

New Mexico Statewide Immunization Information System (NMSIIS) Standard User Manual



New
Mexico
Statewide
Immunization
Information
System

Version 1.0
March 26, 2013

References

This manual uses the following resources for guidance and definitions.

Center for Disease Control and Prevention (CDC)

Visit the CDC's Vaccines and Immunizations website for general information and news about immunizations at:

<http://www.cdc.gov/vaccines>

CDC's Advisory Committee on Immunization Practices (ACIP)

Visit the CDC's ACIP website for more information on the immunization schedule at:

<http://www.cdc.gov/vaccines/acip>

CDC's Vaccines for Children (VFC) Program

View the CDC's Vaccine for Children Operations Guide Glossary of Important VFC Terms at:

<http://www.cdc.gov/vaccines/programs/vfc/downloads/vfc-op-guide/vfc-op-guide-glossary.pdf>

Center for Medicare and Medicaid Services (CMS)

Visit the CMS website for information about the Medicare Health Ins Card Number and Medicaid Case Number used for insurance information at:

<http://www.cms.gov/>

Contacts

For more information about the NMSIIS program or this manual in particular contact the following sources.

NMSIIS Program Manager

Contact the NMSIIS Program Manager for more information about NMSIIS.

Kevin Bersell

kevin.bersell@state.nm.us

(505) 476-1451

Help Desk

Contact the Department of Health (DOH) Help Desk for NMSIIS password resets, record corrections, and NMSIIS troubleshooting.

DOH Help Desk

doh-helpdesk-main@state.nm.us

(505) 476-8526

1-800-280-1618

Revision History

| DATE | VERSION | AUTHOR | CHANGES |
|-----------|---------|-------------|--------------------------------------|
| 3/26/2013 | 1.0 | Jamie Riera | Initial NMSIIS Standard User Manual. |

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Chapter 1: Introduction

In This Chapter

NMSIIS Overview

Intended Audience

Scope

Manual Conventions

Version 1.0
March 26, 2013

This manual provides instructions for using the New Mexico Statewide Immunization Information System (NMSIIS).

NMSIIS Overview

NMSIIS provides a free, secure, HIPAA compliant, electronic immunization database that can be accessed online. NMSIIS holds records for clients of all ages. An authorized organization may enter, update, search for, receive, and print client immunization records that include immunizations and demographics. When appropriate, records also include immunization contraindications, immunities, and previous reactions.

NMSIIS's main purpose is to document a client's immunization history and provide a schedule for future recommended immunizations. Additional features in NMSIIS allow users to manage vaccine inventory, obtain reports (immunization and vaccine), and document a client's insurance information (private, Medicare, Medicaid) as required by the New Mexico Department of Health (NMDOH).

NMSIIS provides the means to create a single, comprehensive immunization record for each New Mexican. Its flexibility can account for changes in a person's geographic location, insurance, and primary care provider. When used appropriately, NMSIIS supports the provision of free immunizations for New Mexicans 18 years or younger, the reduction of over-immunization and missed opportunities to vaccinate, improvements in a client's health, and the reduction of incidence of communicable disease.

Intended Audience

New Mexico law NMSA 1978, §24-5-9, sets forth the categories of users who can be given access to NMSIIS. These users include:

- Primary care physicians, nurses, and appropriate health care providers
- Pharmacists
- Public health entities as determined by the Secretary of Health
- Managed Care Organizations

Scope

This manual serves three purposes. First, it covers basic NMSIIS access and its web interface. Second, it explains client management, immunization management, and special circumstances. Third, this manual provides an appendix with names that NMSIIS does not allow for client record names. Other NMSIIS manuals (Administrator's, School, etc.) address NMSIIS features and functionality not covered in this manual for standard users.

Manual Conventions

This manual uses the following conventions:

- Dark Blue underlined text - hyperlinks to online resources or email
- Light Blue text - links to internal manual sections
- *Italic Text* - shows text displayed on the NMSIIS website
- **Bold text** - emphasizes terms and selections
- Notes inform users about potential problems or usage requirements. For example:



Note!

May cause errors. Informs users about potential problems or usage requirements.



Chapter 2: Web Interface

In This Chapter

Top Navigation

Left Log-In Area

Announcements

Post Log-In Top Navigation

Post Log-In Left Navigation

Post Log-In Display

Version 1.0
March 26, 2013

Before logging in, the [New Mexico Statewide Immunization Information System \(NMSIIS\) website](#) displays a simple interface with turquoise Top Navigation and a Left Log-In Area.

Top Navigation


Before logging into NMSIIS, the turquoise Top Navigation Menu contains four choices: Home, Forms, Related Links, and a Light Bulb Icon  For Online Help. See [Figure 2.01](#).

Figure 2.01 The turquoise Top Navigation Menu includes four items.



Home

The *Home* menu option returns you to the NMSIIS Home Page. The home page includes [Announcements](#) like maintenance and scheduled trainings, DOH Help Desk contact information, and NMSIIS information found under the *About* link.

Forms

The *Forms* option gives a link list of NMSIIS-related forms and documents. The links include options for viewing and printing.

Related Links

The *Related Links* option provides links to online resources related to immunizations.

Light Bulb Icon For Online Help


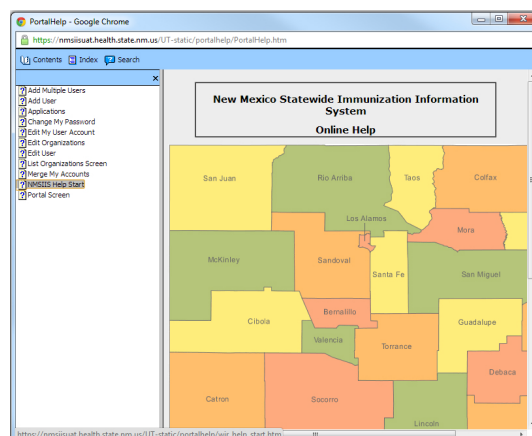
The light bulb icon  in the Top Navigation Menu's right corner launches *NMSIIS Online Help*. When launched from the Home page, NMSIIS displays the entire help system in a separate window. See [Figure 2.02](#). You may view the [Contents](#), browse the [Index](#), and perform a [Search](#).

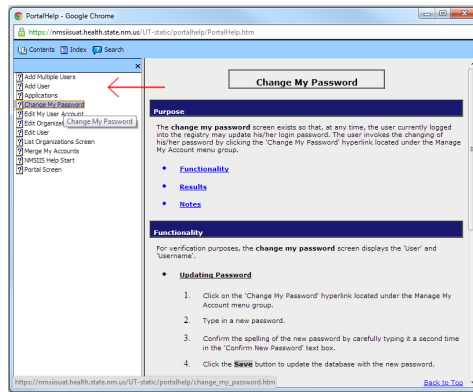
Figure 2.02 The NMSIIS Online Help launches in a separate window.



When launched from the home page, the online help initially displays the [Contents](#) area.

- **Contents** - Click the *Contents* link at the top of the online help window to view help topics alphabetically by subject. Select any subject to view its information. [Figure 2.03](#) shows the *Change My Password* help information.

Figure 2.03 The NMSIIS Online Help Contents area lists subjects alphabetically.



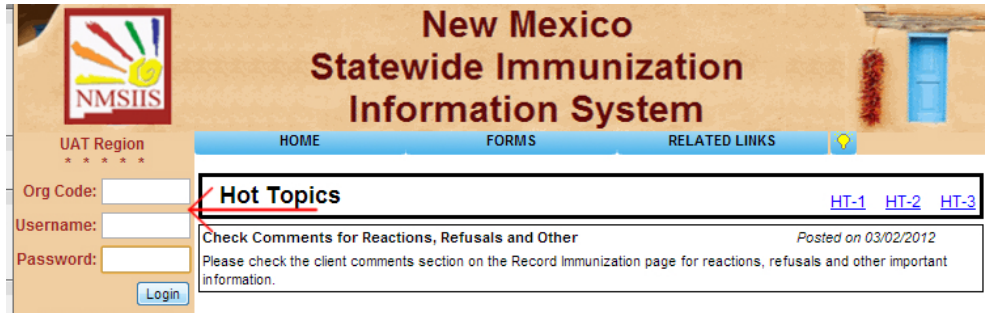
- **Index** - Click the *Index* link at the top of the online help window to view a detailed link list of important topics. Above the index list, you see a text box. Type a keyword in this box to quickly access a specific topic. You may also quickly jump to a letter in the alphabet using the keyword box.
- **Search** - Click the *Search* link at the top of the online help window to search the online help. Type a search term in the box and click *Go*. If desired, check the box to *Highlight Search Results*. NMSIIS automatically returns ten search results per page. You may change this number. You can specify up to ninety-nine results per page.

After you click *Go*, the returned topics display under the search box. NMSIIS orders these by *Rank*. You may click a *Title* to show the help information in the large section to the right. If the search returns more than one page of results, page links display under the list of results.

Left Log-In Area

Before logging into NMSIIS, the website's left side contains the log-in area.

Figure 2.04 The log-in area is on the website's left side.

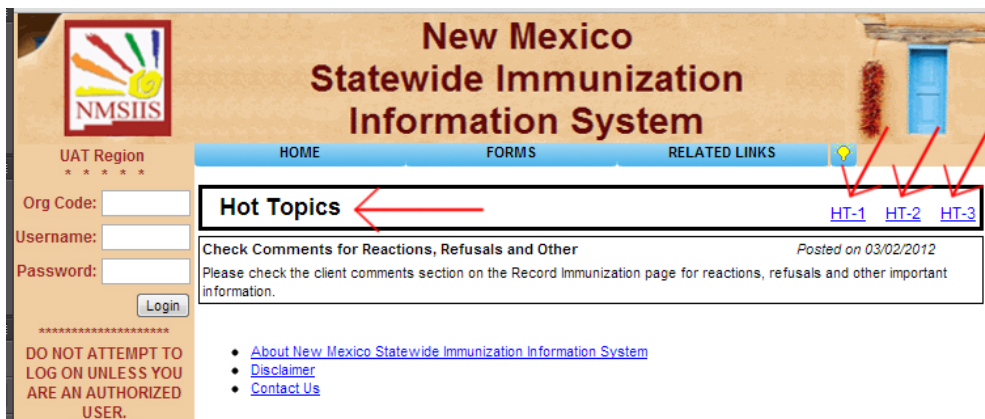


For more information on logging into NMSIIS, see Chapter 3: NMSIIS Access.

Announcements

Before logging in, the white area of the home page shows announcements known as *Hot Topics*. To the right of the *Hot Topics* heading, you find links to more topics shown as *HT-1*, *HT-2*, etc. See Figure 2.05.

Figure 2.05 Hot Topics give recent NMSIIS announcements.



Post Log-In Top Navigation

After logging into NMSIIS, the red Top Navigation Menu contains seven choices: Home, Manage Access/Account, Forms, Related Links, Logout, Help Desk, and a Light Bulb Icon For Online Help. See Figure 2.06.

Figure 2.06 The red Top Navigation Menu includes seven items.




Home

The *Home* menu option returns you to the NMSIIS Home Page. The home page includes [Announcements](#) like maintenance and scheduled trainings and a link to the *About* page.

Manage Access/Account

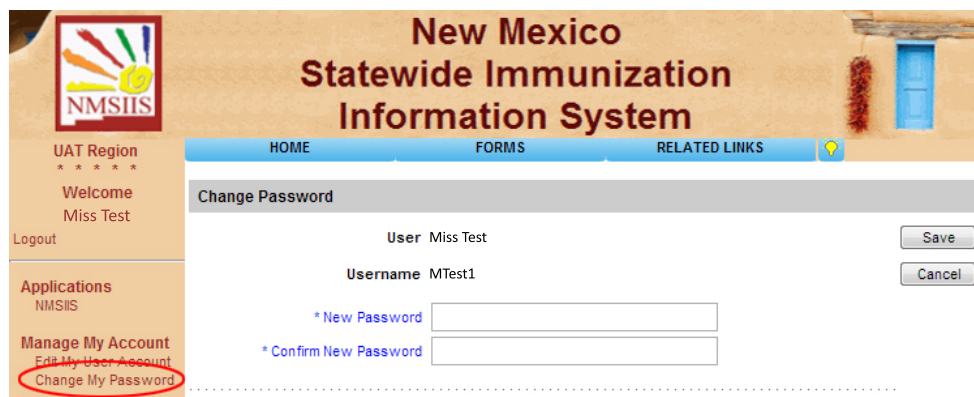
The *Manage Access/Account* menu option displays the name(s) of NMSIIS sites for which you have authorized access.



