



New Mexico Immunization Information System (NMSIIS)

New User Training Participant Guide

Welcome

This introductory course will cover the fundamentals of the registry for new users and users with view only access.



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.



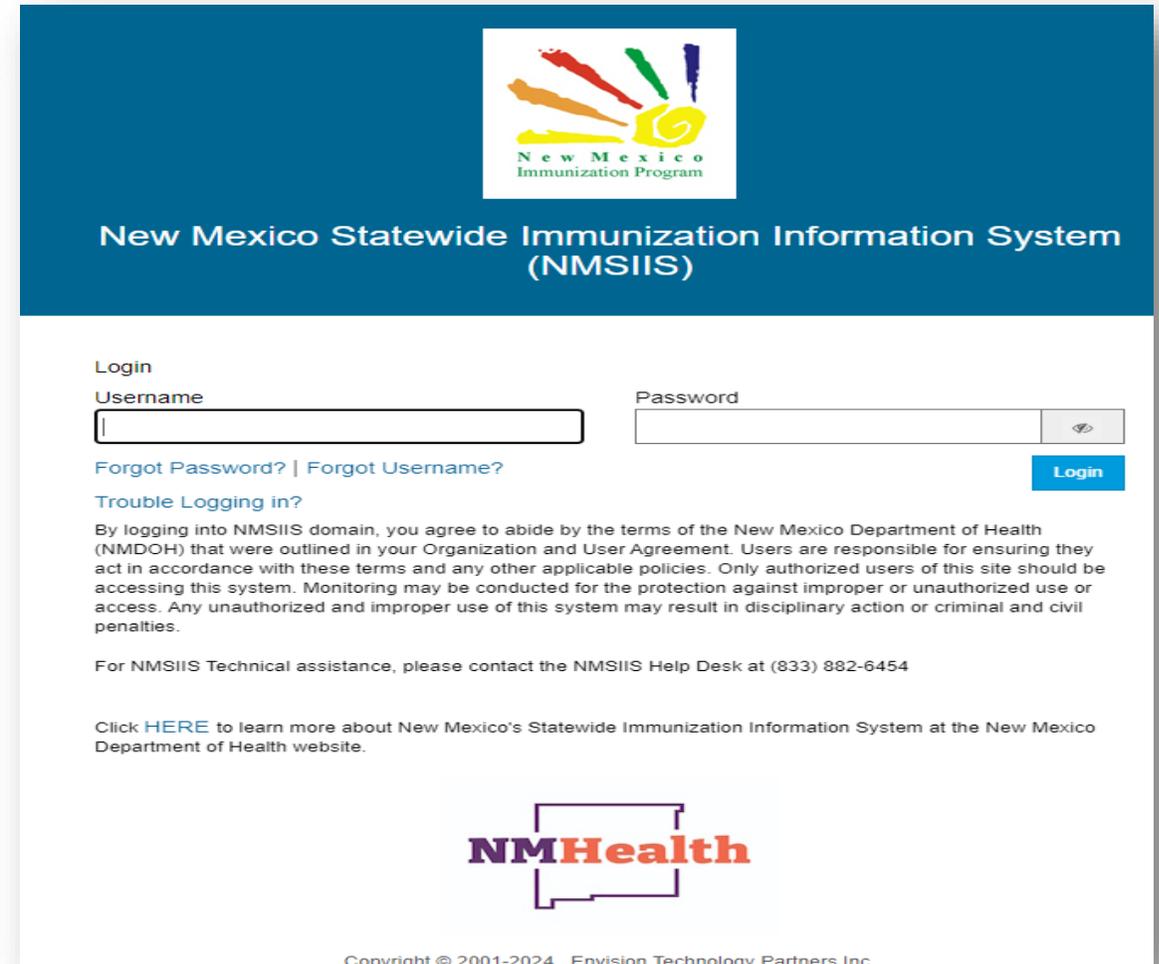
Learning Objectives

- Logging into NMSIIS
- Set security questions for self-reset of password.
- Understand the home page and its components.
- How to use the patient's module.
- How to search for patients.
- Understand the immunizations record.
- How to access the Reports module.

System Login

The Login to the New Mexico Statewide Immunization Information System or NMSIIS is a standard Username and Password network login. There are however a couple things you need to know.

- The username will most likely be your first and last name in uppercase letters separated by a period. i.e. JOHN.SMITH
- Passwords are case sensitive.
- Your account will be locked out on the fourth failed login attempt.
- You can easily reset your forgotten password from the login screen.

A screenshot of the NMSIIS login page. The page has a blue header with the New Mexico Immunization Program logo and the text "New Mexico Statewide Immunization Information System (NMSIIS)". Below the header is a white login form with fields for "Username" and "Password". There are links for "Forgot Password?", "Forgot Username?", and "Login". A "Trouble Logging in?" link is also present. Below the login fields is a disclaimer about terms of use and a contact number for technical assistance. At the bottom of the page is the NMHealth logo and a copyright notice: "Copyright © 2001-2024 Envision Technology Partners Inc."

Setting up Security Questions

The first time you log into the registry you will be required to create your own password and answer at least 5 security questions. These questions can help you reset your password in case you have lost your password.

Password Questions i

Update

Edit

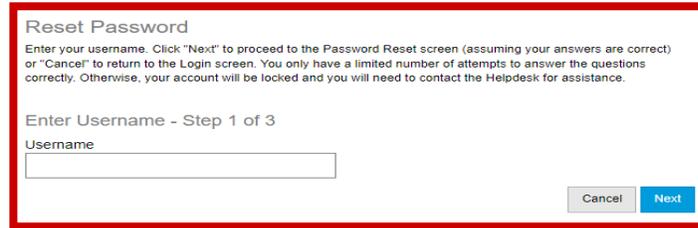
You must answer at least 5 questions.

