

# USIIS Quick Reference Guide for Users

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Immunization Program  
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Salt Lake City, UT 84114-2001

USIIS Helpdesk  
801-538-3440  
800-678-3440  
[www.usiis.org](http://www.usiis.org)

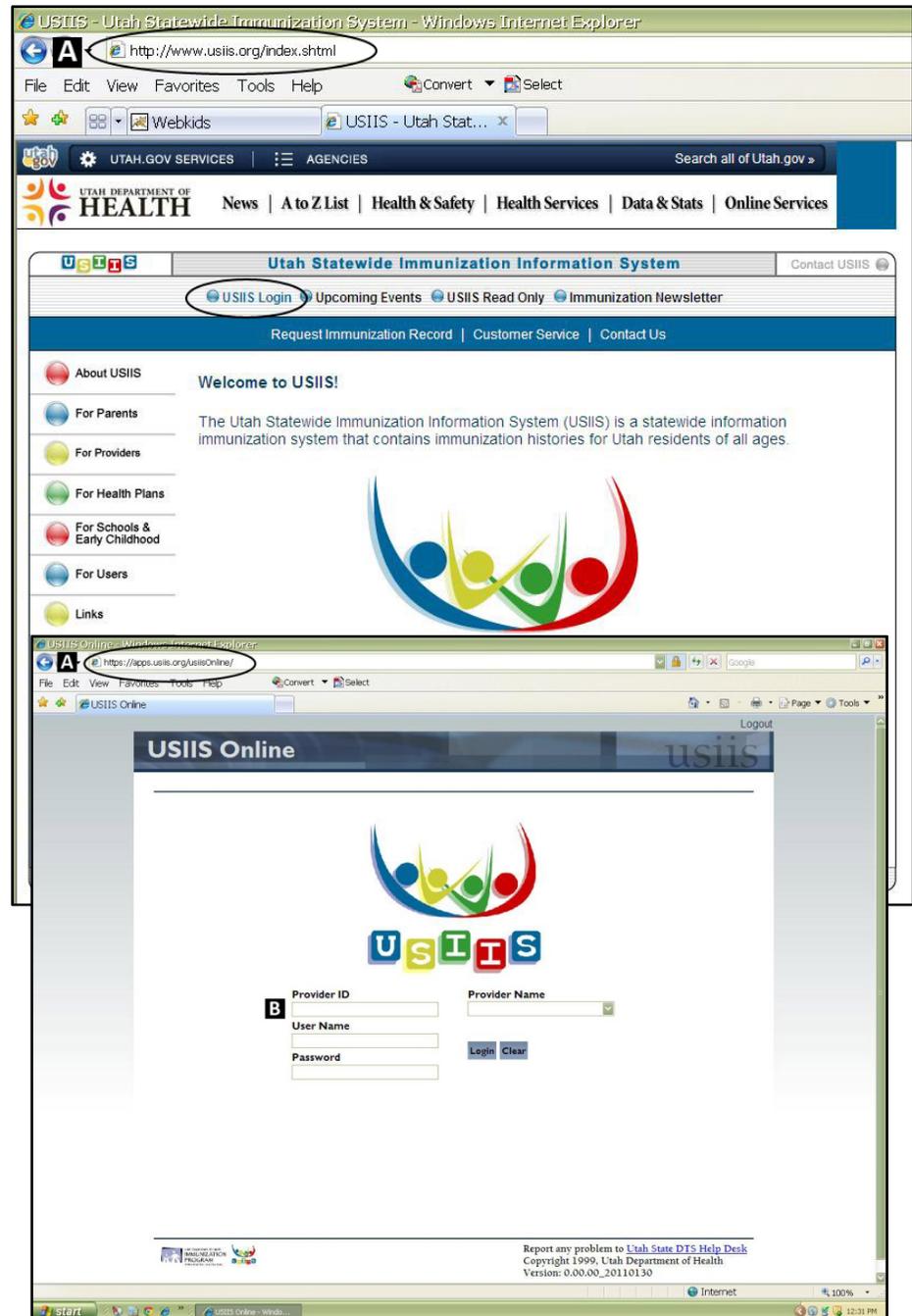


**A. To locate USIIS:**

1. Open your web browser, type <https://apps.usiis.org> in the address bar and press the **Enter** key.  
or
2. Open your web browser, type [www.usiis.org](http://www.usiis.org) in the address bar and press the **Enter** key.
3. When the website appears, click on the **USIIS Login** icon.
4. The USIIS Login screen will appear.

**B. To login to USIIS:**

1. Enter your facility's Provider ID (issued by the USIIS Program) in the **Provider ID** field. If you don't know your Provider ID, you can find your facility name in the **Provider Name** drop-down box to the right.  
*Tip: Use the mouse or Tab key to move through the fields.*
2. Enter your **User Name**. (Selected by the user and is case sensitive)
3. Enter your **Password**. (Selected by the user and is case sensitive)
4. Click on the **Login** button or press the **Enter** key.
  - If your login was successful, the **Patient Search** screen will appear.
  - If you have incorrectly logged in, reset the fields by clicking the **Clear** button and try again.
  - If you continue to have problems, contact the USIIS Helpline at (801) 538-3440 or (800) 678-3440.





**A. To Perform a Patient ID Search:**

1. Enter the patient’s Patient ID number already assigned by your facility in the **Patient ID** field (this field is case sensitive). With the cursor still in the field, press the **Enter** key.
  - The Provider and USIIS Search buttons are not enabled.
2. The **Patient Information** screen will automatically appear with the patient’s information.
  - Verify the information to ensure you located the correct patient.

**B. To Perform a Provider Search:**

1. Enter the patient’s **Last Name** and/or **First Name** and/or **Birth Date**.
 

*Tip:* It is possible to use the “%” wildcard in any part of the name.
2. Click the **Provider Search** button, the patient’s name will appear in the **Provider Search Results** section if affiliated with your facility.
3. Click on the correct name to open the patient’s record. The **Patient Information** screen will appear.
4. If the correct patient’s record is not found, go to C: To Perform a USIIS Search.

**C. To Perform a USIIS Search:**

1. Enter the patient’s **Last Name, First Name** and **Birth Date**.
  - All fields marked in red are required.
2. Click the **USIIS Search** button, a strong match to an existing USIIS record will appear in the **USIIS Search Results** section.
3. Click on the correct name to open the patient’s record.
  - Read and click **YES** in the dialog box that appears.
  - The **Patient Information** screen will appear.
4. If the correct patient’s record is not found, indicating there is not a strong match to an existing USIIS record, click the **Search More** button.
  - Retrieves similar records with a possible match.
5. Click on the correct name to open the patient’s record.
  - Read and click **YES** in the dialog box that appears.
  - The **Patient Information** screen will appear.
6. If the correct patient’s record is still not found, continue to D: To Add a New Patient.

**D. To Add a New Patient:**

1. If the data was entered correctly and no record was found using USIIS Search and Search More, click the **Add New Patient** button.
  - The Add New Patient button is not enabled until the Search More button has been used.
2. Click **OK** in the dialog box that appears, and the **Patient Information** screen will appear.
3. Assign and enter a **Patient ID**.
  - This is a unique number, assigned by your facility, to identify a particular patient and is case sensitive.
4. Enter all the information you have regarding the patient.
  - All fields marked in red are required. Enter “UNKOWN” for Mother’s Maiden name if not known.
5. Click the **Save** button to save this new patient entry.