Note! When you click *Manage Access/Account*, NMSIIS displays the turquoise Top Navigation Menu.

Use the links in the Left Navigation Menu to access the pages for your NMSIIS account and password settings. You must change your password at least every 90 days. See [Figure 2.07](#).

Figure 2.07 The Change My Password link lets you update your password anytime.



Forms

The *Forms* menu option gives a link list of NMSIIS-related forms and documents like the [New Mexico Vaccine Forms](#).

Related Links

The *Related Links* menu option contains links to other websites with immunization information like the [Center for Disease Control \(CDC\)](#).


Logout

The *Logout* menu option ends your NMSIIS session. You must logout to disconnect from NMSIIS. However, for security reasons, your NMSIIS session times out after thirty minutes of inactivity.

Help Desk

The *Help Desk* menu option displays the [NMSIIS Help Desk](#) hours, phone number, and [email](#).

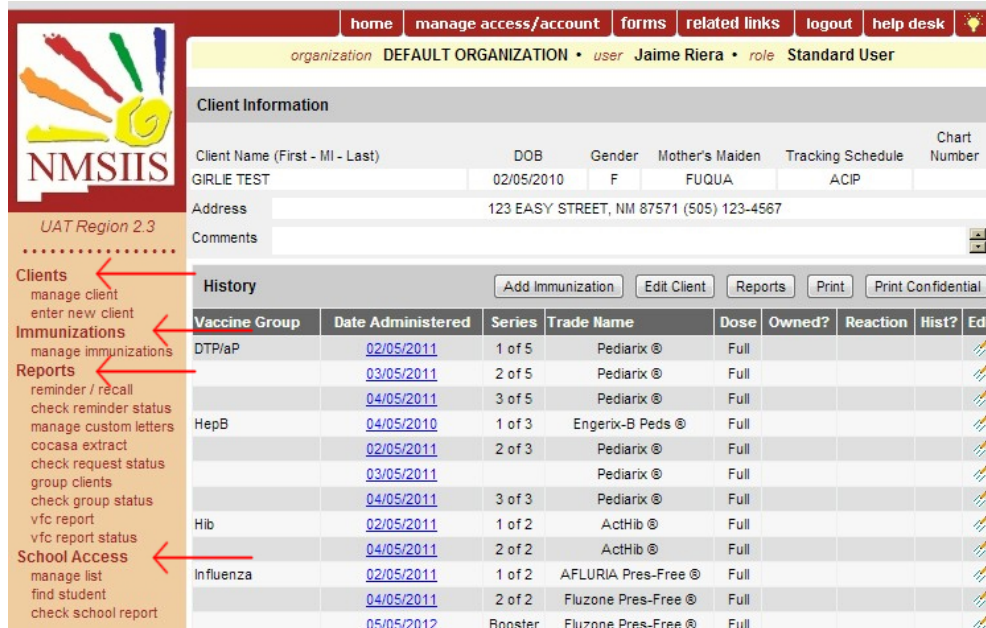
Light Bulb Icon For Online Help

The light bulb icon  in the Top Navigation Menu's right corner launches *NMSIIS Online Help* specific to the current page displayed.

Post Log-In Left Navigation

After logging into NMSIIS, the website's Left Navigation Menu contains links for [Clients](#), [Immunizations](#), [Reports](#), and [School Access](#). See [Figure 2.08](#).

Figure 2.08 The Left Navigation Menu includes links for Clients and Immunizations.



The screenshot shows the NMSIIS web interface. At the top, there is a navigation bar with links: home, manage access/account, forms, related links, logout, help desk, and a light bulb icon. Below this, the user's organization is 'DEFAULT ORGANIZATION', user is 'Jaime Riera', and role is 'Standard User'. The main content area is divided into sections: Client Information, History, and a table of immunizations. The left navigation menu is highlighted with red arrows pointing to the 'Clients', 'Immunizations', 'Reports', and 'School Access' categories.

| Vaccine Group | Date Administered | Series | Trade Name | Dose | Owned? | Reaction | Hist? | Edit |
|---------------|----------------------------|---------|--------------------|------|--------|----------|-------|------|
| DTP/aP | 02/05/2011 | 1 of 5 | Pediarix® | Full | | | | |
| | 03/05/2011 | 2 of 5 | Pediarix® | Full | | | | |
| | 04/05/2011 | 3 of 5 | Pediarix® | Full | | | | |
| HepB | 04/05/2010 | 1 of 3 | Engerix-B Peds® | Full | | | | |
| | 02/05/2011 | 2 of 3 | Pediarix® | Full | | | | |
| | 03/05/2011 | | Pediarix® | Full | | | | |
| | 04/05/2011 | 3 of 3 | Pediarix® | Full | | | | |
| Hib | 02/05/2011 | 1 of 2 | ActHib® | Full | | | | |
| | 04/05/2011 | 2 of 2 | ActHib® | Full | | | | |
| Influenza | 02/05/2011 | 1 of 2 | AFLURIA Pres-Free® | Full | | | | |
| | 04/05/2011 | 2 of 2 | Fluzone Pres-Free® | Full | | | | |
| | 05/05/2012 | Booster | Fluzone Pres-Free® | Full | | | | |

Clients

Under the *Clients* heading, you find links to [Manage Client](#) and [Enter New Client](#). See [Chapter 4](#) for instructions.

Immunizations

Under the *Immunizations* heading, you find the link to [Manage Immunizations](#). This includes adding and editing immunizations. See [Chapter 5](#) for instructions.

Reports

Reports include functions like Reminder And Recall Notices, CoCasa Extracts, and VFC Reports. Reports are beyond the scope of this manual. See the NMSIIS Administrator's Manual for instructions about generating reports.

School Access

School Access includes functions for Manage Lists, Find Student, and Check School Report. School Access is beyond the scope of this manual. See the NMSIIS School User Manual for more information.

Post Log-In Display

After logging in, NMSIIS displays a yellow bar under the red **Post Log-In Top Navigation Menu**. This bar shows your user information: your *Organization*, your *User* first and last name, and your user access *Role*. The website's white display area includes various items. These may include **Announcements**, **Release Notes**, and vaccine inventory alerts.

Announcements

Under the *Announcements* heading, you find links to announcements arranged by date. Announcements not yet viewed display a New **NEW** flag in yellow highlight. See **Figure 2.09**.

Figure 2.09 New shows in yellow highlight next to announcements not yet viewed.



Release Notes

Under the *Release Notes* heading, you find links to NMSIIS version updates, additions, and changes. Release notes not yet viewed by you display a New **NEW** flag in yellow highlight.

Vaccine Order/Transfer Notification

Under the *Vaccine Order/Transfer Notification* heading, you find vaccine order and transfer information. NMSIIS shows the number *Shipped*, the number *Awaiting Return Shipment*, and the number *Rejected*. See **Figure 2.10**.

Figure 2.10 Vaccine orders and transfers show under the release notes.

Vaccine Order/Transfer Notification ...

| Type | Shipped | Awaiting Return Shipment | Rejected |
|-------------|-----------------------|--------------------------|----------|
| Order(s) | No Order Notification | | |
| Transfer(s) | 3 | 0 | 2 |

Active Inventory That Is Going To Expire Or Expired Lots With A Quantity

Under the *Vaccine Order/Transfer Notification* section, you see *Active Inventory That Is Going To Expire Or Expired Lots With A Quantity*. NMSIIS displays the *Site Name*, *Trade Name*, *Lot Number*, number of doses *On Hand*, whether the vaccine is *Public* (free vaccine from NMDOH), and the lot *Expiration Date*. See **Figure 2.11**.

Figure 2.11 NMSIIS displays expired and soon to expire inventory.

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

| Site Name | Trade Name | Lot Number | On Hand | Public | Exp Date |
|----------------------|------------|------------|---------|--------|------------|
| DEFAULT ORGANIZATION | Pediarix | 12345 | 97 | Y | 11/18/2012 |
| DEFAULT ORGANIZATION | Boostrix | 4567 | 200 | Y | 05/17/2012 |
| DEFAULT ORGANIZATION | Flu-Mist | 234 | 349 | Y | 12/30/2011 |
| DEFAULT ORGANIZATION | ActHib | 99999999 | 14 | Y | 12/29/2011 |
| DEFAULT ORGANIZATION | Boostrix | 7688888888 | 14 | Y | 10/06/2011 |
| DEFAULT ORGANIZATION | Varivax | ABWN1536A | 16 | Y | 05/23/2011 |
| DEFAULT ORGANIZATION | ActHib | 6789 | 23 | Y | 01/01/2011 |

Inventory That Is Running Low By Vaccine Group

Under the *Inventory That Is Running Low By Vaccine Group* heading, NMSIIS displays low inventory sorted by *Vaccine Group*, then displays the *Quantity On Hand*, and whether or not the vaccine is *Public*. See Figure 2.12.

Figure 2.12 NMSIIS sorts low inventory by vaccine group and by trade name.

Inventory that is Running Low by Vaccine Group ...

| Vaccine Group | Quantity On Hand | Public |
|---|------------------|--------|
| No vaccine groups have a low inventory. | | |

Inventory that is Running Low by Trade Name ...

| Trade Name | Quantity On Hand | Public |
|-------------------|------------------|--------|
| Fluarix Pres-Free | 1 | Y |
| Fluzone Pres-Free | 2 | Y |

Inventory That Is Running Low By Trade Name

Under the *Inventory That Is Running Low By Trade Name* heading, NMSIIS shows low inventory sorted by *Trade Name*, then displays the *Quantity On Hand*, and whether or not the vaccine is *Public*.



Chapter 3: NMSIIS Access

In This Chapter

Log In

Log Out

Change My Password

Time-Outs

Version 1.0
March 26, 2013

To access the New Mexico Statewide Immunization Information System (NMSIIS) online, go to the [NMSIIS website](#). Accept any warnings regarding secure connections or security certificates like the one shown in [Figure 3.01](#).

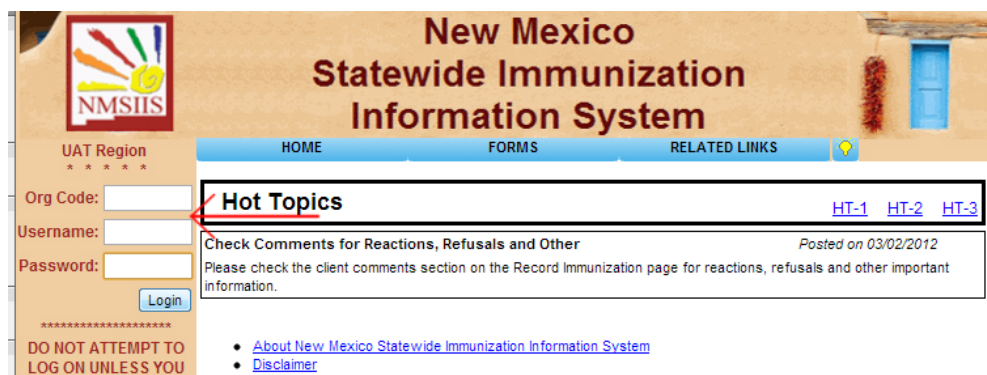
Figure 3.01 A security warning may launch depending on your browser.




Log In

To log into NMSIIS, type in your *Org Code*, *Username*, and *Password* in the appropriate text boxes. Each log-in text box is case sensitive. Click *Login*. See [Figure 3.02](#).

Figure 3.02 The NMSIIS home page log-in area shows on the left.





Note! After three unsuccessful log-in attempts, NMSIIS locks your account. Contact the [NMSIIS Help Desk](#) if you need your password reset.

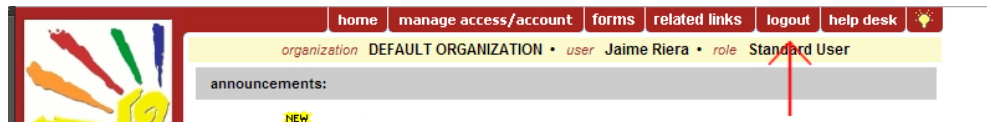
The left side now shows *Welcome* and your name. If NMSIIS opens to a list of organization

names, click the desired organization from the link list. NMSIIS now displays Announcements, Release Notes, Vaccine Order/Transfer Notification, Active Inventory That Is Going To Expire Or Expired Lots With A Quantity, Inventory That Is Running Low By Vaccine Group, and Inventory That Is Running Low By Trade Name.

