Education
School module
Reports Only

Every Child Deserves a School Nurse

Education Module
Agenda

◆ Logging into NMSIIS
◆ Patient Module
◆ Immunization Module
  • Printing Official Immunization Records
◆ Education Module Overview
◆ School Nurse Reports
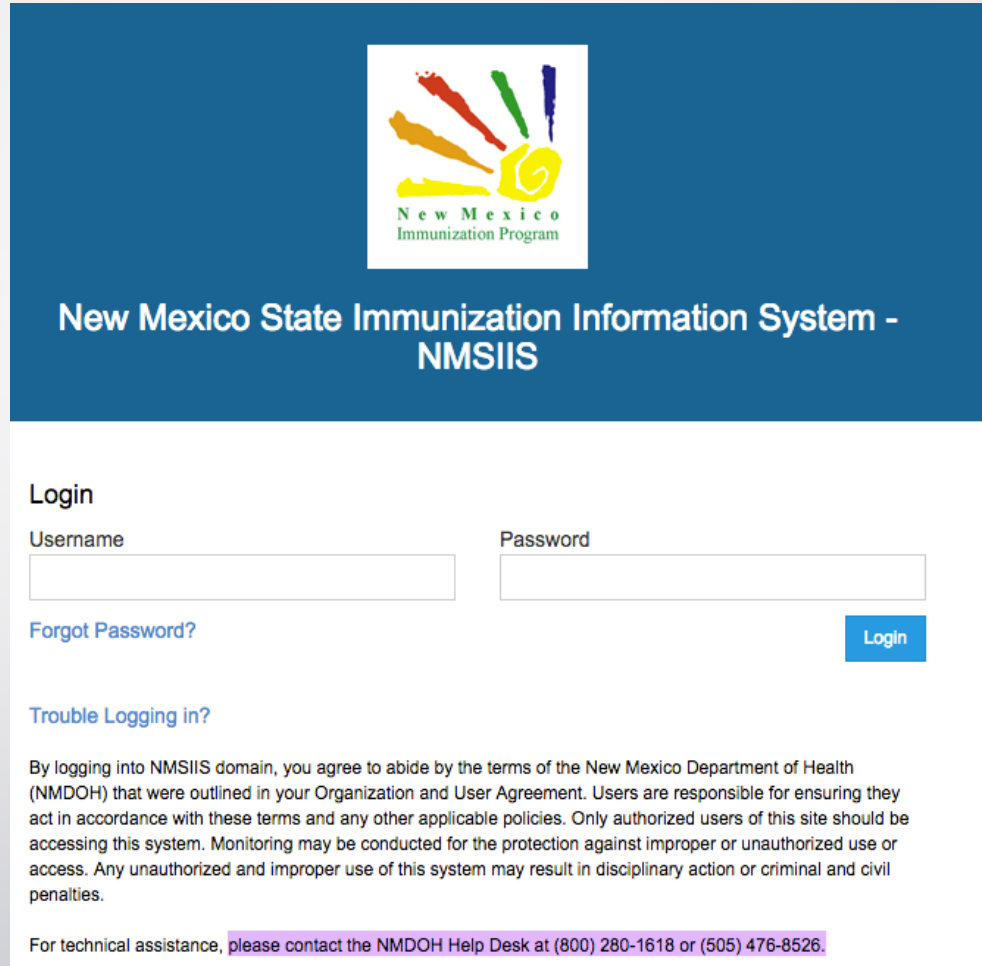◆ Exemptions

Logging In To NMSIIS

- Enter your Username and Temporary password as supplied by the NMSIIS team.
- Since this is your first time logging into NMSIIS, you will be prompted to change your password and set your security questions.
- If you forget your password you can reset your password after answering your security questions.

- **Please remember your password and security questions**

- **If you cannot log in or have technical issues.**
  There is contact information for:
  NMDOH-Help Desk
  800-280-1618 or 505-476-8526

New Mexico
Immunization Program

New Mexico State Immunization Information System - NMSIIS

Login

Username

Password

Forgot Password?

Login

Trouble Logging in?

By logging into NMSIIS domain, you agree to abide by the terms of the New Mexico Department of Health (NMDOH) that were outlined in your Organization and User Agreement. Users are responsible for ensuring they act in accordance with these terms and any other applicable policies. Only authorized users of this site should be accessing this system. Monitoring may be conducted for the protection against improper or unauthorized use or access. Any unauthorized and improper use of this system may result in disciplinary action or criminal and civil penalties.