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?	
What was your childhood nickname?	

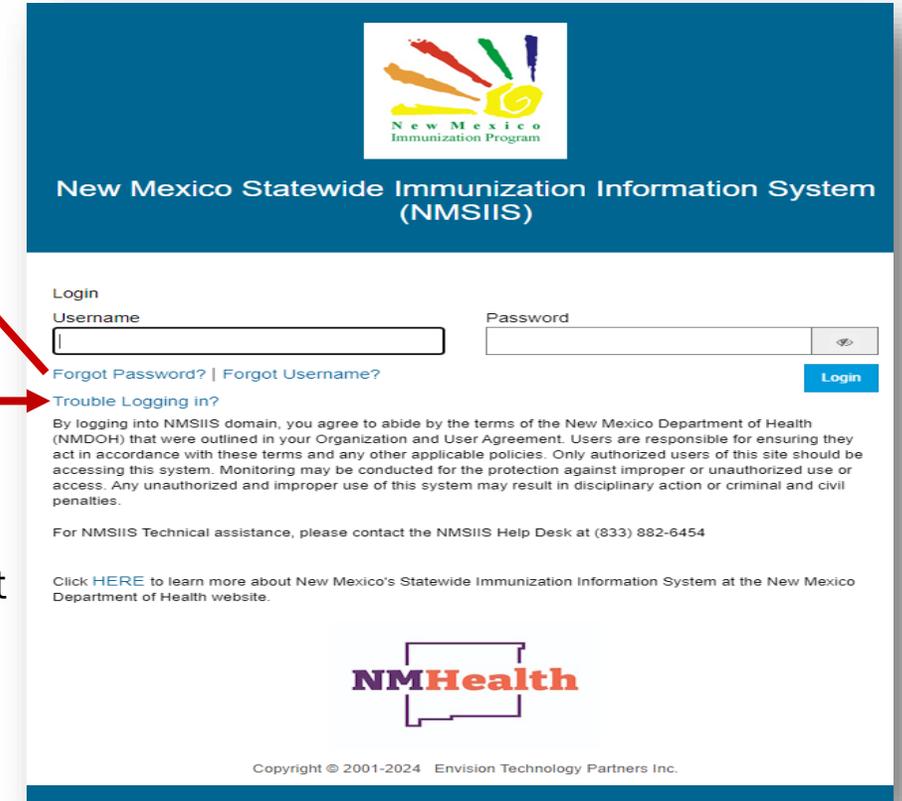
Once you have saved your questions you will be able to login with you new password.

Resetting Password

If you need to reset your password, you can use “Forgot Password?”



It is important that you use this feature before 4 invalid attempts.



You will need to answer your security questions and then you will need to create a new password.

After 4 invalid attempts the system will lock the account, and you will need to contact the NMSIIS help desk at 1-833-882-6454 to unlock your account.

The system will not notify you the number of failed attempts is you are unsure how many attempts you have made you should use the “Forgot Password?” option as soon as possible.

If you are having difficulties logging in, please review the “Trouble Logging In?” option.

This area can help if there are issues related to your computer. If these solutions do not resolve your issue, you may need to contact your offices technical support team.

NMSIIS Help Desk

A screenshot of the NMSIIS login page. At the top, there is a blue header with the New Mexico Immunization Program logo and the text "New Mexico Statewide Immunization Information System (NMSIIS)". Below the header is a white login area. It contains a "Login" section with "Username" and "Password" input fields. The password field has a toggle icon. Below the fields are links for "Forgot Password?" and "Forgot Username?", and a blue "Login" button. There is also a link for "Trouble Logging in?". A paragraph of terms and conditions follows, and a contact number for technical assistance is provided. At the bottom, there is a link to learn more about the system and the NMHealth logo. The footer contains the copyright information: "Copyright © 2001-2024 Envision Technology Partners Inc."/>


New Mexico Statewide Immunization Information System
(NMSIIS)

Login

Username

Password

[Forgot Password?](#) | [Forgot Username?](#)

[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 NMSIIS Technical assistance, please contact the NMSIIS Help Desk at (833) 882-6454

Click [HERE](#) to learn more about New Mexico's Statewide Immunization Information System at the New Mexico Department of Health website.



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On the login screen is the NMSIIS helpdesk number Toll Free- **1-833-882-6454**. The NMSIIS helpdesk can assist in password resets, trainings and all NMSIIS related technical issues.

Technical issues not related to NMSIIS should be directed to your offices technical support.

NMSIIS Homepage

Once you have successfully logged into the registry you can begin utilizing its functions.

