



COLORADO IMMUNIZATION INFORMATION SYSTEM GENERAL USER TRAINING

2012



COURSE LAYOUT

- How to Access the System
 - Website
 - Logging-in
- Overview
 - Home Screen Features
 - System Navigation
 - Major Modules
 - Tips and Tricks
 - Icons
- Patients
- Immunizations
- Education
- Settings
- Inventory Overview
- Resources



KEY TERMS

- **Update**: Records/saves any changes.
- **Cancel**: Closes the screen without saving any changes.
- **Create**: Records/saves information added to the screen.
- **Add Vaccines**: Term that refers to adding vaccine(s) to the registry. Does not record the vaccine as having been given/administered. You must add and administer vaccines to record them as having been administered to the patient.
- **Administer Vaccines**: Term that refers to the administration of a vaccine. By administering a vaccine in the registry, the user is providing additional information (e.g. inventory) and verifying the vaccine was **given/administered** to the patient.



ACCESS THE SYSTEM

Enter the CIIS URL/website address in an Internet Explorer browser. Recommended: Favorite the website and/or create a shortcut to your desktop.

WELCOME TO THE
COLORADO IMMUNIZATION INFORMATION SYSTEM

Please enter your username and password to access CIIS. Note that the password is case sensitive. Click the 'Log In' button to continue ...

User Name:

Password:

[Forgot your password?](#)

CIIS User Support: (888) 611-9918
CIIS General Mailbox: CDPHE-CIIS@dphe.state.co.us

Enter your CIIS User Name and Password and click the “Log In” button.

Note: The user name is not case sensitive, though the system will auto-convert it to all caps. The password is case sensitive. Password criteria will be discussed later in the training.



HOME SCREEN FEATURES

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC Welcome IMA TEST, [Log Out](#)



WELCOME TO THE
COLORADO IMMUNIZATION INFORMATION SYSTEM



Colorado Department
of Public Health
and Environment

Default Provider/Clinic

Provider
TYPE 2 PROVIDER

Clinic
TYPE 2 CLINIC

News

[04/25/2011] - Welcome CIIS Users

Welcome CIIS Users to the CIIS 2.0 New Registry!

Provider and Clinic Defaults

Current user and Log-Out option

The menu is always available and allows you to access all major modules and submodules within the system.

News/Announcements used to post important information.



SYSTEM NAVIGATION

- ◎ Modules & Screens
 - Use the Menu to navigate between modules and between screens within a module.
 - Menu items with a “+” sign next to them have submenus underneath them.
 - Click on the “+” sign or the menu item to expand the menu item.
 - Click on the “-” sign to collapse the menu item.
- ◎ Browser Back/Forward Buttons
 - **NEVER** use these!!
 - This can cause unexpected behavior.



MAJOR MODULES

- ◎ Patients
 - Central Repository shared by all users of the system.
 - Tracks demographic information, events, notes, precautions/contraindications, etc...
- ◎ Immunizations
 - Manages all immunizations
 - Historical or Administered via System
 - Recommender that identifies needed vaccines based on age, vaccine history, and current immunization schedules.
- ◎ Education
 - Manages student enrollment within a school district and school.
 - Tracks FERPA consent.



MAJOR MODULES

- Inventory (Type 3)
 - Tracks vaccine manufacturer, lot number, expiration date, and funding source.
 - Ability to transfer inventory between inventory locations
 - Monthly inventory reconciliation process
- Reports
 - Extensive reporting on a variety of information contained in the system
- Settings
 - Allows each user to set customized defaults for some screens and fields.
 - Type 2 Inventory users can use two different default screens to document more detailed information on vaccine administration information (e.g. lot number, manufacturer, etc...).



TIPS AND TRICKS

- Tab Key
 - Allows you to navigate from one field to another (an alternative to traditional “mousing”).
 - Shift Key + Tab Key allows you to navigate back to the previous field.
- Copy and Paste
 - Traditional Microsoft shortcuts are functional in all text entry fields.
 - Copy: ctrl-c
 - Paste: ctrl-v
 - Cut: ctrl-x
- Required Fields denoted with a bold label.
 - Note: Section headings will also have a bold label, however, only bold fields within the section are required.



TIPS AND TRICKS

◎ Date fields

- Format: mm/dd/yyyy
- If you type the numbers in this format the system will automatically add the slashes.
 - Example: typing 05142007 will display 05/14/2007
- Calendar Icon
 - Allows the user to select a date from a calendar popup.
- Double-clicking in a date field will populate the current system date (i.e., today's date).

◎ Default Button/Action

- Highlighted with Bold label on the button
- Can be activated by pressing the "Enter" key
- Note: This behavior only works when the cursor is in a "text-box."



TIPS AND TRICKS

● Lists then Details

- A common pattern for many screens accessible from the menu is to display a list of records. From here you can:
 - Select the individual line item to see more details or delete the entry (depending on permissions).
 - This is done by double-clicking the line item or selecting the associated View or Edit button.
 - Add a new entry with the button in the upper right-hand corner.



ICONS

-  **Online Help**: Screen-specific online help can be accessed by clicking on this icon.
-  **Audit Information**: Hovering over this symbol will reveal the user who created the associated record, the user who last updated the record, and the date and time these activities occurred.
-  **Notes**: Indicates that this patient has additional notes associated with their records. This should be a visual indicator for the user to review these before proceeding.
-  **IZ Print Notes**: Indicates that the user has notes that will be printed on the shot record. Again, this is a visual indicator for the user to review before proceeding.



ICONS

-  **Precaution/Contraindication**: The patient may have a precaution or contraindication to specific immunizations and this should be examined prior to recommending or administering immunizations.
-  **Deceased**: This patient is deceased. User will be able to view the deceased patient's record, but will not be able to make any edits.
-  **Deleted**: This patient has been "deleted" from the system. This patient will no longer show up in searches or reports. Only users with special privileges have the ability to delete and undelete patients.
-  **Historical Vaccination**: The vaccination came from an historical record.



ICONS



Calendar: Most date fields in the application are accompanied by a calendar function that will allow the user to click on it and select a date or double-click in the field and set it to today's date.



Immunization Reconciled: This icon is a visual indicator that the inventory transaction associated with the immunization has been reconciled as part of the Inventory Reconciliation process.



Dose Not Administered: The syringe icon associated with a patient immunization record means that the vaccine has been added to the record in preparation for administration. When the dose has been administered (meaning the shot has been officially recorded in CIIS as having been administered to the patient), this icon will disappear.

Note: Doses added but not administered in CIIS will be deleted by the system after 35 days.



ICONS

-  **Invalid Dose (Exclamation Point)**: This icon represents an immunization that has been marked as invalid by the system. This is usually because the immunization has been given at an invalid age or interval.
-  **Invalid Dose**: This icon represents an immunization that had been manually marked as invalid by the user.
-  **Current User**: Clicking on this icon will set the associated menu to the current user (if the current user is in the dropdown as an option).
-  **Lookup**: Clicking on this icon will bring up a search popup to find the desired entry (e.g., patient, provider, etc.).



ICONS

-  **Print**: Click this icon to generate a report of the related record. The resulting report can then be printed.
-  **Warning**: This icon is a visual indication that something did not or could not occur. For instance if no results are returned based on input criteria, this symbol along with an explanation would be returned instead.
-  **Opt-Out**: This icon denotes the patient has chosen not to have their immunization information stored in CIIS, opting-out of the registry.
-  **Adverse Reaction**: The patient has a documented adverse reaction associated with that vaccination.



PATIENTS MODULE LAYOUT

- Search
- Demographics
- Local ID's
- Programs
- Notes
- Precautions/Contraindications
- Events



SUCCESSFUL SEARCHES

◎ Searching for Patients

- May take some time to adjust to doing effective searches
- The goal is to:
 - Provide enough criteria so that the number of rows returned is manageable.
 - Don't put in so much that an opportunity to find an existing patient record is missed.
- For example:
 - Entering a very limited search criteria could return 100's or 1000's of records.
 - Entering a very narrow search criteria, e.g. full first and last name plus a DOB could omit the record you're looking for if there is a typo or a last name change.
- A compromise might be to search by a specific ID (Unique CIIS ID, Local ID), by the first few letters of the first name and DOB, or by the first few letters of the first and last name (with the DOB as necessary to limit results).



PATIENTS MODULE: PATIENT SEARCH

Step 1: Click the “Search” option located in the Patients submenu to bring up the Patient Search screen.

PROVIDER: TYPE 2 PROVIDER, CLINIC [IMA TEST, Log Out]



WELCOME TO THE COLORADO IMMUNIZATION INFORMATION SYSTEM



Colorado Department of Public Health and Environment

Default Provider/Clinic

Provider
TYPE 2 PROVIDER

Clinic
TYPE 2 CLINIC

News

[04/25/2011] - Welcome CIIS Users

Welcome CIIS Users to the CIIS 2.0 New Registry!