For technical assistance, please contact the NMDOH Help Desk at (800) 280-1618 or (505) 476-8526.

Creating Password

1. Please create a new password for your account. It must contain: A minimum of eight (8) characters
   - A combination of upper and lower case letters
   - At least one (1) number. (0-9)
   - At least one special character. (Ex. #, %, *, !, $, etc.)
   - * Passwords must be changed a minimum of **3** times before re-use.

2. Enter your new password into the "New Password" box and again in the "Confirm New Password" box.

Change Password

Please enter your username and password and a new password (and confirmation) to change your password. Click the 'Update' button to continue...

New Password

Username	Existing Password
THALL2	

New Password	Confirm New Password

On your first log in, you will be immediately taken to the following screen.

Please enter the password that is given to you by NMSIIS team member under "Existing Password" box.

Security Questions
This gives you the ability to reset your own password if you forgot it.

You must answer at least 5 questions.

Question	Answer
What is your mother's maiden name?	
What was the name of your first pet?	
What city or town does your nearest sibling live?	
What is your father's middle name?	
What was the name of you elementary school?	
What was the last name of your 1st grade teacher?	
Who was the person you had your first kiss with?	
What did you want to be when you grew up?	
Who was your childhood hero?	

- You will need to answer at least five (5) of the security questions. You may answer more if you prefer, but you must at least answer five (5) of the questions.

- When you have created a new password and answered at least five (5) security questions, you will need to click the "**Update**" button in order to save the changes.

Education Home Screen

1. Select **Provider**
2. Select **Clinic**
3. Currently selected **Provider/Clinic**
4. Current **User**
5. **Log Out** link

Education Home Screen (cont.)

1. NMSIIS Modules
2. User Login History
   - The last five (most recent) login attempts will be displayed so the user can review it for accuracy. If they are not familiar with the date/time then they may want to reset their password.
3. Notifications
4. News

Education Home Screen (cont.)

- User Defaults
- Change Password
- Password Questions
- User Defaults
- Clinic Vaccine Defaults
- User Vaccine Defaults

Helpful Tips

- Use the Modules menu to navigate between modules/screens.
- Click a Module with a **+** sign to expand the menu and view the screens within the module.
- Once expanded, click a Module with a **–** sign to collapse the menu.
- **Avoid** using the browser back and forward buttons.
- Mandatory Items/Required Fields are in **BOLD** and have a **RED ***
  Required Field Headers will appear in **BOLD**
  For example below "**Street#**" is required but "Prefix" is not:

Mailing Address

Street # *	Prefix	**Street Name ***	Type	Suffix	Unit #	P.O. Box

City *			Out of State City	**County ***		Out of State County

State *		Country		**Zip Code ***		
				99999-9999	🔍 ❌	

Patients Module

- Central Repository shared by all users of the system to create and update patient records.

- Tracks demographic information, local identifiers, events, notes, precautions/contraindications, etc.

Patient Search

- On the left side of the page, click on the "+" sign next to the patients module for your search option to appear.
- The Previous Criteria button allows you to pull up the most recent search you performed without re-entering the criteria.
- Enter your search criteria and select the search button to find any matching patients.
 - Note: Unique numbers (e.g., Patient ID) require an exact match

Patient Search Results

1. You can hover over **the Patient Demographic** Button to see Patient Preview with some information about the patient. You can also Double-click a record to view **Patient Demographics,** or select a record and click a button to navigate to the respective screen.

2. If the record is not found, click to create a **New Patient** in the registry.

Adding New Patient

1. Complete required fields: **Last Name**, **First Name**, **Date of Birth (DOB)**, and **Gender**.
2. Click **Create**.

Add

Last Name *	First Name *	Middle Name	Generation
SIMPSON	BART	M	▼

DOB *	Gender *	SSN	
03/15/2013 📅	MALE ▼	999-99-9999	

Mother Maiden	Mother First

Create

Add

Last Name *	First Name *	Middle Name	Generation
SIMPSON	BART	M	▼

DOB *	Gender *	SSN	
03/15/2013 📅	MALE ▼	999-99-9999	

Mother Maiden	Mother First

Proceed With Create

Possible Duplicates

The following patients have been found with similar criteria. If any of the following record(s) are the patient you are trying to create, select the patient below.

ID	Name	Insurance	VFC	Gender	DOB			Action	
2346235	SIMPSON, BART M			M	03/15/2013	❌	❓	Demographics	▼

3. Possible duplicate patients are identified.
4. If the patient is not in the possible duplicates list, **click Proceed with Create**.