**E. To Clear the Fields:**

1. Click the **Reset** button to clear the search and begin again.

The screenshot displays a web-based patient search interface. At the top, there are input fields for 'Search Value' (Last, First, M., Suffix, Birth Date), 'Provider ID' (801), 'Patient ID', and 'USIIS ID'. A 'Reset' button is located to the right. Below these are fields for 'Gender' (F, M), 'SSN', 'Mother's First', 'Mother's Maiden', 'Street Address', 'Zip Code', and 'Phone'. A 'Provider Search Results' section contains a 'Provider Search' button, radio buttons for 'Most possible match' and 'All match', and a 'Save List' button. Below this is a table with columns: Pat. ID, LastName, First Name, Mid. N., Birth Date, SSN, Sex, M's First, M's Maider. The 'USIIS Search Results' section includes 'USIIS Search', 'Search More', 'Add New Patient', and 'Search Results Legend' buttons. Below this is another table with columns: USIIS ID, Last Name, First Name, Middle Name, Birth Date, Sex, Mother's First, Phone, S. At the bottom, a navigation bar contains buttons for 'Logout', 'Pat. Search', 'Pat. Info.', 'Comments', 'Immun.', 'Contra-Ept', 'Forecast', 'Report', and 'Admin.'



**A. To Enter or Edit Patient Information:**

Verify the correct patient's information was retrieved.

1. Assign and enter a **Patient ID**, if one has not already been assigned.
  - This is a unique number, assigned by your facility, to identify a particular patient and is case sensitive.
  - A Patient ID must be assigned to view particular screens, add, or edit information. Tabs requiring a Patient ID are disabled until a Patient ID is saved.
  - A Patient ID does **NOT** need to be assigned in order to view and print patient reports.
2. Review, update, and add information you have regarding the patient.
  - All fields marked in red are required. Enter "UNKOWN" for Mother's Maiden name if not known.
3. Click the **Save** button.

**B. To Undo Changes:**

1. Click the **Undo Changes** button to clear any unsaved edits and/or additions made to the patient's demographic information and begin again.

**C. To Delete a Patient's Web Record:**

*If there are multiple mistakes on a recently changed patient's record, you may delete the temporary web record and start again. This may only be done the same business day the record was created and saved. This will delete any patient and/or vaccine information recently changed and saved.*

1. Click the **Delete Web Record** button.
2. Click **Yes** you want to delete the temporary Web Record.
3. The **Patient Search** screen will appear to begin a new search.

**D. To End a Patient's Clinic Affiliation:**

*You may want to End Clinic Affiliation if a patient is no longer your client and is going elsewhere for services.*

1. Click the **End Clinic Affiliation** button.
2. Follow the instructions that appear in the dialog box(es).

3. The **Patient Search** screen will appear to begin a new search.
  - *Note: The patient's information will remain in the USIIS database; however, you will not be able to find the patient using a Patient ID or Provider Search.*

**Patient Info.** Provider ID: 801 Patient ID: 80001964 USIIS ID: 644765 Age: 10 Yrs 10 Mo

Last: DOE First: JOHN M. Suffix: Birth Date: 10/10/1999

**A** Save **B** Undo Changes **C** Delete Web Record **D** End Clinic Affiliation

**Contraindications and exemptions**

Gender:  Female  Male SSN: [ ]

Street: 100 NORTH 100 E Status: [ ] Send Reminder Card:  No

City: SALT LAKE CITY Race: O Comments: [ ]

State: UT Zip: 84115 Ethnicity: U UNKNOWN Confidential flag:  No

Phone: (801) 555-1234 Release Date: [ ]

County: 9 SALT LAKE Physician: [ ]

Birth State: UT UTAH

Mother's Last: DOE Father's Last: DOE Guardian's Last: DOE

Mother's First: JANE Father's First: JOHN Guardian's First: JANE

Mother's Middle: S Father's Middle: [ ] Guardian's Middle: S

Mother's SSN: [ ] Father's SSN: [ ] Guardian's SSN: [ ]

Mother's Maiden: SMITH Provider: 801

Logout Pat. Search Pat. Info. Comments Immun. Contra-Ept Forecast Report Admin.



**A. To Enter Patient Comments:**

1. Enter the comments in the **Patient Comments** section.
2. Select **Yes** or **No** in the **Share** drop-down box:
  - If **Yes** is selected, the comment may be viewed by all facilities.
  - If **No** is selected only the facility that entered the information may view the comment.
3. Click the **Save** button.
4. Saved comments will appear in the gray **Comment** cells and in the **Patient Information** screen.
5. To view an entire comment, click on the **Comment** in the gray comment cells and it will appear in the **Patient Comments** section.

**B. To Delete a Comment:**

1. Click on the comment to be deleted in the gray comment cells.
2. Click the **Delete** button.
3. Click **OK** to finish the deletion.

**C. To Edit a Comment:**

1. Click on the comment to be edited in the gray comment cells.
2. Make the appropriate additions/changes to the comment in the **Patient Comments** section.
3. Click the **Save** button.

**D. To Undo Changes:**

1. Click the **Undo Changes** button to clear any unsaved edits and begin again.

The vaccine screen provides a record of all vaccinations. Once a vaccination is entered and saved, a summary of it will appear in the gray cells labeled Vaccination History. A **Patient ID** must be assigned to view this screen and add or edit information.

**A. To Enter a Vaccination:**

- Enter all the information for the administered vaccine in the appropriate fields along the left hand side of the screen.
  - All fields marked in red are required.
  - The E, C, R, I cells (Exemption, Contraindications, Reactions, and Invalid) are display only.
- Pull the drop-down boxes to select from the lists or enter the appropriate codes.
- Notes for a particular vaccination may be entered in the following fields:
  - General Note:** Any information relating to a particular vaccination.
  - Reaction Note:** If a reaction occurred after vaccination, document the reaction information.
  - Invalid Note:** Explain why a particular vaccination was invalid and must be repeated.
- Click the **Save** button after each vaccine.

**B. To View or Edit a Saved Vaccination:**

- In the **Vaccination History** cells (gray cells), click in the cell that contains the vaccination you would like to view/edit. The vaccination information entered will appear in the fields on the left.
- Make the appropriate changes.
  - Vaccination Date and Type cannot be changed.
- Click the **Save** button.

**C. To Enter Varicella Immunity:**

- Check the **Varicella Immunity** box and enter an approximate date the patient had chickenpox disease.
- Click **OK** to save the immunity.

