

usiis



An important
new tool for
your practice

Desktop Reference



Patient Care Screens

Patient Care Screens

Webkids Page - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Search Favorites

Address <https://apps.usiis.org/webkids/> Go Links

Search Web Mail My Yahoo! Shopping Games Music Answers

Webkids Page Add Tab



Provider

Logon ID Login

Password Reset

version: 4.02 20070127

You need IE 5 or higher to run this applet.

Applet USIISApplet4 started Internet

A. To locate USIIS:

1. Open your web browser, type <https://apps.usiis.org/webkids/> in the address bar and press the **Enter** key.

B. To login to USIIS:

1. Enter the clinic number in the **Provider** field. If you don't know your clinic number, you can find the name in the drop-down box next to the provider field.

Note: Use the mouse or Tab key to move through the fields.

2. Enter your **Logon ID**. (These are case sensitive fields.)
3. Enter your **Password**. (These are case sensitive fields.)
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 **Reset** button and retry the login process.
 - If you continue to have problems, contact the USIIS Helpline at (801) 538-3440 or (800) 678-3440.

To locate USIIS forms & information:

1. Open your web browser, type www.usiis.org in the address bar and press the **Enter** key.

* For the most up-to-date version of the Desktop Reference Guide and User Manual, visit our website at www.usiis.org.

Search Value

Patient ID

USIIS ID

[Provider Search](#)[USIIS Search](#)[Add New Pat.](#)[Reset](#)

Last Name

First Name

Middle N.

Suffix

Birth Date

SSN

Gender

 F M

Mother's First

Mother's Maiden

Provider Search Results Most possible match All match[Save to List](#)

Pat. ID	Last Name	First Name	Mid. N.	Birth Date	SSN	Sex	M's First	M's Maider

USIIS Search Results

USIIS ID	Last Name	First Name	Middle Name	Birth Date	Sex	Mother's First

[Logout](#)[Pat. Search](#)[Pat. Info.](#)[Comments](#)[Immun.](#)[Contra.-Ept](#)[Forecast](#)[CASA](#)[Report](#)[Admin.](#)

A. To Perform a Patient ID search:

1. Enter the **Patient ID** number in the red Patient ID field (*this field is case sensitive*) and press the **Enter** key.
2. The **Patient Information** screen will automatically appear with the patient's information.

B. To Perform a Provider Search:

1. Type the patient's **Last Name** and/or **First Name** and/or **Birth Date**.
2. Click on the **Provider Search** button, the patient's name will appear in the Provider Search **Results** section. (*If the patient's record is not found, go to C: To perform a USIIS Search.*)
3. Click on the correct name to open the patient's record. The **Patient Information** screen will appear.

C. To Perform a USIIS Search:

1. Enter ONLY the **Last Name, First Name** and **Birth Date** (mm/dd/yyyy), as it appears on the birth certificate. Tab to the next field and click on the **USIIS Search** button.
2. 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. If the patient's information is not found, check to see if the data was correctly entered. If it is correct, please 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 with a USIIS Search, click on the **Add New Pat.** button.
2. Click **OK** in the dialog box that appears, and the **Patient Information** screen automatically appears.
3. Assign and enter a **Patient ID** number (*this is a unique number that identifies only this particular patient as your client*).
4. Enter the Mother's Maiden name (*type "unknown" only if mother's maiden name is absolutely not known*), patient's gender, patient's middle name and all other information you have regarding the patient.
5. Click on 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.

F. To Identify the Patient's Record Type:

C (Central) - The same information can be accessed by all providers.

W (Web) - Patient's record has been updated by your clinic & cannot be viewed by other clinics until a download occurs.

A (Alias) - Duplicate records for the same patient have been identified and merged under the legal name.

P (Possible) - Patient could be a duplicate. Please contact the USIIS HelpDesk at (801) 538-3440 or (800) 678-3440.

Patient Info.

Age: 7 Years 10 Months



Patient ID 80001964

USIIS ID 644765

Save

Delete Clinic Affiliation

Delete Web Record

Reset

Last Name

First Name

Middle N.