Log Out

You may log out from any NMSIIS page. You may click *Logout* from the red Post Log-In Top Navigation Menu when you have already selected an organization. See Figure 3.03.

Figure 3.03 NMSIIS places a Logout link in the red Post Login Top Navigation Menu.



You may also click the *Log Out* link on the left side before selecting an organization or when managing your user settings. See Figure 3.04.

Figure 3.04 The Logout link on the left side lies under the welcome message.



After logging out, NMSIIS displays a confirmation message. See Figure 3.05.

Figure 3.05 After logging out, NMSIIS displays a confirmation message.



To return to the NMSIIS home page, click the *Go To The NMSIIS Login Page* link.


Change My Password

NMSIIS requires you to change your password at least every 90 days. NMSIIS notifies you after log-in by displaying the *Change My Password* page and the message *Your Password Has Expired. Please Update Before Continuing*. See Figure 3.06.

Figure 3.06 When your password expires, NMSIIS directs you to change it.



To change your password, type your new password in the *New Password* text box. Then, type it again in the *Confirm New Password* text box. Click *Save*.



Note! Your password must contain a mix of upper and lower case characters, at least one number, at least one of the special characters **!@#%&*+.**, and must be at least eight characters in length.

Time-Outs

For security reasons, your NMSIIS session times out after thirty minutes of inactivity. Information entered and saved prior to the time-out remains stored. To continue to use NMSIIS, you will need to log in again.



Chapter 4: Managing Clients

In This Chapter

Manage Client

Enter New Client

Edit An Existing Client Record

Version 1.0
March 26, 2013

Client functions in NMSIIS allow you to add, view, and edit client information. NMSIIS also allows clients to be linked by relationship, such as mother/child.

Manage Client

A client record for an individual has to exist in NMSIIS before documenting the individual's immunizations in NMSIIS. The first step is always to look for an existing client record. If one does not exist, then you may create a new client record. Once a client record exists in NMSIIS, you may update it as often as necessary. The *Manage Client* link in the [Post Log-In Left Navigation](#) Menu allows you to search for client records.


Search For A Client

After logging into NMSIIS, click the *Manage Client* link in the [Post Log-In Left Navigation](#) Menu to search for a client. This link brings up a search page titled *Client Search Criteria*. This page includes ten possible search criteria. The minimum required criteria are a client's *Last Name* and his/her *First Name*. When searching for a client, too much information may decrease your odds of finding the client.

The *Client Search Criteria* area requires the client's:

- **Last Name** - Type in the first three letters of the client's *Last Name*. If you enter a complete last name, but the spelling does not exactly match the spelling previously recorded, NMSIIS does not return the record. Type two or less letters to find an exact name. For example, type in the letters "Ho" to find the client "Don Ho."
- **First Name** - Type in the first two letters of the client's *First Name*. If you enter a complete first name, but the spelling does not exactly match the spelling previously recorded, NMSIIS does not return the record. Type in one letter to find an exact name. For example, type in the letter "R" to find the client "R. Garcia."

The *Client Search Criteria* area contains several optional choices for narrowing search results. These include the client's:

- **Middle Name** - Type in any amount of letters of the client's middle name.
- **Mother's Maiden Last** - Type in any amount of letters of the client's *Mother's Maiden Last* name.
- **Mother's First Name** - Type in any amount of letters of the client's *Mother's First Name*.
- **Birth Date** - Type in the month, day, and year for the client's *Birth Date* in MM/DD/YYYY format. You may also click the calendar icon  to select a date.
- **Gender** - Select the client's *Gender*.

- **Phone** - Type in the client's *Phone* number. Phone numbers change frequently and/or may not exist in NMSIIS, so the phone number criterium may not be helpful.
- **Chart Number** - Type in the *Chart Number* to find an exact client. The chart number, also called a *Client ID*, is organization specific and must have been previously entered into NMSIIS.
- **NMSIIS ID** - Type in the *NMSIIS ID* to find an exact client. The NMSIIS ID is NMSIIS's unique identifier for the client. NMSIIS automatically assigns this number when the client is first entered into NMSIIS.

To search for a client:

1. Type in the first three letters of the client's *Last Name*.
2. Type in the first two letters of the client's *First Name*.
3. Click *Find*.

Possible Search Results

NMSIIS may find one client record, multiple client records, no client record, or too many client records to return results.

- **One Client Record** - If NMSIIS finds one client, it opens the client's record with just the non-immunization information displayed. See [Figure 4.01](#).

Figure 4.01 After finding one client, NMSIIS returns the client record.

Personal Information - (NMSIIS ID: 7587202)

* Last Name: TEST * Gender: Male

* First Name: NO FIRST NAME

Middle Name: Birth Order: (for multiple births)

Suffix: Birth Country: UNITED STATES

* Birth Date: 05/29/2007

* Mother's Maiden Last: Last Notice:

* Mother's First Name:

Save

History/Recommend

Record Immunization

Reports

Cancel

Last Updated by PHD_BEHR (BEHR) on 12/31/2012

Client Information ▼

Address Information ▼

Responsible Persons (0) ▼

Client Comments (0) ▼

- **Multiple Client Records** - If NMSIIS finds multiple clients, it returns a table listing with up to 75 matches. Click on the desired client's *Last Name*, in blue underline, to open the client's record. See [Figure 4.02](#).

Figure 4.02 After finding multiple clients, NMSIIS returns a list of clients.

Client Search Criteria

Last Name Gender

First Name Phone - -

Middle Name Chart Number

Birth Date NMSIIS ID

Mother's Maiden Last

Mother's First Name

Possible Matches: 59

| Last Name | First Name | Middle Name | Birth Date | NMSIIS # | Mother's Maiden First | Mother's Maiden Last | Gender | Status |
|---------------------------|------------|-------------|------------|----------|-----------------------|----------------------|--------|--------|
| WILKINSON | AAAAAAA | | ##/##/#### | | | | M | A |
| WILKINSON | BBBBBBB | | ##/##/#### | | | | | |
| WILKINSON | CCCCCCC | | ##/##/#### | | | | M | A |

- **No Client Record** - If NMSIIS does not find any clients, the message *No Clients Were Found For The Requested Search Criteria* displays. Check the search criteria and broaden your search. See Figure 4.03.

Figure 4.03 After not finding a client, NMSIIS returns a no-client-found message.

Client Search Criteria

Last Name Gender

First Name Phone - -

Middle Name Chart Number

Birth Date NMSIIS ID

Mother's Maiden Last

Mother's First Name

Possible Matches: 0

| Last Name | First Name | Middle Name | Birth Date | NMSIIS # | Mother's Maiden First | Mother's Maiden Last | Gender | Status |
|---|------------|-------------|------------|----------|-----------------------|----------------------|--------|--------|
| No clients were found for the requested search criteria. | | | | | | | | |

- **Too Many Client Records** - When NMSIIS finds more than 75 matching client records, it displays the number of records found with the message *Please Refine Your Search Criteria To Limit Your Client List*. If this happens, narrow your search by entering additional client search criteria. See Figure 4.04.

Figure 4.04 After finding more than 75 clients, NMSIIS returns a refine-search message.

Client Search Criteria

| | | |
|--|---|-------------------------------------|
| Last Name <input type="text" value="wil"/> | Gender <input type="text" value=""/> | <input type="button" value="Find"/> |
| First Name <input type="text" value="ma"/> | Phone <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> | |
| Middle Name <input type="text" value=""/> | Chart Number <input type="text" value=""/> | |
| Birth Date <input type="text" value=""/> | NMSIIS ID <input type="text" value=""/> | |
| Mother's Maiden Last <input type="text" value=""/> | | |
| Mother's First Name <input type="text" value=""/> | | |

Possible Matches: 0

| Last Name | First Name | Middle Name | Birth Date | NMSIIS # | Mother's Maiden First | Mother's Maiden Last | Gender | Status |
|---|------------|-------------|------------|----------|-----------------------|----------------------|--------|--------|
| 615 clients were found. Please refine your search criteria to limit your client list. | | | | | | | | |

Depending on your search results, you may have to search additional times to find the correct client record. Strategies for addition searches include:


- Check your search criteria for typing errors and correct
- Change the **Gender** to one of the other possibilities
- Erase previously entered criteria and search on just the **Birth Date**
- Erase previously entered criteria and search on just the client's **Mother's First Name** and **Mother's Maiden Last** names
- Erase previously entered criteria and search on just the **Phone** number
- Erase previously entered criteria and search on just the **Chart Number** or **NMSIIS ID** number

If all of your searches fail to bring up a NMSIIS record for your client, then you can enter a new client record.


Enter New Client

NMSIIS divides the *Add Client* pages into five sections: **Personal Information**, **Client Information**, **Address Information**, **Responsible Persons**, and **Client Comments**. You should complete each section as thoroughly as possible. To open a section, click the arrow icon to the right of the section name. See [Figure 4.05](#).

Figure 4.05 Five sections document the client record.

 **Note!** NMSIIS requires or requests some information. NMSIIS shows required and requested fields in blue with an asterisk.

Plain text boxes allow you to type in the information. Drop-down boxes show an arrow. Click on the drop-down arrow to select the information from a pre-made list. NMSIIS provides some lists for drop-down boxes, like *Ethnicity*. Other lists, like *Provider-PCP* or *School*, must be created at each clinic.


 **Note!** Each site's NMSIIS Administrator must create and maintain the lists for drop-down boxes that are unique to your area. If you cannot find a needed *Provider-PCP* or *School* name in a drop-down box, contact your site's NMSIIS Administrator to request that the name be added to NMSIIS.

To create a new client in NMSIIS:


1. Click the *Enter New Client* link to enter non-immunization information for a client new to NMSIIS.

Personal Information

The *Personal Information* section under the *Add Client* heading holds client-specific information. You should add as much *Personal Information* for a client as possible.


| | |
|---|---|
|  | <p>Note! Errors in the <i>Personal Information</i> section makes searching for this client in the future very difficult. Please, take your time and be accurate.</p> |
|---|---|

To add *Personal Information*:

2. Type in the client's *Last Name*.
3. Type in the client's *First Name*.
4. Type in the month, day, and year for the client's *Birth Date* in MM/DD/YYYY format. You may also click the calendar icon  to select a date.
5. Type in the *Mother's Maiden Last Name*.
6. Type in the *Mother's First Name*.
7. Select the *Gender*.

To add additional *Personal Information* for a client, if known:

8. Type in the client's *Middle Name*.
9. Select a *Suffix* (such as Jr., III, M.D.) for the client's name.

| | |
|---|---|
|  | <p>Note! NMSIIS does not save suffixes (such as Jr., III, M.D.) that you enter in the <i>Last Name</i>, <i>First Name</i>, or <i>Middle Name</i> text boxes. You must select a suffix from the <i>Suffix</i> drop-down list.</p> |
|---|---|

10. Type in a *Birth Order* if the client was part of a multiple birth. Type in *1* for first born, *2* for the second, etc.
11. Select a *Birth Country*. This defaults to the *United States*.

Client Information


The second section of the client record contains additional non-immunization *Client Information*. If not open, click the arrow icon  to display the ten text boxes to enter the: *Client ID*, *Ethnicity*, *Race*, *Provider/PCP*, *School*, *Tracking Schedule*, *Status*, *Allow Sharing Of Immunization Information*, *Allow Reminder/Recall* contact, and *Language Spoken*. See [Figure 4.06](#). Complete all known information.


Figure 4.06 The Client Information section holds data like the Client ID (chart number).

The screenshot shows a web form titled "Client Information" with a "back to top" link. The form is divided into several sections:

- Client Information:** Includes text boxes for "Client ID" (highlighted with a red arrow), "Ethnicity", "Race", "Provider-PCP", and "School".
- Tracking Schedule:** A dropdown menu set to "ACIP".
- Status:** A dropdown menu set to "Active".
- Allow Sharing of Immunization Data?:** A dropdown menu set to "Yes".
- Allow Reminder and Recall Contact?:** A dropdown menu set to "Yes".
- Language Spoken:** A dropdown menu set to "ENGLISH".
- Insurance Coverage:** Includes a "Verification Date" field and a section for "Insurance Coverage".
- Insurance Provider:** Includes fields for "Insurance", "Policy Number", "Medicaid/Salud ID", and "Medicare ID".