Adding New Patient (cont.)

1. Complete required fields on **Demographics** screen.
   - Record up to 3 sources of health insurance
   - **Mailing Address** and **Physical Address** are required
2. Click **Update**.

REMEMBER: The more information you give us the better it is for your client. This ensures they have a complete and accurate Immunization record.
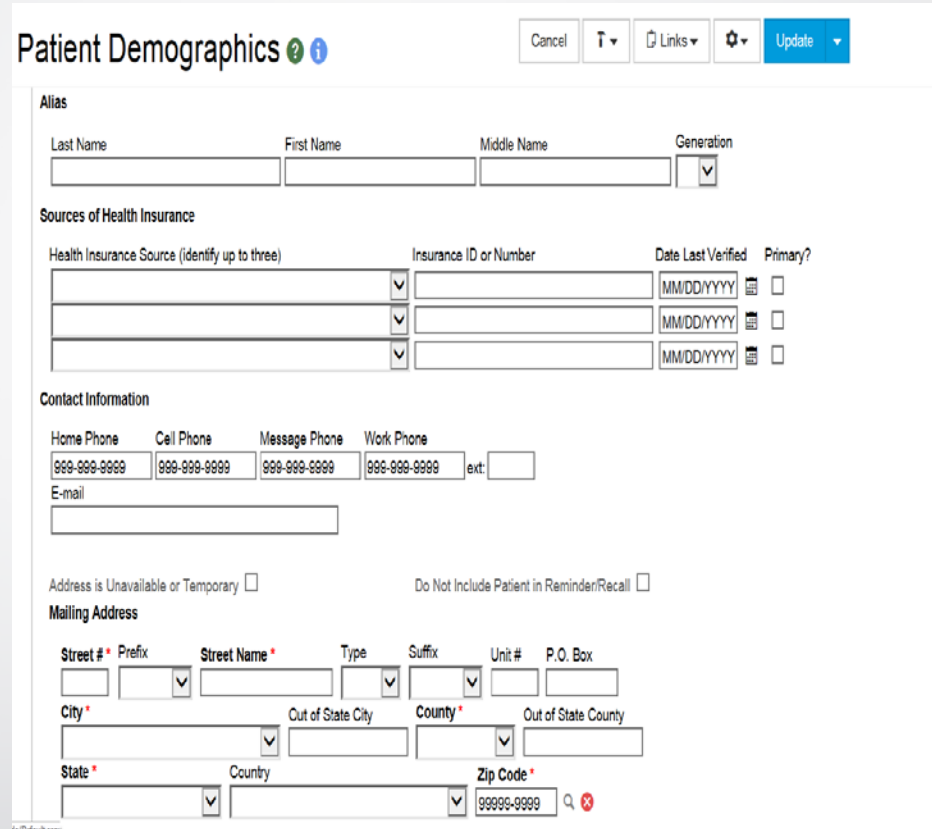
Adding New Patient (cont.)

When entering your client's address it will ask you for mailing as well as physical address.

Extra features:

1. Ability to copy address from mailing to physical with a click of a button.
2. Magnifying glass icon. Allows you to search for the client's correct postal location and can auto fill some sections for you. (ie. City, County, State and Zip Code)
3. "Out of City" and "Out of State County" options are used when a client does NOT have NM Immunization documentation.

Patient Duplicates

If your patient has a duplicate record you will now be able to flag the records in question for a member of NMSIIS to review and then merge.

To flag a record you will need to:

1. Click **Demographics** drop down option
2. Click **Duplicates**

You will then be directed to another screen to complete this process

Patient Duplicates (cont.)

1. Search for duplicate patient.
2. Enter Comments.
3. Click **Add to Duplicates**.
4. Compare patients.
   - You will be able to view the files that are needing to be merged but you will not be able to merge them yourself.

Immunization Module

- Print Official Immunization Record

Immunization History

1. Vaccine name.
2. Dose number in series.
3. Date vaccine given.
4. Patient age at vaccination.
5. Clinic administering immunization.
6. Click to recommend immunizations.