Note that this application requires the use of Adobe's Acrobat Reader to view/print some of the files and reports that are available. Click [here](#) to download a free copy of Adobe Acrobat Reader.



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 Reports/Forms
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Help Icon



PATIENTS MODULE: PATIENT SEARCH (CONT'D)

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC



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Patient Search

Enter criteria to search for patients and click "Search" to continue.

Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
<input type="text" value="TEST"/>	<input type="text" value="KA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Previous Criteria"/>		<input type="button" value="Clear"/> <input type="button" value="Search"/>		

Step 2: Enter your search criteria and click the "Search" button.

Note: The "Previous Criteria" button allows you to pull up the last patient you searched for without re-entering the criteria.



PATIENTS MODULE: SEARCH RESULTS

Printable immunization records and certificates at top and bottom of screen

- Audit Information
- Precautions/Contraindications exist
- Notes exist for patient
- Opt-Out patient

Step 1: Click the radio button to select your patient.

PROVIDER: TYPE 2

Enter criteria to search for patients and click "Search" to continue.

Immunization Record (Yellow Card)
Patient Administrative Record
College Certificate of Immunization
School Certificate of Immunization (Page 1)
School Certificate of Immunization (Page 2)

Home

Identifier Type: Identifier Value:

First Name: Middle Name: DOB: Gender:

Criteria:

Search Results - 7 record(s)

ID	Name	Insurance	Gender	DOB					
<input type="radio"/> 444342	TEST, KALLIE <i>ESTES PARK, CO 80517</i>		F	05/27/2009					
<input type="radio"/> 444393	TEST, KARA ANN <i>5566 IVY LN TRINIDAD, CO 81082</i>		F	06/07/2006					
<input type="radio"/> 444716	TEST, KAREN <i>5678 HAPPY LN BONCARBO, CO 81024</i>		F	06/06/2007					
<input type="radio"/> 444715	TEST, KAREN <i>4455 PLATTE DR BLACK HAWK, CO 80422</i>		F	06/07/2008					
<input type="radio"/> 444724	TEST, KATE E		F	05/04/2002					
<input type="radio"/> 444248	TEST, KATHY A <i>111 TEST LN DENVER, CO 80618</i>		F	08/18/2009					
<input type="radio"/> 444362	TEST, KAYLA <i>2222 HAPPY CANYON RD DENVER, CO 80237</i>		F	06/07/2005					

Demographics Local IDs Programs Precautions / Contraindications Notes
Events Immunizations Education

You may add a new patient by clicking the 'New Patient' button.

Immunization Record (Yellow Card)
Patient Administrative Record
College Certificate of Immunization
School Certificate of Immunization (Page 1)
School Certificate of Immunization (Page 2)

Step 2: Click the gray button that corresponds to the screen you wish to view.

Note: You must initially click one of the gray buttons to "activate" your patient in the system. After this, you may then use the links in the menu to navigate between screens for your selected patient.



PATIENTS MODULE: OPT-OUTS

If the patient you are searching for comes up in the search results as an Opt-Out, this indicates they chose not to have their immunization information entered into CIIS.

Search Results - 7 record(s)

	ID	Name	Insurance	Gender	DOB						
	444342	TEST, KALLIE ESTES PARK, CO 80517		F	05/27/2009						
<input type="radio"/>	444393	TEST, KARA ANN 5566 IVY LN TRINIDAD, CO 81082			08/07/2006						
<input type="radio"/>	444716	TEST, KAREN 5678 HAPPY LN BONCARBO, CO 81024		F	06/06/2007						
<input type="radio"/>	444715	TEST, KAREN 4455 PLATTE DR BLACK HAWK, CO 80422		F	06/07/2008						
<input type="radio"/>	444724	TEST, KATE E		F	05/04/2002						
<input type="radio"/>					08/18/2009						
<input type="radio"/>					06/07/2005						

You do not have permission to work with this patient.

Opt-Out Icon

You will be able to see that they have opted-out, but will not be able to work with the patient's record.

- Demographics
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- Notes
- Events
- Immunizations
- Education



PATIENTS MODULE: ADD A NEW PATIENT



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Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
<input type="text" value="TEST"/>	<input type="text" value="KA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Previous Criteria"/>		<input type="button" value="Clear"/> <input type="button" value="Search"/>		

Search Results - 7 record(s)

ID	Name	Insurance	Gender	DOB					
444342	TEST, KALLIE <i>ESTES PARK, CO 80517</i>		F	05/27/2009					?
<input type="radio"/>	444393 TEST, KARA ANN <i>5586 IVY LN TRINIDAD, CO 81082</i>		F	06/07/2006					?
<input type="radio"/>	444716 TEST, KAREN <i>5678 HAPPY LN BONCARBO, CO 81024</i>		F	06/06/2007					?
<input type="radio"/>	444715 TEST, KAREN <i>4455 PLATTE DR BLACK HAWK, CO 80422</i>		F	06/07/2008					?
<input type="radio"/>	444724 TEST, KATE E		F	05/04/2002					?
<input type="radio"/>	444248 TEST, KATHY A <i>111 TEST LN DENVER, CO 80618</i>		F	08/18/2009					?
<input type="radio"/>	444362 TEST, KAYLA <i>2222 HAPPY CANYON RD DENVER, CO 80237</i>		F	06/07/2005					?

You may add a new patient by clicking the 'New Patient' button.

- Immunization Record (Yellow Card)
- Patient Administrative Record
- College Certificate of Immunization
- School Certificate of Immunization (Page 1)
- School Certificate of Immunization (Page 2)

To add a new patient to the registry, click the "New Patient" button located on the Patient Search Results screen.



PATIENTS MODULE: ADD A NEW PATIENT

Note: The search criteria are pre-populated on this screen.

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC

the IMA TEST, Log Out



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Patients New

Click "Create" to create a new patient.

Add

Last Name First Name Middle Name Generation

TEST

KARIN

DOB

Gender

SSN (Last 4)

06/08/2008

FEMALE

Mother Maiden

Mother First

Create

Enter the patient's information and click the "Create" button.

Note: The system will perform a search to ensure the patient is not already in the registry.



PATIENTS MODULE: ADD A NEW PATIENT

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC

Welcome IMA TEST, Log Out



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Patients New

Click "Create" to create a new patient.



Add

Last Name	First Name	Middle Name	Generation
TEST	KARIN		
DOB	Gender	SSN (Last 4)	
06/08/2008	FEMALE		
Mother Maiden	Mother First		

Proceed with Create

Possible Duplicates

The following patients have been found with similar criteria. If any of the following record(s) are the patient you are trying to create, select the patient below.

	ID	Name	Insurance	Gender	DOB								
	444831	TEST, KARIN		F	06/07/2008								

Demographics	Local IDs	Programs	Precautions / Contraindications	Notes
Events	Immunizations	Education		

A secondary search may return potential matches. At this point, you can use the existing record or proceed with creating the new record. Once you click the “Proceed with Create” button, you will be taken to the Demographics screen to enter additional patient information and save the record.



PATIENTS MODULE: DEMOGRAPHICS

PROVIDER: TYPE 2



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Shortcuts to the various sections of the screen

The gray buttons lead to popups for viewing/editing additional information for the patient.

Fields in bold are required, including VFC Eligibility status.

Inactive or MOGE reason

The "Set Defaults" button uses preset user or clinic level defaults to set the value for Language, City, County, State, Country, and Zip Code.

Alias information is used during patient searches (in addition to the First and Last Name fields).

Immunization Record (Yellow Card)
 College Certificate of Immunization (H)
 School Certificate of Immunization (H)
 School Certificate of Immunization (P)

previous page.

Edit TEST, KARIN (444832) DOB: 06/08/2008

Update Cancel

Patient Info | Primary Contact | Immunization Program Status | Alias | Health Ins | Contact Information | Address | Race/Ethnicity | Employment Info | Medical Home Information | Birth Info

Addr History Ins History Default Clinic Contacts Set Defaults

Patient Information

Last Name TEST **First Name** KARIN Middle Name Generation

Gender FEMALE **DOB** 06/08/2008

VFC Eligibility (1) VFC--MEDICAID

Legacy CIIS ID SSN (Last 4) Refugee Status Card

Language English Speaking? Interpreter Needed?

HIPAA Notice Status ACKNOWLEDGED Date Given 05/10/2011 Give HIPAA Notice Last Notice Given: No Notice Given

Primary Contact

Relationship Type MOTHER **Last Name** TEST **First Name** LISA

Immunization Program Status

Inactive Reason Inactive Date

Alias

Last Name First Name Middle Name Generation



PATIENTS MODULE: DEMOGRAPHICS (CONT'D)

Check if address is temporary or unavailable.

Check this box to exclude patient from a Reminder/Recall.

