO
DEPARTMENT OF
HEALTH

NEW MEXICO IMMUNIZATION INFORMATION SYSTEM



ADMINISTERING VACCINES
PARTICIPANT GUIDE

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Welcome

This course will cover how to enter administered immunizations to patient records in the registry.



New Mexico State Immunization Information System - NMSIIS

Once all required trainings and quizzes have been completed, you can request your login credentials that include your user name, a temporary password and a link to the information registry.

Because the security of patient information must be maintained, users must not share login credentials.



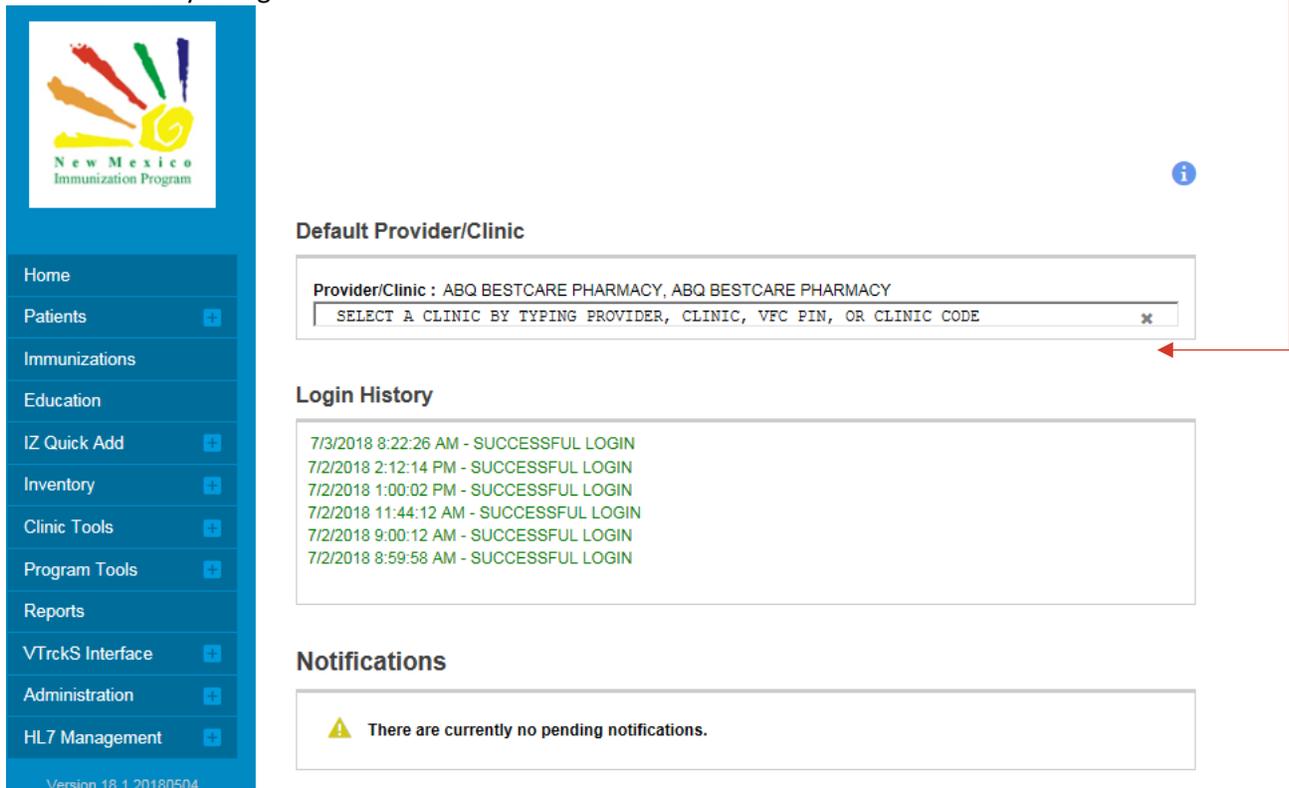
Learning Objectives

By the end of this course, you should be able to:

- Search for a patient immunization record.
- Add a vaccine immunization to a patient record.
- Understand Manual entry vs Data Exchange.
- Define what a VIS document is.
- What to do if a patient or parent refused a vaccine.
- What to do if a dose was not administered.
- How to add historical vaccines to a patient record.

Selecting your location

If you are assigned to multiple providers or clinics, always ensure that you have the correct location selected when you log in.



