Education School module Reports Only



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

penalties.

- 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



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

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

access. Any unauthorized and improper use of this system may result in disciplinary action or criminal and civil

Creating Password

- 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

THALL2

New Password

Existing 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

	4
SIIS SANTA FE PUBLIC SCHOOLS, SANTA FE PUBLIC SCHOOLS, 642 Q PATIENT SEAF	RCH 🔮 Support 🔺 CLINIC22 🗸
	Log Out
efault Provider/Clinic	Change Password
Provider*	Password Questions
Clinic *	User Defaults
	User Vaccine Defaults
.ogin History	
10/5/2016 8:47:30 AM - SUCCESSFUL LOGIN	
9/6/2016 10:59:10 AM - SUCCESSFUL LOGIN	
3/3/2016 4:29:38 PM - ACCOUNT DISABLED	
3/3/2016 4:29:26 PM - ACCOUNT DISABLED	

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

	Default Provider/Clinic	0
	Provider *	
	SANTA FE PUBLIC SCHOOLS	
New Mexico	Clinic *	
Immunization Program	SANTA FE PUBLIC SCHOOLS	
Home	Login History	
Patients 📑	9/6/2016 10:59:10 AM - SUCCESSFUL LOGIN 3/3/2016 4:29:38 PM - ACCOUNT DISARI ED	
Immunizations	3/3/2016 4:29:26 PM - ACCOUNT DISABLED	
Education	Notifications	
Inventory	▲ There are currently no pending notifications.	
Reports		
	News	

Education Home Screen (cont.)

NMSIIS	SANTA FE PUBLIC SC	CHOOLS, SANTA FE PUBLIC SCHOOLS, 642	Q PATIENT SEARCH	Support	🐣 CLINIC22 🗸
				Log Out	
				Change Password	
				Password Questions	
		0		User Defaults	
Default Provi	der/Clinic			Clinic Vaccine Default	s
Provider/Clinic	SANTA FE PUBLIC SCHOOLS, SANTA FE	PUBLIC SCHOOLS		User Vaccine Defaults	1

- 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.
- <u>Avoid</u> 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:

|--|

ailing Address			
Street #* Prefix	Street Name *	Type Suffix	Unit # P.O. Box
City *	Out of	State City County *	Out of State County
State *	Country	Zi	p Code *

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

	Patient Searc	ch 🚯		🗘 Links 🗸	
	Search Criteria				
<u>~0</u>	Patient ID	Identifier Type Ider	ntifier Value		
New Mexico Immunization Program	Last Name	First Name	Middle Name	DOB Gender	
	Birth Info			MM/DD/YYYY	•
	Mother Last Name	Mother First Name	Mother Middle Name	Mother Maiden Name	1
Home	Father Last Name	Father First Name	Father Middle Name		
Patients 🧧					
Search	Previous Criteria			Clear	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.

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

Search Results - 13 record(s)



Adding New Patient

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

_ast Name *		First Name *		Middle Name	Generation	
SIMPSON		BART		М	•	
DOB *	Gender	*	SSN			
03/15/2013	MALE	•	999-99-9999			
Nother Maiden		Mother First				
						Create

Add

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 S ② Demographics ▼	Last Name *	First N	ame *		Middle Na	me	Gen	eration	
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 S O Demographics	SIMPSON	BART			М			•	
03/15/2013 Image: 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	DOB *	Gender *	SSN						
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	03/15/2013 🔳	MALE	▼ 999-99	9-9999					
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 S 2 Demographics	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 S 2 Demographics									
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 S Permographics					-			D 1100	<u> </u>
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 Structure The mographics The mographics								Proceed With	Create
2346235 SIMPSON, BART M M 03/15/2013 🔇 😮 Demographics 🛫								Proceed With	Create
	OSSIBLE DUPLICA The following patients create, select the patie ID Name	tes have been foun nt below.	d with similar Insurance	criteria. I VFC	If any of the Gender	e following rec DOB	ord(s) are t	Proceed With he patient you are Action	trying to

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.