**D. To Clear the Fields:**

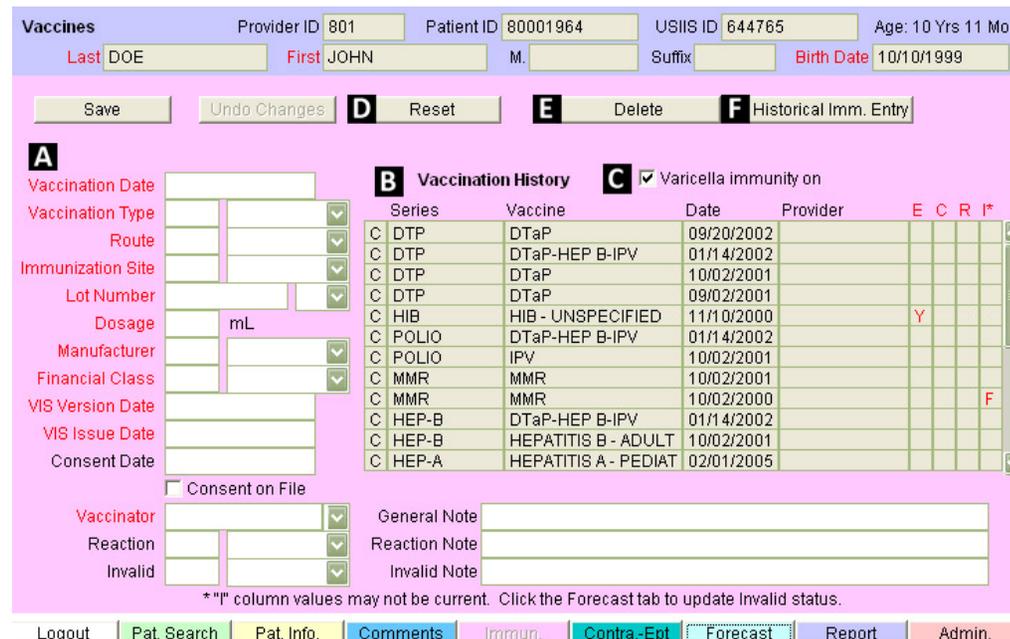
- Click the **Reset** button to clear any unsaved vaccine information and begin again.

**E. To Delete a Vaccination:**

- In the **Vaccination History** cells (gray cells), click in the cell that contains the vaccination you would like to delete. The vaccination information will appear in the fields on the left.
- Click the **Delete** button to delete the vaccination.

**F. To Enter Vaccinations from a Patient's Immunization History:**

- Click the **Historical Imm. Entry** button to enter a patient's previous vaccination history. A new screen will appear.



**Vaccines** Provider ID: 801 Patient ID: 80001964 USIIS ID: 644765 Age: 10 Yrs 11 Mo

Last: DOE First: JOHN M. Suffix: Birth Date: 10/10/1999

Buttons: Save, Undo Changes, **D** Reset, **E** Delete, **F** Historical Imm. Entry

**A** Vaccination Date, Vaccination Type, Route, Immunization Site, Lot Number, Dosage (mL), Manufacturer, Financial Class, VIS Version Date, VIS Issue Date, Consent Date, Consent on File, Vaccinator, Reaction, Invalid

**B Vaccination History** **C**  Varicella immunity on

Series	Vaccine	Date	Provider	E	C	R	I*
C	DTP	DTaP	09/20/2002				
C	DTP	DTaP-HEP B-IPV	01/14/2002				
C	DTP	DTaP	10/02/2001				
C	DTP	DTaP	09/02/2001				
C	HIB	HIB - UNSPECIFIED	11/10/2000		Y		
C	POLIO	DTaP-HEP B-IPV	01/14/2002				
C	POLIO	IPV	10/02/2001				
C	MMR	MMR	10/02/2001				
C	MMR	MMR	10/02/2000				F
C	HEP-B	DTaP-HEP B-IPV	01/14/2002				
C	HEP-B	HEPATITIS B - ADULT	10/02/2001				
C	HEP-A	HEPATITIS A - PEDIAT	02/01/2005				

General Note, Reaction Note, Invalid Note

\*"I" column values may not be current. Click the Forecast tab to update Invalid status.

Logout Pat. Search Pat. Info. Comments Immun. **Contra-Ept** Forecast Report Admin.



**A. To Enter a Patient’s Immunization History:**

1. Click the **Historical Imm. Entry** button in the top section of the Immun. Screen.
2. Enter the vaccine information by using the drop-down box to select the vaccine type from the lists or enter the appropriate codes.
  - The code must match the vaccine category to the left. Otherwise, it may be entered in the Other category.
3. Enter the date the vaccine was administered.
4. Repeat the process to enter all historical vaccinations and dates. After all vaccination information is correctly entered, click the **Save** button.
  - Click on the **Immun.** Tab to return to the Vaccines screen.

**B. To Undo Changes:**

1. Click the **Undo Changes** button to clear any unsaved edits and/or additions made to the patient’s vaccination history and begin again.

**Note:** *The Historical Imm Entry screen should only be used for entering vaccinations your facility did not administer.*

**Vaccines**
Provider ID 
Patient ID 
USIIS ID 
Age: 10 Yrs 11 Mo

Last 
First 
M. 
Suffix 
Birth Date

**Please only use this form to enter historical immunization records**

Vaccine	Type	Date	Type	Date	Type	Date	Type	Date	Type	Date
<b>A</b> DTP	110	01/14/2002	20	09/02/2001	20	10/02/2001	20	09/20/2002		
HIB	17	11/10/2000								
Polio	110	01/14/2002	10	10/02/2001						
MMR	3	10/02/2000	3	10/02/2001						
HepB	43	10/02/2001	110	01/14/2002						
Varice										
HepA	31	07/01/2004	31	02/01/2005						
Pneumo										
Mening										
FLU										
HPV										
Others										

Logout
Pat. Search
Pat. Info.
Comments
Immun.
Contra-Ept
Forecast
Report
Admin.



**A. To Enter a Contraindication:**

1. Enter the contraindicated **vaccine** by using the drop-down box to select from the list or enter the appropriate code.
2. Enter the reason for the **contraindication** by using the drop-down box to select from the list or enter the appropriate code.
3. Click the **Save** button.
  - The contraindicated vaccine and reason will appear in the gray cells on the right.

**B. To Delete a Contraindication:**

1. Click the gray **Del** (delete) button beside the contraindication you would like to delete.
2. Click **OK** to finish the deletion.

**C. To Enter an Exemption for All Vaccines:**

1. Enter the type of **exemption** claimed by using the drop-down box to select from the list or enter the appropriate code.
2. Click the **Save** button.

**D. To Enter an Exemption for a Particular Vaccine:**

1. Enter the exempted **vaccine** by using the drop-down box to select from the list or enter the appropriate code.
2. Enter the type of **exemption** claimed by using the drop-down box to select from the list or enter the appropriate code.
3. Click the **Save** button.
  - The exempted vaccine and exemption type will appear in the gray cells on the right.

**E. To Enter an Exemption for a Series of Vaccines:**

1. Enter the exempted **vaccine series** by using the drop-down box to select from the list or enter the appropriate code.
2. Enter the type of **exemption** claimed by using the drop-down box to select from the list or enter the appropriate code.
3. Click the **Save** button.
  - The exempted vaccine series and exemption type will appear in the gray cells on the right.

**F. To Delete an Exemption:**

1. Click the gray **Del** (delete) button beside the exemption you would like to delete.
2. Click **OK** to finish the deletion.