The screenshot displays the New Mexico Immunization Program web application interface. On the left is a blue sidebar with navigation links: Home, Patients, Immunizations, Education, IZ Quick Add, Inventory, Clinic Tools, Program Tools, Reports, VTrckS Interface, Administration, and HL7 Management. The main content area is white and contains three sections: 'Default Provider/Clinic', 'Login History', and 'Notifications'. The 'Default Provider/Clinic' section features a dropdown menu with the text 'Provider/Clinic : ABQ BESTCARE PHARMACY, ABQ BESTCARE PHARMACY' and a search prompt 'SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC CODE'. A red arrow points to this dropdown menu. The 'Login History' section lists several successful login events with timestamps. The 'Notifications' section shows a warning icon and the message 'There are currently no pending notifications.'

Patient Search

To administer a vaccine, you will begin by searching for your patient. Remember to initially search for the patient by using the first three letters of the patients first name and last name. Having the Patient ID number, this is the most efficient method to locate a record.

Patient Search i

[Links ▾](#)

Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="v"/>
Birth Info				
Mother Last Name	Mother First Name	Mother Middle Name	Mother Maiden Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Father Last Name	Father First Name	Father Middle Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="button" value="Previous Criteria"/>		<input type="button" value="Clear"/>		<input type="button" value="Search"/>

Info: To minimize the creation of duplicates and aid in the identification of existing duplicates, please initially search for your patient using the first two letters of the first and last name and the date of birth. If a duplicate is found, please notify the helpdesk.

Info: To minimize the creation of duplicates and aid in the identification of existing duplicates, please initially search for your patient using the first two letters of the first and last name and the date of birth. If a duplicate is found, please notify the helpdesk.

Unable to locate a patient record

If you are unable to identify the patient in the registry and have exhausted all search variations, you can create a new patient record.

Search Results - 3 record(s)

ID	Name	Insurance	VFC	Gender	DOB	Action
11769	ADAMS, MATT PO BOX 6 SANTA FE, NM 87505		1	M	01/02/2015	Demographics
11779	ADAMS, MATTHEW			M	01/20/2015	Demographics
11780	MATTEO, ADAMS 4501 SLAZAR RD UNIT B SANTA FE, NM 87505		1	M	10/01/2017	Demographics

You may add a new patient by clicking the 'New Patient' button.

[New Patient](#)

On the add new patient screen, after you click the Create button on the Add New Patient screen, the system performs another search to validate whether the patient already exists in the database. If any similar patients are found, the system will display them to the user.

Patient Demographics

Cancel LINKS Update

Edit

Patient Information

Last Name* First Name* Middle Name* Generation Title/Credential*

(MATEO) (ADAMS)

Gender* DOB*

(MALE) (01/02/2015)

Patient Eligibility*

(1) CENTENARA CARE (MEDICAD) +19 YRS

SSN YFC File Eligible

(999-99-9999)

Language

(ENGLISH)

English Speaking? Interpreter Needed?

HFPA Notice Status Date Given Last visit given

(MMDDYYYY) (MMDDYYYY)

Primary Contact

Relationship Type Last Name First Name Middle Name Generation

(MOTHER) (ADAMS) (ADAM)

Alias

Last Name First Name Middle Name Generation

Source of Health Insurance

Health Insurance Source (Identify up to three) Insurance ID or Number Date Last Verified Primary?

(MMDDYYYY) (MMDDYYYY) (MMDDYYYY)

On the patient demographics you will need to enter all required information and click update.

Immunization home screen

On the immunizations home screen, you will use the select action drop down and select Add Vaccines.

MATTEO, ADAMS ID: 11780 DOB: 10/01/2017 AGE: 0Y 9M 2D GENDER: M

Immunizations Home i

[Learn More](#)

View

DOB: 10/01/2017 Age: 0Y 9M 2D History of Varicella?: NO Date of Varicella: MM/DD/YYYY

Recommended Immunizations for today, 7/3/2018 (0Y 9M 2D)

Vaccine

- PCV13
- Hep B, ped/adol
- Polio-IPV
- DTaP
- Hib (PRP-T)
- Influenza Quad Inj P

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters>

This patient does not have any immunizations

Auto-Populate Add Vaccines Screen

This screen is only to be used when your clinic is a manual entry site and the vaccine was administered at your site.

Data Exchange

If your clinic submits your immunizations via data exchange you will not use this screen. Data exchange is an internal system used by providers to track patient data.

Once an immunization is entered in your clinics electronic medical record the record is submitted electronically to the registry and no further administration in the registry needs to occur.

If you are unsure if your site utilizes data exchange or you would like your site to be set up with data exchange, please work with your electronic medical records vendor.