Phone _____ ext: _____

Address

Address is Unavailable or Temporary Do Not Include Patient in Reminder/Recall

Mailing Address

Street #	Prefix	Street Name	Type	Suffix	Unit #	P.O. Box
2222		HAPPY CANYON	RD			

City: DENVER Other City: _____ County: DENVER Other County: _____

State: COLORADO Country: _____ Zip Code: 80237

Copy Mailing Address To Physical Address Clear Mailing Address

Copy Physical Address To Mailing Address Clear Physical Address

Physical Address

Street #	Prefix	Street Name	Type	Suffix	Unit #	P.O. Box
2222		HAPPY CANYON	RD			

City: DENVER Other City: _____ County: DENVER Other County: _____

State: COLORADO Country: _____ Zip Code: 80237

Race/Ethnicity

Ethnicity: _____

Race(s) : choose up to 3

Click the magnifying glass icon to use the city/county/zip code look-up feature.

Option to enter Race/Ethnicity information

Two types of addresses: mailing and physical



PATIENTS MODULE: DEMOGRAPHICS (CONT'D)

Employment Information: Intended for adult patients, specifically health care workers

Employment Information

Occupation: Employment Info

Medical Home Information

Provider Name Provider Contact Info

Birth Information

Birth Record

Last Name First Name Middle Name

Weight (grams) Birth Order Birth Plurality Birth Facility

City Other City County Other County

State Country

Mother

Maiden Name Last Name First Name Middle Name

Patient Info | Contact | Immunization Program Status | Alias | Health Ins | Contact Information | Address | Race/Ethnicity | Employment Info | Medical Home Information | Birth Info

Medical Home Information: Patient's Medical Home Provider

Birth Information: Includes Birth Record information and section for Mother's information. Note: Some fields will be read-only if populated by State Vital Statistics.

Click "Update" to save your changes or "Cancel" to exit the screen without saving your changes.



PATIENTS MODULE: LOCAL IDENTIFIER

Local Identifier is a provider-created patient id (e.g., chart or medical record number). The Local ID will only be seen by users with access to that provider/clinic.

To add a Local ID, click the “Add Local Identifier” button.

PROV

Patient Local Identifier

Click "View" to see the details of an existing record or "Add Local Identifier" to create a new record.

View TEST, KAYLA (444362) DOB: 06/07/2005

Provider	Clinic	Local Identifier		
IZ R US PROVIDER TYPE 3	IZ R US CLINIC	777777		<input type="button" value="View"/>

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The Local Identifier screen can be accessed by clicking the Local IDs link located in the Patients submenu.

To view/edit the patient's local identifier, click the “View” button.



PATIENTS MODULE: ADD LOCAL IDENTIFIER

Step 1: Select the appropriate provider/clinic if you have access to more than one provider/clinic.

Step 2: Enter the patient's Local Identifier.

Note: The Local ID will only be viewed/accessible by your provider/clinic.

PRO



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Patient Local Identifier

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page.



Add TEST, KAYLA (444362) DOB: 06/07/2005

Create Cancel

Provider

TYPE 2 PROVIDER

Clinic

TYPE 2 CLINIC

Local Identifier

86890

Create Cancel

Step 3: Click the "Create" button to save your information.



PATIENTS MODULE: PROGRAMS

To add a program, click the “Add Program” button.

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC Welcome IMA TEST, Log Out



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Patient Programs

Click "View" to see the details of an existing record or "Add Program" to create a new record. 

View TEST, KAYLA (444362) DOB: 06/07/2005

Program	Open Date	Close Date	Close Reason		
Immunization	01/10/2011				<input type="button" value="View"/>

The Programs screen can be accessed by clicking the Program link located in the Patients submenu.

To view/edit/close an existing program, click the “View” button.

CIIS can be used to track different patient programs depending on permissions. The patient will automatically be enrolled in the immunizations program once they have received a vaccination.



PATIENTS MODULE: ADD PROGRAM

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC Welcome IMA TEST, Log Out



Patient Programs

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page. i

Add TEST, KAYLA (444362) DOB: 06/07/2005 Create Cancel

Program	Open Date	Close Date	Close Reason
IMMUNIZATION	05/10/2011		

Comments
ADD PROGRAM TEST Create Cancel

Step 1: Enter the required information (e.g., Program and Open Date).

Step 2: Click the "Create" button to record/save the note.

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PATIENTS MODULE: CLOSE PROGRAM

You can close a patient out of the Immunizations Program (MOGE or unregister them from your practice).

Step 1: Enter the Close Date and Close Reason.

Step 2: Click the “Update” button to save the record.

PROVIDER: TYPE 2 PROVIDER, CLINIC



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Patien

Click 'Create' or 'Update' to save the record. Click 'Cancel' to return to the previous page.

Add TEST, KAYLA (444362) DOB: 06/07/2005

Create Cancel

Program	Open Date	Close Date	Close Reason
IMMUNIZATION	05/10/2011	05/10/2011	

Comments

CLOSE PROGRAM TEST

DECEASED
LOST TO FOLLOW-UP
MOGE-GONE TO ANOTHER PRACTICE
MOGE-MOVED OUT OF IMMEDIATE AREA
MOGE-MOVED WITH NO FORWARDING ADDRESS
UNSPECIFIED

Cancel

You can also close or un-register a patient from your practice through the Patient Demographics screen.



PATIENTS MODULE: NOTES

- Used to track a variety of information about the patient. Some notes (e.g., Vaccine Refusals) can be generated automatically by the system.
- Most users will not be able to delete notes out of the system (permission-based).
- Some note types have special meaning:
 - IZ Record (Print) will come out on the Immunization Record.
 - Provider Specific notes can only be seen by other users associated to the indicated provider.



PATIENTS MODULE: NOTES

To add a note, click the "Add Note" button.

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC



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Patient Notes

Click "View" to see the details of an existing record or "Add Note" to create a new record. Add Note i

View TEST, KAYLA (444362) DOB: 06/07/2005

NOTE TYPE	NOTE DATE	NOTE TEXT		
SYSTEM GENERATED	02/02/2011	THIS PATIENT WAS THE [PATIENT TO KEEP] IN A PATIENT COMBINATION PROCESS. PATIENT ID # 444372 WAS COMBINED INTO THIS PATIENT AND DELETED	?	View
GENERAL	01/27/2011	TEST	?	View
GENERAL	01/27/2011	TEST NOTE FUNCTIONALITY	?	View

The Patient Notes screen can be accessed by clicking on the Notes link in the Patients submenu.

To view/edit an existing note, click the "View" button.



PATIENTS MODULE: ADD NOTE

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC

Welcome IMA TEST, Log Out



- Home
- [-] Patients
 - Search
 - Demographics
 - Local IDs
 - Programs
 - Notes
 - Precautions/
Contraindications
 - Events
 - Immunizations
 - Education
- [+] Inventory
- Reports/Forms
- [+] Settings

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Patient Notes

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page. i

Add TEST, KAYLA (444362) DOB: 06/07/2005

Create **Cancel**

Date 05/10/2011 **Type** PROVIDER SPECIFIC

Author TEST, IMA (--) **Provider** TYPE 2 PROVIDER

Note TESTING ADD NOTE FUNCTIONALITY

Create **Cancel**

Step 1: Enter the required information.

Step 2: Click the "Create" button to record/save the note.



PATIENTS MODULE: PRECAUTIONS/CONTRAINDICATIONS

- The Recommender can be configured to optionally ignore some recommended immunizations based on the patient having an associated contraindication.
- Precautions will be denoted by an icon in the patient's record, however, they will not affect the Recommender.
- The Recommender only considers the contraindication from the Effective Date to the Expiration Date. Note: If there is no expiration date, leave the "Expiration Date" field blank.
- **Associated Vaccines**: The list of vaccines potentially impacted by this contraindication.
- Note: The Recommender can only be configured by CDPHE staff and some effective/expiration dates will be required based on those configurations.



PATIENTS MODULE: ADD PRECAUTIONS/CONTRAINDICATIONS

To add a precaution or contraindication, click the “Add Precautions/Contraindications” button.

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC

The screenshot shows the CIIS Patients Module interface. On the left is a navigation menu with options: Home, Patients (expanded), Search, Demographics, Local IDs, Programs, Notes, Precautions/Contraindications (highlighted), Events, Immunizations, Education, Inventory, Reports/Forms, and Settings. The main content area is titled "Patient Precautions / Contraindications" and includes a sub-header "View TEST, KAYLA (444362) DOB: 06/07/2005". Below this is a table with columns: Precautions / Contraindications, Effective Date, Expiration Date, and Comments. Two rows are visible: "Egg (severe allergy)" with effective date 01/10/2011 and comment "MOM HAS STATED PATIENT IS ALLERGIC TO EGGS"; and "Gastrointestinal disease--chronic" with effective date 01/27/2011 and comment "TESTING FUNCTIONALITY". Each row has a "View" button with a question mark icon. At the top right of the main content area is a button labeled "Add Precautions / Contraindications" with an information icon. A footer at the bottom left of the interface reads: "Version 11.5-1 Copyright © 2001-2011 Envision Techn. Partners Inc."