Suffix

Birth Date

SSN

Gender

Mother's First

Mother's Maiden

DOE

JOHN

10/10/1999

 F
 M

JANE

SMITH

Patient's Middle Name

Suffix

Gender

SSN

Mother's Maiden

M

SMITH

CONTRAINDICATIONS AND EXEMPTIONS

Street 100NORTH 100 EAST

Status

Send Reminder Card No

City ANYTOWN

Race

State UT Zip 84115

Ethnicity

UNKNOWN

Phone (801) 555-1234

Confidential flag

No

Comments

County

9

SALT LAKE

Release Date

Birth State

UT

UTAH

Physician

Provider

801

USIIS PROGRAM

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

Logout

Pat. Search

Pat. Info.

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A. To Make Edits and/or Additions:

1. Assign a Patient ID, if not already done.
2. Review, update and add any new information and click on the **Save** button to save the changes.

Note: *Information fields identified in Red are required. Gender, Mother's Maiden name and Patient's Middle Name should be entered in the yellow area.*

B. To Delete a Patient's Clinic Affiliation:

You may want to do this if a patient no longer attends your clinic.

1. Click on the **Delete Clinic Affiliation** button in the upper part of the screen.
2. Follow the instructions that will appear in the dialog box(es).
3. After you complete the instructions in the dialog box(es), the **Patient Search** screen will appear.

Note: *The patient's information will remain in the USIIS database, however, you will not be able to find the patient using a Provider or Patient ID Search.*

C. To Delete a Patient's Web Record:

If there are multiple mistakes on a patient's record that have been recently saved, you may want to delete the web record and start over. This may be done if the record was created and saved in the same business day. This will delete any patient or immunization information you have just saved.

1. Click on the **Delete Web Record** button in the upper part of the screen.
2. The **Patient Search** screen will appear and you can begin a new search.

D. To Clear the Fields:

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

Comments

Age: 7 Years 10 Months



Patient ID 80001964

USIIS ID 644765

Last Name

First Name

Middle N.

Suffix

Birth Date

SSN

Gender

 F M

Mother's First

Mother's Maiden

DOE

JOHN

10/10/1999

JANE

SMITH

Patient Comments

Share

Prov.	Date	Comment	S.

A. To Enter Patient Comments:

1. Type the comments in the white box titled **Patient Comments**.
2. Choose Yes or No in the **Share** drop-down box:
 - If **Yes** is selected, the comment will be shared with all other clinics.
 - If **No** is selected, only the clinic that entered the information will be able to view the comment.
3. Click on the **Save Comment** button (*in the upper part of the screen*) to save the comment you entered.
4. Once the comment has been saved, it will appear in the gray cells below and in the **Patient Information** screen.
5. To view the entire comment, click in the comment cell and it will appear in the **Patient Comments** section.

B. To Delete a Comment:

1. In the gray cells, below the **Patient Comments** section, click in the cell of the comment to be deleted.
2. Click the **Delete Comment** button (*in the upper part of the screen*).
3. Click **OK** to finish the deletion.

C. To Edit a Comment:

1. In the gray cells, below the **Patient Comments** section, click in the cell of the comment to be edited.
2. Make changes to the comment in the white box.
3. Click the **Save Comment** button (*in the upper part of the screen*).

D. To Clear the Fields:

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

Immunization

Age: 7 Years 10 Months



Patient ID 80001964

USIIS ID 644765

Last Name

First Name

Middle N.

Suffix

Birth Date

SSN

Gender

Mother's First

Mother's Maiden

DOE

JOHN

10/10/1999

 F
 M

JANE

SMITH

Vaccination Date

Vaccination Type

Route

Immunization Site

Lot Number

Dosage

Manufacturer

Financial Class

VIS Version Date

VIS Issue Date

Consent Date

Vaccinator

Reaction

Invalid

Vaccination History
 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

A. To Enter a Vaccination:

1. Enter all the information for administered vaccines in the appropriate fields.

Note: *The fields labeled in red must be completed in order to save. The E, C, R, I cells (Exemption, Contraindication, Reaction and Invalid) are for display only.*

2. Use the drop-down boxes to choose from the lists or enter the appropriate codes.

Note: *To keep clinic inventory accurate, lot number needs to be selected from the drop-down box.*

3. You may enter notes for the particular vaccination in the following fields:

- **General Note:** Any information relating to a particular immunization.
- **Reaction Note:** If a reaction occurred after vaccination, document the reaction information.
- **Invalid Note:** Explain why a particular immunization was invalid.