Default provider and clinic

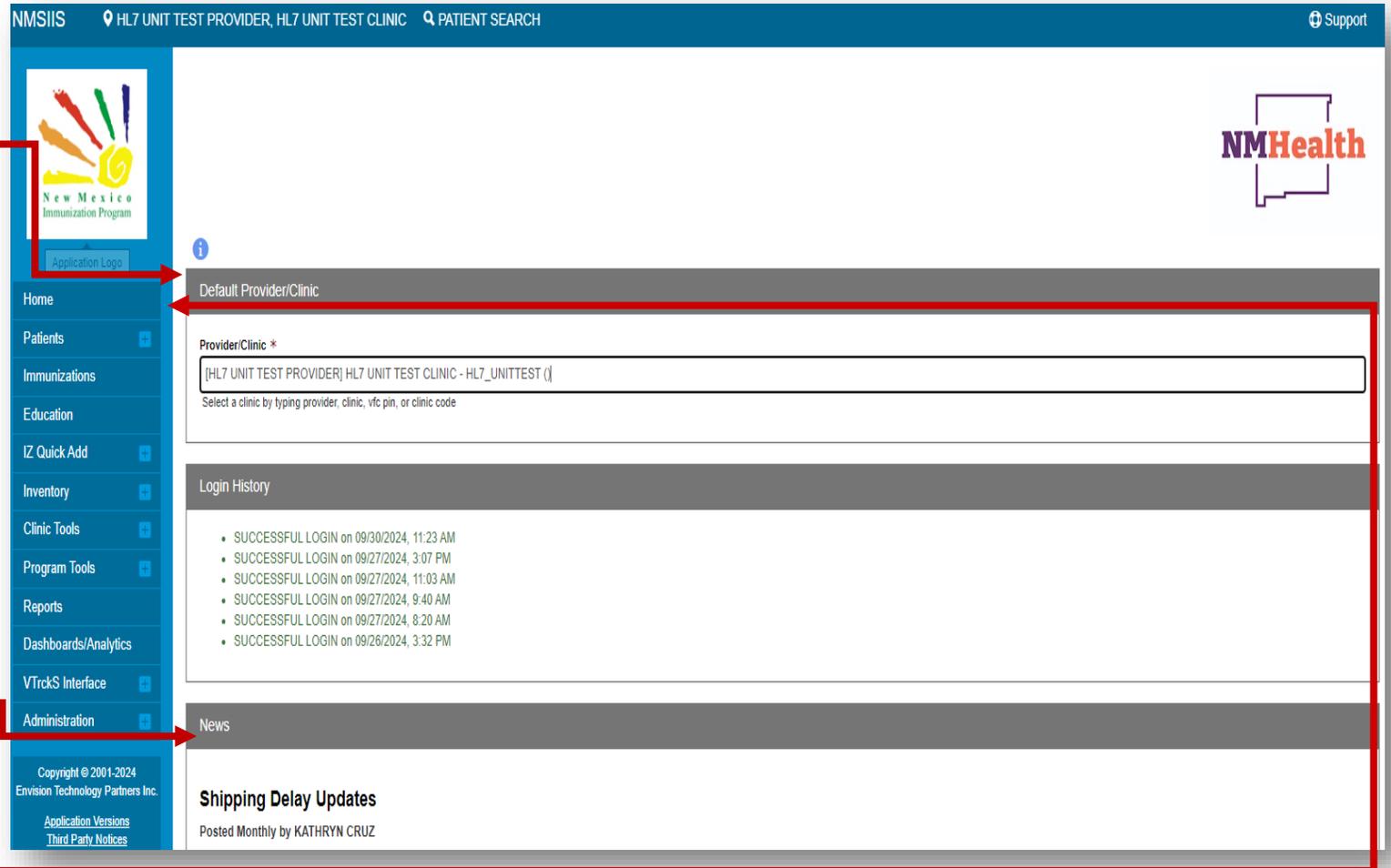
The default provider and clinic area will display the current location you are assigned to, depending on how your provider registered with NMSIIS and if you operate in one or more clinics. A user can be assigned to a single provider and single clinic, single provider with multiple clinics or multiple providers with multiple clinics. Users assigned to multiple clinics will need to ensure that they have their current assigned location selected before proceeding to other functions of the registry.

News

The News section displays various immunization and registry information.

Modules

On the left side of the screen users will be able to navigate through the different modules in the registry. You will have access to different modules depending on your security role or training completed. Each module will give access to utilize the system based on your business needs. The Home button will always return you to the Home screen.