Patient Level Reporting

- Patient Reports

- Informational Documents

Reports Overview

- Nearly all reports are rendered as a PDF
  - Most PDF versions provide totals and subtotals
  - You can choose to extract the report using a delimiter such as "," or "|"
- Reports are grouped into categories
- Most reports appear in a new window
- Make sure your internet browser is NOT blocking pop-ups!
- Users are assigned a reporting level security
  - **Unrestricted:** ALL Providers & Clinics in Registry
  - **Provider Level:** Only Providers associated to the user and Clinics within those Providers
  - **Clinic Level:** Only Clinics associated to the user

Common Search Criteria
- Provider/Clinic
  - Defaults to the Provider/Clinic selected on *Home* screen
  - Can be changed depending on user security
- Date Ranges
  - Vaccination Date Range
  - Patient DOB Date Range

Reports Module Overview
Reports Only (School)

Patient

IZ History/Risk/Recommendations
Official Immunization Record
Vaccine Documentation/Consent Form

Forms / Informational Documents

ACIP Child and Adolescent Immunization Schedule
ACIP Child and Adolescent Catch-up Immunization Schedule
ACIP Adult Immunization Schedule
Provider and Clinic Information
Clinic Contact Listing
Product Listing
Vaccine Information Statements (VIS)

New Mexico Forms and Documents

NMSIIS Program Updates - September 21, 2016
NMSIIS SYSTEM UPDATES - September
NMSIIS Organization Agreement
NMSIIS Training Request
NMSIIS Certificate of Exemption
NMSIIS Guide for veiwing Certificates of Exemption
NMSIIS User Agreement

School Nurse

Immunization Rates (School Version)
Patient Reminder/Recall (School Version)
Patients with Notes
Student Grade Advancement
Student Roster
Student Unenrollment
Students with Active Exemptions

Printing Immunization Record

In the **Reports Module**:

1. Use the lookup tool to search for a patient.
2. Clear the currently selected patient.
3. Generate the patient's Immunization Record.
4. Return to the **Reports** home screen.

Official Immunization Record

Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page.

Report Selection Criteria

SIMPSON, BART (2336081)   🔍 ⓧ

1   2   3   4

Run Report   Cancel

Printing Immunization Record
through Patient Demographic Page

- On the left side of the page, click on the "+" sign next to the patients module for your search option to appear.
- The Previous Criteria button allows you to pull up the most recent search you performed without re-entering the criteria.
- Enter your search criteria and select the search button to find any matching patients.
  - Note: Unique numbers (e.g., Patient ID) require an exact match

Printing Immunization Record

through Patient Demographic Page

1. Highlight and double click on your patient record.

2. Click on the Links Drop down Arrow and Click Official
   Official Immunization Record.

Search Results - 1 record(s)

ID	Name	Insurance	VFC	Gender	DOB	Action
2409508	SIMPSON, BART M	①			01/01/1999	Demographics ▼

SIMPSON, BART M ID: 2409508 DOB: 01/01/1999 AGE: 17Y 9M 5D GENDER:

②

Patient Demographics ❓ ℹ️   Cancel   📋 Links ▼   ⚙️ ▼   Update

Patient VFC Eligibility History
Official Immunization Record

Edit

Immunization Record

Generates an immunization record for a patient

- Output includes:
    - Clinic Name and Address
    - Patient ID, Name, Gender, Date of Birth.
    - List of the patient's vaccinations, including date and vaccine type.

- A new pop up window will display your Official Immunization Record and you can print a copy.
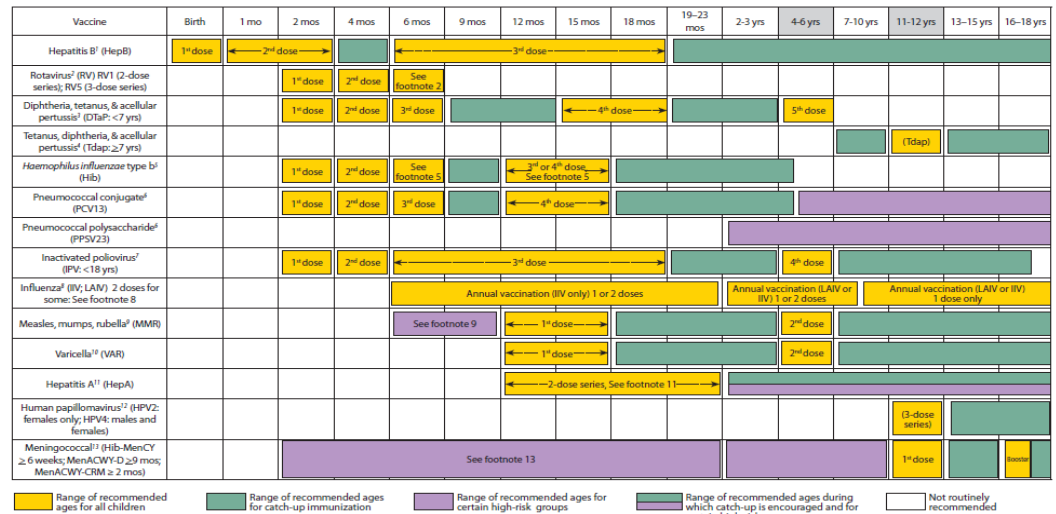
Informational Documents

ACIP Immunization Schedules

- ACIP Child and Adolescent Immunization Schedule

- ACIP Child and Adolescent Catch-up Immunization Schedule.

