

Client Search and Printing Immunization Records

MIIC USER GUIDANCE TRAINING RESOURCE

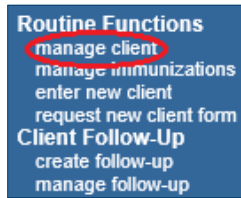
This guide describes how to search for a client, what a record contains, and how to print a client immunization record/report.

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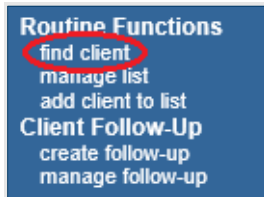
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Getting started

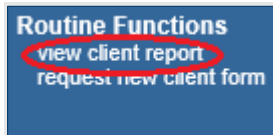
1. Log into MIIC using your organization code, username, and password.
2. Find the client search feature based on your MIIC-user type.
 - **Most users** will be able choose “manage client”



- **Read Only** users will choose “find client”



- **Reports Only** users will choose “view client report”



Client search

1. Use the “Client Search Criteria” screen to search for clients in MIIC.

CLIENT SEARCH AND PRINTING IMMUNIZATION RECORDS

Client Search Criteria

Last Name <input type="text"/>	Birth Date <input type="text"/>	Find
First Name <input type="text"/>	Gender <input type="radio"/> M <input type="radio"/> F <input type="radio"/> N/A	Clear
Middle Name <input type="text"/>	Phone <input type="text"/> - <input type="text"/> - <input type="text"/>	
Mother's Maiden Last <input type="text"/>	Chart # <input type="text"/>	
Mother's First Name <input type="text"/>	MIIC ID <input type="text"/>	

- You need to search by a **minimum of two fields** of either a last name, first name, or birth date

Note: There is an exception if you have the MIIC ID number. Each client in MIIC has a unique MIIC ID and you can search by that number alone. The MIIC ID number can be found on the top right side of the clients' personal information screen or the client information page on the immunization record depending on which search option you chose.

Personal Information

MIIC ID: 14883406

Last Name Gender M F Unknown

First Name Birth Date

Client Information

MIIC ID: 14883406

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart Number
RAINBOW FANCY PANTS BRIGHT	02/14/2015	U	UNICORN	ACIP	12345678910

- You must enter **at least three characters of the last name** or **two characters of the first name** or the **birth date**. The date format is MMDDYYYY (two-digit month, two-digit day, and four-digit year). MIIC automatically enters the slashes.

2. When searching, some results that may appear are:

- Match to one record.** If there is only one client in MIIC that matches the criteria, you will go directly to the client information and immunizations screen.
- Multiple possible client matches.** If there is more than one potential match, you will see a list of possible matches. You can click on anything in blue and underlined to go to the client information and immunizations screen.
 - Selecting a record where the 'AKA' column is checked means this client's record has an alias. Always verify the client demographics once you are viewing the record. If the information for the AKA on the search screen does not match the client whose record you've opened, notify the MIIC Help Desk at health.miichelp@state.mn.us.
 - If there are multiple records that match to your client open each one to view additional client information, such as address. If two or more records match your client, send the MIICIDs to the Help Desk at health.miichelp@state.mn.us and an indicator on which ID# is the most accurate.

Note: The column "AKA" means alias or "also known as". Clients listed with a nickname, misspelled first or last names, or incorrect date of births will show as a separate match or alias, indicated by a checkmark in the "AKA" column. Choosing either option will bring you to the same client profile.

CLIENT SEARCH AND PRINTING IMMUNIZATION RECORDS

Client Search Criteria

Last Name <input type="text"/>	Birth Date <input type="text" value="09/21/2008"/>	Find
First Name <input type="text"/>	Gender <input type="radio"/> M <input type="radio"/> F <input type="radio"/> N/A	Clear
Middle Name <input type="text"/>	Phone <input type="text" value="-"/> - <input type="text" value="-"/> <input type="text" value=""/>	
Mother's Maiden Last <input type="text"/>	Chart # <input type="text"/>	
Mother's First Name <input type="text"/>	MIIC ID <input type="text"/>	

Possible Matches: 2

Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Phone	AKA
DUCK	DON		09/21/2008				M	555-5555	
DUCK	DONALD		09/21/2008				M	555-5555	✓

- After selecting the client record you want to view, verify that it is the correct client by checking at least three details about a client before to ensure this is the correct MIIC record. For example, does first name, last name, and date of birth match? If the last name does not match, can your client verify a previous name or mother’s maiden name, phone number, etc.?
- **Your search found too many results. Please refine your search criteria.** Add additional search criteria to narrow the search.