Follow these steps to add *Client Information*:

12. Type in the *Client ID*, also called a chart number.




Note! The *Client ID* text box holds a number that your clinic assigned to the client/chart. A client may have several *Client IDs* associated with him or her. The *Client ID*, also called a chart number, varies from organization to organization.

13. Select the client's *Ethnicity*.
14. Select the client's *Race*.
15. Select the *Provider-PCP*. The *Provider-PCP* text box holds the client's primary care physician (PCP) or health care organization.
16. Select the client's *School*.
17. Select the desired *Tracking Schedule*. NMSIIS defaults to the Advisory Committee on Immunization Practices (*ACIP*) schedule.
18. Select the client's *Status*. NMSIIS gives the following choices:
 - » **Active** - Client receives services from you.
 - » **Inactive** - Client no longer receives services from you. NMSIIS makes clients *Inactive* only for your organization.
 - » **Moved Out of State** - Client no longer lives in New Mexico and the client no longer receives services from you.
 - » **Permanently Inactive - Deceased** - Client is deceased. This option

inactivates the client for all organizations.

19. Select whether to *Allow Sharing Of Immunization Data?* - Select *No* if a client chooses not to share their NMSIIS immunization information. If you select *No*, only your organization may access the client’s NMSIIS record. If another organization attempts to access the record, it receives a message to contact your organization for client information.
20. Select whether to *Allow Reminder And Recall Contact?* - Select *Yes* if you allow NMSIIS to generate [Reminder And Recall Notices](#) for this client.
21. Select the client’s *Language Spoken*.

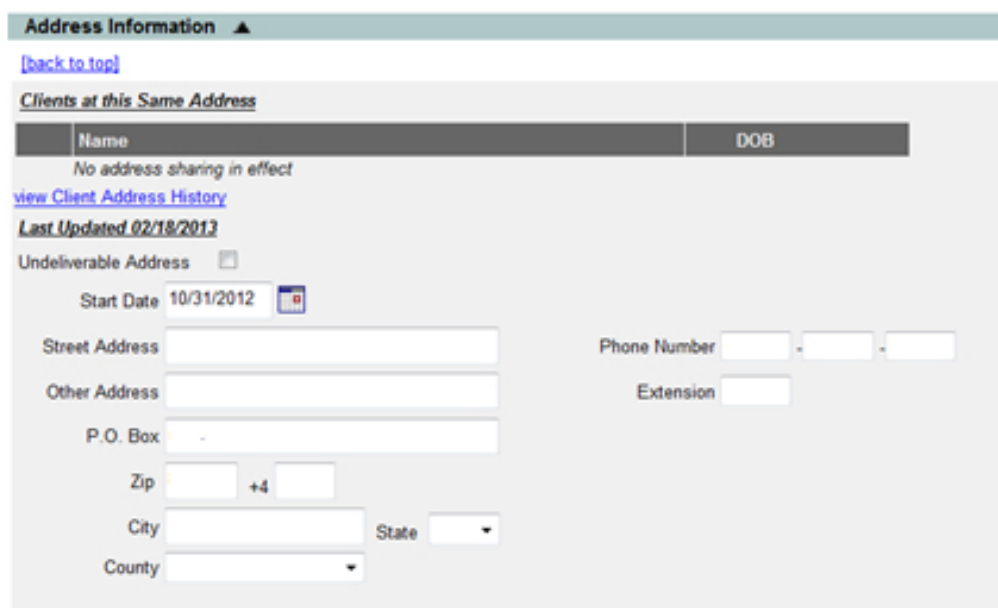


Note! The *Insurance Coverage* area in the *Client Information* section is display-only when adding a new client. You add insurance information when you enter an immunization. For more information, see [Chapter 5](#).

Address Information

The third section of the client record contains home and mailing *Address Information*. If not open, click the arrow icon ▼ to display the ten text boxes to enter the: *Start Date, Street Address, Other Address, P.O.Box, Zip, City, State, County, Phone Number, and Extension*. See [Figure 4.07](#).

Figure 4.07 The client’s Address Information section includes street and mailing addresses.



All ten text boxes allow you to enter information. If you type in a New Mexico *Zip* code, NMSIIS

auto-fills the corresponding *County* and provides a drop-down list of cities for that zip code in the *City* text box. You can accept the auto-fill or type over it. For an out-of-state address, you must type in the *City, State, and Zip* code.

Responsible Persons

The fourth section of the client record holds *Responsible Persons* for the client - the person(s) your organization may contact on behalf of the client. If a client is eighteen years of age or older, the client can be his/her own responsible person. If your organization uses the NMSIIS *Reminder/Recall* function, the immunization notices go to the *Responsible Persons* for the client. See [Reminder And Recall Notices](#) in [Chapter 6](#) for more information.



Click the arrow icon  to display the thirteen text boxes to enter the: *Last Name, First Name, Middle Name, Relationship, Phone Number, Extension, Email, Street Address, Other Address, P.O. Box, Zip code, State, and City*. See [Figure 4.08](#).

Figure 4.08 The Responsible Persons section allows you to enter multiple people.

The screenshot shows the 'Responsible Persons' section of a client record. At the top, there is a header 'Responsible Persons (0)' with a small upward-pointing triangle. Below this is a link '[back to top]'. The main area is titled 'Responsible Person listing' and contains a table with columns for Name, Relationship, and Primary. A message states 'No Responsible Persons have been added for this client'. Below the table is a section titled 'Details for Responsible Person:' with the instruction 'Click 'Apply Changes' after applying updates'. This section contains thirteen text boxes: Last Name, First Name, Middle Name, Relationship (dropdown), Street Address, Other Address, P.O. Box, Zip (with a +4 field), City, State (dropdown), Phone Number, Extension, and E-Mail. There is also an 'Apply Changes' button and an 'Add New' button at the top right of the section.

All thirteen text boxes allow you to enter information. After you have entered all known information for a responsible person, click *Apply Changes* to save the responsible person to the client record. You may add one or more *Responsible Persons* for a client. If you add multiple *Responsible Persons*, select a *Primary* radio button  to designate a main contact.

Client Comments

The fifth section of the client record contains critical health information as *Client Comments*. These *Client Comments* may include: chronic conditions, acute illnesses, term conditions like pregnancy, allergies, immunization reactions, and contraindications for immunization. You may also enter *Client Comments* to document decisions like refusals-to-vaccinate or repetitions of a vaccine series.

NMSIIS provides the following *Client Comment* choices:

- **Refusals** - Client or guardian refusal to immunize. You may record multiple vaccine refusals by including a *Start Date* for each refusal. Any organization may view refusals or add new refusals. Only the organization that entered a refusal may edit or delete it.
- **Immunities** - Immunity to a disease. NMSIIS links immunities to vaccine group recommendations. If you enter an immunity comment for a client with a *Start Date* specified, a recommendation for that vaccine group does not display on the client record.
- **Repeated Series** - Clinician decision to repeat a series. If you enter a comment for a series repeat with a *Start Date* specified, NMSIIS ignores all immunizations prior to that date for recommendations. NMSIIS evaluates all doses recorded on or after the *Start Date* as if they were the first doses given for that vaccine group.
- **Contraindications** - Reasons not to immunize. If you enter a contraindication comment with a *Start Date* specified, a recommendation for that vaccine group does not display on the client record. If you enter the *End Date* for a contraindication (such as pregnancy), and the *End Date* is past, NMSIIS once again displays the vaccine group recommendations.


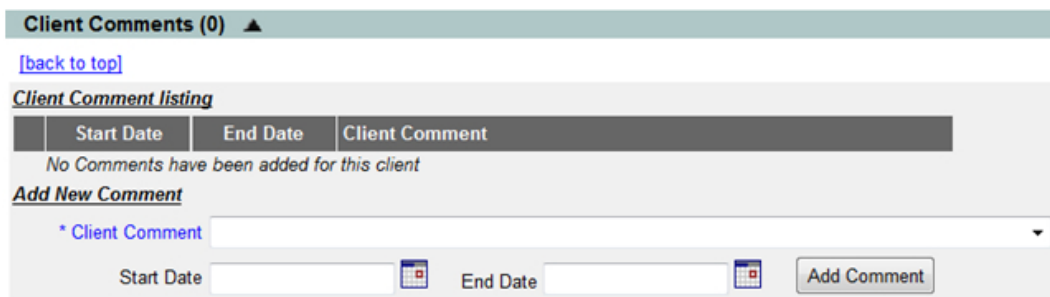
Click the arrow icon  to display the three text boxes to enter the: *Client Comment*, *Start Date*, and *End Date*. You may enter one or more comments.

Figure 4.09 You document critical health information in the Client Comments section.



Client Comments (0) ▲



[\[back to top\]](#)

Client Comment listing

| Start Date | End Date | Client Comment |
|---|----------|----------------|
| No Comments have been added for this client | | |

Add New Comment

* Client Comment

Start Date  End Date 

After you have entered a *Client Comment* with the *Start Date* (and *End Date*, if appropriate) click *Add Comment* to save the *Client Comment* to the client record.

Saving The New Client Record

For NMSIIS to save the entered information, you must save the record before leaving the *Add Client* page. If you do not want to save the new client record, click *Cancel*. If you are interrupted when entering a *New Client*, you must at least complete the *Personal Information* section and save the record. You may return later and complete the remaining four sections.

To save the client record, NMSIIS provides the following choices. Click either:

- **Save** - Click *Save* to save all information from the *Personal Information*, *Client Information*, *Address Information*, *Responsible Persons*, and *Client Comments* sections. After clicking *Save*, NMSIIS returns the message *Client Record Successfully Saved* and displays the client record.
- **History/Recommend** - Click *History/Recommend* to save all information. After clicking *History/Recommend*, NMSIIS displays the immunization history with recommendations for future immunizations page. See [Chapter 5: Manage Immunizations](#).
- **Record Immunization** - Click *Record Immunization* to save all information. After clicking *Record Immunization*, NMSIIS allows you to add immunizations for the client. See [Chapter 5: Manage Immunizations](#).
- **Add Next** - Click *Add Next* to save all information. After clicking *Add Next*, NMSIIS clears all text boxes to allow you to enter another new client.

When saving a new client, NMSIIS checks for duplicate clients. If you receive the message *Client Match Detected*, as shown in [Figure 4.10](#), the client may already exist in NMSIIS. See [Chapter 6](#) for more information on resolving a possible [Duplicate Client](#).

Figure 4.10 NMSIIS warns you if you try to create a duplicate client record.

Client Match Detected


Based on the information you entered, the system has determined the client may already exist in NMSIIS. Please review the demographic information for the client below and if it does not appear to be your client, you may then click the **Create New Client** button.

Please keep in mind that if you choose to ignore a client match and create a new record, that client will have two records in NMSIIS, neither of which will be complete and accurate!

Possible Client Matches: 1

| Last Name | First Name | Birth Date | Client ID | Mother's First Name | Mother's Maiden Name | Gender | Status |
|-----------|------------|------------|-----------|---------------------|----------------------|--------|--------|
| lastname | Firstname | MM/DD/YYYY | | | | F | A |

Edit An Existing Client Record


To edit or add information to an existing client record, [Search For A Client](#) and open the client record. In the *Update Client* page, go to the desired section. To open a section, click the arrow icon  to the right of the section name.

Personal Information

You may edit and add to most information in the *Personal Information* section, with four exceptions: *First Name*, *Last Name*, *Birthdate*, and *Gender*. Edits to this restricted information must be performed by NMDOH. Contact the [NMDOH Help Desk](#) via [email](#) or phone at (505) 476-8526 or 1-800-280-1618 to request changes to the client's name, birthdate, and/or gender.