4. Click on the **Save** button to save.

B. To Make Changes to a Vaccination Already Saved in the Vaccination History:

1. In the **Vaccination History** cells (*gray box*), click in the cell that has the vaccination you would like to alter.
The vaccination information will appear in the fields on the left.

2. Make the appropriate additions/changes.

3. Click the **Save** button to save the changes.

C. To Enter Varicella Immunity:

1. Check the **Varicella Immunity** box and enter an approximate date the patient had the disease.

2. Click **OK** to save the immunity.

D. To Clear the Fields:

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

E. To Enter Several Vaccinations into the Historical Data Entry Screen:

1. Click on the **Historical Data Entry** button (*in the top part of the Immun. screen*) to enter previous vaccinations.
The screen will change to show new fields.

Immunization batch

Age: 7 Years 10 Months



Patient ID 80001964

USIIS ID 644765

Save

Delete

Reset

Last Name

First Name

Middle N.

Suffix

Birth Date

SSN

Gender

Mother's First

Mother's Maiden

DOE

JOHN

10/10/1999

 F
 M

JANE

SMITH

Please only use this form to enter historical immunization records

Vaccine	Type	Date	Type	Date	Type	Date	Type	Date	Type	Date
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										

Logout

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To Enter Several Vaccinations into the Historical Data Screen:

1. Enter the vaccine information by using the drop-down box to choose from the list of vaccines or by typing the appropriate code.

Note: *The code must match the vaccine to the left. Otherwise, it may be entered in the empty cells at the bottom.*

2. Enter the date (mm/dd/yyyy) the vaccine was given.

Note: When 6 or 8 digit date is entered, USIIS will format when you tab to the next field.

3. Repeat above process to enter all historical vaccinations and dates. After all the vaccination information is correctly entered, click on the **Save** button to save.

Note: *Click on the Immun. tab to return to the Immunization screen.*

Note: *The historical data screen should only be used for vaccinations your clinic did not administer.*

Contra-Exempt

Age: 7 Years 10 Months



Patient ID 80001964

USIIS ID 644765

Last Name

First Name

Middle N.

Suffix

Birth Date

SSN

Gender

Mother's First

Mother's Maiden

DOE

JOHN

10/10/1999

F
 M

JANE

SMITH

Contraindication

Vaccine Save
Contraindication

Vaccination	Contraindication	
C VARICELLA	IMMUNITY: VARICELLA (C	Del
		Del
		Del

Exemption

Exempt for All Vaccines Save

Exempt for a Vaccine Save
Exempt

Vaccination	Exempt	

Exempt for Series Save
Exempt

Series	Exempt	
C HIB	PERSONAL	Del
		Del
		Del

Logout

Pat. Search

Pat. Info.

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A. To Enter a Contraindication:

1. Enter the vaccine by using the drop-down box to pick from a list of vaccines or enter the vaccine code.
2. Enter the contraindication, by using the drop-down box to pick from a list of contraindications or enter the code.
3. After both the vaccine and contraindication have been chosen, click the **Save** button. The vaccine and contraindication will appear in the gray cells on the right.

B. To Delete a Contraindication:

1. Click on the gray **Del** (*delete*) button beside the vaccination/contraindication that you want to delete.

C. To Enter an Exemption for All Vaccines:

1. Use the drop-down box to select from a list of exemptions or enter the code.
2. Click on the **Save** button.

D. To Enter an Exemption for a Particular vaccine:

1. Use the drop-down box to select from a list of vaccines or enter the vaccine code.
2. Use the drop-down box to select from a list of exemptions or enter the code.
3. Click on the **Save** button. The vaccine exemption will appear in the gray cells on the right.

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

1. Use the drop-down box to select from a list of vaccine series or enter the vaccine code.
2. Use the drop-down box to select from a list of exemptions or enter the code.
3. Click on the **Save** button. The vaccine exemption will appear in the gray cells on the right.