MATTEO, ADAMS ID: 11780 DOB: 10/01/2017 AGE: 0Y 9M 2D GENDER: M

Immunizations Home Learn More Links Select Action

View

DOB	Age	History of Varicella?	Date of Varicella
10/01/2017	0Y 9M 2D	NO	MM/DD/YYYY

Recommended Immunizations for today, 7/3/2018 (0Y 9M 2D)

Vaccine

- PCV13
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⚠️ This patient does not have any immunizations

Auto-Populate Add Vaccines Screen

For more information on data exchange please contact the NMSIIS helpdesk.

Administering

Begin the administration by selecting the vaccination date and the prescriber of the immunization, enter date and select prescribed by. Next You will select the vaccines that are being administered.

To clear the recommended vaccines, click clear vaccines.

Notice the VIS is selectable here.

VIS = Vaccine Information Statement

This allows the users to document which VIS was given to the patient per vaccine administered.

If a patient or their legal guardian refuses a vaccine, use this drop-down menu to capture the refusal reason. In addition, when this information is saved to the database, a note is automatically created capturing the date, time, and reason the vaccine was refused.

Once all the information has been captured you can move to the next step to create and administer.

After updating you will be redirected back to the immunization page of the client, the vaccine administered will appear and will also decrement from your inventory.

Adding Historical Vaccines

Next, we will cover how to add a historical vaccine administration. Both manual and data exchange clinics can add history.

The Add History screen allows you to enter missing historical immunizations for a patient. You can only indicate the historical immunization(s) and their associated date(s) from this screen. Additional information, such as manufacturer, lot number, and clinic, must be added on the Edit Immunization screen.

To add history, you will begin in the patient’s immunization record and click select action. Now we will select add history.

ABQ BESTCARE PHARMACY
ABQ BESTCARE PHARMACY

MATTEO, ADAMS ID: 11780 DOB: 10/01/2017 AGE: 0Y 9M 2D GENDER: M

Immunization History Cancel Create

View

Show: ALL VACCINES ▼

History of Varicella? * Date of Varicella

NO HISTORY ▼ MM/DD/YYYY 📅

Past Vaccination Clinic * Take ownership of patient [ABQ BESTCARE PHARMACY]

PATIENT RECORD ▼

Vaccine	Dates of Past Immunizations (order not important)								Vaccine
Adenovirus, type 4	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	Adenovirus, type 4
Adenovirus, type 7	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	Adenovirus, type 7
Anthrax	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	Anthrax
Anthrax IG	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	Anthrax IG
BCG	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	BCG
Diphtheria antitoxin	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	Diphtheria antitoxin
DT, ped	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	DT, ped
DTaP	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	DTaP
DTaP (Daptacel)	06/20/2018	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	DTaP (Daptacel)
DTaP, UF	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	DTaP, UF

Use the History of Varicella drop down to indicate whether the patient has had the chicken pox virus. Once a value is selected and the page updated, an entry is added to the system indicating that the patient may be contraindicated for the Varicella vaccine.

If the clinic where the patient received the past vaccinations is known, select the clinic from the list. If more than one clinic needs to be entered, update and add history for one clinic at a time. By default, this is set to Parent Record clinic.

The vaccines are then listed below as well as the dates of immunizations on the patient’s immunization record.

Next you will simply select the vaccine and enter the dates related to the historical immunizations. You can enter all the dates and vaccines at once and then click create to save the immunizations to the record.

2018 State of New Mexico Department of Health
Infectious Disease Bureau. NMSIIS



Administering Vaccines - Participant Guide

If an immunization administered at your clinic needs to be updated, you can use the update button to go into the vaccine record. You can also use this feature to add missing information to a historical vaccine including lot or manufacture information

On this screen you can also enter information on adverse reactions. To begin documenting an adverse reaction, select the adverse reaction check box. You will need to enter all the required fields and click update when completed

Back in the immunization record you can then use the links to access the vaccine adverse reporting system or VAERS document. You must coordinate a submission of this report with the VAERS office.



Additional Resources

NMSIIS Online Help Guide

https://nmsiis.health.state.nm.us/webiznet_nm/WebCode/Reports/ReportSteam.aspx?REPORT_GUID=6d066f74-6c23-e611-8136-001dd80017be

NMSIIS Immunization Program Overview

https://nmsiis.health.state.nm.us/webiznet_nm/WebCode/Reports/ReportSteam.aspx?REPORT_GUID=30c7a3c9-6c23-e611-8136-001dd80017be

NMSIIS Quick Reference Guide - Standard User

https://nmsiis.health.state.nm.us/webiznet_nm/WebCode/Reports/ReportSteam.aspx?REPORT_GUID=44b08324-8a47-e611-8136-001dd8001407

NMSIIS Policies and Procedures

<https://nmhealth.org/publication/view/help/929/>

