New Mexico Immunization Information System (NMSIIS)

Administering Vaccines Participant Guide

Welcome

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

New Mexico Immunization Program

New Mexico Statewide Immunization Information System (NMSIIS)

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

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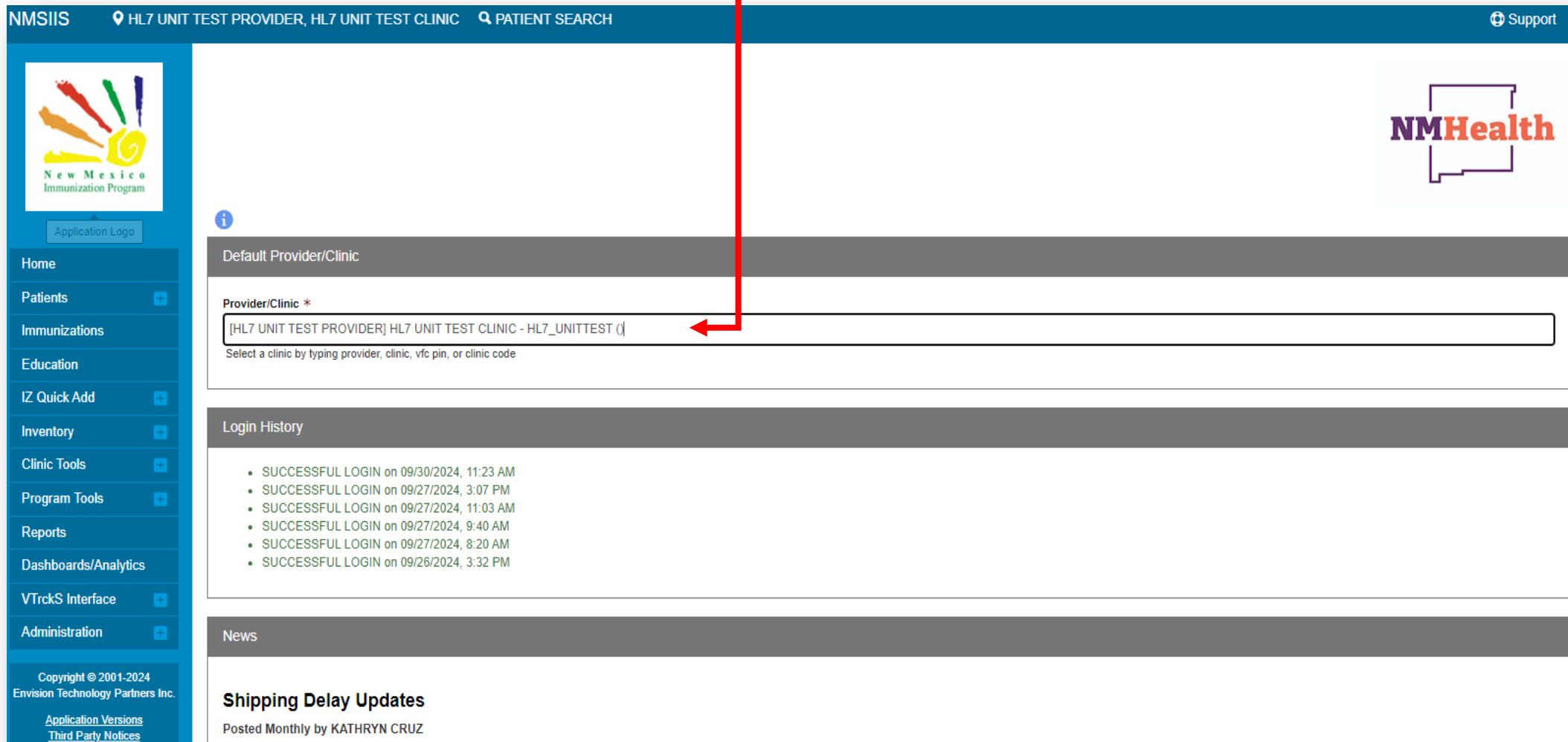
Learning Objectives

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

- Search for a patient immunization record.

- Add a vaccine immunization to a patient record.

- Understand Manual entry vs Data Exchange.

- Define what a VIS document is.

- What to do is a patient refused a vaccine

- What to do if a dose was not administered.

- How to add historical vaccines to a patient record.

Selecting your Location

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

Patient Search

❖ Enter the first two letters of the first name and last name, and DOB (This will avoid missing patient records of a "Matthew" if the person searching types "Matthew", for instance)

• If too many results are returned, add a letter or two to the first and last name-hopefully, this narrows it down- then the address, county, etc. can be used as identifiers

❖ If no results are returned, try removing the DOB and adding more letters to the first and last name.