- ACIP Adult Immunization Schedule

Figure 1. Recommended immunization schedule for persons aged 0 through 18 years – United States, 2015.
(FOR THOSE WHO FALL BEHIND OR START LATE, SEE THE CATCH-UP SCHEDULE [FIGURE 2]).
These recommendations must be read with the footnotes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars in Figure 1. To determine minimum intervals between doses, see the catch-up schedule (Figure 2). School entry and adolescent vaccine age groups are shaded.

Informational Documents

Vaccine Information Statements (VIS)

- View (and print) PDF versions of VIS

- Option to display ALL vaccines or CHILD vaccines only

Education module

- Education Module Overview

- School Nurse Reports

- Exemptions

Education module

- Click to add a new school enrollment for the patient.

- Click to view and/or update an existing school enrollment.
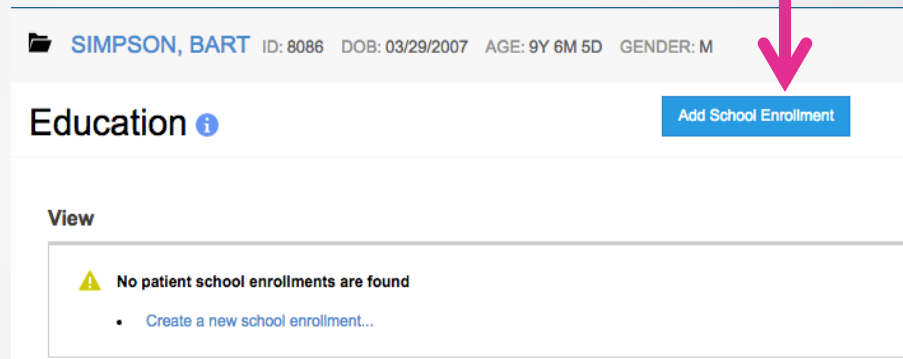
SIMPSON, BART ID: 8086 DOB: 03/29/2007 AGE: 9Y 6M 5D GENDER: M

Education ⓘ

Add School Enrollment
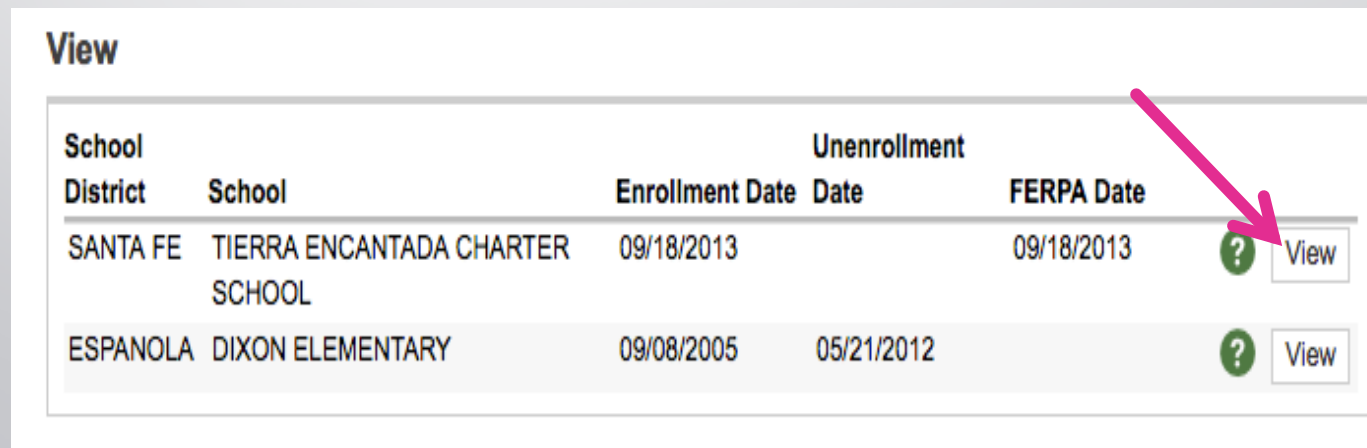
View

⚠ No patient school enrollments are found
- Create a new school enrollment...