Precautions / Contraindications	Effective Date	Expiration Date	Comments		
Egg (severe allergy)	01/10/2011		MOM HAS STATED PATIENT IS ALLERGIC TO EGGS	?	View
Gastrointestinal disease--chronic	01/27/2011		TESTING FUNCTIONALITY	?	View

To view/edit an existing precaution/contraindication, click the “View” button.

To access the Precautions/Contraindications screen, click the Precautions/Contraindications link located in the Patients submenu.



PATIENTS MODULE: ADD PRECAUTIONS/CONTRAINDICATIONS

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC

Welcome IMA TEST, Log Out



- Home
- Patients
 - Search
 - Demographics
 - Local IDs
 - Programs
 - Notes
 - Precautions/
Contraindications
 - Events
- Immunizations
- Education
- Inventory
- Reports/Forms
- Settings

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Patient Precautions / Contraindications

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page.



Add TEST, KAYLA (444362) DOB: 06/07/2005

Create Cancel

Author Effective Date Expiration Date
TEST, IMA (-) 05/10/2011

Provider
TYPE 2 PROVIDER

Precautions / Contraindications
MODERATE OR SEVERE ILLNESS

Comments

Create Cancel

Step 1: Enter required information.

**Step 2: Click the "Create" button
to record/save the precaution or
contraindication.**



PATIENTS MODULE: EVENTS

To add an event, click the “Add Event” button.

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC



- Home
- Patients
 - Search
 - Demographics
 - Local IDs
 - Programs
 - Notes
 - Precautions/Contraindications
 - Events
- Immunizations
- Education
- Inventory
- Reports/Forms
- Settings

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Patient Events

Click "View" to see the details of an existing record or "Add Event" to create a new record. Add Event ⓘ

View TEST, KAYLA (444362) DOB: 06/07/2005

Date	Type	Completion Date	Comments		
01/12/2011	HIPAA NOTICE	01/12/2011	GAVE PATIENT HIPAA NOTICE	?	View
01/27/2011	REMINDER		TEST REMINDER	?	View

To access the Events screen, click the Events link located in the Patients submenu.

To view/edit an event, click the “View” button.

A Patient Event can be added by the system (e.g. when reminder dates are generated) or manually (e.g. for non-vaccine events). This function will mainly be used when generating reminder/recall.



PATIENTS MODULE: ADD EVENT

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC

Welcome IMA TEST, Log Out



Home

Patients

Search

Demographics

Local IDs

Programs

Notes

Precautions/
Contraindications

Events

Immunizations

Education

Inventory

Reports/Forms

Settings

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Patient Events

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page.



Add TEST, KAYLA (444362) DOB: 06/07/2005

Create

Cancel

Event Date

05/10/2011

Completion Date

Type

REMINDER

Comments

TESTING EVENT FUNCTIONALITY

Create

Cancel

Step 1: Enter patient event information.

Step 2: Click the "Create" button to record/save the event.



EXERCISE 1: PATIENTS MODULE – ADD A PATIENT

- Add a New Patient with the following information:
 - A Child at least 2 months old.
 - Provide demographic information.
 - Add a precaution/contraindication, such as pregnancy (effective and expiration date), latex allergy, egg allergy, etc...
 - Add a note for the patient.
 - Note the name and date of birth as it will be used in subsequent exercises.
- Search
 - Utilize the Patient Search screen to search for your patient using different criteria to get a feel for how you might best use the search function to locate patients in the future.



IMMUNIZATIONS MODULE LAYOUT

- Immunizations Home Screen
- Add Immunization History: options 1 and 2
- **Add Vaccines**: term that refers to adding vaccines to the registry. This can also be referred to in the registry as “Create Vaccine.”
- **Administer Vaccines**: Term that refers to the administration of a vaccine. By administering a vaccine in the registry, the user is verifying the vaccine was **given/administered** and adds additional information.
- **Recommendations**: based on the ACIP Schedules/recommendations
- Printing Immunization Record/Certificate



IMMUNIZATIONS MODULE: IMMUNIZATIONS HOME SCREEN

Print immunization records/certificates.

From the Immunizations Home screen, you can Add and Administer new vaccinations, and add historical vaccinations.

Notes and Precautions/Contraindications indicated.

Vaccine Refusals Message: Denotes patient has refused/deferred one or more vaccines. Click link to view vaccine refusal/deferral notes.

Populates recommended immunizations for today.

To access the Immunizations Module, click the Immunizations link located in the menu.

Checking this box auto-populates today's recommended vaccines on the Add Vaccines screen.

PROVIDER: IZ R

Log Out

Immunizations Home

Use this Screen to view a Patient's Immunization History

Immunization Record (Yellow Card)
 Patient Administrative Record
 College Certificate of Immunization
 School Certificate of Immunization (Page 1)
 School Certificate of Immunization (Page 2)

View TEST, KAREN (444716) DOB: 06/06/2007

Precautions / Contraindications ARE specified

DOB: 06/06/2007 Age: 3Y 11M 5D History of Varicella?: NO Date of Varicella: The patient has previously refused one or more vaccines.

Recommended Immunizations for today, 5/11/2011 (3Y 11M 5D) (1435 days)

Vaccine	Dose	Date	Age	Clinic			
Tetanus containing							
DTaP	1	03/04/2011	3Y 8M 26D	PR			<input type="button" value="Update"/>
DTaP	2	03/08/2011	3Y 9M 2D	PR			<input type="button" value="Update"/>
Polio							
Polio-IPV	1	03/08/2011	3Y 9M 2D	T2 CLIN			<input type="button" value="Update"/>
Hib							
Hib Prp-t (ActHIB)	1	03/08/2011	3Y 9M 2D	T2 CLIN			<input type="button" value="Update"/>
MMR							
MMR	1	06/06/2007	0Y 0M 0D	PR			<input type="button" value="Update"/>

Auto-Populate Add Vaccination Screen

Vaccination Schedule
Adolescent Catch-up Immunization Schedule
of Health School Requirements
Vaccine Recommendations
at Clinic



IMMUNIZATION MODULE: IMMUNIZATIONS HOME SCREEN

Dose Number in Series

Clinic that added the vaccine

Indicates an Adverse Reaction

Indicates a dose manually marked as invalid via Immunizations Details screen.

Historical Vaccination

Indicates a dose marked invalid by the Recommender.

Dose was added, but NOT Administered.

	Dose	Date	Age	Clinic			
DTaP-containing							
DTaP-HepB-IPV (Pedia	1	08/10/2006	0Y 2M 3D	PR	H	?	
DTaP		09/01/2006	0Y 2M 25D	PR	H	?	
DTaP	2	10/01/2006	0Y 4M 5D	PR	H		?
DTaP	3					?	Update
Polio							
DTaP-HepB-IPV (Pedia	1				H	?	
Polio-IPV	2	10/12/2006	0Y 4M 5D	PR	H	?	
Polio-IPV	3	03/09/2011	4Y 9M 2D	IZRUS IZ		?	Delete
MMR/Measles							
MMR	1	06/10/2007	1Y 0M 3D	PR		?	Update
MMR	2		03/10/2011	4Y 9M 3D	T2 CLIN	?	Update



IMMUNIZATIONS MODULE: IMMUNIZATION DETAILS

Users with permissions can delete vaccines added but not administered.

Vaccine	Dose	Date	Age	Clinic			
Tetanus containing							
Tdap	1	11/18/2010	25Y 8M 5D	IZRUS IZ			Delete
Td (adult)	2	02/18/2011	25Y 11M 5D	IZRUS IZ			Delete
Polio							
Polio-IPV	1	01/12/2011	25Y 9M 30D	IZRUS IZ			Delete
MMR/Measles							
MMR	1	11/18/2010	25Y 8M 5D	IZRUS IZ			Update
HEPB							
HepB, adult	1	08/12/2010	25Y 4M 30D	PR			Update
HepB, adult	2	10/19/2010	25Y 7M 6D	T1 PROV			Update
HepB, adult	3						Update
HepB, adult	4						Delete

To view/edit immunization details, click the "Update" button that corresponds to the appropriate vaccine.



IMMUNIZATIONS MODULE: IMMUNIZATIONS DETAILS SCREEN

Edit information and click the “Update and Return” button to return to the Immunizations Home screen.

Generate VAERS form.

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

Immunizations

Click "Update" to save the record or "Cancel" to return to the previous screen.