• If it is a nickname, try using the legal name (Tim vs Timothy) and vice-versa.

• If it is a hyphenated last name, try a search with each name individually.

• If it is commonly misspelled last name, try and alternate spelling (i.e., Philip vs Phillip)

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

Unable to locate a patient record

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

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

Patient Demographics

The Patient Demographics will allow you to view patient information including contacts and address.
All required fields must be completed on the patients' chart to include race/ethnicity.
Once all fields are complete click on update to save.

Immunization Home Screen

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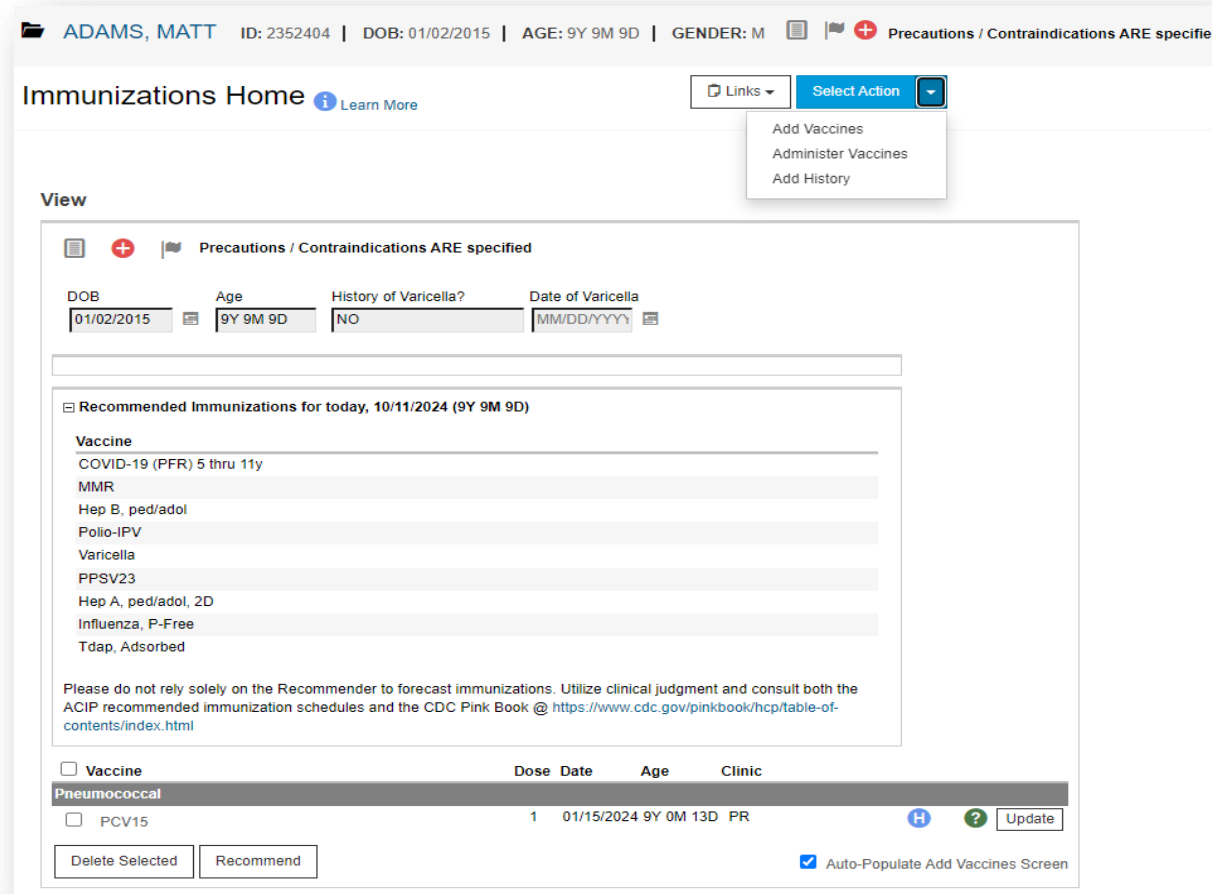

This screen is only to be used when your clinic is a manual entry site, and the vaccine was administered at your site.

Data Exchange

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

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

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

For more information on data exchange please contact the NMSIIS helpdesk at 833-882-6454.

Administering

Begin the administration by selecting the vaccination date and the prescriber of the immunization, enter date and select prescribed by. Next you will select the vaccines that being administered. To clear the recommended vaccines, click clear vaccines. Notice the VIS is selectable here.

VIS= Vaccine Information Statement

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

Administering

NMHealth

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

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

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

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

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

To add history, you will begin in the patient's immunization record and click select action, next select add history.

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

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

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

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

Immunization Home Page

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

Immunizations

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

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