<b>Contra. and Exempt.</b>		Provider ID	801	Patient ID	80001964	USIIS ID	644765	Age:	11 Yrs 0 Mo
Last	DOE	First	JOHN	M.		Suffix		Birth Date	10/10/1999

**A Contraindication**

Vaccine:  Save

Contraindication:  Save

Vaccination	Contraindication	Del
C VARICELLA	IMMUNITY: VARICELLA (C	<b>B</b> Del
		Del
		Del

**C Exemption**

Exempt for All Vaccines:  Save

**D Exempt for a Vaccine**

Vaccine:  Save

Exempt:

Vaccination	Exempt

**E Exempt for Series**

Series:  Save

Exempt:

Series	Exempt	Del
V MMR	PERSONAL	<b>F</b> Del
		Del
		Del

Logout	Pat. Search	Pat. Info.	Comments	Immun.	Contra.-Ept	Forecast	Report	Admin.
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**A. To View a Patient Forecast:**

- Click the **Forecast** Tab to view the immunization status for a patient.
  - The Forecast screen is a “read-only” screen and contains no editable fields. The screen provides a summary view of a patient’s immunization status based on the data provided.
  - An immunization schedule is displayed calculated by the date of birth and standards developed by the Advisory Committee on Immunization Practices (ACIP).
  - All ACIP recommended vaccines are included.
  - If a vaccine series is not yet complete for the patient, the Forecast displays the date when the next vaccine for each series should be administered.
- A **Patient ID must** be assigned to view the patient forecast screen and print the report.

**B. To Print a Patient Forecast:**

- In the Forecast screen, click the **Forecast Report** button (located in the upper left hand corner). The report will open a new window in PDF format using the Adobe Acrobat software.
  - Adobe Acrobat Reader software is needed to print a patient’s forecast report. Please visit [www.adobe.com](http://www.adobe.com) to download a free version of Acrobat Reader.
- Once the forecast report downloads, click the **print icon** in Adobe to print the forecast.
- Close the Adobe report window to go back to the **Forecast** screen when you are finished.

**Note:** If a vaccination is determined to be invalid, the date will **NOT** appear in the forecast. View the vaccination in the Immun Screen to see the reason the vaccine dose is invalid. Invalid vaccinations do not count toward completion of the immunization schedule and must be repeated,

**Forecast** Provider ID: 801 Patient ID: 80001964 USIIS ID: 644765 Age: 10 Yrs 11 Mo  
 Last: DOE First: JOHN M. Suffix: Birth Date: 10/10/1999

**B Forecast Report**

**Forecast**

	Dose1	Dose2	Dose3	Dose4	Dose5	Dose6	Next Due	Status	C	E	R
DTP/DTaP/DT	09/02/2001	10/02/2001	01/14/2002	09/20/2002				COMPLETE			
Tdap							10/10/2009	OVERDUE			
HIB	11/10/2000							COMPLETE		P	
POLIO	10/02/2001	01/14/2002					02/11/2002	OVERDUE			
MMR	10/02/2001						10/10/2003	OVERDUE			
HEP-B	10/02/2001	01/14/2002					03/11/2002	OVERDUE			
PNEUMO PCV								COMPLETE			
CHICKENPOX							10/30/2001	IMMUNE	Y		
HEP-A	07/01/2004	02/01/2005						COMPLETE			

**B Recommended Patient Forecast**  
 Provider Id : 801

Patient Id	Usiis Id	Provider Name	Patient Name	Birth Date	Age
80001964	644765	USIIS PROGRAM	JOHN DOE	10/10/1999	10 Yr. 11 Mths.

Series Name	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Next Due	Status	E	C	R	G	E	N	Notes
DTP/DTaP/DT	09/02/2001	10/02/2001	01/14/2002	09/20/2002				COMPLETE							
Tdap							10/10/2009	OVERDUE							
HIB	11/10/2000							COMPLETE	P						
POLIO	10/02/2001	01/14/2002					02/11/2002	OVERDUE							
MMR	10/02/2001						10/10/2003	OVERDUE							
HEP-B	10/02/2001	01/14/2002					03/11/2002	OVERDUE							
PNEUMO PCV								COMPLETE							
CHICKENPOX							10/30/2001	IMMUNE	Y						
HEP-A	07/01/2004	02/01/2005						COMPLETE							
FLU							10/30/2001	OVERDUE							
MENINGOCOCCAL							10/10/2010	CURRENT							
ROTAVIRUS								COMPLETE							



**A. Patient Reports Available:**

- The **Report** screen allows you to view and print three different patient reports, they are:
  - Detailed Immunization History – a complete record of a patient’s vaccinations.
  - School Immunization Record – official copy of vaccinations required for school entry (Pink Card).
  - Personal Utah Immunization Record – brief summary of vaccinations for the patient’s record.
- You **DO NOT** need to assign a **Patient ID** in order to view and print the patient reports.

**B. To View and Print a Patient Report:**

- Place a **check mark** to the left of the report(s) you would like to obtain. You may select multiple reports at one time.
- Click **Run Report(s)** at the bottom of the page. The report(s) will open a new window, for each report, in PDF format using the Adobe Acrobat software.
  - Adobe Acrobat Reader software is needed to print a patient’s report. Please visit [www.adobe.com](http://www.adobe.com) to download a free version of Acrobat Reader.
- Once the desired report(s) download, click the **print icon** in Adobe to print the report(s).
- Close the Adobe report window to go back to the **Report** screen when you are finished.

**Reports** Provider ID: 801 Patient ID: 80001964 USIIS ID: 644765 Age: 10 Yrs 11 Mo

Last: DOE First: JOHN M. Suffix: Birth Date: 10/10/1999

**Patient's Reports**

**A** Report(s) to run: Output to:

Detailed Immunization History  PDF

School Immunization Record

Personal Utah Immunization Record

Note: If the report page does not appear, pop-up windows may not be allowed on your computer. Pop-up windows must be allowed from this site in order for report results to be displayed.

Run Report(s) **B**

**B**

## Immunization History Report

Patient Name: DOE, JOHN      DOB: 10/10/1999      Gender: M  
 USIIS ID: 644765      Patient ID: 80001964

Series	Vaccine Type	#	Date	d	Manuf	ID	Lot Number	e	R	S	Vaccinator	Provider	Consent Date	Issue Date	Version Date	o	n
DTP	DTaP	0	09/20/02										09/20/02				
DTP	DTaP-HEP B-IPV	1	01/14/02										01/14/02				
DTP	DTaP	0	10/02/01										10/02/01	10/02/01			
DTP	DTaP	0	09/02/01										09/02/01	10/02/01			
HIB	HIB - UNSPECIFIED	0	11/10/00										11/10/00				
POLIO	DTaP-HEP B-IPV	3	01/14/02										01/14/02				
POLIO	IPV	0	10/02/01				.5						10/02/01	10/02/01			
MMR	MMR	0	10/02/01										10/02/01	10/02/01			
MMR	MMR	0	10/02/00				F						10/02/00	10/02/00			
HEP-B	DTaP-HEP B-IPV	2	01/14/02										01/14/02				
HEP-B	HEPATITIS B - ADU	0	10/02/01										10/02/01	10/02/01			
HEP-A	HEPATITIS A - PED	0	02/01/05										02/01/05				
HEP-A	HEPATITIS A - PED	0	07/01/04										07/01/04				
Chicke	IMMUNE																