Patients Module



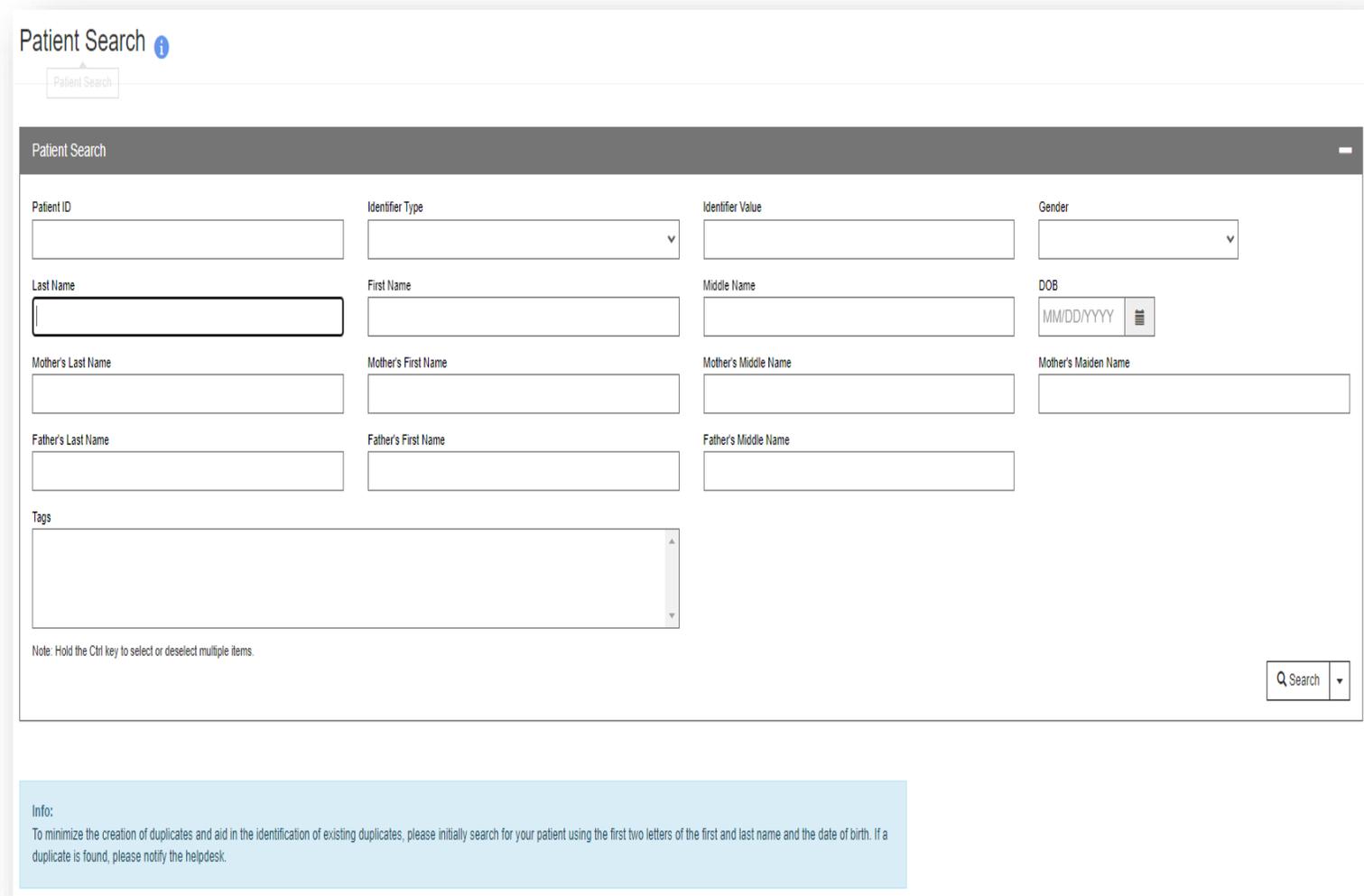
The patient's module contains registry information on patients, this includes immunizations, precautions or contraindications, exemptions and programs the patient is associated with.

- The patient button will expand and show navigation options to view different patient information.
- These options are only available once a patient has been searched for.

Patient Search

The first thing you will need to do when using the patient module is search adequately for an existing patient.

- ❖ 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)



The screenshot shows the 'Patient Search' web application interface. At the top, there is a search bar with the text 'Patient Search' and an information icon. Below this is a main search form with several input fields:

- Patient ID:** A text input field.
- Identifier Type:** A dropdown menu.
- Identifier Value:** A text input field.
- Gender:** A dropdown menu.
- Last Name:** A text input field.
- First Name:** A text input field.
- Middle Name:** A text input field.
- DOB:** A date input field with a calendar icon and a 'MM/DD/YYYY' format.
- Mother's Last Name:** A text input field.
- Mother's First Name:** A text input field.
- Mother's Middle Name:** A text input field.
- Mother's Maiden Name:** A text input field.
- Father's Last Name:** A text input field.
- Father's First Name:** A text input field.
- Father's Middle Name:** A text input field.
- Tags:** A multi-select dropdown menu.

At the bottom right of the form is a 'Search' button with a magnifying glass icon. Below the form, there is a note: 'Note: Hold the Ctrl key to select or deselect multiple items.' At the bottom of the page, there is an 'Info' section with the following text: 'To minimize the creation of duplicates and aid in the identification of existing duplicates, please initially search for your patient using the first two letters of the first and last name and the date of birth. If a duplicate is found, please notify the helpdesk.'

Patient Record

Once you have found a patients' record you can select an action from the left or from the drop-down arrow to the search window.

- Clicking on the arrow will show available options.
- Selecting 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.

Patient Demographics Cancel Links Update

Addresses | Health Insurance | Ethnicity/Race | Patient Details | Birth Information | Tags

Patient Information

Last Name * ADAMS First Name * MATT Middle Name Generation Title / Credential
 Patient Level Eligibility * (5) NOT VFC ELIGIBLE EMP VFC Flu Eligible NO
 Gender * MALE DOB * 01/02/2015

Alias Last Name First Name Middle Name Generation

Patient Contact Information Do not include in Reminder / Recall

Home Phone 999-999-9999 Call Phone 999-999-9999 Work Phone 999-999-9999 Extension 99999 Message Phone 999-999-9999
 E-Mail EMAIL@DOMAIN.COM

Primary Contact Information

Relationship Type Last Name First Name Middle Name Generation

Addresses Address is Unavailable or Temporary

Mailing Address

Address Line 1 * 2000 HOPE ST APT 1
 Address Line 2 BLDG C
 Search by City, County, State or Zip code
 City * SANTA FE Out of State City County * SANTA FE Out of State County
 State * NEW MEXICO Country UNITED STATES Zip Code * 87505-4303

Copy Mailing Address To Physical Address Clear Mailing Address
 Copy Physical Address To Mailing Address Clear Physical Address

Ethnicity / Race

Ethnicity * HISPANIC OR LATINO
 Race(s): * Choose up to 3
 OTHER RACE Notes Audit

Now that you have a patient selected you can either select an option from the module menu or you can go back to the search screen and select another option from the action drop down or the left side menu.

Patient Local Identifiers

Patient Local Identifiers is where providers will typically have their own unique identifier for each of their patients. This could be a medical record number, a chart number an identifier assigned by their internal EMR/HER system, etc.