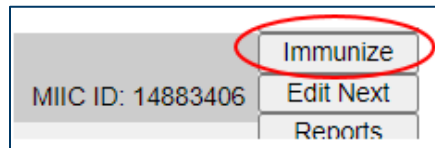
Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Phone	AKA
Your search found too many (91) results. Please refine your search criteria.									

- **No clients were found for the requested search criteria.** Try different search criteria. For example, instead of first and last name try searching for your client with first name and date of birth in case the client has been known under a different last name.

Note: There are also instances where too many clients meet the criteria and will display the same message. If you only used the first 2-3 letters of the first and/or last name, consider adding additional letters or search criteria.

Interpreting a MIIC immunization record

Once you have found your client to view the immunization record, click on the Immunize button and it will navigate you to the immunization record.



A **MIIC Immunization Record** includes the following:

CLIENT SEARCH AND PRINTING IMMUNIZATION RECORDS

Client Information MIIC ID: 9016085

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart Number
DONALD QUACK DUCK	02/02/1950	M		ACIP	
Address: 4321 ANY STREET, DISNEYLAND, CA 55303 (421) 124-4211					
Comments					

History

Vaccine Group	Date Administered	Series	Vaccine [Trade Name]	Dose	Owned?	Hist?	Edit
HepA	02/01/2005	1 of 2	HepA-Ped 2 Dose [Havrix-Peds ®]	Full			
HepB	06/18/2008	1 of 3	HepB-Adult [HepB-Adult ®]	Full			
Influenza	08/28/2009	Booster	Flu, trivalent, live attenuated [FluMist trivalent ®]	Full	No		
MMR	06/18/2008	1 of 2	Rubella-Mumps [Biavax II ®]	Full			
Td/Tdap	06/18/2008	1 of 4	Td-Preservative free [Decavac 7+ yrs ®]	Full			
Tetanus	11/01/2017		Tetanus toxoid, adsorbed [TT adsorbed ®]		No	Yes	

Current Age: 70 years, 8 months, 5 days

Vaccines Recommended by Selected Tracking Schedule

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input checked="" type="checkbox"/>	HepA	08/01/2005	08/01/2005	03/01/2006	
<input checked="" type="checkbox"/>	HepB	07/16/2008	07/16/2008	09/10/2008	
<input checked="" type="checkbox"/>	Influenza	09/25/2009	07/01/2020	08/28/2010	
	MMR	Maximum Age Exceeded			
<input checked="" type="checkbox"/>	Pneumo-poly	02/02/2015	02/02/2015	02/02/2016	
<input checked="" type="checkbox"/>	Td/Tdap	07/16/2008	07/16/2008	09/10/2008	
<input checked="" type="checkbox"/>	Zoster/shingles	02/02/2000	02/02/2000	02/02/2002	

1. **Client Information:** The area on the top of the screen displays client contact information (e.g., name, address, and phone number), depending upon what has been previously entered. Client comments indicate that there is some additional information pertaining to immunizations. This would include, for example, history of chickenpox or if there was a refusal of an immunization.
2. **Immunization History:** The middle section lists vaccine groups alphabetically with the actual date the immunization was administered, and the sequence of doses as entered in MIIC (plus trade name if entered). "Owned" or "Hist" indicates how the immunization was entered in MIIC.
3. **Recommended Vaccines:** At the bottom of the screen is the MIIC forecaster. This will forecast what immunizations are due for the client based on the age of the client and what immunization history is already in MIIC. Please refer to [Interpreting a MIIC Vaccination Record \(www.health.state.mn.us/people/immunize/miic/train/interpret.html\)](http://www.health.state.mn.us/people/immunize/miic/train/interpret.html) for more information on how to interpret the forecaster.

Printing a record

1. To print a record for a client, most users can select the "Reports" button on the client's record.

Note: Read Only users can select "Print MIIC Immunization Report" to open a separate window, showing a full MIIC Immunization Report (see step 3).