F. To Delete an Exemption:

1. Click on the gray **Del** (*Delete*) button beside the exemption that you want to delete.

Forecast

Age: 7 Years 10 Months



Patient ID 80001964

USIIS ID 644765

Last Name

First Name

Middle N.

Suffix

Birth Date

SSN

Gender

Mother's First

Mother's Maiden

DOE

JOHN

10/10/1999



JANE

SMITH

Forecast

Series	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			
Td							10/10/2003	OVERDUE			
HIB	11/10/2000						01/05/2001	COMPLETE		Y	
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-7							12/10/1999	COMPLETE			
CHICKENPOX								IMMUNE	Y		
HEP-A	07/01/2004	02/01/2005						COMPLETE			
FLU							04/10/2000	OVERDUE			
MENINGOCOCC							10/10/2010	CURRENT			

- Due = is due for the vaccine series within 30 days
- Overdue = the vaccine series is 30 days or more past the due date
- Current = may be receiving a vaccine series and is not yet due for the next dose, or is not yet due for the first dose.
- Complete = needs no further doses of the vaccine series

Forecast Report

Logout

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A. To Print a Patient Forecast:

- 1.** In the **Forecast** screen, click on the **Forecast Report** button (*located at the lower right side of the screen*). The report will open a new window in PDF format using the Adobe Acrobat software.
- 2.** Once the forecast report downloads from Adobe Acrobat, click on the print icon in Adobe to print the forecast.
- 3.** Close Acrobat and go back to the Forecast screen when you are done.

Note: *This screen is not for data entry.*

Adobe Acrobat Reader software is needed to print a patient's forecast. Please visit: www.adobe.com to download a free version of Acrobat Reader. If you have trouble with this download, please contact the USIIS HelpLine at (801) 538-3440 or (800) 678-3440.

Note: *If a vaccination is invalid, the immunization date will NOT appear in the forecast. View the vaccination in the Immunization screen to see the reason the vaccine is invalid.*

Report

Age: 7 Years 10 Months



Patient ID 80001964

USIIS ID 644765

Last Name

First Name

Middle N.

Suffix

Birth Date

SSN

Gender

Mother's First

Mother's Maiden

DOE

JOHN

10/10/1999

 F
 M

JANE

SMITH

Patient's Reports

Report(s) to run:

- Detailed Immunization History
- School Immunization Record
- Personal Utah Immunization Record

Output to:

- PDF

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.

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Patient Reports Available to Print:

1. Detailed Immunization History *(for the patient's chart)*
2. School Immunization Record "Pink Card" *(to take to the school for school entry)*
3. Personal Utah Immunization Record *(for the patient's record)*

A. To Print a PDF Report:

Note: *Your computer must have Acrobat Reader installed for this option to work. If you have trouble opening this report, check for pop-up blockers then contact the USIIS HelpLine at (801) 538-3440 or (800) 678-3440.*

1. Click on the button of the desired report.

Note: *You may choose more than one report at a time, if needed.*

2. Click **Run Report(s)**.
3. Once the report downloads from Adobe Acrobat, click on the print icon in Adobe to print the report.
4. Close the Acrobat window to go back to the Report screen when you are finished.

B. To find the Admin functions:

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

- Change Password
- User Management
- Clinic Inventory
- Inventory Adjustment
- Batch List
- Clinic Reports *(Clinic History, Doses Administered, Reminder/Recall, Batch Forecast and Unbilled Vaccines)*



Clinic Administration Screens

Clinic Administration Screens

Change Your Password

Old Password

New Password

Retype New Password

Update

Reset

Logout

Change Pass.

User Management

Inventory

Inven. Adjust

Batch List

Report

Provider

A. To Change Your Login Password:

Note: Passwords should be at least 6 characters and alpha-numeric.

1. Type your current password in the **Old Password** field. *(This is case sensitive.)*
2. Type your new password in the **New Password** field. *(This is case sensitive.)*
3. Retype your new password in the **Retype New Password** field. *(This is case sensitive.)*
4. Click **Update** button to save your new password.