The Patient Local Identifier screens allows a provider/clinic to associate their own identifier to the corresponding record in the registry. This information can be used when searching the Registry.

 **MATT ADAMS** | ID: 2352404 | DOB: 01/02/2015 | AGE: 9Y 8M 29D | GENDER: M

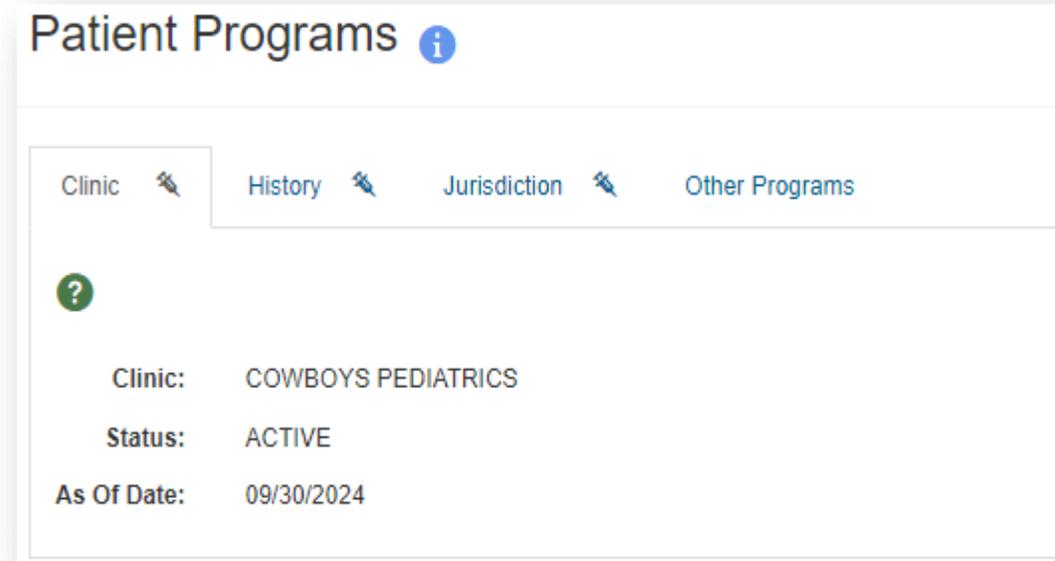
Patient Local Identifiers  Add Local Identifier

Provider	Clinic	Local Identifier	Audit	Action
SJHP: COWBOYS PEDIATRICS	COWBOYS PEDIATRICS	648763		VIEW

Patient Programs

NMSIIS can be extended to support multiple Public Health programs. The core patient record (i.e., demographics, notes, local IDs, events, etc.) is shared across all programs.

NMSIIS automatically makes a patient active in the Immunization program at both the clinic and jurisdiction level when the first immunization is given to a patient.

A screenshot of a web application interface titled "Patient Programs". The title has an information icon (i) to its right. Below the title is a horizontal menu with four items: "Clinic" (selected), "History", "Jurisdiction", and "Other Programs". Each item has a small icon to its right. Below the menu is a patient profile card. The card starts with a green question mark icon in a circle. Below that, it lists three fields: "Clinic: COWBOYS PEDIATRICS", "Status: ACTIVE", and "As Of Date: 09/30/2024".

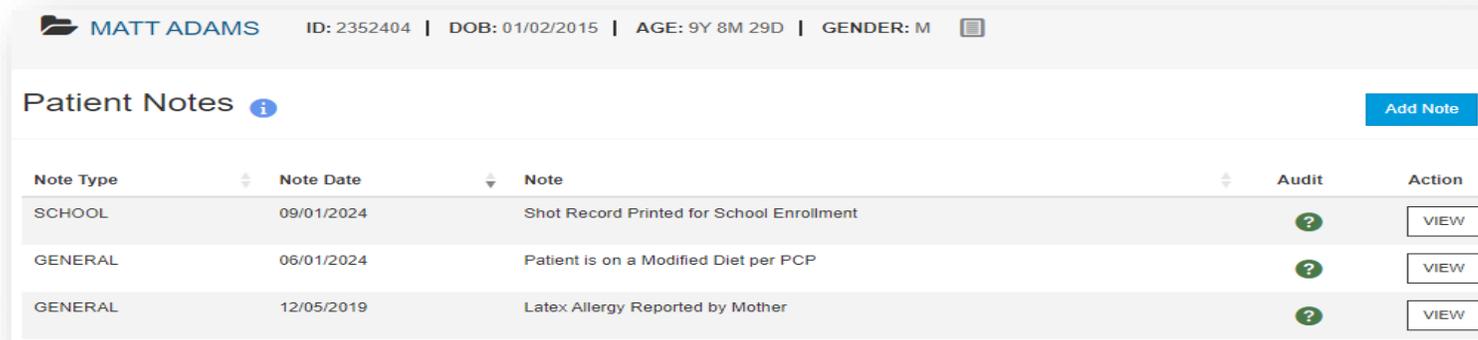
Program	Value
Clinic	COWBOYS PEDIATRICS
Status	ACTIVE
As Of Date	09/30/2024

If programs other than Immunization are using the patient registration capabilities of NMSIIS, you may see that a patient is registered in other programs.

If a patient has been marked as inactive but later receives an administered immunization, then the system will automatically reactivate the patient.