tient Dei	mographi	CS 🛛 🕇		Cancel T -	v D Links v Q v Update v
lias					
Last Name		First Name	Mid	dle Name	Generation
ources of Health I	nsurance				
Health Insurance S	iource (identify up to t	hree)	Insurance ID or N	lumber	Date Last Verified Primary?
I ontact Information) Cull Dhana	M			
T TWITE T THE TWITE	Cell Phone	Message Phone V	/ork Phone		
999-999-9999	999-999-9999	999-999-999 9	/ork Phone 999-999-9999 ext:		
999-999-9999 E-mail Address is Unavail	able or Temporary	Message Phone V 999-999-5999 [/ork Phone 199-999-9999 ext: Do Not Include P	atient in Reminder/Re	call 🗆
Address is Unavail Mailing Address	able or Temporary	Message - none v 999-999-999 [Jork Phone 195-999-9999 ext: Do Not Include P	Vatient in Reminder/Rei	call 🗌
Address is Unavail Mailing Address Street # * Prefix	able or Temporary Street Nar	Message rhone v 999-999-6999 [6	Vork Phone 199:-999:-9999 ext: Do Not Include P Suffix U V	Patient in Reminder/Rea nit # P.O. Box	call 🗆
Address is Unavail Mailing Address Street # * Prefix City *	able or Temporary	Nessage rhone v 999-999-6999 [5 ne * Type Cut of State City	Vork Phone 1995-9999-9999 ext: Do Not Include P Suffix U V County *	Patient in Reminder/Rem nit # P.O. Box	call []] ty
Address is Unavail Address is Unavail Mailing Address Street # * Prefix City *	able or Temporary Street Nar Cour	Nessage rhone v 999-999-6999 [6 ne * Type Cut of State City Ity	Vork Phone 1993-9999 ext: Do Not Include P Suffix U V County *	Patient in Reminder/Red nit # P.O. Box Out of State Coun	call

Adding New Patient (cont.)

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

- Ability to copy address from mailing to physical with a click of a button.
- 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)
- "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

Patie	ent ID Id	dentifier Type Ide	entifier V	alue				
Last	Name F	irst Name	Middle	Name	 D0	В	Gender	
SIM	P ×	BAR			M	M/DD/YYYY		`
Birth	Info						,	
Mo	other Last Name	Mother First Name	Moth	ner Middle I	Name M	lother Maiden	n Name	
Fa	ther Last Name	Father First Name	∣∟_ Fath	er Middle N	lame			
F	Previous Criteria						Clear	Search
Fear	Previous Criteria ch Results - 2 rec	cord(s)					Clear	Search
ear	Previous Criteria Ch Results - 2 re Name	cord(s) Insurance	VFC	Gender	DOB		Clear	Search
F ear ID	Previous Criteria ch Results - 2 rev Name SIMPSON, BART	cord(s) Insurance	VFC	Gender M	DOB 03/06/2009	8 3	Clear Action Demogra	Search
F ear ID 2	Previous Criteria ch Results - 2 re Name SIMPSON, BART SIMPSON, BART	cord(s) Insurance BCBS: 555555	VFC 1	Gender M M	DOB 03/06/2009 03/06/2009	Semograp	Clear Action Demogra	Search
F ear ID 2	Previous Criteria Ch Results - 2 revious Name SIMPSON, BART 1234 STREET SANTA FE, NM 8750	cord(s) Insurance BCBS: 555555	VFC 1	Gender M M	DOB 03/06/2009 03/06/2009	Demograp Immunizat	Clear Action Demogra	Search

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.

SIMPSON, BART M ID: 2346236 DOB: 03/15/2013 AGE: 3Y 6M 0D GENDER: M

Patient Duplicates 1

Patient						
ID L	ast	First	Middle	GenderDOB	Identified By	
2336081 \$	SIMPSON	BART	М	M 01/01/1999	FELICIA MARTINEZ	View
earch for A	Additional [)uplicates		Q 😣		

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.

	(2)	$\overline{3}\overline{4}$	5		
Vaccine	Dose	Date Age	Clinic		
DTaP / TD / Tdap					
DTaP-HepB-IPV (Pedia	1	11/01/2011 12Y 10	MOD PR	6 🗘	Opdate
Polio					
DTaP-HepB-IPV (Pedia	1	11/01/2011 12Y 10	MOD PR	0 🗘	Opdate
Hib					
Hib (PRP-OMP; pedvax	0	09/01/2011 12Y 8M	OD PR	6	Opdate
Pneumococcal					
PCV13	1	06/01/2011 12Y 5M	IOD PR	6	Opdate
Нер А					
Hep A, UF	1	01/01/1999 OY OM	OD PR	0	Opdate
Нер В					
DTaP-HepB-IPV (Pedia	1	11/01/2011 12Y 10	MOD PR	() 🗘	Opdate
Influenza					
Influenza Nasal UF	1	10/10/2015 16Y 9M	9D PR	θ	Opdate
Recommend 6)			 Auto-Populate Add 	Vaccines Screen

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 "F	Run Report" or click "Cancel" to returr	to the previous page.
Report Selection Criteria SIMPSON, BART (2336081)		3 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

- Highlight and double click on your patient record.
- Click on the Links Drop down Arrow and Click Official
 Official Immunization Record.

ID	Name	Insurance	VFC	Gender	DOB		Action	
2409508	SIMPSON, BART M	1			01/01/1999	0	Demographics	•



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.