View

School District	School	Enrollment Date	Unenrollment Date	FERPA Date		
SANTA FE	TIERRA ENCANTADA CHARTER SCHOOL	09/18/2013		09/18/2013	❓	View
ESPANOLA	DIXON ELEMENTARY	09/08/2005	05/21/2012		❓	View

Education Screen (cont.)

Add school enrollment

- Select a **School District**.

- Select a **School** within the **School District.**

- Select an **Author** (user).

- Enter the **Enrollment Date**.

- Click the "**Create**" Button and the student's school information is saved.

- **A user can only edit enrollments at a school to which a user is associated.**

School Nurse Reports

Immunization Rates

Calculates percent of student patients up-to-date on recommended immunizations
View coverage rates by antigen(s) or by vaccine series
Results are based on the Recommender, thus, invalid doses are not counted

- Identify student patients not up-to-date

- Please be sure when generating this report you enter all fields necessary to conduct a proper search.

Report Selection Criteria

School District *
(ALL SCHOOL DISTRICTS) ▼

School *
(ALL SCHOOLS) ▼

Report Type
◉ Appropriate Statistics Summary
○ Patients not Properly Immunized Detail

Doses By Vaccine Series

Vaccine Series Dose Presets
▼

DTaP/Tdap *	**Hepatitis A** *	**Hepatitis B** *	**HIB** *
0	0	0	0
HPV *	**Influenza** *	**Meningococcal** *	**MMR** *
0	0	0	0
Pneumococcal *	**Polio** *	**Rotavirus** *	**Varicella** *
0	0	0	0

Tdap (Or Pertussis Containing) *
0

Age Range   **As Of Date Range** *

From: [ ] Through: [ ] UOM: MONTHS ▼   From: MM/DD/YYYY 🗓 Through: MM/DD/YYYY 🗓

Grade Range

From [▼] Through [▼]

Compliance By
Age [ ] MONTHS ▼ Or Date MM/DD/YYYY 🗓

☐ Exclude Patients with Less than 2 non- Influenza/H1N1-09 Vaccinations?
☐ Count both valid and invalid doses (i.e., Do not run Recommender to validate immunization history)?

[Run Report] [Cancel]

School Nurse Report (cont.)

Patient Reminder / Recall

Generate a list of student patients due and/or overdue for vaccinations Choose from a variety of search criteria to target students included in the reminder/recall.

Reminder/recall runs are processed nightly.

Exemptions

Patients that have an exemption will have a gray flag icon next to their NMSIIS file information.

- Click the demographic drop down tab
- Click Exemptions

It will take you to your patient's exemption information.

Exemptions (cont.)

Vaccine Group	Exemption Reason	Precautions / Contraindications	Begin Date	End Date	Status		
Hep B	Religious Exemption with Affidavit		10/04/2016	05/04/2017	ACTIVE	?	View

You will be able to review your patient's:

- Vaccine Group
- Exemption Reason
- Precautions/contraindications
  - If the exemption is for medical reasons, the associated precaution and/or contraindication is automatically added to the patient record.
- Begin Date
- End Date
- Status

Exemptions do not affect recommended vaccines and are only used for reporting purposes.

Exemptions (cont.)

Who is responsible for Providing School with Approved Exemption Form?

- It is the parents responsibility is to submit a copy of the Approved Exemption Form to the school for their child's file.

- As a School Nurse you may also do a Print Screen if this is acceptable.

Please reference your schools Policies and Procedures and what is acceptable documentation for Student Exemptions.

Exemption Report

Reports Module:

- Section: School Nurse
- Report: Students with Active exemptions.

Be sure to enter your search criteria before clicking "**Run Report**".

A pop up window will appear with your results.

Thank You for attending the training

We are here to help

Please call us at **Phone #: 505-476-8526** or 1-**800-280-1618**
(Please press option 1 during regular business hours and option 4 for after hours and weekends.)

- Above is the phone number for the Help Desk system. Any problems you may encounter on NMSIIS and/or any questions that may pop up can be addressed by submitting a ticket.
- Make sure you give a detailed description of the issue so that we can resolve the problem promptly.
- Please remember to associate a valid email account and phone number to your ticket