Patient Notes

The Patient Notes screens allow you to enter and categorize additional information about a patient. Some notes (e.g., Vaccine Refusals) can be generated automatically by the system. Please be aware that some notes have special implications. For example, some note types are printed on the official immunization record. Other types may be visible to all users of the system or only a subset. Be cognizant of the note text associated with any note type that may be visible to users outside of your organization.



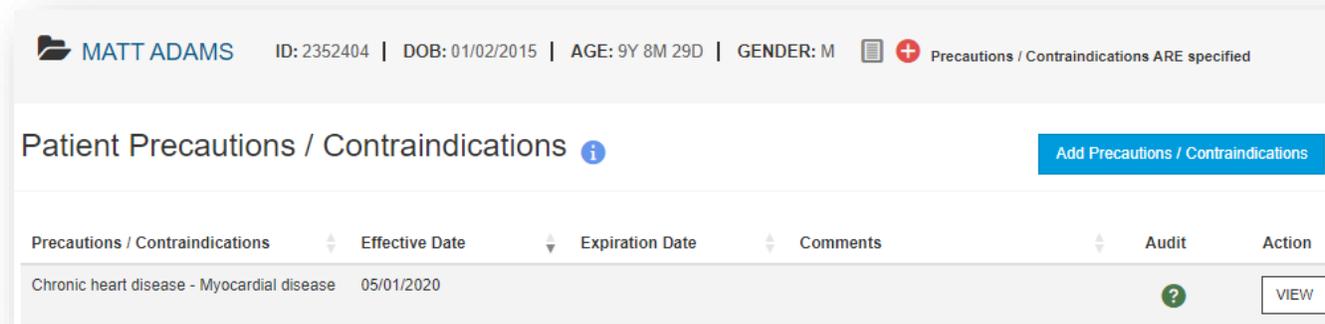
MATT ADAMS | ID: 2352404 | DOB: 01/02/2015 | AGE: 9Y 8M 29D | GENDER: M

Patient Notes ? Add Note

Note Type	Note Date	Note	Audit	Action
SCHOOL	09/01/2024	Shot Record Printed for School Enrollment	?	VIEW
GENERAL	06/01/2024	Patient is on a Modified Diet per PCP	?	VIEW
GENERAL	12/05/2019	Latex Allergy Reported by Mother	?	VIEW

Patient Precautions

The patient Precautions/Contraindications screens allow you to view and enter any precautions or contraindications that may impact the vaccines that could be administered to a patient.



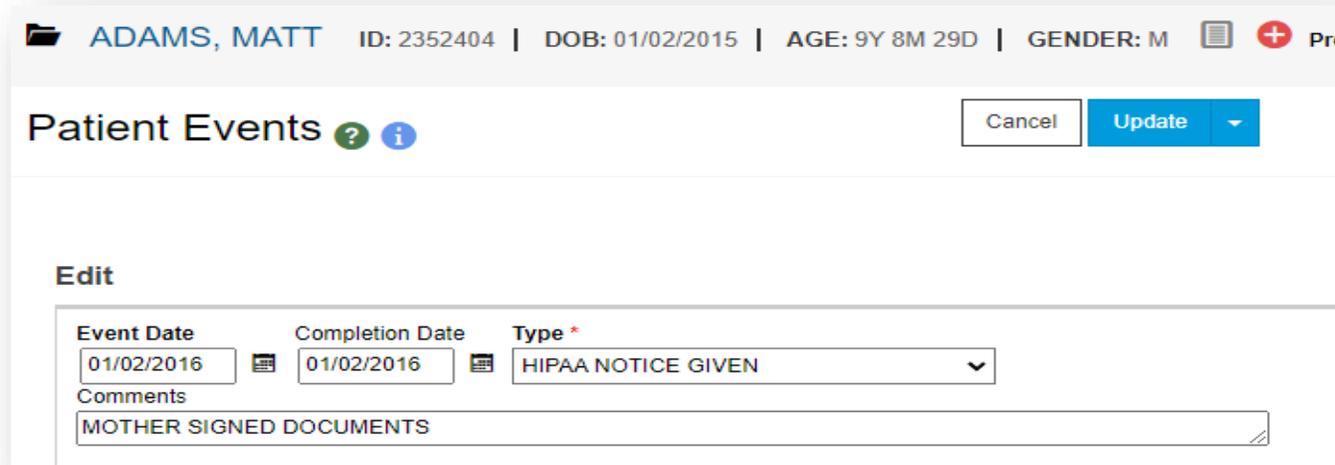
MATT ADAMS | ID: 2352404 | DOB: 01/02/2015 | AGE: 9Y 8M 29D | GENDER: M | + Precautions / Contraindications ARE specified

Patient Precautions / Contraindications ? Add Precautions / Contraindications

Precautions / Contraindications	Effective Date	Expiration Date	Comments	Audit	Action
Chronic heart disease - Myocardial disease	05/01/2020			?	VIEW

Events

The Patient Events screens allow you to view and update information about events that pertain to the patient and are associated with a date.