## FACILITY ADMINISTRATION SCREENS

To access information regarding the facility, click the **Admin** tab located at the bottom right of the screen. This button will open a new window with additional features (tabs). Admin functions include:

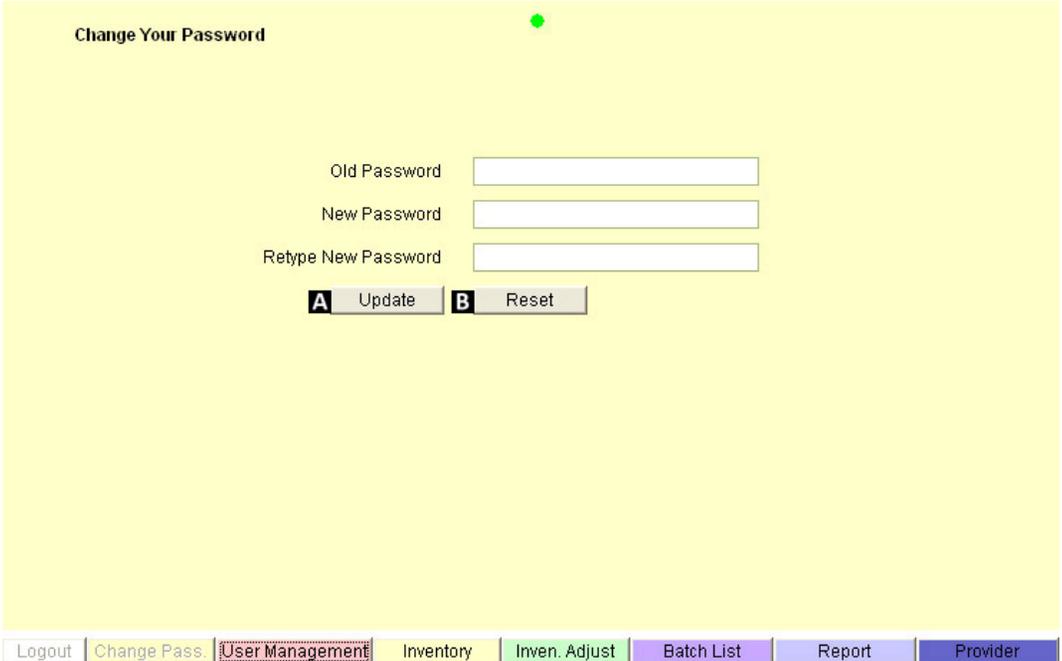
- Changing Your Password
- User Management
- Vaccine Inventory
- Inventory Adjustment
- Batch List
- Clinic Reports

### A. To Change Your Login Password:

1. Type your current password in the **Old Password** field.
  - Case sensitive
2. Type your new password in the **New Password** field.
  - Case sensitive
3. Retype your new password in the **Retype New Password** field.
  - Case sensitive
4. Click the **Update** button to save your new password.

### B. To Clear the Fields:

1. Click the **Reset** button to clear the fields and begin again.



Change Your Password

Old Password

New Password

Retype New Password

**A** Update **B** Reset

Logout Change Pass. User Management Inventory Inven. Adjust Batch List Report Provider

**A. To Enter a New User:**

1. Type the user's chosen **Login Name**. (This is case sensitive.)
2. Type and retype the user's chosen **Password**. (This is case sensitive.)
3. Enter the user's **Last, First and Middle Name**, and **Date of Birth**.
4. Enter the user's **Email** and **Office Phone**.
5. Use the drop-down box to select the user's **Occupation** from the list.
6. Enter any comments you may have in the **User Comment** field.
7. Choose the **Access Level** the user will need by clicking the corresponding buttons or select from the **Function Access** drop-down box.
8. If the user is a Vaccinator or Physician, click **Yes** under **Clinical Roles**.
9. Click the **Save** button.

**B. To Inactivate a User:**

1. Select the user you want to inactivate from the drop-down list labeled **New User**.
2. When the user's information is displayed in the fields, click the **Inactivate** button.
  - Inactivated users will continue to appear as a vaccinator in the drop-down list on the Immun screen unless their vaccinator role is changed to No.

**C. To View Inactive Users:**

1. Click the **Show Inactive** button.
2. Pull the drop-down list labeled **New User**.

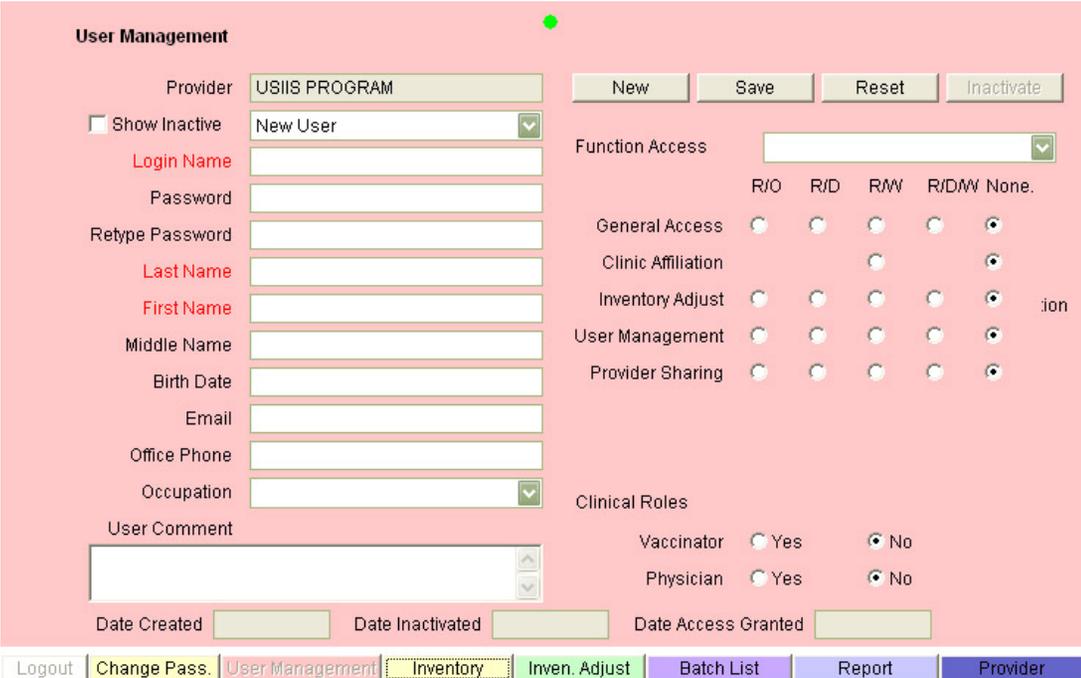
**D. To Reactivate an Inactive User:**

1. Click the **Show Inactive** button.
2. Pull the drop-down list labeled **New User** and select the user's name you would like to activate.
3. The user's information will be displayed in the fields, verify their **Function Access** and make any necessary changes.
4. Click the **Activate** button.