Vaccine Adverse Event Reporting System (VAERS)

Edit TEST, ANNA (444714) DOB: 06/07/2006

Precautions / Contraindications
Latex (severe anaphylactic allergy)

Clinic
Administered By

PATIENT RECORD
Prescribed By

Vaccine DTAP-HEPB-IPV (PEDIA) **Manufacturer**

Lot/Serial Funding Src Expiration Date NDC #

Vaccination Date 08/10/2006 **Age** 0Y 2M 3D **VFC Eligible**

Dosage **Body Site** **Route**

Group	Dose Number
Tetanus containing	1
Polio	1
HEPB	3

Adverse Reaction 1

Adverse Reaction? (Note: Reaction Date, Reaction, Severity, Clinic, and Provider must all be specified)

Reaction Date **Date Reported To VAERS**

Reaction **Severity** **Consequence**

Clinic **Recorded By**

Comments

Adverse Reaction 2

Mark immunization as invalid.

Adverse Reactions must be entered to generate VAERS form.



IMMUNIZATIONS MODULE: ADD HISTORICAL IMMUNIZATIONS

To add historical vaccinations, click the “Add History” button located on the Immunizations Home screen.

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

Immunizations Home

Use this Screen to view a Patient's Immunization Record (Yellow Card)
 Patient Administrative Record
 College Certificate of Immunization
 School Certificate of Immunization (Page 1)
 School Certificate of Immunization (Page 2)

View TEST, ANNA (444714) DOB: 06/07/2006

DOB 06/07/2006
 Age 4Y 11M 4D
 History of Varicella? NO
 Date of Varicella
 The patient has previously refused one or more vaccines.

Recommended Immunizations for today, 5/11/2011 (4Y 11M 4D) (1799 days)

Vaccine	Dose	Date	Age	Clinic				
Tetanus containing								
DTaP-HepB-IPV (Pedia)	1	08/10/2006	0Y 2M 3D	PR	H	?		Update
DTaP	⊘	09/01/2006	0Y 2M 25D	PR	H	?		Update
DTaP	2	10/12/2006	0Y 4M 5D	PR	H	⊘	?	Update
DTaP	3	03/09/2011	4Y 9M 2D	IZRUS IZ			?	Update
Polio								
DTaP-HepB-IPV (Pedia)	1	08/10/2006	0Y 2M 3D	PR	H	?		Update
Polio-IPV	2	10/12/2006	0Y 4M 5D	PR	H	?		Update
Polio-IPV	3	03/09/2011	4Y 9M 2D	IZRUS IZ			?	Delete
MMR/Measles								

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IMMUNIZATIONS MODULE: ADD HISTORY OPTION 1 (DATE BOXES)

You can choose to show Child Vaccines or All Vaccines.

History of Varicella

Step 1: Enter past vaccination clinic or "Patient Record" if clinic is not listed.

Step 3: Click the "Add" button to add/save the vaccine(s) to the patient's record.

- Demographics
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 - Precautions/Contraindications
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 - Education
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Immunization History

Click "Add" to save the new immunization(s) or "Cancel" to discard.

Add TEST, ANNA (444714) DOB: 06/07/2006

Show: CHILD VACCINES [Add] [Cancel]

History of Varicella? Date of Varicella Past Vaccination Clinic Take ownership of patient

Vaccine	Dates of Past Immunizations (order not important)					Vaccine
DT, ped	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DT, ped
DTaP 09/01/2006 10/12/2006 03/09/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DTaP 09/01/2006 10/12/2006 03/09/2011
DTaP (Daptacel)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DTaP (Daptacel)
DTaP, Unsp	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DTaP, Unsp
DTaP-HepB-IPV (Pedia 08/10/2006	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DTaP-HepB-IPV (Pedia 08/10/2006
DTaP-Hib (TriHIBit)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DTaP-Hib (TriHIBit)
DTaP-Hib-IPV (Pentac	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DTaP-Hib-IPV (Pentac
DTaP-IPV (Kinrix)	05/11/2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DTaP-IPV (Kinrix)
DTP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DTP
DTP-Hib	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DTP-Hib
DTP-Hib-Hep B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DTP-Hib-Hep B
H1N1 Flu 09	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	H1N1 Flu 09
H1N1 Flu 09-Nasal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	H1N1 Flu 09-Nasal
H1N1 Flu 09-P Free	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	H1N1 Flu 09-P Free
H1N1 Flu 09-Unsp	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	H1N1 Flu 09-Unsp
Hep A, ped/adol	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hep A, ped/adol

Step 2: Enter date vaccine(s) were given.

Take ownership of patient



IMMUNIZATIONS MODULE: ADD HISTORY OPTION 2 (CHECKBOXES)

You can choose to show Child Vaccines or All Vaccines.

Step 1: Enter past vaccination clinic or "Patient Record - PR" if clinic is not listed.

Step 2: Enter date vaccine was given.

Step 4: Click the "Add" button to add/save the vaccine(s) to the patient's record.

US PROVIDER TYPE 3, CLINIC: IZ R US

Immunization History

Click "Add" to save the new immunization(s) or "Cancel" to discard.

Add TEST, ANNA (444714) DOB: 06/07/2006

Show: CHILD VACCINES Add Cancel

History of Varicella? Date of Varicella Past Vaccination Clinic Take ownership of patient

Dates of Past Immunizations (order not important)

Vaccine	05/11/2008	12/15/2008			
DT, ped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/12/2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/09/2011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTaP (Daptacel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTaP, Unsp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTaP-HepB-IPV (Pedia 08/10/2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTaP-Hib (TriHIBit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTaP-Hib-IPV (Pentac	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTaP-IPV (Kinrix)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTP-Hib	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTP-Hib-Hep B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H1N1 Flu 09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H1N1 Flu 09-Nasal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H1N1 Flu 09-P Free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H1N1 Flu 09-Unsp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hep A, ped/adol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Demographics
Local IDs
Programs

User Vaccine Defaults
Clinic Vaccine Defaults

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Step 3: Check the box that corresponds to vaccine and date vaccine was given.



IMMUNIZATIONS MODULE: ADD VACCINES

To add new/current vaccines, click the “Add Vaccines” button located on the Immunizations Home screen.

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC



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 - Password Questions
 - User Defaults
 - User Vaccine Defaults
 - Clinic Vaccine Defaults

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Immunizations Home

Use this Screen to view a Patient's Immunization History and to add new vaccines.

Immunization Record (Yellow Card)
Patient Administrative Record
College Certificate of Immunization
School Certificate of Immunization (Page 1)
School Certificate of Immunization (Page 2)

View TEST, ANNA (444714) DOB: 06/07/2006

Precautions / Contraindications ARE specified

DOB	Age	History of Varicella?	Date of Varicella	The patient has previously refused one or more vaccines.
06/07/2006	4Y 11M 4D	NO		

Recommended Immunizations for today, 5/11/2011 (4Y 11M 4D) (1799 days)

Vaccine
MMR
Hep A, ped/adol
PCV-13 (prevnar)

Vaccine	Dose	Date	Age	Clinic				
Tetanus containing								
DTaP-HepB-IPV (Pedia)	1	08/10/2006	0Y 2M 3D	PR				<input type="button" value="Update"/>
DTaP		09/01/2006	0Y 2M 25D	PR				<input type="button" value="Update"/>
DTaP	2	10/12/2006	0Y 4M 5D	PR				<input type="button" value="Update"/>
DTaP	3	03/09/2011	4Y 9M 2D	IZRUS IZ				<input type="button" value="Update"/>
Polio								
DTaP-HepB-IPV (Pedia)	1	08/10/2006	0Y 2M 3D	PR				<input type="button" value="Update"/>
Polio-IPV	2	10/12/2006	0Y 4M 5D	PR				<input type="button" value="Update"/>
Polio-IPV	3	03/09/2011	4Y 9M 2D	IZRUS IZ				<input type="button" value="Delete"/>
MMR/Measles								



IMMUNIZATIONS MODULE: CREATE AND ADMINISTER VACCINES

Step 1: Enter the date the vaccination was administered in the “Vacc Date” field.

**Patient Precautions/
Contraindications**

VFC Eligibility status

Step 2: Select the vaccine in the “Vaccine” dropdown menu. The system auto-populates recommended vaccines.

Step 3: If the vaccine(s) were refused or deferred by the patient, select the refusal reason in the “If Vaccine Refused, Reason” dropdown menu. This will generate a Patient Note specifying the vaccine was refused and the refusal reason.

Step 5: Click the “Create and Administer” button to save your information and proceed to the Administer Vaccines screen.

Step 4: Enter the user who prescribed (ordered) the immunization.

Clear Vaccines clears out the auto-populated vaccines.

Display All Vaccines will show all available vaccines in the “Vaccine” dropdown menu.