2. This will bring you to the report page. Click on the "MIIC Immunization Report" button.

CLIENT SEARCH AND PRINTING IMMUNIZATION RECORDS

Client Information					MIIC ID: 9016085
Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart Number
DONALD QUACK DUCK	02/02/1950	M		ACIP	
Address 4321 ANY STREET, DISNEYLAND, CA 55303 (421) 124-4211					
Comments					
Reports Available for this Client					
Report	Description	Additional Information			
Vaccine Administration Record	This is a Vaccine Administration form that displays client's demographics and contact information, as well as immunizations available in the selected site.	Site <input type="text"/>			
Complete Immunization	Displays demographics, registry data, contact information, as well as detailed immunization history.	None			
MIIC Immunization Report	Displays demographics, registry data, contact information, as well as detailed immunization history.	None			

- This will open a separate window, showing a full MIIC Immunization Report that you can save as either a PDF or print.

Minnesota Immunization Report

Name (L, F, M): SOMERSET, ALMA SOLANIO MIIC ID: 9016085

Date of Birth: 04/09/2019 **Age:** 3 years, 11 months, 18 days 1 day **Gender:** F Org ID: N/A

This report contains immunizations submitted to MIIC. Provider participation in MIIC is voluntary. Please check with your healthcare provider if you notice missing vaccinations. This report should be acceptable to use as proof of immunization for child care, school, and other purposes.

Vaccine Type	Dose Number	Date	Vaccine (Trade Name)
DTaP	1 of 5	06/09/2019	DTaP/Polio/Hib [Pentacel ®]
DTaP	2 of 5	08/09/2019	DTaP/Polio/Hib [Pentacel ®]
DTaP	3 of 5	10/09/2019	DTaP/Polio/Hib [Pentacel ®]
DTaP	4 of 5	04/09/2020	DTaP/Polio/Hib [Pentacel ®]
Hib	1 of 4	06/09/2019	DTaP/Polio/Hib [Pentacel ®]
Hib	2 of 4	08/09/2019	DTaP/Polio/Hib [Pentacel ®]
Hib	3 of 4	10/09/2019	DTaP/Polio/Hib [Pentacel ®]
Hib	4 of 4	04/09/2020	DTaP/Polio/Hib [Pentacel ®]
Polio	1 of 5	06/09/2019	DTaP/Polio/Hib [Pentacel ®]
Polio	2 of 5	08/09/2019	DTaP/Polio/Hib [Pentacel ®]
Polio	3 of 5	10/09/2019	DTaP/Polio/Hib [Pentacel ®]
Polio	4 of 5	04/09/2020	DTaP/Polio/Hib [Pentacel ®]

Not Valid - According to the national immunization schedule and FDA license indications, this vaccine dose was given outside the recommended indications and may need to be repeated to ensure proper immunity. Please check with your healthcare provider if you have.

Immunization Comments	Immunizations Recommended	
Comment	Vaccine	Recommended Date
None	COVID-19	10/09/2019
	DTaP	04/09/2023
	HepA	04/09/2020
	HepB	04/09/2019
	Hib	COMPLETE
	Influenza	10/09/2019
	MMR	04/09/2020
	Pneumo-conj	04/09/2021
	Polio	04/09/2023
	Varicella	04/09/2020

MIIC help

For assistance with searching for clients and/or printing client immunization records, contact the MIIC Help Desk using the "Help Desk" button on MIIC for any additional questions or use the light bulb icon to access additional user guidance resources.

MIIC
Minnesota Immunization
Information Connection

Production Region 7.22

Routine Functions
manage client
manage immunizations

[home](#) [manage my account](#) [logout](#) [help desk](#)

organization MIIC • user MIIC User • role Typical User

announcements:

- NEW 07/08/2020 ~ [MIIC release 7.22 is live](#)
- NEW 03/23/2020 ~ [COVID-19 help desk phone suspension](#)
- NEW 03/11/2020 ~ [MIIC release 7.21 is live](#)

Minnesota Department of Health
 Minnesota Immunization Connection
 PO Box 64975, St. Paul, MN 55164-0975
 651-201-5207
health.miichelp@state.mn.us
www.health.state.mn.us/people/immunize/miic

04/05/2023

To obtain this information in a different format, call: 651-201-5207.