ADAMS, MATT ID: 2352404 | DOB: 01/02/2015 | AGE: 9Y 8M 29D | GENDER: M

Patient Events ? i Cancel Update

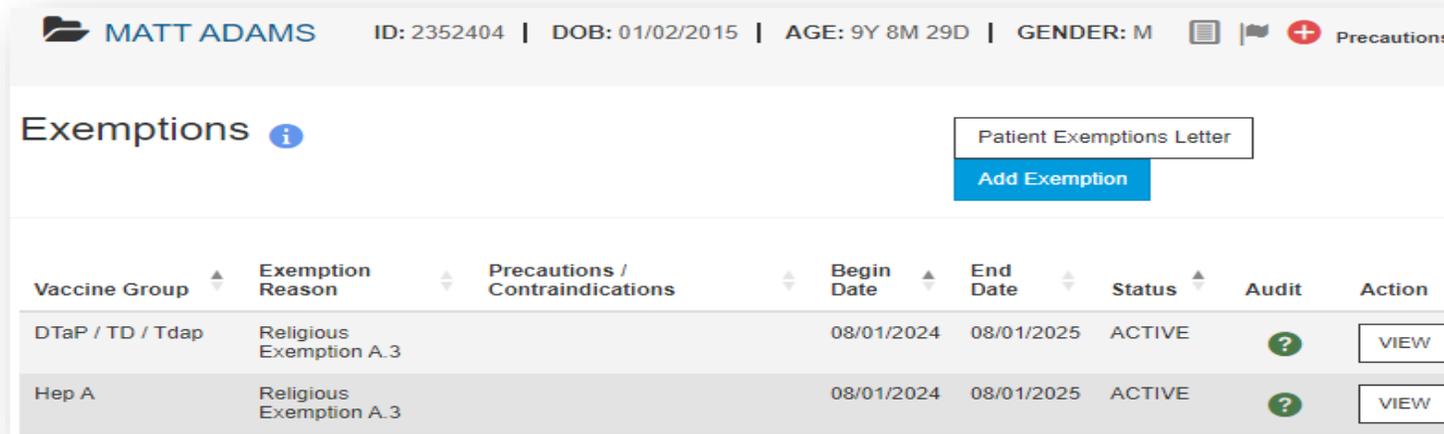
Edit

Event Date: 01/02/2016 📅 Completion Date: 01/02/2016 📅 Type: HIPAA NOTICE GIVEN ▼

Comments: MOTHER SIGNED DOCUMENTS

Exemptions

The Exemptions screens allow for the tracking of vaccine exemptions per patient.



MATT ADAMS ID: 2352404 | DOB: 01/02/2015 | AGE: 9Y 8M 29D | GENDER: M

Exemptions i Patient Exemptions Letter Add Exemption

Vaccine Group	Exemption Reason	Precautions / Contraindications	Begin Date	End Date	Status	Audit	Action
DTaP / TD / Tdap	Religious Exemption A.3		08/01/2024	08/01/2025	ACTIVE	?	VIEW
Hep A	Religious Exemption A.3		08/01/2024	08/01/2025	ACTIVE	?	VIEW

Patient Duplicate

This screen allows users to view potential duplicates to this record as well as add new ones.

Patients Duplicates i

[Add To Duplicates](#)

Duplicates Already Identified

Patient Id	Name	Gender	DOB	Identified By	Patient Icons	Audit	Action
NO RECORDS FOUND.							

Search for Additional Duplicates

Patient *

Comments *

[Add To Duplicates](#)

Immunizations

The immunizations Module is used to manage all immunizations (historical or administered via the system) for all patients. On this screen you can view immunization history, view the clinic that gave the immunizations along with the vaccine details (route, site, etc.), review the recommended vaccinations for a patient, and generate an official immunization record. There are visual indicators on this screen to indicate when a dose is invalid and/or not fully administered in the system.

NMSIIS utilizes Clinical Decision Support for Immunizations or CDSi logic.

CDSi, more commonly referred to as evaluation and forecasting, is an automated process that determines the recommended immunizations needed for a patient. NMSIIS delivers these recommendations to the user in this area of the immunizations page, recommended immunization as of the current date will be displayed.

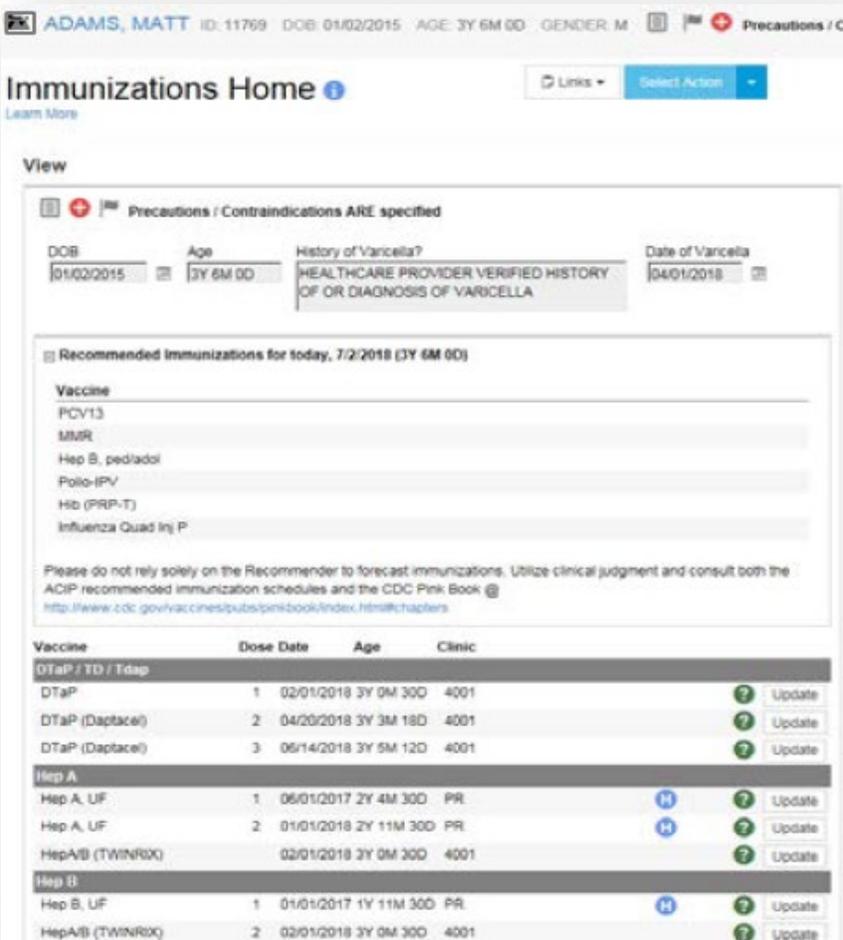
You will notice on this record that some Immunizations have a blue circle with an H in it while others do not.