**Function Access Legend:**

**R/O** – Read only                      **R/D** – Read and Delete  
**R/W** – Read and Write                **R/D/W** – Read, Delete, and Write

**Note:** Access will not be granted for any user until an original, signed User Confidentiality & Security Agreement has been received by the Utah Immunization Program. The agreement can be found at [www.usiis.org](http://www.usiis.org). Please contact the Utah Immunization Program at (801) 538-9450 with any questions.



**User Management**

Provider: USIIS PROGRAM    New    Save    Reset    Inactivate

Show Inactive    New User

**Login Name** [ ]

Password [ ]

Retype Password [ ]

**Last Name** [ ]

**First Name** [ ]

Middle Name [ ]

Birth Date [ ]

Email [ ]

Office Phone [ ]

Occupation [ ]

User Comment [ ]

Date Created [ ]    Date Inactivated [ ]    Date Access Granted [ ]

Function Access [ ]

	R/O	R/D	R/W	R/D/W	None.
General Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Clinic Affiliation			<input type="radio"/>		<input checked="" type="radio"/>
Inventory Adjust	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
User Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Provider Sharing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Clinical Roles

Vaccinator     Yes     No

Physician     Yes     No

Logout    Change Pass.    User Management    Inventory    Inven. Adjust    Batch List    Report    Provider



**A. To Enter a New Vaccine to the Inventory:**

1. Click the **New** button to enter a new vaccine. (This is the default upon opening the screen.)
2. Enter the information pertaining to the vaccine in the appropriate fields. All fields marked in red are required.
  - Enter the **Lot Number** of the vaccine.
  - Enter the vaccine **Manufacturer** by using the drop-down box to select from the list or enter the code.
  - Enter the **Vaccine** type by using the drop-down box to select from the list or enter the code.
  - Enter the number of **Doses in shipment** received.
  - Enter the **Expiration Date** of the vaccine. If no day is listed use the last day of the month.
  - Enter the **VIS Version Date**. For a combination vaccine, enter all applicable VIS dates.
  - Enter the **Funding Category**:
    - VFC = vaccine supplied by the Utah VFC Program.
    - Private = vaccine purchased by the facility.
    - Special Projects = vaccine supplied by the Utah Immunization Program for a specific vaccine project.
3. Click the **Save** button.
4. Repeat steps to enter each vaccine.

**B. To Clear the Fields:**

1. Click the **Reset** button to clear the vaccine information and begin again.

**C. To Reconcile and Adjust Vaccine Inventory:**

1. Click the **Inventory** tab to display the **Current Inventory**.
2. Locate the vaccine needing adjustment and click on the lot number.
  - The Inventory Adjustment screen will appear with the vaccine information.
3. Enter the number of doses needing to be corrected:
  - Use **Extra Doses** when your physical inventory is more than USIIS indicates.

- Use **Under Doses** when your physical inventory is less than USIIS indicates.
  - Use **Shared Doses** when vaccine has been given/transferred to another provider.
  - Use **Wasted Doses** when a vaccine has been determined to be non-viable (i.e. drawn but not administered the same day, spoiled/compromised).
  - Use **Other Adjustment** for any non-specific adjustment needing to be made.
4. When the **Doses Left** matches your physical inventory, click the **Save** button.

**D. To Modify or Delete a Vaccine Currently in Inventory:**

Vaccine information which has already been entered and saved in inventory may only be modified or deleted if zero doses of the selected vaccine have been administered. If doses have been given from the selected vaccine and corrections must be made to the vaccine information, contact the USIIS Helpline at (801) 538-3440 or (800) 678-3440.

Vaccine Inventory Adjustment			
Lot Number:	<input type="text"/>	Expiration Date:	<input type="text"/>
Manufacturer:	<input type="text"/>	VIS Version Date:	<input type="text"/>
Vaccine:	<input type="text"/>	2nd VIS Date:	<input type="text"/>
Doses in Shipment:	<input type="text"/>	3rd VIS Date:	<input type="text"/>
Doses Given:	<input type="text"/>	Funding Categories:	<input type="text"/>
Date Created:	<input type="text"/>	Dosage:	<input type="text"/> mL
		Date Modified:	<input type="text"/>
Extra Doses:	<input type="text"/>	Number of doses in excess of what was said to exist in the shipment.	
Under Doses:	<input type="text"/>	Number of doses short of what was said to exist in the shipment.	
Shared Doses:	<input type="text"/>	Number of doses shared or given to another provider.	
Wasted Doses:	<input type="text"/>	Number of doses that has been wasted or otherwise deemed unusable.	
Other Adjustment:	<input type="text"/>	It is not known why the computer inventory does not match actual inventory. Enter in an adjustment factor (+ or -) to bring the inventory into balance.	
Doses Left:	<input type="text" value="0"/>	The NUMBER OF DOSES LEFT is calculated as follows: (Doses in the shipment + Extra Doses + Other Adjustment) MINUS (Doses Given + Under Doses + Shared Doses + Wasted Doses)	

Logout Change Pass. User Management Inventory Inven. Adjust. Batch List Report Provider



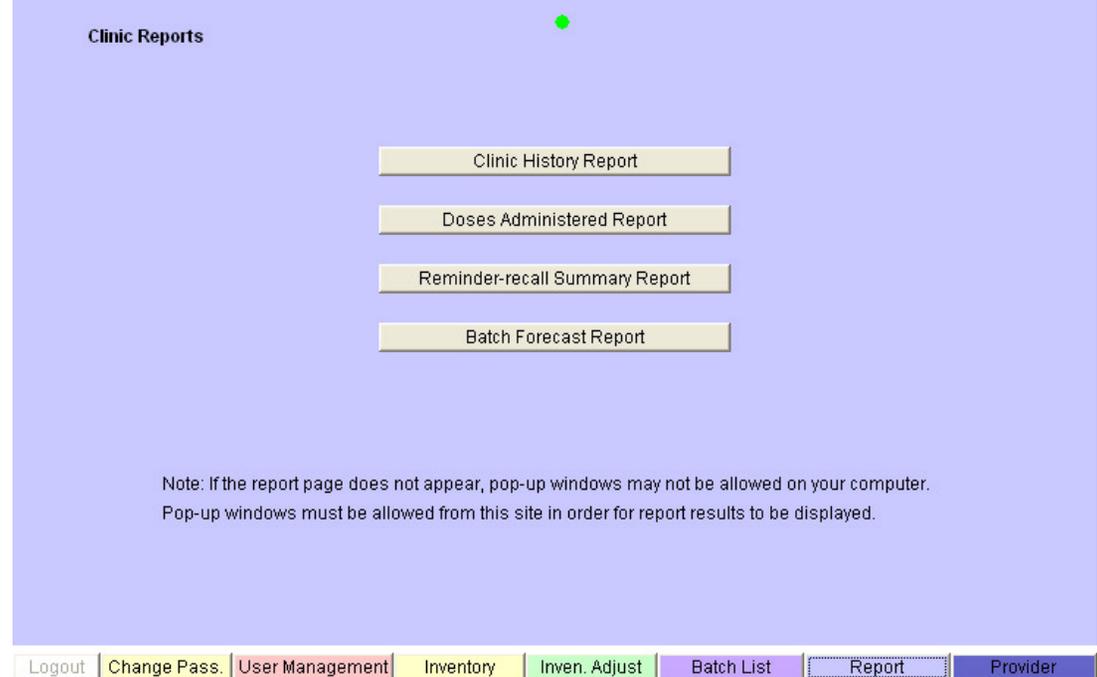


**A. Clinic Reports Available:**

1. The **Report** screen allows you to view and print four different facility reports, they are:
  - Clinic History Report – a complete listing of vaccines administered by your facility.
  - Doses Administered Report – online method for reporting VFC Quarterly Doses Administered Reports.
  - Reminder-Recall Summary Report – a listing of patients due/overdue for vaccines.
  - Batch Forecast Report – generates a forecast report for every Patient ID entered.