The screenshot shows the 'Immunizations' screen for patient TEST, ANNA (DOB: 06/07/2006). The interface includes a header with 'PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US' and a 'Welcome IMA TEST, Log Out' message. The main content area has a 'Precautions / Contraindications' section with a red warning: 'Latex (severe anaphylactic allergy)'. Below this is a table for vaccine administration with columns for 'Vaccine', 'If Vaccine Refused, Reason', 'Clinic', 'Vacc Date', 'Age', and 'Prescribed By'. The 'Vaccine' column has a dropdown menu with options: DTAP, HEP B, PED/ADOL, MMR, POLIO-IPV, INFLUENZA-TIV. The 'If Vaccine Refused, Reason' column has a dropdown menu with options: MEDICAL EXEMPTION, RELIGIOUS EXEMPTION, PERSONAL EXEMPTION, DEFERRED. The 'Clinic' is set to 'IZ R US CLINIC', 'Vacc Date' is '10/19/2011', 'Age' is '5Y 4M 12D', and 'Prescribed By' is 'TEST, IMA (-)'. There are buttons for 'Create', 'Create and Administer', 'Cancel', 'Display All Vaccines', and 'Clear Vaccines'. A red message states 'Patient is VFC eligible'.



IMMUNIZATIONS MODULE: ADMINISTER VACCINES

Step 1: Select the name of the person who administered the vaccine from the “Administered By” dropdown menu.

Step 2: Select the lot number from the “Mfg Lot” dropdown menu.

Links

VFC Eligibility Status

You can enter a Vaccine Refusal/Deferral on this screen.

Step 3: Select the body site, e.g. left arm or right arm, from the “Site” dropdown menu.

Step 4: Once all required information has been entered, click the “Update” button to record the vaccines in the registry and return to the Immunizations Home screen.

Vaccine	Administered By	Mfg Lot	Exp Date (MM/DD/YY)	Funding Src	Inv Loc	NDC	Brand
VAR (Varivax)	TEST, IMA (-)						
Polio-IPV	TEST, IMA (-)	(U) EMC US53622	06/06/12	VFC	I2RUS INV		
Hep A, ped/adol	TEST, IMA (-)						



IMMUNIZATIONS MODULE: ADMINISTERED VACCINES ON IMMUNIZATIONS HOME SCREEN

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

Welcome IMA TEST, Log Out



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 - User Defaults
 - User Vaccine Defaults
 - Clinic Vaccine Defaults

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Immunizations Home

Use this Screen to view a Patient's Immunization History and to add new Immunizations.

[Immunization Record \(Yellow Card\)](#)
[Patient Administrative Record](#)
[College Certificate of Immunization](#)
[School Certificate of Immunization \(Page 1\)](#)
[School Certificate of Immunization \(Page 2\)](#)

View TEST, ANNA (444714) DOB: 06/07/2006

Precautions / Contraindications ARE specified
Add Vaccines Administer Vaccines Add History

DOB 06/07/2006 **Age** 4Y 11M 4D **History of Varicella?** NO **Date of Varicella** **The patient has previously refused one or more vaccines.**

Recommended Immunizations for today, 5/11/2011

MMR
 Hep A, ped/adol
 PCV-13 (prevnar)

You will now see your saved administered vaccine on the Immunizations Home screen.

Vaccine	Dose	Date	Age	Clinic					
Tetanus containing									
DTaP-HepB-IPV (Pedia)	1	08/10/2006	0Y 2M 3D	PR				H	? Update
DTaP	1	09/01/2006	0Y 2M 25D	PR				H	? Update
DTaP	2	10/12/2006	0Y 4M 5D	PR				H	? Update
DTaP	3	03/09/2011	4Y 9M 2D	IZRUS					? Update
Polio									
DTaP-HepB-IPV (Pedia)	1	08/10/2006	0Y 2M 3D	PR				H	? Update
Polio-IPV	2	10/12/2006	0Y 4M 5D	PR				H	? Update
Polio-IPV	3	05/11/2011	4Y 11M 4D	IZRUS IZ					? Update
MMR/Measles									
MMR	1	06/10/2007	1Y 0M 3D	PR				H	? Update



IMMUNIZATIONS MODULE: CREATE AND ADMINISTER VACCINES SEPARATELY

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC Welcome IMA TEST, Log Out



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Immunizations Home

Use this Screen to view a Patient's Immunization History and to add new Immunizations. i

Immunization Record (Yellow Card)
Patient Administrative Record
College Certificate of Immunization
School Certificate of Immunization (Page 1)
School Certificate of Immunization (Page 2)

View TEST, ANNA (444714) DOB: 06/07/2006

DOB 06/07/2006 **Age** 4Y 11M 4D **History of Varicella?** NO **Date of Varicella** **The patient has previously refused one or more vaccines.**

Recommended Immunizations for today, 5/11/2011 (4Y 11M 4D) (1799 days)

Vaccine
MMR
Hep A, ped/adol
PCV-13 (prevnar)

Vaccine	Dose	Date	Age	Clinic
Tetanus containing				
DTaP-HepB-IPV (Pedia	1	08/10/2006	0Y 2M 3D	PR
DTaP		09/01/2006	0Y 2M 25D	PR

To record vaccinations that you have previously added to the registry but not administered (recorded as given), click the “Administer Vaccines” button and follow the same steps to Administer Vaccines.

Important! Always Delete or Administer any Added Vaccines in a timely manner.



EXERCISE 2: IMMUNIZATIONS MODULE - ADMINISTER IMMUNIZATIONS

- Administer Immunization
 - Find your patient from Exercise 1.
 - Add historical immunization for birth dose of Hep B and any other appropriate immunization history.
 - Review results of Recommender.
 - Add Vaccine(s)
 - Refuse at least one immunization.
 - Administer Vaccine(s)
- View Immunization Records/Certificates
 - Patient Administrative Record
 - School Immunization Certificate



EXERCISE 3: IMMUNIZATIONS MODULE - HISTORICAL IMMUNIZATIONS

- Create a New Patient.
 - Age: less than 4 years old
- Add historical vaccines, view Recommender, repeat.
 - Observe impact on Recommender results.
 - Observe renumbering of doses in each series.
- Administer at least one vaccine with a date of 3 days ago.
 - Use Immunizations Details screen to log adverse reaction.
- Administer Tb skin test with a date of 3 days ago.
 - Use Immunizations Details screen to log results as of today.



EDUCATION MODULE

Allows users with permission (LPHA users) to view patient's school enrollment. Users will not be able to make any edits in this screen (view only).

ST, Log Out

PROVIDER: IZ R US PRO



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Education

Click "View" to see the details of an existing record or "Add School Enrollment" to create a new record.

View TEST, KIM (444336) DOB: 03/13/1985

School District	School	Enrollment Date	Unenrollment Date	FERPA Date		
Hinsdale	Lake City High School	01/26/2011		01/26/2011	?	View

To view the patient's student enrollment information, click the "View" button.

To access the Education screen, click the Education link located in the menu.



EDUCATION MODULE: VIEW DETAILS

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

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Education

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page.

Edit TEST, KIM (444336) DOB: 03/13/1985

School District
HINSDALE

School
LAKE CITY HIGH SCHOOL

Author
KIM DUGGER

Student ID Enrollment Date Unenrolled Date Grade Level

Comments

FERPA Consent

Date	Method	Relationship
<input type="text" value="01/26/2011"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

FERPA Consent: School users can document FERPA consent in CIIS.



REPORTS/FORMS MODULE

- There are a variety of reports/records/forms to choose from within this module.
- Reporting Groups Include:
 - Immunization Records/Certificates
 - Immunization Forms such as ACIP Recommendations and VIS forms
 - Patient Management Reports
 - Reminder/Recall – must have permission to access this functionality.
 - Note: Reminder/Recall will be covered in a separate training.
 - Coverage Statistics
 - VFC Reports
 - Data Quality – User
 - Inventory Management – Vaccine (must utilize Type 3 Inventory to access these reports)
 - CoCASA
 - LPHA Reporting Group



REPORTS/FORMS MODULE

- Report help and definitions will be provided on the Reports/Forms Home screen and via a Reports Manual.
- General users no longer need special access to view most reports. Some reporting groups will require special permission, (e.g., LPHA reporting group will only be available to LPHA users).
- Report Output: Most reports can be generated to a PDF document, while some can be generated to HTML or as an Extract file. If generating to Extract file, use a comma as your delimiter to open/save the report in Excel format.