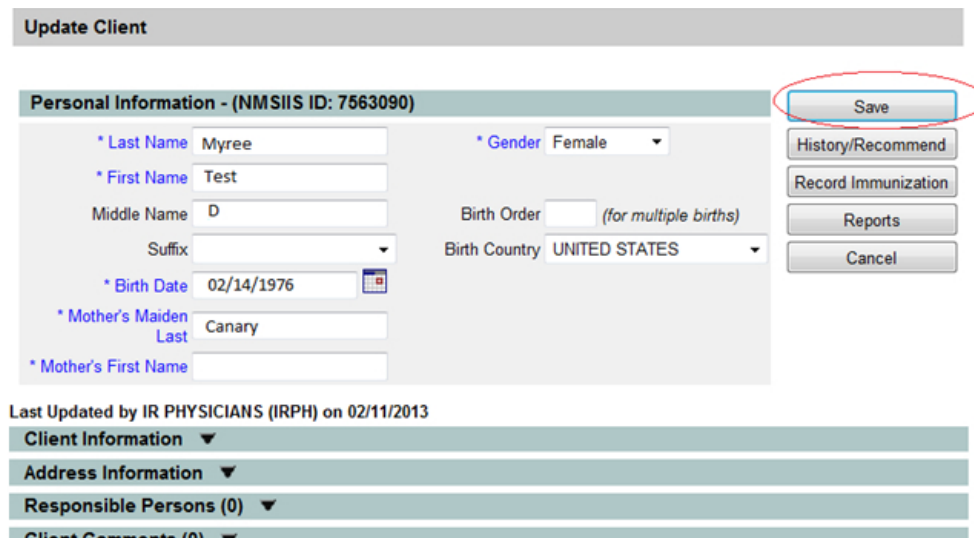
To edit non-restricted *Personal Information*:

1. Click in the text box where you need to add or edit information.
2. Erase any existing information in typed-in text boxes using the Delete or Backspace key on your keyboard.
3. Type in or select (for drop-down boxes) the correct information.
4. Click *Save*. See [Figure 4.11](#).



Note! If you click *History/Recommend, Record Immunization, or Reports* NMSIIS saves the information you entered from the *Update Client* page.


Figure 4.11 After you edit a client record, click Save.



Client Information

You may edit and add to most information in the *Client Information* section, with two exceptions. First, you may only edit *Status* information if the status does not show *Permanently Inactive/Deceased*. Contact the [NMDOH Help Desk](#) via email or phone at (505) 476-8526 or 1-800-280-1618 if you entered a *Permanently Inactive/Deceased* status in error. Second, you may not edit *Insurance Coverage* information. You enter insurance information when you enter an immunization. See [Chapter 5: Manage Immunizations](#).

To edit non-restricted *Client Information*:

1. If not open, click the arrow icon  to the right of the section name.
2. Click in the text box where you need to add or edit information.
3. Erase any existing information in typed-in text boxes using the Delete or


Backspace key on your keyboard.

4. Type in or select (for drop-down boxes) the correct information.
5. Click *Save*.

Address Information

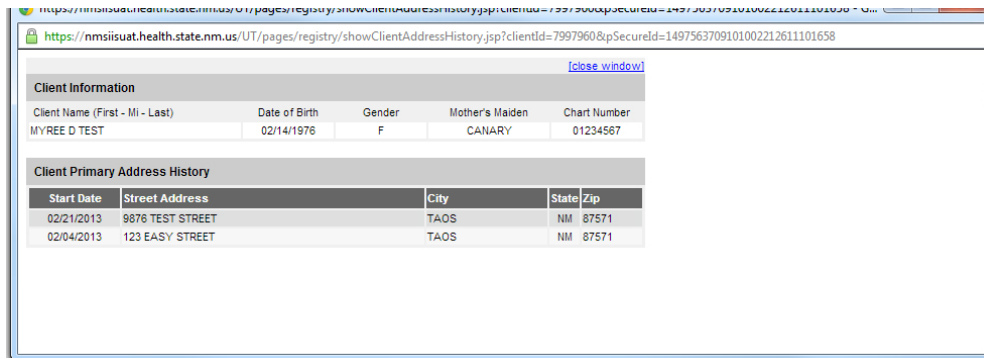
You may edit and add to all the information in the *Address Information* section. This allows you to correct errors, add a mailing address, add a street address, and replace an address. You may also check the *Undeliverable Address* checkbox for any address.

To edit *Address Information*:

1. If not open, click the arrow icon  to the right of the section name.
2. Click in the text box where you need to add or edit information.
3. Erase any existing information in typed-in text boxes using the Delete or Backspace key on your keyboard.
4. Type in or select (for drop-down boxes) the correct information.
5. Click *Save*.

To display a client’s previous addresses, click *View Client Address History*. NMSIIS launches a new window so you may view and close the window without effecting your data entry. See [Figure 4.12](#).

Figure 4.12 The client ’s address history displays in a new window.



Responsible Persons

You may edit and add to all the information in the *Responsible Persons* section. This allows you to correct errors, add new information to an existing responsible person, delete a responsible person, and add another responsible person to the client record.

To edit information when only one responsible person exists:

1. If not open, click the arrow icon  to the right of the section name.

2. Click in the text box where you need to add or edit information.
3. Erase any existing information in typed-in text boxes using the Delete or Backspace key on your keyboard.
4. Type in or select (for drop-down boxes) the correct information.
5. Click *Apply Changes*. See Figure 4.13.

Figure 4.13 After you edit the Responsible Persons section, click Apply Changes.

The screenshot shows a web interface for managing 'Responsible Persons'. At the top, there is a header 'Responsible Persons (0)' with a small upward-pointing triangle icon. Below this is a link '[back to top]'. The main section is titled 'Responsible Person listing' and includes an 'Add New' button. A table header shows columns for 'Name', '* Relationship', and 'Primary'. Below the table, a message states 'No Responsible Persons have been added for this client'. Underneath, there is a section titled 'Details for Responsible Person:' with a note 'Click 'Apply Changes' after applying updates'. The form contains several input fields: '* Last Name' (Lastname), '* First Name' (Firstname), Middle Name, '* Relationship' (Grandparent), Phone Number (555 -555 -5555), Extension, E-Mail, Street Address (1 Anystreet), Other Address, P.O. Box (321), Zip (99999 +4), City (Anytown), and State (NM). The 'Apply Changes' button is circled in red.

To edit information when multiple *Responsible Persons* exist:

1. If not open, click the arrow icon ▼ to the right of the section name.
2. Select the radio button under *Review* in the *Responsible Person Listing* area.
3. Click *Review*.
4. Click in the text box where you need to add or edit information.
5. Erase any existing information in typed in text boxes using the Delete or Backspace key on your keyboard.
6. Type in or select (for drop-down boxes) the correct information.
7. Click *Apply Changes*. See Figure 4.14.

Figure 4.14 NMSIIS lists all Responsible Persons entered for the client record.

Responsible Persons (2) ▲

[\[back to top\]](#)

Responsible Person listing Add New

| Review | Remove | Name | * Relationship | Primary |
|----------------------------------|--------------------------|--------------------|----------------|----------------------------------|
| <input type="radio"/> | <input type="checkbox"/> | Candle, Wick NM | Child | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="checkbox"/> | Flame, Red NM | Brother | <input checked="" type="radio"/> |

Details for Responsible Person: Red Flame
Click 'Apply Changes' after applying updates

* Last Name Street Address Apply Changes

* First Name Other Address

Middle Name P.O. Box

* Relationship Zip +4

Phone Number - - City State

Extension

E-Mail

To add a responsible person:

1. If not open, click the arrow icon ▼ to the right of the section name.
2. Click *Add New*.
3. Click in each of the thirteen text boxes one by one and type in or select (for drop-down boxes) the correct information.
4. Click *Apply Changes*.

When multiple *Responsible Persons* exist, NMSIIS displays each person's name and relationship to the client. Designate one responsible person as the primary contact by selecting the radio button in the *Primary* column. Then click *Apply Changes*.


To delete a responsible person:

1. If not open, click the arrow icon ▼ to the right of the section name.
2. Check the checkbox in the *Remove* column for the desired responsible person.
3. Click *Remove*.

Client Comments

You may not edit existing *Client Comments*; however, you may delete them. If you remove a comment, you may effect NMSIIS immunization recommendations.

To delete a Client Comment:

1. If not open, click the arrow icon  to the right of the section name.
2. Check the checkbox in the *Remove* column for the desired Client Comment.
3. Click *Remove*.



Chapter 5: Manage Immunizations

In This Chapter

Understanding The Manage Immunizations Page

Print Immunization History

Add Immunization

Edit Immunization

Version 1.0
March 26, 2013

Immunization functions in NMSIIS allows you to add, view, and edit immunization information. NMSIIS also recommends immunizations based on the chosen tracking schedule (usually ACIP).

Understanding The Manage Immunizations Page

After logging into NMSIIS, look for the *Immunizations* heading in the [Post Log-In Left Navigation Menu](#). Click on the *Manage Immunizations* link. This link brings up a search titled *Client Search Criteria*. See [Search For A Client in Chapter 4](#) for more information on finding a client.

Once you find and open a client record through the *Manage Immunizations* link, NMSIIS displays basic [Client Information](#), the client’s immunization [History](#), and [Vaccines Recommended](#). See [Figure 5.01](#).

Figure 5.01 View immunization History and recommendations with Manage Immunizations.

The screenshot displays the NMSIIS interface for managing immunizations. At the top, there are navigation tabs: home, manage access/account, forms, related links, logout, and help desk. Below this, the user's session information is shown: organization: DEFAULT ORGANIZATION, user: Jaime Riera, role: Standard User.

Client Information

| Client Name (First - MI - Last) | DOB | Gender | Mother's Maiden | Tracking Schedule | Chart Number |
|---------------------------------|------------|--------|-----------------|-------------------|--------------|
| GIRLIE TEST | 02/05/2010 | F | FUQUA | ACIP | |

Address: 123 EASY STREET, NM 87571 (505) 123-4567

History

| Vaccine Group | Date Administered | Series | Trade Name | Dose | Owned? | Reaction | Hist? | Edit |
|---------------|-------------------|---------|---------------------|------|--------|----------|-------|------|
| DTP/aP | 02/05/2011 | 1 of 5 | Pediarix ® | Full | | | | |
| | 03/05/2011 | 2 of 5 | Pediarix ® | Full | | | | |
| | 04/05/2011 | 3 of 5 | Pediarix ® | Full | | | | |
| HepB | 04/05/2010 | 1 of 3 | Engerix-B Peds ® | Full | | | | |
| | 02/05/2011 | 2 of 3 | Pediarix ® | Full | | | | |
| Hib | 03/05/2011 | 1 of 2 | Pediarix ® | Full | | | | |
| | 04/05/2011 | 3 of 3 | Pediarix ® | Full | | | | |
| Influenza | 02/05/2011 | 1 of 2 | ActHib ® | Full | | | | |
| | 04/05/2011 | 2 of 2 | ActHib ® | Full | | | | |
| MMR | 02/05/2011 | 1 of 2 | AFLURIA Pres-Free ® | Full | | | | |
| | 04/05/2011 | 2 of 2 | Fluzone Pres-Free ® | Full | | | | |
| | 05/05/2012 | Booster | Fluzone Pres-Free ® | Full | | | | |
| Pneumococcal | 02/05/2011 | 1 of 2 | MMR II ® | Full | | | | |
| | 04/05/2011 | 2 of 2 | Prevnar 13 ® | Full | | | | |
| Polio | 02/05/2011 | 1 of 4 | Prevnar 13 ® | Full | | | | |
| | 03/05/2011 | 2 of 4 | Pediarix ® | Full | | | | |
| | 04/05/2011 | 3 of 4 | Pediarix ® | Full | | | | |
| Varicella | 02/05/2011 | 1 of 2 | Varivax ® | Full | | | | |

Current Age: 3 years

Vaccines Recommended by Selected Tracking Schedule

| Select | Vaccine Group | Earliest Date | Recommended Date | Overdue Date | Latest Date |
|-------------------------------------|---------------|---------------|------------------|--------------|-------------|
| <input checked="" type="checkbox"/> | DTP/aP | 10/05/2011 | 10/05/2011 | 11/05/2011 | 02/04/2017 |
| | HepB | | Complete | | |
| | Hib | | Complete | | |

Client Information

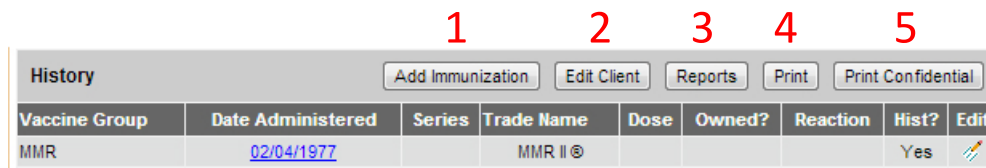
The *Client Information* section at the top of the page gives basic information for the client. The page shows the *Client Name*, *DOB*, *Gender*, *Mother’s Maiden* name, the *Tracking*

Schedule, the *Chart Number*, *Address*, and a scrollable list of *Comments*.