**B. To Generate a Clinic Report:**

1. Click the button of the facility report you would like to generate.
2. Detailed information regarding each report is located on the following pages.
  - Adobe Acrobat Reader software is needed to view and print report. Please visit [www.adobe.com](http://www.adobe.com) to download a free version of Acrobat Reader.

A screenshot of a web application interface titled "Clinic Reports". The page has a light blue background. At the top left, the text "Clinic Reports" is displayed. In the center, there are four yellow buttons stacked vertically: "Clinic History Report", "Doses Administered Report", "Reminder-recall Summary Report", and "Batch Forecast Report". Below these buttons, a note reads: "Note: If the report page does not appear, pop-up windows may not be allowed on your computer. Pop-up windows must be allowed from this site in order for report results to be displayed." At the bottom of the page, there is a navigation bar with several buttons: "Logout", "Change Pass.", "User Management", "Inventory", "Inven. Adjust", "Batch List", "Report" (which is highlighted with a dotted border), and "Provider".

Clinic Reports

Clinic History Report

Doses Administered Report

Reminder-recall Summary Report

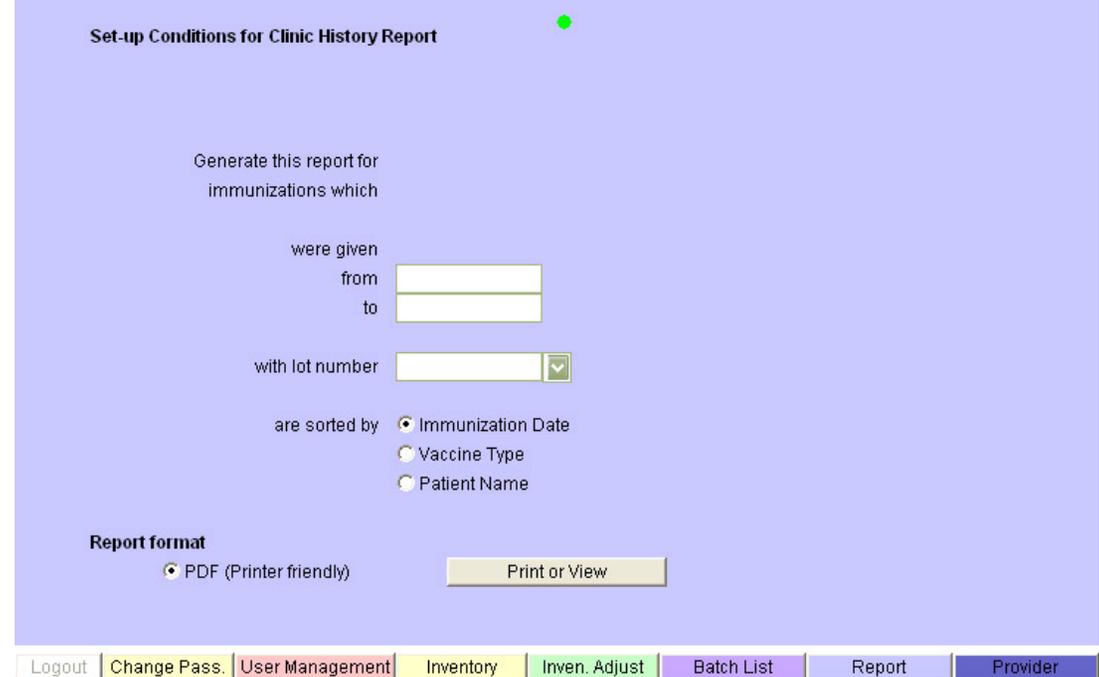
Batch Forecast Report

Note: If the report page does not appear, pop-up windows may not be allowed on your computer. Pop-up windows must be allowed from this site in order for report results to be displayed.

Logout Change Pass. User Management Inventory Inven. Adjust Batch List Report Provider

**A. To Generate a Clinic History Report**

1. In the **From** field, enter the date you want to begin the report.
2. In the **To** field, enter the date you want to end the report.
3. If viewing information about a specific vaccine, select the lot number in the **with lot number** field, otherwise field leave blank.
4. Indicate how you would like to sort the report by selecting the appropriate button:
  - a. Immunization Date
  - b. Vaccine Type
  - c. Patient Name
5. Click the **Print or View** button. The report will open a new window in PDF format using the Adobe Acrobat software.
  - Adobe Acrobat Reader software is needed to print the report. Please visit [www.adobe.com](http://www.adobe.com) to download a free version of Acrobat Reader.
6. Once the report downloads from Adobe Acrobat, click the **print icon** in Adobe to print the report.
7. Close the Adobe report window to go back to the **Clinic History Report** screen when you are finished.

The screenshot shows a web form titled "Set-up Conditions for Clinic History Report" on a light blue background. The form contains the following elements:

- Text: "Generate this report for immunizations which"
- Text: "were given"
- Text: "from" followed by a text input field.
- Text: "to" followed by a text input field.
- Text: "with lot number" followed by a dropdown menu.
- Text: "are sorted by" followed by three radio button options: "Immunization Date" (selected), "Vaccine Type", and "Patient Name".
- Section: "Report format" with a radio button option "PDF (Printer friendly)".
- Button: "Print or View" in a yellow box.

At the bottom of the page is a navigation menu with buttons for "Logout", "Change Pass.", "User Management", "Inventory", "Inven. Adjust", "Batch List", "Report", and "Provider".

The Doses Administered Reporting is a new application developed to provide an online method for all Utah VFC Program to submit required vaccine doses administered data to the Utah VFC Program. Detailed instructions for using the Doses Administered Reporting application can be found under the Help link in the application.

#### A. To Review, Edit, and Submit a Quarterly Report:

1. Select **Quarterly Reports** from the menu near the top of the screen.
2. Specify the quarter and calendar year for which to report by selecting from the drop-down list and clicking on the quarter.
3. Click the **Review Quarter** button. The **Report** screen displays.
4. Select the **Populate from USIIS Online Data** button if you want to use immunization data entered into USIIS to populate the tables.
5. Select the **Edit** button to enter or modify data in each table.
  - The **Edit/Enter** screen displays where you may enter or modify the data.
  - Click the **Save** button.
6. When data entry is complete and the information is ready for submission to the Utah VFC Program click the **Submit to VFC** button.
7. Click **Accept** at the prompt, indicating the information is correct and finalize your submission to the Utah VFC Program.