B. To Clear the Fields:

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

User Management

Provider

Show Inactive

Login Name

Password

Retype Password

Last Name

First Name

Middle Name

Birth Date

Email

Office Phone

Occupation

User Comment

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

Date Created Date Inactivated Date Access Granted

Access to this screen is only available to trained, authorized users.

A. To Add a New User:

1. Type in the user's chosen **Login Name**. *(This is case sensitive.)*
2. Type and retype the new user's **password**. *(This is case sensitive.)*
Note: Passwords should be at least 6 characters and alpha-numeric.
3. Enter the user's **First, Middle and Last Name and Date of Birth**.
4. Type any other information concerning the new user.
5. Choose the access* level this user will need under the **Function Access**** drop-down box.
6. If the user is a vaccinator or physician, click **Yes** under **Clinical Roles**.
7. Click the **Save** button.

B. To Inactivate a User:

Note: Inactivated users will still show as a vaccinator in the drop-down list unless their vaccinator role is changed to No.

1. Click on the user you want to inactivate from the drop-down list labeled **New User**.
2. When the user's information is displayed in the left hand fields, click on the **Inactivate** button.
3. Click the **Save** button.

C. To View Inactive Users:

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

D. To Reactivate an Inactive User:

1. Click on 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 left hand fields, click the **Activate** button.

* The USIIS Administrator may choose what access the user has by clicking in the corresponding radio buttons.

** The Function Access drop-down list is pre-programmed for your convenience.

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 given for any User until an original, signed User Confidentiality & Security Agreement has been received by the Utah Immunization Program. Please contact the Utah Immunization Program at (801) 538-9450 with any questions.

Vaccine Inventory

 All Inventory

 Current Inventory

of 2

Lot Number	Vaccine Code	Vaccine	Manuf ID	Manufacturer	Exp. Date	No Doses	Doses Left	VFC	VIS Version Date	Dosage
1234	20	DTaP	PMC	SANOFI PASTEUR	05/17/2008	50	40	P	05/17/2007	0.50
12356	20	DTaP	WAL	WYETH-AYERST (I	10/28/2008	100	100	S	05/17/2007	0.50
2541225	20	DTaP	PMC	SANOFI PASTEUR	02/02/2009	20	20	P	05/17/2007	0.50
64537R	20	DTaP	PMC	SANOFI PASTEUR	01/01/2008	10	10	P	07/30/2001	0.50
.lkik;l	20	DTaP	MSD	MERCK AND CO.,	02/01/2008	50	40	V	03/08/2005	0.50
U0849CA	20	DTaP	PMC	SANOFI PASTEUR	01/01/2009	100	192	P	01/01/2004	0.50
HIB.jun4.06	17	HIB - UNSPECIFIE	TAL	TALECRIS BIOTHE	01/01/2008	100	100	P	06/04/2007	0.50
test.may7.07.Hll	17	HIB - UNSPECIFIE	TAL	TALECRIS BIOTHE	01/01/2008	100	99	P	05/07/2007	0.50
Polio.jun4.07	10	IPV	TAL	TALECRIS BIOTHE	01/01/2008	100	100	P	06/04/2007	0.50
098iu	3	MMR	MSD	MERCK AND CO.,	01/01/2008	10	2	V	12/16/1998	0.50
ASDASDASD	3	MMR	MSD	MERCK AND CO.,	12/12/2008	100	99	P	12/12/1998	0.50
HepB.jun4.07	8	HEPATITIS B - PEC	TAL	TALECRIS BIOTHE	01/01/2008	100	99	P	06/04/2007	0.50
4584354	943	HEP B 2 DOSE AD	MSD	MERCK AND CO.,	01/01/2008	10	10	V	07/31/2001	1.00
MMR.jun4.07	100	(PCV7) PNEUMOC	TAL	TALECRIS BIOTHE	01/01/2008	100	100	P	06/04/2007	0.50
Penumo.jun4.0;	100	(PCV7) PNEUMOC	TAL	TALECRIS BIOTHE	01/01/2008	100	98	P	06/04/2007	0.50
01568	21	VARICELLA	MSD	MERCK AND CO.,	01/01/2008	10	8	V	12/16/1998	0.50
4125	21	VARICELLA	SKB	GLAXOSMITHKLIN	03/26/2008	30	30	V	01/01/2000	0.50
Valicera.jun4.07	21	VARICELLA	TAL	TALECRIS BIOTHE	01/01/2008	100	100	P	06/04/2007	0.50
321	31	HEPATITIS A - PEC	MSD	MERCK AND CO.,	08/01/2008	20	29	V	01/01/2002	0.50
HepA.jun4.07	31	HEPATITIS A - PEC	TAL	TALECRIS BIOTHE	01/01/2008	100	100	P	06/04/2007	0.50
123456	110	DTaP-HEP B-IPV	SKB	GLAXOSMITHKLIN	10/10/2009	10	10	P	07/30/2001	0.50