History

To the right of the *History* heading, NMSIIS has five buttons related NMSIIS functions. See Figure 5.02.

Figure 5.02 Beside the History heading, you find five buttons for NMSIIS functions.




These functions include:

1. **Add Immunization** - Click *Add Immunization* to add an immunization. See [Add Immunization](#).
2. **Edit Client** - Click *Edit Client* to edit or add client information. See [Manage Client](#).
3. **Reports** - Click *Reports* to generate client-specific reports. Find more about reports in the NMSIIS Administrator’s Manual.
4. **Print** - Click *Print* for a printer-friendly version of the page. See [Print Immunization History](#).
5. **Print Confidential** - Click *Print Confidential* for a printer-friendly version of the page without private client information. See [Print Immunization History](#).

Below the function buttons, the immunization *History* section displays all of the client’s recorded immunizations in a table. NMSIIS lists immunizations alphabetically by *Vaccine Group*, then orders them by *Date Administered*.



The table shows the following information:

- **Vaccine Group** - The vaccine group or vaccine family. Multiple individual vaccines used to vaccinate against a disease. These groups may represent vaccines that immunize against a single disease or multiple diseases.
- **Date Administered** - This date the client received the vaccine. Click on the date to view tracking schedule information for the vaccine. NMSIIS displays *Historic* in this column for a previously administered vaccine without an administered date.
- **Series** - The dose number in a series. NMSIIS provides the following information:

- » The number of a valid immunization in a series. For example, *1 of 3*.
 - » For repeating booster doses, NMSIIS displays *Booster*.
 - » NMSIIS displays *Not Valid* for immunizations the system declares invalid. NMSIIS marks an immunization as invalid either because the client was too young to receive the vaccine or not enough time elapsed between doses. Once the client completes the series, the *Series* column appears blank for any *Not Valid* doses.
 - » For a partial dose, NMSIIS displays *Partial Dose*.
 - » Certain immunizations appear as *Pending*. For example, a small pox immunization awaiting an evaluation.
- **Trade Name** - The manufacturer's trade name, if recorded.
 - **Dose** - The dosage. NMSIIS displays full, half, or multiple doses. You should assume an empty value to be one full dose.
 - **Owned?** - Whether or not your organization entered the immunization record. When NMSIIS displays *No*, another provider organization entered the immunization record. You may click on the *No* link in the *Owned?* column to see the name and contact information for the organization that owns the record. Click on the notepad icon  in the *Edit* column to view immunization information. You should assume an empty value to be owned by your organization.


Note!

An organization does not own any client in NMSIIS, but an organization does own the immunizations it provides. An immunization may be both owned and historical. This means your organization recorded the immunization information from a paper record, but did not actually administer the vaccine.

- **Reaction** - A reaction to an immunization. NMSIIS displays *Yes* in red when a reaction was recorded. Click on the *Yes* link in the *Reaction* column or the notepad icon  in the *Edit* column to view the reaction.
- **Hist?** - Whether or not NMSIIS declare the immunization historical. When NMSIIS displays *Yes*, the record entered NMSIIS through automated data transfer or from a paper record. You should assume an empty value to not be historical.
- **Edit** - If your organization owns the immunization, you may edit it. Click on the notepad icon  in this column to view and/or edit immunization information.

Below the *History* section, NMSIIS shows the client’s exact *Current Age*.

Vaccines Recommended

The *Vaccines Recommended By Selected Tracking Schedule* section lists all immunizations recommended specifically for the client in a table with color-coding to assist in interpretations. NMSIIS arranges immunizations alphabetically by *Vaccine Group*.

Comments indicating a contraindication for immunization show above the recommendations and may affect vaccine recommendations. For information on editing comments, see [To add a reactions to an immunization](#) .

The *Vaccines Recommended By Selected Tracking Schedule* table gives the following information:

- **Select** - NMSIIS automatically selects vaccines that are equal to or past their recommended date. You may select additional vaccines. Click *Add Selected* to enter immunizations for selected groups.
- **Vaccine Group** - Click the vaccine group name to view tracking schedule information and the *Explanation Of Status*, when provided by NMSIIS.
- **Earliest Date** - The earliest date that the client may receive the immunization.
- **Recommended Date** - The recommended date that the client may receive the immunization.
- **Overdue Date** - The date when the client is past due for the immunization. This date also triggers an accelerated schedule for future immunizations.
- **Latest Date** - The latest date when the client may receive the immunization.

NMSIIS color-codes the *Vaccines Recommended By Selected Tracking Schedule* to assist in interpretation. See [Figure 5.03](#).

Figure 5.03 Vaccine recommendations include status texts and color-coding.

| Current Age: 3 years | | | | | |
|--|------------------------------|---------------|------------------|--------------|-------------|
| Vaccines Recommended by Selected Tracking Schedule Add Selected | | | | | |
| Select | Vaccine Group | Earliest Date | Recommended Date | Overdue Date | Latest Date |
| <input checked="" type="checkbox"/> | DTP/aP | 10/05/2011 | 10/05/2011 | 11/05/2011 | 02/04/2017 |
| | HepB | Complete | | | |
| | Hib | Complete | | | |
| <input type="checkbox"/> | Influenza | 06/02/2012 | 05/05/2013 | 11/05/2013 | |
| <input type="checkbox"/> | MMR | 03/05/2011 | 02/05/2014 | 02/05/2016 | |
| | Pneumococcal | Complete | | | |
| <input type="checkbox"/> | Polio | 02/05/2014 | 02/05/2014 | 02/05/2017 | |

The color-coding displays as follows:

- **Pink** - Complete or the client has exceeded the maximum age for the vaccine.
- **Yellow** - Not complete. Today's date is equal to or past the *Earliest Date* and before the *Recommended Date*.
- **Green** - Not complete. Today's date is equal to or past the *Recommended Date* and before the *Overdue Date*.
- **Blue** - Not complete. Today's date is equal to or past the *Overdue Date* and before the *Latest Date* when a maximum age exists.

NMSIIS displays status text in the *Vaccines Recommended By Selected Tracking Schedule*. You may interpret the text as follows:

- **Complete** - Specified vaccine complete.
- **Completed Early** - Specified vaccine completed early.
- **Maximum Age Exceeded** - Client has exceeded the maximum age to receive a specified vaccine.
- **Maximum Doses Met or Exceeded for Vaccine Group** - Client has met or exceeded the maximum number of doses for the specified vaccine.
- **Contraindicated** - Client has contraindications for immunization for the specified vaccine.
- **Immunity Recorded for Vaccine Group** - Client has immunities for the specified vaccine.

Print Immunization History

You may print a client's immunization history and recommendations with or without private client information.


To print this information:

- Click *Print* for a printer-friendly version with client information, immunization history, and recommendations.
- Click *Print Confidential* for a printer-friendly version with only a client's immunization history and recommendations. See [Figure 5.04](#).

Figure 5.04 Both Print and Print Confidential produce complete immunization records.

The screenshot shows a web interface with a 'Comments' field at the top. Below it is a 'History' section with a table of immunization records. Above the table are several buttons: 'Add Immunization', 'Edit Client', 'Reports', 'Print', and 'Print Confidential'. Two red arrows point to the 'Print' and 'Print Confidential' buttons. The table below has the following data:

| Vaccine Group | Date Administered | Series | Trade Name | Dose | Owned? | Reaction | Hist? | Edit |
|---------------|-------------------|--------|--------------|------|--------|----------|-------|------|
| DTP/aP | 02/19/2013 | 1 of 5 | Acel-Imune ® | Full | | | | |

- Print this window like printing any other page from a browser. For example, you may press your browser's printer icon  or select File > Print.

Add Immunization

NMSIIS provides two ways to add an immunization: from the *Manage Immunization* or from the *Manage Client* link. Using either method, you may add one or more immunizations at the same time.

- **Manage Immunization** - Click *Manage Immunization* from the [Post Log-In Left Navigation Menu](#). On the *Client Search Criteria* page, search for and open the client record.
- **Manage Client** - Click *Manage Client* from the [Post Log-In Left Navigation Menu](#). On the *Client Search Criteria* page, search for and open the client record.

Once you open the client's record, there are two buttons used for adding an immunization. The *Add Immunization* button is in the client's immunization [History](#) section. The *Add Selected* button is in the client's [Vaccines Recommended](#) section.


Vaccine Inventories


Before adding an immunization to NMSIIS, you must know the vaccine inventory source. Determine whether the immunization was drawn from NMSIIS inventory (also known as *Public*), other inventory (also known as *Private*), or Historical.

- **From NMSIIS Inv** - Vaccine obtained free of cost through the NMDOH for children 18 years of age or younger. NMSIIS maintains inventory balances for these vaccines, accounting for doses added and used.
- **From Other Inv** - Vaccine purchased by your organization for adults plus any vaccine purchased for children or adults because the vaccine is not available through NMDOH. NMSIIS does not maintain inventory balances for these vaccines.
- **Hist #** - Vaccine not purchased or administered by your organization. You record a historical immunization to complete a client's immunization record. NMSIIS does not maintain inventory balances for these vaccines.

Add Immunizations From The Immunization History Section

1. Click *Add Immunization* in the *History* section to enter an immunization for any vaccine not listed in the *Vaccines Recommended By Selected Tracking Schedule* section.
2. Select the *Organization Site*, if NMSIIS does not automatically show the desired site name.

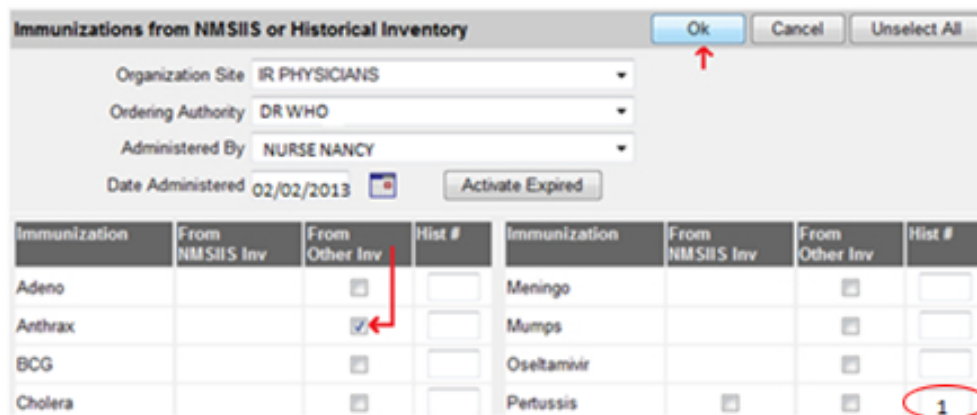
3. Select the *Ordering Authority*. You do not need to select an *Ordering Authority* for historical immunizations.
4. Select the *Administered By* name. You do not need to select an *Administered By* for historical immunizations.
5. Type in the month, day, and year for the *Date Administered* in MM/DD/YYYY format. You may also click the calendar icon  to select a date.
6. Check the *From NMSIIS Inv* or *From Other Inv* checkbox next to the *Immunization* you wish to add. The *From NMSIIS Inv* checkboxes display only when your chosen site's inventory contains active lots for the vaccine. The *From Other Inv* checkboxes always appear. If recording a historical immunization, type in the number of immunizations in the text box under the *Hist #* column.



Note! For combination vaccines, such as HepB-Hib, check only one vaccine component. For example, either check *HepB* or *Hib*. Later, when you select the vaccine trade name, NMSIIS recognizes the combination vaccine and records all components.

7. Click *OK*. See [Figure 5.05](#). NMSIIS launches a new page

Figure 5.05 Check the inventory source or type in the historical number and click OK.



| Immunization | From NMSIIS Inv | From Other Inv | Hist # | Immunization | From NMSIIS Inv | From Other Inv | Hist # |
|--------------|-----------------|-------------------------------------|--------|--------------|--------------------------|--------------------------|--------|
| Adeno | | <input type="checkbox"/> | | Meningo | | <input type="checkbox"/> | |
| Anthrax | | <input checked="" type="checkbox"/> | | Mumps | | <input type="checkbox"/> | |
| BCG | | <input type="checkbox"/> | | Oseltamivir | | <input type="checkbox"/> | |
| Cholera | | <input type="checkbox"/> | | Pertussis | <input type="checkbox"/> | <input type="checkbox"/> | 1 |

1. In the *New Immunizations* section, verify that the *Date Administered* is correct.
2. Select the *Insurance Coverage* for the client.
3. If the *Insurance* drop-down box appears, select the name of the client's insurance company.
4. If the *Policy Number* text box appears, click in the text box and type in the

insurance policy number. See [Figure 5.06](#).