This schedule includes recommendations in effect as of January 1, 2015. Any dose not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. The use of a combination vaccine generally is preferred over separate injections of its equivalent component vaccines. *Vaccination providers* should consult the relevant Advisory Committee on Immunization Practices (ACIP) statement for detailed recommendations, available online at http://www.vacrinks.htcp/acip-recs/index.html. Clinically significant adverse events that follow vaccinations index.html active adverse tevent Reporting System (VAERS) online (http://www.vaer.html; appli of the state or local health department. Additional information, including precutions and contraindications for vaccination, is available from CDC online (http://www.vaer.html; adverse (VAERS) online (VAERS)

This schedule is approved by the Advisory Committee on Immunization Practices (http://www.cdc.gov/vaccines/acip), the American Academy of Pediatrics (http://www.aap.org), the American Academy of Family Physicians (http://www.aafp.org), and the American College of Obstetricians and Gynecologists (http://www.acg.org).

NOTE: The above recommendations must be read along with the footnotes of this schedule.

Informational Documents

Vaccine Information Statement (VIS)

Vaccine Information Statements (VIS)

- View (and print) PDF versions of VIS
- Option to display ALL vaccines or CHILD vaccines only

Click on a vaccine information sheet icon to view the corresponding file or click "Cancel" to return to the previous A page. View Cancel Show: CHILD VACCINES V VIS Name Effective Date End Date Language DT, ped DTaP,DT 05/17/2007 ENGLISH DTaP.DT ð 05/17/2007 SPANISH DTaP DTaP,DT 05/17/2007 ENGLISH DTaP,DT 05/17/2007 SPANISH **A** DTaP (Daptacel) DTaP.DT 05/17/2007 ENGLISH DTaP,DT 05/17/2007 SPANISH

Education module



- Education Module Overview
- School Nurse Reports
- Exemptions

Education module

Click to add a new school enrollment for the patient.

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	

 Click to view and/or update an existing school enrollment.

View

School			Unenrollment		
District	School	Enrollment Date	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.

	SIMPSON,	BART	ID: 8086	DOB: 03/29/2007	AGE: 9Y 6M 5D	GENDER: M
--	----------	------	----------	-----------------	---------------	-----------

a			
School District *			
School *			
Author *			
FELICIA MARTINEZ			
Student ID	Enrollment Date * Unenrolled Date Grade Leve	el ¢	
Comments			
			//

Education Screen (cont.)

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 upto-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 Do	se Presets			
				•
DTaP/Tdap *	Hepatitis A *	Hepatitis B *	HIB *	1
0	0	0	0	
HPV *	Influenza *	Meningococcal *	MMR *	
0	0	0	0	
Pneumococcal *	Polio *	Rotavirus *	Varicella *	
0	0	0	0	
Tdap (Or Pertussi	s Containing) *			4
0	o o o naming,			
Age Range		As	Of Date Range	*
From: Thr	ough: UOI	M: MONTHS V	rom: MM/DD/YYYY	Through: MM/DD/YYYY
Grade Range				
From Throu	ıgh 🗨			
Compliance By				
Age	MONTHS V Or D	ate MM/DD/YYYY		
Exclude Patients	with Less than 2 no	on- Influenza/H1N1-09	Vaccinations?	
Count both valid	and invalid doses (i.	e Do not run Recom	mender to validate in	munization history)?
				Run Report Cance

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.

Patient Reminder/Recall (School Version)

Choose filters for existing Reminder/Recall Runs. Click "View" to see the details of the Reminder/Recall run or select a specific Reminder/Recall Run and click the applicable button to view extracts, reports, etc.	Add Reminder/Recall Run
View	
School District	
(ALL SCHOOL DISTRICTS)	
School	
(ALL SCHOOLS)	
	Cancel
A No records found	

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.)

•	 C	
	-	

	Exemption			
Vaccine Gr	oupReason	Precautions / Contraindications Begin Date End Date Status		
Нер В	Religious Exemption with Affidavit	10/04/2016 05/04/2017 ACTIVE	? Vie	ew
You w • Va • Ex • Pro • Be	vill be able to ccine Group emption Reas ecautions/cor If the exem precaution added to the gin Date	review your patient's: son ntraindications nption is for medical reasons, the associated and/or contraindication is automatically he patient record.		

- 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.

<u>Please reference your schools Policies and Procedures and what is</u> <u>acceptable documentation for Student Exemptions.</u>

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.

Students with Active Exemptions

Enter the selection criteria and click the 'Run Report' button.

Run Rep

Cance

Report Selection Criteria

School District	
(ALL SCHOOL DISTRICTS)	\$
School *	
(ALL SCHOOLS)	\$
Exemption Reason	
(ALL) Ŧ	
eport Type	
Statistical Summary	
Student View	
Grade Range	
Students without a grade level assigned are no /accine Groups Vvailable DTAP / TD / TDAP H1N1-09 HEP B HEB HIB HPV	ot included in the report. Selected (If none are selected default is ALL) >> >> >> >> >> >> >> >> >>
INFLUENZA MENINGOCOCCAL	<
MMR	<<
OTHER	
PNEUMUGUGGAL	
Begin Date Range	
Begin Date Range From Date To Date	
Begin Date Range From Date To Date	
Begin Date Range From Date To Date MM/DD/YYYY I MM/DD/YYYY III	

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