A. To View Current Inventory:

1. Current Inventory is displayed upon opening.

B. To View All Inventory (includes any vaccines previously entered):

1. Click the **All Inventory** button.
2. All inventory will be displayed.

C. To View Multiple Pages in Inventory:

1. Click the **First** button to see the beginning of the clinic's inventory.
2. Click the **Last** button to see the end of the clinic's inventory.
3. Click **Prev** or **Next** to change pages as needed.

D. To Print the Inventory:

1. Click **Inventory Report**.
2. Select the parameters for the report.
3. Click the **Print or View** button.
4. Print the report by clicking the print icon in the Adobe Acrobat toolbar.

E. To View or Edit a Specific Vaccine:

1. Click on the lot number.
2. The **Inventory Adjustment** screen will appear with the vaccine information.

F. To View Inventory by Vaccine Type:

1. Click drop-down box and select the vaccine type to display.

Note: *Expiration dates shown in Blue indicate vaccine expiring within 90 days. Expiration dates shown in Red indicate vaccine has expired and should not be administered. Expired vaccines are automatically removed from the current inventory.*

Vaccine Inventory Adjustment

Lot Number:	<input type="text"/>	Expiration Date:	<input type="text"/>	New	
Manufacturer:	<input type="text"/>	VIS Version Date:	<input type="text"/>	Save	
Vaccine:	<input type="text"/>	2nd VIS Date:	<input type="text"/>	Reset	
Doses in Shipment:	<input type="text"/>	3rd VIS Date:	<input type="text"/>	Delete	
Doses Given:	<input type="text"/>	Dosage:	<input type="text"/> mL:	Funding Categories:	<input type="text"/>
Date Created:	<input type="text"/>	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

A. To Enter a Vaccine into the Clinic's Inventory:

1. Click the **New** button to enter a new vaccine.
2. Enter inventory by filling in the Red (*required*) fields.
 - a. Lot Number of the vaccine.
 - b. Enter the Manufacturer by using the drop-down box or entering the manufacturer code.
 - c. Enter the Vaccine Type by using the drop-down box or entering the vaccine code.
 - d. Enter the number of doses received.
 - e. Enter the expiration date.
 - f. Enter the VIS Version Date. For a combination vaccine, enter all applicable VIS dates. (i.e. Comvax should have a VIS date for Hib and another for Hep B.)
 - g. Enter the Funding Category: VFC, Private or Special Projects.
3. Click the **Save** button to save the information to your inventory.
4. Repeat steps to enter another vaccine.

B. To Clear the Fields:

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

C. To Reconcile Inventories:

1. Click the **Inventory** tab to see a current inventory list.
2. Click on the vaccine lot number needing adjustment.
Note: *The Inventory Adjustment screen will appear with vaccine information.*
3. Enter the number of doses needing to be corrected:
 - a. Use Extra Doses when your physical inventory has more than USIIS indicates.
 - b. Use Under Doses when your physical inventory has less than USIIS indicates.
 - c. Use Shared Doses when vaccine has been given to another provider.
 - d. Use Wasted Doses when a vaccine has been determined to be unusable (*i.e. drawn up, then compromised*).
 - e. 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.

The Batch List can be used to create patient lists based on the criteria set by the user.

A. To Search for All Patients within a Specific Age Range:

1. Enter either **Between Ages** (*in months*) or **Between DOB** for desired patients.
2. Click the **Search** button to run.
3. Patients meeting the criteria* selected will appear in the white fields to the left.