REPORTS/FORMS MODULE

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

Reports/Forms

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

Patient

- Immunization Record (Yellow Card)
- Patient Administrative Record
- Batch Patient Administrative Record
- College Certificate of Immunization
- School Certificate of Immunization (Page 1)
- School Certificate of Immunization (Page 2)
- IZ History/Risk/Recommendations

Forms / Informational Documents

- ACIP Child Immunization Schedule
- ACIP Adolescent Immunization Schedule
- ACIP Child and Adolescent Catch-up Immunization Schedule
- ACIP Adult Immunization Schedule
- Colorado Board of Health School Requirements
- CDC Travel Vaccine Recommendations
- Provider and Clinic Information
- Product Listing
- Vaccine Information Statements (VIS)

Patient Management

- Birth Vaccinations
- Patient Detail with Services
- Patient List By Insurance Source
- Patient List/Counts By Clinic Report
- Patient Roster
- Patients First Seen
- Patients with Vaccine Refusals
- Vaccine Recall

Coverage Statistics

- Clinic Immunization Count
- Daily Vaccinations Report
- Dosage Report
- Immunization Rates
- Vaccination Counts by Insurance Source
- Vaccinations by Funding Source

VFC Reports

- VFC Category Patient Count Report
- VFC Eligible Patients over age 18
- VFC Vaccination History

Variety of reporting groups including Patient Records, Forms, Coverage Statistics, and VFC reports.

To access the Reports/Forms Module, click the “Reports/Forms” link located in the menu.

To access a specific report or form, click the appropriate link to open the report or to enter your search criteria.



REPORTS/FORMS MODULE

Patient Roster Report: Generates a list (roster) of your patients within a specified vaccination date range and/or a specified patient age range.

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC



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- + Settings

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Patient Roster

Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page.

Report Selection Criteria

Provider

IZ R US PROVIDER TYPE 3

Clinic

IZ R US CLINIC

County of Residence

(ALL)

Group Report Totals by

- Provider/Clinic
- County

Vaccination Date Range

From: 01/01/2010 Through: 12/31/2010

Age Range

From: 12 Through: 35 UOM: MONTHS

Exclude Patients with Less than 2 non- Influenza/H1N1 Vaccinations?

Run Report

Cancel

Enter your search criteria and click the "Run Report" button.



REPORTS/FORMS MODULE

http://ciitest.state.co.us/webzinet_co/WebCode/reports/PatientsByProvider/View.aspx?TITLE=Pati - Windows Internet Explorer pro



May 11, 2011

Patient Roster

Provider = IZ R US PROVIDER TYPE 3, Clinic = IZ R US CLINIC, County = (ALL), Group By = Provider/Clinic, Age From = 12, Age Through = 35, Age Unit of Measure = MONTHS, Vaccination Date From = 01/01/2010, Vaccination Date Through = 12/31/2010, Exclude = T

Provider/Clinic: IZ R US PROVIDER TYPE 3 / IZ R US CLINIC

Patient ID	Last Name	First Name	Age	Date of Birth	Last Vac Date	Status
444508	ADAMS	LENNY	1Y 4M 10D	01/01/2010	01/01/2011	Active
444622	ADAMS	MISSY	1Y 7M 28D	09/13/2009	12/07/2010	Active
444770	ALGO	TEST	1Y 1M 1D	04/10/2010	04/10/2011	Active
444773	ALGO	TEST4	1Y 3M 23D	01/18/2010	01/20/2011	Active
444776	ALGO	TEST7	2Y 4M 9D	01/02/2009	01/02/2010	Active
444761	BERGA	RY	1Y 2M 16D	02/25/2010	03/15/2011	Active
444709	BUCHANAN	CONNOR	2Y 10M 4D	07/07/2008	10/21/2010	Active
444604	BUCHANAN	MISSY	1Y 7M 28D	09/13/2009	12/07/2010	Active
444750	BUD	ROSE	2Y 6M 25D	10/16/2008	10/14/2010	Active
444706	CLEVELAND	LENNY	1Y 4M 10D	01/01/2010	01/01/2011	Active
444468	COOLIDGE	CONNOR	2Y 10M 4D	07/07/2008	01/03/2010	Active
444670	COOLIDGE	LENNY	1Y 4M 10D	01/01/2010	01/01/2011	Active
444330	ELLA	CINDER	1Y 0M 10D	05/01/2010	09/08/2010	Active
444438	FILLMORE	DAVID	2Y 10M 7D	07/04/2008	10/21/2010	Active
444556	GARCIA	CONNOR	2Y 10M 4D	07/07/2008	10/21/2010	Active
444574	GARFIELD	MISSY	1Y 7M 28D	09/13/2009	12/07/2010	Active
444410	GRANT	MISSY	1Y 7M 28D	09/13/2009	12/07/2010	Active
444446	HARRISON	CONNOR	2Y 10M 4D	07/07/2008	01/03/2010	Active
444402	HAYES	DAVID	2Y 10M 7D	07/04/2008	10/21/2010	Active
444479	JACKSON	LENNY	1Y 4M 10D	01/01/2010	01/01/2011	Active
444654	JEFFERSON	MISSY	1Y 7M 28D	09/13/2009	12/07/2010	Active
444230	JOHNSON	JEREMIAH	1Y 1M 9D	04/02/2010	08/02/2010	Active
444549	JONES	LENNY	1Y 4M 10D	01/01/2010	01/01/2011	Active
444630	MADISON	CONNOR	2Y 10M 3D	07/08/2008	10/21/2010	Active
444490	MADISON				12/07/2010	Active

Sample output of Patient Roster Report in PDF format.



SETTINGS MODULE

- Change Password
- Password Questions
- User Defaults
- User Vaccine Defaults
- Clinic Vaccine Defaults
 - Note: You must have special permissions to have access to Clinic Vaccine Defaults.



PASSWORD CRITERIA

- Passwords must meet the following criteria:
 - Must be a minimum of 8 characters long
 - Must include at least one number (0-9)
 - Must include at least one special character (Ex: #, %, *, !, \$, etc.)
 - Must be changed a minimum of 2 times before re-use

Note: Passwords are case sensitive.



SETTINGS MODULE: CHANGE PASSWORDS

Step 1: Enter your existing password.

Step 2: Enter a new password in the New Password field and confirm it in the Confirm New Password field.

Step 3: Click the “Update” button to save your new password.

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US C



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Change Password

Click "Update" to save the re

Edit

Username	Existing Password
<input type="text" value="IMATEST"/>	<input type="password"/>
New Password	Confirm New Password
<input type="password"/>	<input type="password"/>

- Passwords must be a minimum of 8 characters long.
- Passwords must include at least one number. (0-9)
- Passwords must include at least one special character. (Ex: #, %, *, !, \$, etc.)
- Passwords must be changed a minimum of 2 times before re-use.

To access the Change Password screen, click the Change Password link located in the Settings submenu.



RESET PASSWORD

Note: You must have answered your password security questions in order to utilize the Forgot your password functionality. See Settings Module, Password Questions.



WELCOME TO THE
COLORADO IMMUNIZATION INFORMATION SYSTEM



Colorado Department
of Public Health
and Environment

Please enter your username and password to access CIIS. Note that the password is case sensitive. Click the 'Log In' button to continue ...

User Name:

Password:

[Forgot your password?](#)

CIIS User Support: (888) 611-9918
General Mailbox: CDPHE-CIIS@dphe.state.co.us

Step 1: If you have forgotten your password, click the "Forgot your password?" link located on the Login screen.

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RESET PASSWORD (CONT'D)

Step 2: Enter your Username and click the "Next" button.

Reset Password

Enter a unique question with answer for each row below. If you answer all the selected questions correctly you will be able to reset your password, otherwise your account will be disabled.

Enter Username - Step 1 of 3

Username
IMATEST

Next Cancel

Next Cancel

Step 3: Answer two of your password questions and click the "Next" button.

Reset Password

Enter a unique question with answer for each row below. If you answer all the selected questions correctly you will be able to reset your password, otherwise your account will be disabled.

Reset Password - Step 2 of 3

Question	Answer
WHAT IS YOUR FAVORITE CARTOON CHARACTER?	WINNIE
WHAT IS YOUR PET'S NAME?	BUSTER

Next Cancel

Next Cancel



RESET PASSWORD (CONT'D)



Reset Password

Enter a unique question with answer for each row below. If you answer all the selected questions correctly you will get to reset your password, otherwise your account will be disabled.

Reset Password - Step 3 of 3

		<input type="button" value="Next"/>	<input type="button" value="Cancel"/>
New Password	Confirm New Password		
<input type="password" value="....."/>	<input type="password" value="....."/>		
		<input type="button" value="Next"/>	<input type="button" value="Cancel"/>

Step 4: Enter a new password in both the “New Password” field and again in the “Confirm New Password” field and click the “Next” button to save the new password and return to the Login screen.



SETTINGS MODULE: PASSWORD QUESTIONS

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

HOME TEST, Log Out

CIIS
COLORADO IMMUNIZATION
INFORMATION SYSTEM

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Password Questions

Click "Update" to save the record or "Cancel" to return to the previous record.

Edit

You must answer at least 5 questions.