Figure 5.06 For an insured client, NMSIIS displays the Policy Number text box.

5. If the *Medicare ID* text box appears, type in the Medicare ID number.
6. If the *Medicaid/Salud ID* text box appears, type in the Medicaid/Salud ID number.

The immunizations that you previously selected display in a table below the insurance information. NMSIIS divides the immunizations into sections based on the chosen [Vaccine Inventories: New Immunizations From NMSIIS Inventory, New Immunizations From Other Inventory, or Historical Immunizations](#).

For each immunization under the *New Immunizations From NMSIIS Inventory* section:

7. Select the *Trade Name-Lot*.
8. Select the *Dose*. NMSIIS defaults to a *Full* dose.
9. Verify the person who administered the immunization is correct in the *Administered By* drop-down box.
10. Select the *Body Site*.
11. Select the *Route*.
12. Click *Save*. See [Figure 5.07](#).

Figure 5.07 With NMSIIS Inventory, the Trade Name-Lot displays as public.

| New Immunizations from NMSIIS Inventory (5) | | | | | | |
|---|--------------|--------------------------------|------|-----------------|-----------|---------------|
| Remove | Immunization | Trade Name-Lot | Dose | Administered By | Body Site | Route |
| <input type="checkbox"/> | DTP/aP | Pediarix12345\public | Fu | | left arm | intramuscular |
| <input type="checkbox"/> | HepB | Pediarix12345\public | Fu | | left arm | intramuscular |
| <input type="checkbox"/> | Hib | ActHib16789\public | Fu | | left arm | intramuscular |
| <input type="checkbox"/> | Influenza | | Fu | | | intramuscular |
| <input type="checkbox"/> | Varicella | Flu-Mist234\public | Fu | | | subcutaneous |
| New Immunizations from Other Inventory (4) | | | | | | |
| | | Fluzone Pres-Free100990\public | | | | |

For each immunization under the *New Immunizations From Other Inventory* section:

13. Select the *Trade Name*.


14. Select the *Dose*. NMSIIS defaults to a *Full* dose.
15. Select the *Manufacturer*. NMSIIS usually automatically fills this drop-down box after you select the *Trade Name*.
16. Type in the *Lot Number*.
17. Select the *Funding Type*. Choose *Private (From Other Inv)*.
18. Click *Save*. See [Figure 5.08](#).

Figure 5.08 With new immunizations from other inventory, you must select private funding.

| Remove | Immunization | Trade Name | Dose | Manufacturer | Lot Number | Funding Type |
|--------------------------|--------------|------------|------|----------------------------------|------------|--------------|
| <input type="checkbox"/> | Anthrax | Anthrax | Ful | Emergent BioDefense Operations I | 12345 | Private |

New Client Comments

For each immunization under the *Historical Immunizations* section:

19. Type in the month, day, and year for the *Date Administered* in MM/DD/YYYY format. You may also click the calendar icon  to select a date.
20. Select the *Trade Name*, if known.
21. Type in the *Lot Number*, if known.
22. Type in the *Provider Org*. The organization that administered the immunization.
23. Select the *Source of Imm*. This drop-down box includes choices like *Parent Written Record*, *School Record*, etc.
24. Enter *New Client Comments*, if appropriate. You may enter refusals, immunities, repeated series information, and contraindications. You enter [Client Comments](#) here just as you would on the client record. See [Chapter 4](#) for more information about comments.
25. Click either *Save* option. You find one *Save* option above *New Immunizations*. The other, lies above the *New Client Comments* section. After saving, NMSIIS returns you to the client’s immunization history. You now see the newly entered vaccines with updated recommendations.

Add Immunizations From The Vaccines Recommended By Selected Tracking Schedule Section

NMSIIS recommends vaccines by factoring in the client’s age, immunization history, the date, and the ACIP schedule. NMSIIS automatically checks each vaccine it recommends. You may record one or more of these pre-selected immunizations. See [Figure 5.09](#).

Figure 5.09 Figure 5.08 NMSIIS pre-selects the recommended vaccines for today's date.

| Vaccines Recommended by Selected Tracking Schedule | | | | | Add Selected |
|--|------------------------------|---------------|------------------|--------------|--------------|
| Select | Vaccine Group | Earliest Date | Recommended Date | Overdue Date | Latest Date |
| <input checked="" type="checkbox"/> | DTP/aP | 02/03/2011 | 02/03/2011 | 04/06/2011 | 12/30/2016 |
| <input checked="" type="checkbox"/> | HepB | 12/31/2009 | 12/31/2009 | 03/31/2010 | |
| <input checked="" type="checkbox"/> | Hib | 02/03/2011 | 02/03/2011 | 04/06/2011 | 12/30/2014 |
| <input checked="" type="checkbox"/> | Influenza | 12/02/2011 | 11/04/2012 | 05/04/2013 | |
| <input type="checkbox"/> | MMR | 02/03/2011 | 12/31/2013 | 12/31/2015 | |
| <input checked="" type="checkbox"/> | Pneumococcal | 02/11/2010 | 02/28/2010 | 03/31/2010 | 12/30/2014 |
| <input checked="" type="checkbox"/> | Polio | 02/11/2010 | 02/28/2010 | 03/31/2010 | |
| <input type="checkbox"/> | Varicella | 04/06/2011 | 12/31/2013 | 12/31/2013 | |


1. Uncheck the box in the *Select* column for any immunization(s) you do not want to record. Check any addition immunization(s) you wish to record.
2. Click *Add Selected* in the *Vaccines Recommended By Selected Tracking Schedule* section.
3. Select the *Organization Site*, if NMSIIS does not automatically show the desired site name.
4. Select the *Ordering Authority*. You do not need to select an *Ordering Authority* for historical immunizations.
5. Select the *Administered By* name. You do not need to select an *Administered By* for historical immunizations.
6. Type in the month, day, and year for the *Date Administered* in MM/DD/YYYY format. You may also click the calendar icon  to select a date.
7. Verify that each checked *Immunization* comes from the correct *Vaccine Inventories*. The *From NMSIIS Inv* checkboxes display only when your chosen site's inventory contains active lots from the vaccine. The *From Other Inv* checkboxes always appear. If recording a historical immunization, type in the number of immunizations in the text box under the *Hist #* column.
8. Click the OK button. See [Figure 5.10](#). NMSIIS launches a new page.

Figure 5.10 You may correct the vaccine inventory source pre-selected by NMSIIS.

| Immunization | From NMSIIS Inv | From Other Inv | Hist # | Immunization | From NMSIIS Inv | From Other Inv | Hist # |
|--------------|-------------------------------------|-------------------------------------|--------------------------|--------------|-------------------------------------|--------------------------|--------------------------|
| Adeno | | <input type="checkbox"/> | <input type="checkbox"/> | Meningo | | <input type="checkbox"/> | <input type="checkbox"/> |
| Anthrax | | <input type="checkbox"/> | <input type="checkbox"/> | Mumps | | <input type="checkbox"/> | <input type="checkbox"/> |
| BCG | | <input type="checkbox"/> | <input type="checkbox"/> | Oseltamivir | | <input type="checkbox"/> | <input type="checkbox"/> |
| Cholera | | <input type="checkbox"/> | <input type="checkbox"/> | Pertussis | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DTP/aP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plague | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Diphtheria | | <input type="checkbox"/> | <input type="checkbox"/> | Pneumo-Poly | | <input type="checkbox"/> | <input type="checkbox"/> |
| Encephalitis | | <input type="checkbox"/> | <input type="checkbox"/> | Pneumococcal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Flu H1N1-09 | | <input type="checkbox"/> | <input type="checkbox"/> | Polio | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| HPV | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rabies | | <input type="checkbox"/> | <input type="checkbox"/> |
| HepA | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rotavirus | | <input type="checkbox"/> | <input type="checkbox"/> |
| HepB | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rubella | | <input type="checkbox"/> | <input type="checkbox"/> |

1. In the *New Immunizations* section, verify that the *Date Administered* is correct.
2. Select the *Insurance Coverage* for the client.
3. If the *Insurance* drop-down box appears, select the name of the client's insurance company.
4. If the *Policy Number* text box appears, type in the insurance policy number.
5. If the *Medicare ID* text box appears, type in the Medicare ID number.
6. If the *Medicaid/Salud ID* text box appears, type in the Medicaid/Salud ID number.

The immunizations that you previously selected display in a table below the insurance information. NMSIIS divides the immunizations into sections based on the chosen [Vaccine Inventories](#): *New Immunizations From NMSIIS Inventory*, *New Immunizations From Other Inventory*, or *Historical Immunizations*. See [Figure 5.11](#).

Figure 5.11 NMSIIS lists immunizations by vaccine inventory source.

See the instructions on [page 52](#) for adding the immunization details under the *New Immunizations From NMSIIS Inventory*, *New Immunizations From Other Inventory*, and *Historical Immunizations* sections.

VIS Dates For New Immunizations

When you select a trade name from the *Trade Name-Lot* drop-down box under the *New Immunizations From NMSIIS Inventory* section, NMSIIS auto-fills the *VIS Dates For New Immunizations* text box. See [Figure 5.12](#).

Figure 5.12 A Vaccine Information Statement (VIS) box displays at the bottom of the page.

- Click either *Save* option. You find one *Save* option above *New Immunizations*. The other lies above the *New Client Comments* section. After saving, NMSIIS returns you to the client’s immunization history. You now see the newly entered vaccines with updated recommendations.

Edit Immunization

You may delete or correct any immunization record entered (owned) by your organization. You

can enter reactions for any immunization record. NMSIIS allows limited corrections for historical immunization records.

To edit an immunization, do the following:




1. In the client's immunization *History* table, look under the *Owned?* column.
 - » A blank means yes, your organization owns this record. You may edit the immunization.
 - » A *No* means you cannot edit the record. For immunizations marked *No*, you may add *Reactions To Immunization* and view who owns the record.
2. Click the notepad icon  in the *Edit* column. See [Figure 5.13](#).

Figure 5.13 View the Owned? column and click the notepad icon to edit the immunization.

| History | | | | | | | | |
|------------------|----------------------------|-------------|------------------|---------|--------|--------------------|-------|---|
| Add Immunization | | Edit Client | | Reports | Print | Print Confidential | | |
| Vaccine Group | Date Administered | Series | Trade Name | Dose | Owned? | Reaction | Hist? | Edit |
| HepB | 02/21/2013 | NOT VALID | Engerix-B Peds © | Full | | | |  |
| Influenza | 10/16/2009 | 1 of 1 | FluLaval © | Full | No | | |  |

3. Click in the appropriate text box and correct the information. See [Figure 5.14](#).

Figure 5.14 After you click the notepad icon, correct or add information to an immunization.

4. Click *Save*.

To add a reactions to an immunization:


1. Click the notepad icon  in the *Edit* column.
2. Check the box next to the reaction in the *Reactions To Immunization* section. You may add multiple reactions.
3. Click *Save*. NMSIIS now displays the immunization with a reaction in red. See [Figure 5.15](#).

