

Getting Started Quick Guide

CIIS Main Application

The CIIS Main Application web address is: <https://ciis.state.co.us/ciis>.

**** The CIIS Main Application is to be used by healthcare providers who administer immunizations.**

Tip: It is recommended that you add the CIIS web address as a Favorite on your computer and/or create a shortcut to CIIS on your desktop so you can easily access the immunization registry online.

How to log-in to CIIS:

1. Enter the CIIS web address in your browser (or click on the link to CIIS in your Favorites menu).
2. Enter your CIIS User Name and Password on the Login screen. **Note:** Your User Name is NOT case-sensitive. Passwords ARE case-sensitive.
3. Click the “Log In” button or hit the Enter key on your keyboard.

Note: If you are a new user and logging into CIIS for the first time, the system will prompt you to change your password and answer at least five of the password security questions. You must complete these two steps and click the “Update” button in order to proceed.

Tip: If you forget your password in CIIS, you can click the “Forgot your password?” link located on the CIIS Login screen to reset your own password. You must have answered your password security questions in order to utilize this feature.



The Help icon, located on most screens within CIIS, gives you more information about the topics on the screen.

How to search for a patient:

1. In the left-hand menu, click the “Patients” link. The “Search” link will then be made visible under the Patients module, and the Patient Search screen will be displayed.
2. Enter your search criteria and click the “Search” button. **Tip:** To search by patient name, you must enter at least two letters of the first and last name. If this brings up several patient records, you can adjust your search criteria, for example by adding the date of birth. The date format is dd/mm/yyyy. The system will add the slashes for you.
3. Once you locate your patient in the search results, click the corresponding radio button  to select your patient.

Important! When you first select your patient in the search results (by clicking the radio button), you must click one of the white buttons beneath the search results to navigate to the corresponding module/screen (e.g., Immunizations, Demographics), before you can use the menu on the left-hand side of your screen to navigate between modules for your patient. Once you have “activated” the patient using one of the white buttons on the Search Results screen, you can then use the links in the left-hand menu.

Registering a patient to your provider/clinic: In CIIS, a patient is automatically registered to the provider that administered their last vaccination unless that provider has chosen to not “take ownership” of the patient within the immunization registry. There are several places in the system where you can manually choose to take ownership of the patient, as well as places where you can choose to NOT take ownership of that patient.

1. To take ownership of a patient:
From the Immunizations Home screen, click on the “Add History” button and check the box next to “Take ownership of patient.” Checking this box will allow you to enter historical immunizations for the patient and set your clinic as their default clinic within the immunization registry.
2. To NOT take ownership of a patient:
From the Immunizations Home screen, click on the “Add Vaccines” button and check the box next to “Do not set this clinic as the ‘default clinic’ for this patient.” Checking this box will allow you to administer vaccines to the patient without taking ownership of them.

You can also un-register a patient from your clinic on the Demographics screen or on the Programs screen by doing the following:

1. From the Patient Demographics screen, complete the Inactive Reason and Inactive Date under the Immunization Program Status section, and hit the “Update” button to save the record.

2. From the Patient Programs screen, select the “View” button for the Immunization Program. Complete the Close Date and Close Reason, and hit the “Update” button to save the record.

How to add a new patient:

1. Click the “New Patient” button located on the Search Results screen. **Note:** You must search for your patient, and click the “Search” button, before adding a new patient into CIIS.
2. Enter patient information (required fields are in bold) on the Add New Patients screen.
3. Click the “Create” button. **Note:** If the system displays any possible patient duplicates on the screen, check to see if your patient is one of the possible records. If they are, use the existing record. If they are not one of the possible duplicates, click the “Proceed with Create” button to save the new patient record, and you will be navigated to the Demographics screen.

How to view/add/edit patient demographics:

Click the “Demographics” link or button to open the Demographics screen for your patient. **Tip:** Fields in bold are required, including Patient Name, DOB, Gender, VFC Eligibility Status, Primary Contact, and Address. Click the “Update” button to save your information/changes.

How to view a patient’s record: Click the “Immunizations” link or button once you have selected your patient. You can view/print the patient’s record on the Immunizations Home screen, as well as view recommended vaccines and immunization details.

Important! If you see this icon,  it indicates the corresponding immunization was added into CIIS but not recorded as having been administered. (See Add and Administer New Immunizations below).

How to print a patient’s record:

There are several places in CIIS from which you can print a patient’s record. Links to immunization records and certificates are located on the following screens:

- Search Results screen (located at the top and bottom of the screen).
- Demographics screen (located at the top and bottom of the screen).
- Immunizations Home screen (located at the top of the screen).
- Reports/Forms Module (located in the Patient Report Group).

How to add immunizations for your patient:

- **Add Historical Immunizations:** (**Note:** Only use this feature to add immunizations that were given in the past and appear on an official Immunization certificate.)
 1. Click the “Add History” button located on the Immunizations Home screen.
 2. Select the past vaccination clinic. **Tip:** Choose “Patient Record” if you do not know the past vaccination clinic or if the clinic is not in the dropdown.
 3. Enter the vaccination date corresponding to the appropriate vaccine.
 4. Click the “Add” button to save your information.
- **Add and Administer New Immunizations:** This is a two-step process.
 1. Click the “Add Vaccines” button located on the Immunizations Home screen.
 2. Enter the required information. **Note:** You can document a vaccine refusal on this screen.
 3. Click the “Create and Administer” button to administer the vaccine(s) and complete the two-step process. You will be navigated to the Administer Vaccines screen. **Note:** If you click the “Create” button, you will have added the vaccine information but not officially recorded the vaccine(s) as having been given/administered.
 4. Enter the required information (e.g., inventory) and click the “Update” button to save the record. **Note:** You must enter your inventory in order to administer new immunizations. CIIS will automatically delete un-administered vaccines after 35 days.

For further questions, please contact the CIIS User Support at 1-888-611-9918, option 1 or 303-692-2437, option 2. Additional CIIS training materials can be found at: www.ColoradoIIS.com. Once on the website, click on the *Training* link. Next, select your user type and you will see the links to various training materials, including the CIIS online training courses, webinars, job aids, and training videos.