Question	Answer
What is your favorite cartoon character?	WINNIE
What is your favorite food?	
What is your favorite movie?	
What is your favorite song?	
What is your favorite TV show?	
What is your pet's name?	BUSTER
What was the color of your first car?	RED
What was the name of the street you grew up on?	IVY
What was the name of your maid of honor?	
What was your high school mascot?	RAM

Update Cancel

Update Cancel

Answer at least 5 questions and click the "Update" button to save your answers.

Click the "Password Questions" link located under the Settings submenu.



SETTINGS MODULE: USER DEFAULTS

To access User Defaults, click the “User Defaults” link located in the Settings submenu.

User Defaults allow the individual user to set certain application preferences.

Immunization Screen Preference: It is recommended you keep this checked.

Immunization History Screen Preferences: Alter the appearance/form of the Add History screen.

Demographic Defaults: Set user-level defaults for select Demographic fields. Overrides any clinic defaults.

Administered By and Prescribed By Defaults: Set defaults for the user who administered Immunizations and the person who prescribed/ordered the immunizations.

Once you have made your changes, click the “Update” button to save your edits.

User Defaults

Use the following options to return to the previous screen.

Edit

Immunization Screen

Auto-Populate Recommended Vaccines on Add Vaccination Screen

Immunization History Screen Preferences

Type of boxes: DATE BOXES

Number of boxes: 5

Demographic Defaults

Language: ENGLISH

City: DENVER

County: DENVER

State: COLORADO

Country: UNITED STATES

Zip Code: 80237

Administered By Defaults

Immunization Administered By: TEST, IMA (--)

Treatment Administered By:

Prescribed By: SEUSS, DR (--)

Update Cancel



SETTINGS MODULE: USER/CLINIC VACCINE DEFAULTS

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

Welcome IMA TEST, Log Out



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Settings

This is your central location to update various preferences on how the system will behave.



Click “User Vaccine Defaults” or “Clinic Vaccine Defaults” located under the Settings submenu.

Note: User can enter inventory through either screen depending on permissions.



SETTINGS MODULE: CLINIC VACCINE DEFAULTS

Define the clinic-level defaults for the inventory information on the Administer Immunizations screen (by vaccine type). Only select users with the necessary security permissions will see this option. Inventory entered into this screen will be seen by all users associated with that clinic.

You can filter your inventory by Status, Vaccine, and Funding Source.

Click "Update" to save the record or "Cancel" to return to the previous page.

Clinic - Edit

Clinic: TYPE 2 CLINIC

Status: NOT EXPIRED Vaccine: (ALL) Funding Source: (ALL) Search

Vaccine	Manufacturer	NDC	Brand	Lot	Funding Src	Exp Date	Dosage	Route	Delete?
DTAP	PMC	49281-0282-15	TRIPEDIA (7.5 M	0789Y	PUBLIC	09/08/2013	0.50	INTRAMUS	
DTAP	PMC	49281-0288-05	TRIPEDIA (7.5 M	7898	PUBLIC				
DTAP	SKB			AC1237GH	PRIVATE				
DTAP-HEPB-IPV (PEDIA	SKB	58160-0811-52	PEDIARIX (0.5 M	9876	PRIVATE				
DTAP-HIB-IPV (PENTAC	PMC	49281-0510-05	PENTACEL (0.5 M	C3681AA	PUBLIC				
DTAP-IPV (KINRIX)	SKB	58160-0812-52	KINRIX (0.5 ML	34568	PRIVATE				
HEP A, ADULT	MSD	00006-4096-09	VAQTA (1.0 ML X	78699AA	PRIVATE	10/12/2013	1.00	INTRAMUSCULAR	<input type="checkbox"/>
HEP A, ADULT	SKB			67890AA	PRIVATE	06/10/2012	1.00	INTRAMUSCULAR	<input type="checkbox"/>
HEP A, PED/ADOL	SKB			67891Y	PUBLIC	01/31/2012	0.50	INTRAMUSCULAR	<input type="checkbox"/>
HEP B, ADULT	SKB	58160-0821-01	ENGERIX B (1 ML	5687AA	PRIVATE	12/31/2013	1.00	INTRAMUSCULAR	<input type="checkbox"/>
HEP B, PED/ADOL	SKB	58160-0820-01	ENGERIX B (0.5	1234R	PRIVATE	10/05/2013	0.50	INTRAMUSCULAR	<input type="checkbox"/>
HIB, FRP-T (ACTHIB)	PMC			1599Y	PUBLIC	07/31/2012	0.5	INTRAMUSCULAR	<input type="checkbox"/>
INFLUENZA, SEASONAL	PMC	49281-0011-10	FLUZONE 2011-20	U234H	PRIVATE	06/30/2012	0.50	INTRAMUSCULAR	<input type="checkbox"/>
INFLUENZA, SEASONAL	PMC	49281-0378-15	FLUZONE (5.0 ML	C3422AA	PRIVATE	06/30/2011	0.50	INTRAMUSCULAR	<input type="checkbox"/>
MMR	MSD			5646	PUBLIC	05/05/2012	0.50	SUBCUTANEOUS	<input type="checkbox"/>
MMR	MSD	00006-4682-00	MMR II (10 VIAL	1235Y	PRIVATE	10/05/2012	0.50	SUBCUTANEOUS	<input type="checkbox"/>
PCV-13 (PREVNAR)	WAL		PREVNAR 13 (0.5	84595	PRIVATE	06/15/2015	0.05	SUBCUTANEOUS	<input type="checkbox"/>
POLIO-IPV	PMC			5664X	PUBLIC	10/12/2012	0.50	SUBCUTANEOUS	<input type="checkbox"/>
POLIO-IPV	PMC	49281-0860-55	IPOL (0.5 ML X	6677AA	PRIVATE	08/30/2012	0.50	SUBCUTANEOUS	<input type="checkbox"/>
VAR (VARIVAX)	MSD			126589AB	PRIVATE	10/12/2012	0.50	SUBCUTANEOUS	<input type="checkbox"/>

Update Cancel

Step 2: Click the "Update" button to save your information.

Step 1: Use the various dropdowns and fields to build a list of your vaccine inventory at the clinic level.



TYPE 2 INVENTORY

- ◎ Type 2: Tracks Inventory Information but does not track Doses On-Hand.
 - Tracks Manufacturer, NDC Number, Brand, Lot Number, Funding Source, Expiration Date, Dosage, and Route.
 - Can optionally specify Route defaults.
 - Adding immunizations is a two-step process
 - Step 1: Add immunizations: Provide the clinic and date and select immunization(s).
 - Step 2: Administer immunizations: Associate an inventory item with each immunization.



TYPE 2 INVENTORY

- Inventory is managed under the Settings Module.
 - Clinic Level Defaults
 - Select users manage the list of available inventory options. Enter inventory that will be viewed/used by all clinic staff into this screen.
 - User Level Defaults
 - Users manage their personal list of available inventory options.
 - **Note: User Defaults will be used when both Clinic and User Defaults exist. Inventory entered into this screen will only show for that individual user, not for the entire clinic.**
- Cons:
 - System cannot be used to track inventory at the dose level.
 - No inventory reports are available.



INVENTORY

- The new registry offers three levels of inventory control (set on a provider-by-provider basis).
 - Type 1 Inventory (no inventory control): Only School Users will have this option.
 - Type 2 Inventory Control: Captures Manufacturer and Lot information but through the Settings Module, not the Inventory Module.
 - Type 2 Inventory is similar to inventory functionality in current CIIS.
 - Type 3 Inventory: Full Inventory Control
 - The Inventory Module is for Type 3 Inventory only.
 - Type 3 Inventory is a separate training intended for providers who choose to use that module.



INVENTORY MODULE: TYPE 3 INVENTORY

- The Inventory Module allows the user to manage and track inventory real-time as doses are administered and recorded in the system.
- The Inventory Module course will cover:
 - Inventory Locations
 - Inventory On-Hand
 - Adding Inventory
 - Editing Inventory
 - Inventory Adjustment
 - Inventory Transfer
 - Inventory Inquiry
 - Inventory Reconciliation
 - Inventory Reports
- The Inventory Module will be a separate training. Contact your CIIS Coordinator or User Support to learn more.



Accessing the Training Website

- URL/Website address for the CIIS new registry **training** website:
 - http://ciitest.state.co.us/webiznet_co/Login.aspx
- **Important!** The above website is a simulated, training environment. Do not enter real data as it will not transfer to the live application.
- Generic User Name and Password for the training website:
 - User Name: **ciisuser**
 - Password: **ciisuser1!**
 - Remember: The user name is not case sensitive though the system will auto-convert it to all caps. The password is case sensitive.
- **Have fun learning and playing in the new system!**



QUESTIONS?

- CIIS User Support:
 - 1-888-611-9918, option 1
- CIIS General Email:
 - cdphe.ciis@state.co.us
- CIIS Website: www.ColoradoIIS.com
- CIIS Training and Outreach Coordinator
 - Phyllis Bourassa
 - phyllis.bourassa@state.co.us