Immunizations without an H are immunizations that have been administered at a clinic and the clinic has entered the immunization in the registry.

Immunizations with an H stands for historical, when a patient has not immunization history in the registry but has a paper immunization for record the historical indicator is used when creating the immunization in the registry.

Clinics are encouraged to document paper immunizations into the registry to ensure a completed immunization record is in the registry.

Immunizations without an H are immunizations that have been administered at a clinic and the clinic has entered the immunization into the registry.



Immunizations Home

View

Precautions / Contraindications ARE specified

DOB: 01/02/2015 | Age: 3Y 6M 0D | History of Varicella?: HEALTHCARE PROVIDER VERIFIED HISTORY OF OR DIAGNOSIS OF VARICELLA | Date of Varicella: 04/01/2018

Recommended Immunizations for today, 7/2/2018 (3Y 6M 0D)

Vaccine	Dose	Date	Age	Clinic	Indicator	Action
DTaP / TD / Tdap						
DTaP	1	02/01/2018	3Y 0M 30D	4001		Update
DTaP (Daptace)	2	04/20/2018	3Y 3M 18D	4001		Update
DTaP (Daptace)	3	05/14/2018	3Y 5M 12D	4001		Update
Hep A						
Hep A, UF	1	06/01/2017	2Y 4M 30D	PR	H	Update
Hep A, UF	2	01/01/2018	2Y 11M 30D	PR	H	Update
HepA/B (TWINRIX)		02/01/2018	3Y 0M 30D	4001		Update
Hep B						
Hep B, UF	1	01/01/2017	1Y 11M 30D	PR	H	Update
HepA/B (TWINRIX)	2	02/01/2018	3Y 0M 30D	4001		Update

Recommendations

The popup that appears will detail precautions and contraindications, immunizations history, recommend immunizations for today and future recommendation. The future recommendations area is useful in notifying patients of upcoming immunizations needed.

— Recommended immunizations for today, 10/01/2024 (9Y 8M 29D)

Vaccine	On-Hand
COVID-19 (PFR) 5 thru 11y	✖
Hep A, ped/adol, 2D	✖
Hep B, ped/adol	✖
Influenza, P-Free	✖
MMR	✖
Polio-IPV	✖
PPSV23	✖
Tdap, Adsorbed	✖
Varicella	✖

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <https://www.cdc.gov/pinkbook/hcp/table-of-contents/index.html>

The first recommended return date is 10/29/2024 (9Y 9M 27D)

Future recommendations based upon provider preferences for vaccines

Vaccine	Date	Age
Hep B, ped/adol	10/29/2024	9Y 9M 27D
MMR	10/29/2024	9Y 9M 27D
Polio-IPV	10/29/2024	9Y 9M 27D
Td (adult), adsorbed	10/29/2024	9Y 9M 27D
Varicella	12/24/2024	9Y 11M 22D
Hep A, ped/adol, 2D	04/01/2025	10Y 2M 30D
HPV9	01/02/2026	11Y 0M 0D
MCV4O/MCV4P	01/02/2026	11Y 0M 0D
Meningococcal B OMV	01/02/2031	16Y 0M 0D
Recombinant Zoster	01/02/2065	50Y 0M 0D
RSV, recombinant subunit	01/02/2090	75Y 0M 0D

Print Close Audit ▼

Recommendations for ADAMS, MATT (2352404) DOB: 01/02/2015 AGE: 9Y 8M 29D

Reports

The reports module contains a variety of forms and reports available to users. Your level of access will be associated to the available reports. For users with read only access the most common area used in the forms/informational documents and the New Mexico forms and Documents. In these areas various help guides, participation forms and other information can be found.

Reports

Click on one of the links below to view the document or run the report. i

Patient

- [IZ History/Risk/Recommendations](#)
- [Official Immunization Record](#)
- [Patient Exemptions Letter](#)
- [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](#)
- [Clinic Contact Listing](#)
- [Product Listing](#)
- [Vaccine Information Statements \(VIS\)](#)

New Mexico Forms and Documents

[Add New Report](#)

NMSIIS Organization Agreement	Edit
NMSIIS User Agreement	Edit
NMSIIS Training Request Form	Edit
NMSIIS Decision to Remove Record Form	Edit
NMSIIS Decline to Participate Form	Edit
NMSIIS Certificate of Exemption Form	Edit
NMSIIS Immunization Program Overview	Edit
NMSIIS Online Help Guide	Edit

Patient Management

- [Birth Vaccinations](#)
- [Inactivate Patients](#)
- [Patient Detail with Services](#)
- [Patient List By Insurance Source](#)
- [Patient List/Counts By Clinic Report](#)
- [Patient Reminder/Recall](#)
- [Patient Roster](#)
- [Patient VFC Eligibility History](#)
- [Patients First Seen](#)
- [Patients with Active Exemptions](#)
- [Patients with Adverse Reactions](#)
- [Patients with Notes](#)