#### B. To View and Print a Doses Administered Report:

1. Select **Quarterly Reports** from the menu near the top of the screen.
2. Specify the quarter and calendar year for which to report by selecting from the drop-down list and clicking on the quarter.
3. Click the **Review Quarter** button. The **Report** screen displays.
4. Select the **View Printable Report** button. The report will open a new window in PDF format using the Adobe Acrobat software.
  - Adobe Acrobat Reader software is needed to print a patient's forecast report. Please visit [www.adobe.com](http://www.adobe.com) to download a free version of Acrobat Reader.
5. Once the report downloads from Adobe Acrobat, click on the **print icon** in Adobe to print the forecast.
6. Close the Adobe report window to go back to the **Reports** screen when you are finished.

#### C. To Review Previously Created Reports:

1. Select **All Reports** from the menu bar near the top of the screen.
  - The **All Reports** screen displays a listing of all reports created for the facility.
2. Click the **Edit** button next to the report you would like to review, edit, or modify.
4. Click the **View** button. The report will open a new window in PDF format using the Adobe Acrobat software.
  - Adobe Acrobat Reader software is needed to print a patient's forecast report. Please visit [www.adobe.com](http://www.adobe.com) to download a free version of Acrobat Reader.
5. Once the report downloads from Adobe Acrobat, click on the **print icon** in Adobe to print the forecast.
6. Close the Adobe report window to go back to the **All Reports** screen when you are finished.



The screenshot shows the 'Doses Administered Reporting' application interface. At the top, there is a navigation bar with 'Quarterly Reports | All Reports | Custom Reports | Help | Links | Logout'. Below this, the page title is 'Quarterly Reports'. A welcome message states: 'Welcome to Doses Administered Reporting. You are logged in as: NANCY MCCONNELL. Your provider name is: USIIS PROGRAM. Your provider ID is: 601.' A note indicates that reports are due within 15 days following the end of each quarter. A dropdown menu is set to 'Quarter 3/2011 (Jul 1 - Sep 30)'. A 'Review Quarter' button is visible. At the bottom, there are logos for the Utah Department of Health and the Immunization Program, a 'Go to: Doses Administered Reporting' dropdown, and a footer with contact information and version details: 'Report any problem to Utah State DTS Help Desk. Copyright 1999, Utah Department of Health. Version: 0.00.00\_20110130'.

**A. To Generate a Reminder – Recall Summary Report:**

1. Enter the **age group** by selecting the appropriate button or by typing in the number of year(s) and month(s) old to select a custom age group.
2. Select the appropriate **patient status** button.
3. Select **PDF** (printer friendly) or **CSV** (spreadsheet format).
4. Select **All Required Types** to run a report for all vaccines the child is due OR **Series Selections** to run a report for children who are due/overdue for a certain vaccine type.
5. Enter the **date range** to begin and end the report.
  - Report will display patients who are due or overdue for vaccine(s) within the date range specified and must be future dates.
6. Click the **Print or View** button. The report will open in a separate window in the format selected.

**Set-up Conditions for Reminder-Recall Summary**

Generate this report for

patients who are

0 to 6 months old  
 0 to 2 years old  
 0 to 5 years old  
 Set custom age  
 from  years  months (DOB )  
 through  years  months (DOB )

due for type of vaccines

All Required Types  
 Series Selections

DTP       Varicella  
 HIB       Hep B 2-dose  
 Polio       Hep A  
 MMR       Pneumo  
 Hep B

have a patient status of

Active  
 Unknown Address  
 Inactive

are due for immunizations

from   
to

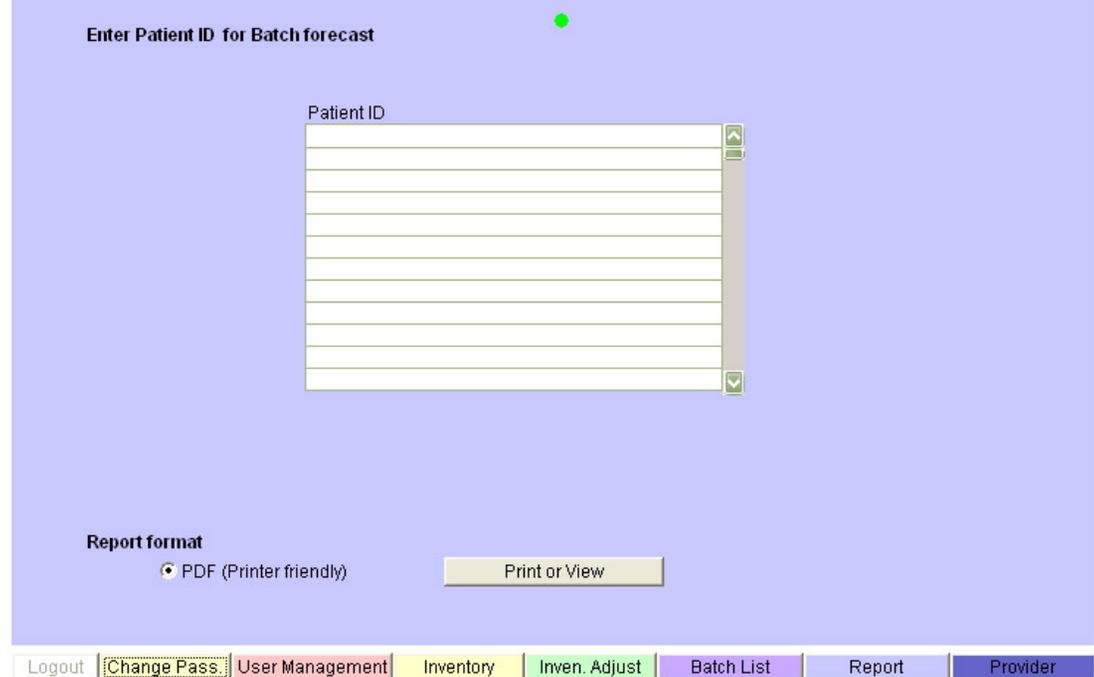
**Report format**

PDF (Printer friendly)  
 CSV

Logout
Change Pass.
User Management
Inventory
Inven. Adjust
Batch List
Report
Provider

**A. To Generate Multiple Forecast Reports for Patients:**

1. Click in the first line and type the appropriate **Patient ID**. (This field is case sensitive.)
2. Tab or enter to go to the next line.
3. Enter the next **Patient ID**. Enter as many as needed.
4. Click the **Print or View** button. The report(s) will open a new window, in PDF format using the Adobe Acrobat software.
  - Adobe Acrobat Reader software is needed to print a patient's forecast report. Please visit [www.adobe.com](http://www.adobe.com) to download a free version of Acrobat Reader.
5. Once the desired report(s) download from Adobe Acrobat, click the **print icon** in Adobe to print the report(s).
6. Close the Adobe report window to go back to the **Batch Forecast Report** screen when you are finished.



The screenshot shows a web application interface for generating batch forecast reports. The background is light blue. At the top, it says "Enter Patient ID for Batch forecast" with a green dot. Below this is a text input field labeled "Patient ID" with a vertical scrollbar on the right side, indicating a list of rows. At the bottom left, there is a "Report format" section with a radio button selected for "PDF (Printer friendly)". To the right of this is a "Print or View" button. At the very bottom, there is a navigation bar with several buttons: "Logout", "Change Pass.", "User Management", "Inventory", "Inven. Adjust", "Batch List", "Report", and "Provider".