B. To Search for a Select Number of Patients within a Specific Age Range:

1. Enter either **Between Ages** (*in months*) or **Between DOB** for desired patients.
2. Enter the number of patients needed in **Random #**.
3. Click the **Random** button to run.
4. Patients meeting the criteria* selected will appear in the white fields to the left.

C. To Save a List of Patients:

1. Enter a **List Name**.
2. Click the **Save List** button.

D. To Pull Multiple Forecasts for Patients:

1. Create a patient list and save.
2. Click to place a “v” next to patient ids that need a forecast.
3. Under Perform Action on List For, click the **Checked Patients** radio button.
4. Click the **Batch Forecast** button.
5. Adobe Acrobat will open in a separate window with a page for each patient forecast. Print the report by clicking the print icon in the Adobe Acrobat toolbar.

E. To Remove Selected Patients from your clinic:

Note: *To consider a patient as no longer affiliated, the patient should not have been seen in the last year and had 3 failed attempts to contact.*

1. Create a patient list and save.
2. Click to place a “v” next to patient ids needing to be removed from the clinic.
3. Under Perform Action on List For, click the **Checked Patients** radio button.
4. Click the **End Clinic Affiliation** button.

F. To Create a Reminder-Recall Report:

1. Create a patient list and save.
2. Click the **RR Export** button.
3. A list of the reminder-recall parameters will appear.
4. Choose your desired parameters to run a Reminder-Recall Report.

G. To Export a Patient List for CoCASA (*Clinical Assessment Software Application*):

1. Create a patient list and save.
2. Click the **CASA Export** button. A text file will appear with patients' information.
(CoCASA can be downloaded at <http://www.cdc.gov/nip/kocasa/>. Please contact the Utah Immunization Program for more information.)

* *If more specific criteria is desired, last shot date, county and zip code may be selected.*

Clinic Reports

Clinic History Report

Doses Administered Report

Reminder-recall Summary Report

Batch Forecast Report

Unbilled Vaccines 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

The Clinic Reports Screen has five reports available*:

1. Clinic History Report
2. Doses Administered Report
3. Reminder-recall summary Report
4. Batch Forecast Report
5. Unbilled Vaccines Report

**Adobe Acrobat Reader is required to view and print reports. If you do not have Acrobat Reader, please visit: www.adobe.com to download a free version of Acrobat Reader.*

Note: *Detailed information about each report is located on the following pages.*

Set-up Conditions for Clinic History Report

Generate this report for
immunizations which

were given

from

to

with lot number

are sorted by

- Immunization Date
- Vaccine Type
- Patient Name

Report format

- PDF (Printer friendly)

Print or View

Logout

Change Pass.

User Management

Inventory

Inven. Adjust

Batch List

Report

Provider

To Run 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 the report to end.
3. If looking for information about a specific vaccine, enter the lot number in the “with lot number” field.
4. Select how you want the report sorted by clicking the appropriate radio button:
 - a. Immunization Date
 - b. Vaccine Type
 - c. Patient Name
5. Click on the **Print** or **View** button.
6. Print the report by clicking the print icon in the Adobe Acrobat toolbar.

Doses Administered Reports: Set-up Conditions for viewing, printing and/or submission of required or custom reports.

Select a criteria (custom date range OR specific quarter) to generate/submit the report for immunization which were:

Given:

from to

- in age groups
- < 1 year
 - 1 - 6 years
 - 7 - 18 years
 - > 18 years

A custom date range doses administered report will NOT be electronically submitted to the Utah Immunization Program.

Use of this report allows providers a method to evaluate doses administered activity for any

Given in Quarter:

- OR
- quarter 2 of 2007
 - quarter 1 of 2007
 - quarter 4 of 2006
 - quarter 3 of 2006
 - quarter 2 of 2006

A Quarter Doses Administered Report, required for all VFC Providers, will be electronically submitted to the Utah Immunization Program the FIRST time the Submit to State button is pushed.

A printable copy of the report will also appear. Sign

Report format

- PDF (Printer friendly)

Print or View

Submit to State

Logout

Change Pass.

User Management

Inventory

Inven. Adjust

Batch List

Report

Provider

A. To Run a Report by Date Range:

Note: Use of this report allows providers a method to evaluate doses administered activity for any combination of age groups over a selected time period.