Figure 5.15 NMSIIS displays an immunization with reaction(s) in red.

| History | | | | | | | | |
|--|----------------------------|--------|------------|------|--------|----------|-------|------|
| <input type="button" value="Add Immunization"/> <input type="button" value="Edit Client"/> <input type="button" value="Reports"/> <input type="button" value="Print"/> <input type="button" value="Print Confidential"/> | | | | | | | | |
| Vaccine Group | Date Administered | Series | Trade Name | Dose | Owned? | Reaction | Hist? | Edit |
| Pertussis | 11/05/2010 | 1 of 1 | Adacel © | | No | | Yes | |
| | 02/21/2013 | | Boostrix © | Full | | | | |
| Polio | 02/21/2013 | 1 of 4 | I POL © | Full | | Yes | | |
| Td | 11/05/2010 | 1 of 3 | Adacel © | | No | | Yes | |
| | 02/21/2013 | 2 of 3 | Boostrix © | Full | | | | |
| Varicella | 02/21/2013 | 1 of 2 | Varivax © | Full | | | | |

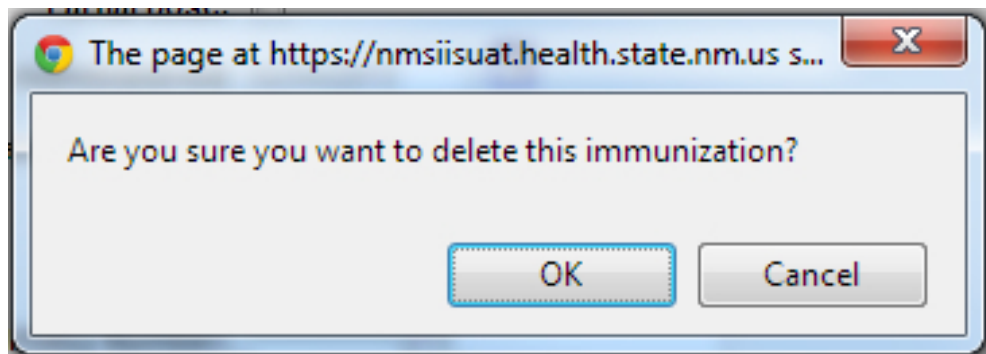
To delete a reaction(s) to an immunization:

1. Click the notepad icon in the *Edit* column.
2. Uncheck the box next to the reaction(s) in the *Reactions To Immunization* section.
3. Click *Save*. NMSIIS now displays the immunization in black.

To delete an immunization record:

1. Click the notepad icon in the *Edit* column.
2. Click *Delete*. NMSIIS launches a confirmation box. See Figure 5.16.

Figure 5.16 NMSIIS launches a confirmation box before deleting an immunization.



3. The confirmation box contains the question *Are You Sure You Want To Delete This Immunization?* Click *OK* to confirm deletion.



Chapter 6: Special Circumstances

In This Chapter

Duplicate Client

Duplicate Immunization

Expired Inventory Activation

Reminder And Recall Notices

Version 1.0
March 26, 2013

Some special circumstances may arise that require your attention. This chapter covers information for a [Duplicate Client](#), a [Duplicate Immunization](#), [Expired Inventory Activation](#), and client [Reminder And Recall Notices](#).

Duplicate Client

After you click to *Save* a new client in NMSIIS, the system checks for possible existing clients that match the information entered. NMSIIS does this to avoid duplicate clients in NMSIIS. This assures a single, complete immunization record for each client.

You may receive a message box titled *Client Match Detected*. This means NMSIIS believes the client may already exist in the system. The table below the message box contains one or more names of potential client matches. See [Figure 6.01](#).

Figure 6.01 NMSIIS displays a client list when it detects a possible duplicate client.

Client Match Detected

Based on the information you entered, the system has determined the client may already exist in NMSIIS. Please review the demographic information for the client below and if it does not appear to be your client, you may then click the **Create New Client** button.

Please keep in mind that if you choose to ignore a client match and create a new record, that client will have two records in NMSIIS, neither of which will be complete and accurate!

Possible Client Matches: 1

| Last Name | First Name | Birth Date | Client ID | Mother's First Name | Mother's Maiden Name | Gender | Status |
|----------------------|------------|------------|-----------|---------------------|----------------------|--------|--------|
| TEST | GIRLIE | 02/05/2010 | | MYREE | FUQUA | F | A |

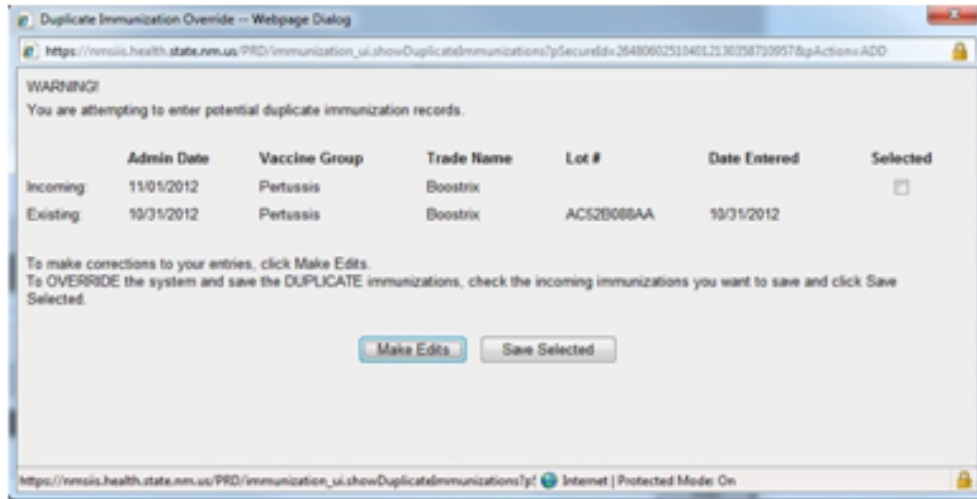
To determine if your new client entry matches an existing client in NMSIIS:

1. Click on each *Last Name* to display his or her information. NMSIIS identifies matching clients even when the client's name has changed. Review each existing record to determine if your client already exists in NMSIIS.
2. If you find your client in the list of potential client matches, click the client's *Last Name* to edit his/her information. Remember to click *Save* to record changes. However, if after reviewing all the existing clients given you do not find a match for your client, click *Create New Client*. NMSIIS launches a confirmation box. Click *OK*.

Duplicate Immunization

You should always check a client's full immunization record *History* in NMSIIS before entering a new immunization to avoid entering a duplicate immunization. When you enter a new immunization and click *Save*, NMSIIS checks for possible duplicate immunizations. NMSIIS alerts you when it finds a potential duplicate immunization with the message *Possible Duplicate Immunizations Exist. Modify Or Delete Your Entries*. See [Figure 6.02](#)

Figure 6.02 NMSIIS alerts you to possible duplicate immunizations with a warning box.



If you receive a duplicate immunization warning:

1. Review all immunizations in the *Duplicate Immunization Override* warning box.
2. If you need to edit the newly entered immunization, click *Make Edits*. Edit or remove immunizations as needed. See [Edit Immunization](#) in [Chapter 5](#) for instructions. However, if after reviewing all the existing immunizations you do not find a duplicate, check the box next to the immunization and click *Save Selected*.

Expired Inventory Activation

If you try to add an immunization after the vaccine’s expiration date, you will not find the vaccine in the *Trade Name*, *Trade Name-Lot*, and *Manufacturer* name drop-down boxes. You must re-activate the vaccine inventory so you can select it when recording the immunization..

To temporarily re-activate the vaccine inventory:


1. Enter an immunization as described in the [Add Immunization](#) section of [Chapter 5](#).
2. Verify or type in the month, day, and year for the actual *Date Administered* in MM/DD/YYYY format. You may also click the calendar icon  to select a date.
3. Click *Activate Expired* to the right of the *Date Administered* field. See [Figure 6.03](#).

Figure 6.03 You can re-activate expired vaccine by clicking Activate Expired.

The screenshot shows a dialog box titled "Immunizations from NMSIIS or Historical Inventory". It contains several fields: "Organization Site" with a dropdown menu showing "Helping Hands Immunizations"; "Ordering Authority" with a dropdown menu showing "DR WHO"; "Administered By" with a dropdown menu showing "NURSE NANCY"; and "Date Administered" with a text box showing "07/09/2008" and a calendar icon. At the bottom right of the dialog, there is a button labeled "Activate Expired" which is circled in red. Other buttons at the top right include "Ok", "Cancel", and "Unselect All".

4. Click *OK*. The vaccine will now display in the drop-down box on the new immunization page. Re-activation is only good for one immunization documentation. You must repeat this process each time you need to record an immunization after a vaccine’s expiration date.

Reminder And Recall Notices

You can set a client’s status, address, and permissions to allow inclusion in your organization’s reminder and recall notices. See the NMSIIS Administrator Manual for more information about generating reminder/recall notices.

To include a client in your organization’s reminder/recall notices:

1. Search for and open the client record. See [Search For A Client](#).
2. Select *Active* from the client’s *Status* drop-down box in the *Client Information* section.
3. Select *Yes* from the *Allow Reminder And Recall Contact?* drop-down box in the *Client Information* section.
4. Enter the *Street Address* or *P.O. Box* number in the *Address Information* section. Include the *City*, *State*, and *Zip* code. Do not check the *Undeliverable Address* checkbox.

Figure 6.04 Allow Reminder/Recall notices for a client in the Client Information section.

Client Information ▲

[\[back to top\]](#)

Client ID

Ethnicity

Race

Provider- PCP

School

Insurance Coverage

Verification Date 01/01/2010

Insurance Coverage Not Medicare Covered >= 19 & <65

Insurance Provider

Insurance Blue Cross Blue Shield (Health Care Service Corporation, A Mutual Legal Reserve Company)

Policy Number

Medicaid/Salud ID

Medicare ID

* Tracking Schedule ACIP

Status Active

Allow Sharing of Immunization Data? Yes

Allow Reminder and Recall Contact? Yes

Language Spoken ENGLISH

Address Information ▲

[\[back to top\]](#)

Clients at this Same Address

| Name | DOB |
|------------------------------|-----|
| No address sharing in effect | |

[view Client Address History](#)

Last Updated 01/05/2010

Undeliverable Address

Start Date 01/01/2010

Street Address 1215 CAPROCK

Other Address

P.O. Box

Zip 88240 +4

City HOBBS State NM

County LEA

Phone Number - -

Extension



Appendix A: Unaccepted Names

In This Appendix

Unaccepted Names List

Version 1.0
March 26, 2013

NMSIIS rejects some generic client names. The following NMSIIS [Table A.01](#) shows names that NMSIIS rejects.

Table A.01 NMSIIS rejects these generic names.

| INVALID NAMES | | | |
|---------------|----------|---------------------|--------------|
| A BABY | BG | DO NOT USE | INFANT FE |
| A F BABY | BOY | DSS | INFANT FEM |
| AF | BOY I | E BABY | INFANT G |
| AF BABY | BOY II | F BABY | INFANT GI |
| AF BABY BO | BRT | FEMALE | INFANT GIR |
| AF BABY GI | BSC | FF | INFANT GIRL |
| AFBABY | C A C | FIRE DEPT | INFANT GRL |
| B C S | C S | FWV | INFANT M |
| B.B. | C S S | G BABY | INFANT MA |
| B.G. | CAC | GARCIA INF | INFANT MAL |
| BABY | CBS | GIRL | INFANTBOY |
| BABY B | CCS | GIRL I | INFANTFEM |
| BABY BOY | CFCFS | GIRL II | INFANTFEMALE |
| BABY G | CHILD | GSST | INFANTGIR |
| BABY GIRL | CS | H BABY BOY | INFANTGIRL |
| BABY MALE | CSS | HBS | INFANTMAL |
| BABYB | CSSW | HRH | INFANTMALE |
| BABYBOY | CSS BABY | ILLEGIBLE SIGNATURE | L S S |
| BABYGIRL | D S S | INFANT | LCFD |
| BB | DCS | INFANT BO | LCFS |

| | | | |
|------------|-----------|------------------------|--------|
| BCSW | DFS | INFANT BOY | LNAME |
| LS | NON | SRM | VLK |
| LSDKFSLDK | NONE | SRP | WLCFS |
| LSS | NTXHW | SS | XWM |
| LSS BABY | NULL | T A O | XXX |
| LSSFC | O BABY | THWJ | Z BABY |
| LT JR | P BABY | TOMORROW'S | |
| LWG | PCS | TOMORROW'S CHILDREN | |
| M BABY | PVN | TSWJ | |
| M BABY BOY | R BABY | TSWM | |
| MALE | S B A | TSWV | |
| MR | S BA | TXWM | |
| MRS | S BABY | UFA | |
| MS | S C I | UN | |
| N | S CI | UNK | |
| N.B. | SB | UNKN | |
| NB | SC | UNKNOEN | |
| NEWBORN | SIGNATURE | UNKNOWN | |
| NEWBORN | SLKDFSLKD | UNKOWN | |
| NFN | SMRT | UNNAMED | |
| NLN | SRB | UNREADABLE | |
| NO | SRFC | V BABY | |