1. In the **From** field, enter the date you want to begin the report.
2. In the **To** field, enter the date you want the report to end.
3. Select the age groups to be included in the report by checking the box beside the age group.
(More than one can be selected.)
4. Click on the **Print** or **View** button.

B. To Run a Report by Quarter:*

Note: When you select dates by quarter, you will be electronically submitting your Doses Administered Report to the Utah Immunization Program. In addition, ALL the age groups will automatically be submitted.

1. Select the Quarter you would like to view, submit and print.
2. Click the **Submit to State** button to send the report to the Utah Immunization Program.
3. Enter the First & Last Name of the person submitting the report and a phone number.
4. Adobe Acrobat will open in a separate window. Print the report by clicking the print icon in the Adobe Acrobat toolbar. **Sign** the report and **fax** it to the Utah Immunization Program at (801) 538-9440.
5. Keep a copy of the report for yourself.

To Review Information Submitted at a Later Date:

1. Select the Quarter you would like to review.
2. Click on the **Print** or **View** button.

**Quarterly Doses Administered Reports are required for the Utah VFC Program. In order to submit the report, follow the above instructions for To Run a Report by Quarter, print out the report and fax a signed copy to the Utah Immunization Program at (801) 538-9440.*

Set-up Conditions for Reminder-Recall Summary

Generate this report for patients who
are between the age of

- 0 to 6 months old
 0 to 2 years old
 0 to 5 years old
 Set custom age
from years months
to years months

have a patient status of

- Active
 Unknown Address
 Inactive

Report format

- PDF (Printer friendly)
 CSV

are due for type of vaccines

- All Required Types
 Series Selections
- | | |
|--------------------------------|------------------------------------|
| <input type="checkbox"/> DTP | <input type="checkbox"/> Varicella |
| <input type="checkbox"/> HIB | <input type="checkbox"/> Hep B 2- |
| <input type="checkbox"/> Polio | <input type="checkbox"/> Hep A |
| <input type="checkbox"/> MMR | <input type="checkbox"/> Pneumo |
| <input type="checkbox"/> Hep B | |

are due for immunizations

from
to

Print or View

Logout

Change Pass.

User Management

Inventory

Inven. Adjust

Batch List

Report

Provider

To Generate a Reminder-Recall Summary Report:

1. Enter the age group by clicking in the appropriate radio 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 radio button.
3. Select PDF (printer friendly) or CSV (text file).
Note: *A CSV file can be used to create spread sheets or labels.*
4. Select All Required Types to run a report for all vaccines for which the child is due OR select a specific vaccine type to search for children who are due/overdue for a certain vaccine.
5. Enter the date range (future dates) by typing in the date to begin and end the report.
6. Click on **Print** or **View** button.
7. Adobe Acrobat will open in a separate window. Print the report by clicking the print icon in the Adobe Acrobat toolbar.

To Pull Forecasts for Multiple Patients:

Note: *Only patients that have been assigned a provider patient id in USIIS will be displayed for printing.*

1. Click on the first line and type the **Patient ID** number. (*Patient ID 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.
5. Adobe Acrobat will open in a separate window with a page for each patient forecast. Print the report by clicking the print icon in the Adobe Acrobat toolbar.

Set-up Conditions for Unbilled Vaccines Report

Generate this report for
immunizations which

were given

from

to

Showing vaccines from

- Billing System, but not in Clinical System
 Clinical System, but not in Billing System

Accurate results are dependent upon timelines of data submission to the state.
Running the report for a date range later than the last submission of data will not be accurate.

Report format

- PDF (Printer friendly)

Print or View

Logout

Change Pass.

User Management

Inventory

Inven. Adjust

Batch List

Report

Provider

To Run an Unbilled Vaccines 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 the report to end.
3. Choose ‘Showing vaccines from’ by selecting the radio button for either:
 - a. Billing System, but not in the Clinical System (USIIS).
 - b. Clinical System (USIIS), but not in the Billing System.
4. Click on the **Print** or **View** button.
5. Adobe Acrobat will open in a separate window. Print the report by clicking the print icon in the Adobe Acrobat toolbar.



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