



# ASIIS Patient Maintenance

Viewing/Adding/Editing Patient Records  
Vaccination Forecasts and Summary  
Printing Patient Immunization Records

# Patient Search Tips

First try searching by patient's first name, last name and date of birth (enter the date of birth as a string of numbers, i.e. enter January 1<sup>st</sup>, 2008 as 01012008).

If you can not find the patient, try searching by:

- Patient's first initial and date of birth
- Patient's last name and date of birth
- Patient's first and last names only
- Chart Number
- Patient first and last initial with the wildcard characters % or \_ .
  - Note: You must enter a wildcard character in the first and last name.

# Wildcard Character Examples

- The percentage (%) wildcard character is useful when you are unsure how a name is spelled and can be used to replace multiple letters. (e.g. unsure if the name is Janet or Janice).

**(%) Wildcard Example:** We could enter Jan% for the first name and click on the SEARCH button to locate all names that begin with JAN.

Patient Search		<a href="#">Click here to use the 'advanced' search</a>	
First Name or Initial:	<input type="text" value="Jan%"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text" value="Smit%"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>

- The underscore wildcard character ( \_ ), is useful when you are unsure of how a name is spelled but know it is a single letter (e.g., we are unsure if the name is Diane or Diana)

**( \_ ) Wildcard Example:** We could enter Dian\_ for the first name and click on the SEARCH button to locate all names that begin with DIAN.

Patient Search		<a href="#">Click here to use the 'advanced' search</a>	
First Name or Initial:	<input type="text" value="Dian_"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text" value="smit_"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>

# Patient Search

To search for a patient, click the **Search/Add** link under the **Patient** tab in the navigation pane. Enter the search criteria. Use any combination of the patient's first and last name and date of birth. Click the **Search** button.

**Patient Search** [Click here to use the 'advanced' search](#)

First Name or Initial:	<input type="text" value="minnie"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text" value="mouse"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>

**Family and Address Information:**

Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Select..."/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>

**Note:** When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and \_ to replace a single character.

Check here if adding a new patient.

Once you locate the patient, hover over the name until it is highlighted in purple and click on the name.

Logged in: DESIREE LONG

Date: June 3, 2014

Organization (IRMS): 0000\_ADHS INTERNAL BEDCS USE (1066)

- ▶ Main
- ▶ Favorites
- ▶ Patient
- ▶ Vaccinations
- ▶ Organization (IRMS)
- ▶ Facilities
- ▶ Physicians & Vaccinators
- ▶ Lot Numbers
- ▶ Orders/Transfers
- ▶ Reports
- ▶ Settings
- CASA Export
- ▶ Reminder/Recall
- ▶ Imports
- ▶ Exports
- Scheduled Reports
- Job Queue
- Change Password
- Administration
- Answers

**Patient Search** Click here to use the 'advanced' search

First Name or Initial:	<input type="text" value="minnie"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text" value="mouse"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>

**Family and Address Information:**

Guardian First Name:	Mother's Maiden Name:
Street:	
City:	State: <input type="text" value="Select..."/>
Zip Code:	Phone Number:

**Note:** When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and \_ to replace a single character.

Check here if adding a new patient.

**Patient Search Results**

Records Found = 6      Search Criteria: First Name / Last Name (Exact)

Show  entries      Search:

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
MINNIE		MOUSE	12/05/2007	3837913	LISA	MOUSE
MINNIE		MOUSE	01/01/1984	5478659	MICKEY	MOUSE
MINNIE		MOUSE	08/25/2010	5648415		
MINNIE		MOUSE	11/16/1935	5979976		
MINNIE		MOUSE	12/07/1960	6473398		
MINNIE		MOUSE	02/03/2004	6712824	MARGIE	MOUSE

Showing 1 to 6 of 6 entries

Version: 5.14.2.2



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Clicking on the name takes you to the Patient Demographic Master View page.

To edit the record, click on the “Edit” button.



- Main
- Favorites
- Patient
- Vaccinations
- Organization (IRMS)
- Facilities
- Physicians & Vaccinators
- Lot Numbers
- Orders/Transfers
- Reports
- Settings
- CASA Export
- Reminder/Recall
- Imports
- Exports
- Scheduled Reports
- Job Queue
- Change Password
- Administration
- Answers

Version: 5.14.2.2



Logged in: DESIREE LONG

Date: June 3, 2014

Organization (IRMS): 0000\_ADHS INTERNAL BEDCS USE (1066)



**Patient Demographic Master View**

<b>Record Info</b>			
SIIS Patient ID:	6712824	Organization (IRMS) Owner:	26 - ADELANTE HEALTHCARE - SURPRISE
Entry Date:	04/03/2014 11:40:52 AM	Last Update:	04/10/2014 09:39:19 AM
<b>Patient</b>			
First Name:	MINNIE	Race:	Black or African American
Middle Name:		Ethnicity:	
Last Name:	MOUSE	Language:	
Suffix:		SSN:	
Birth Date:	02/03/2004	Medicaid #:	
Birth File #:		Multiple Birth:	1 of 1
Age:	10	Military:	
Block Recall:		Recall Attempts:	0
Sex:	FEMALE	Inactive:	
Mother Maiden Nm:	MOUSE	VFC status:	AHCCCS
		Vaccine Supply:	PUBLIC
Cell Phone:			
<b>- Primary Address</b>			
Address 1:	1234 WEST DISNEY LANE	Address 2:	
City:	PHOENIX	State:	AZ
Zip Code:	85007		
Phone Number:			
Email:			
Country:	United States	County/Parish:	MARICOPA
<b>- Family &amp; Contact</b>			
Contact 1 First:	MARGIE	SSN 1:	
Contact 1 Middle:	MAY	Contact 2 First:	
Contact 1 Last:	MOUSE	Contact 2 Last:	
Work Phone:			
+ Alias			
+ Secondary Patient Demographics			
+ School			
+ Primary Insurance			
+ Medical Home Facility			
+ Birth & Death			

Include in CASA ( currently 0 patients flagged )

Edit High Risk Categories

Update Programs

Back Edit



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# Edit a Patient's Record

This will bring you to the Patient Demographics Edit page.

Add or update the patient's information. Once completed click **Save** at the bottom of the page.

**Tip:** To expand a section click on the + and to compress a section click on the - .

Patient Demographics Edit			
Patient			
<b>First Name:</b>	MINNIE	Race:	White
Middle Name:		Ethnicity:	--select--
<b>Last Name:</b>	MOUSE	Language:	English
Suffix:	--none--	SSN:	XXX - XX - 5555
<b>Birth Date:</b>	02/03/2004	Medicaid #:	
Birth File #:		Multiple Birth:	--selec of --selec
<b>Sex:</b>	FEMALE	Inactive:	--select--
Mother Maiden Name:	MOUSE	<b>VFC Status:</b>	AHCCCS
Military:	<input type="checkbox"/>	Block Recall:	<input type="checkbox"/>
Cell Phone:			
Comments:			
<b>- Address</b>			
Address 1:	1234 WEST DISNEY LANE		
Address 2:		City:	PHOENIX
Country:	United States	State:	AZ
County/Parish:	MARICOPA	Zip Code:	85007
Phone:	(602)654-3210		
Email:			
<b>- Family &amp; Contact</b>			
Guardian 1 First:	MARGIE	Guardian 1 SSN:	XXX-XX-8989
Guardian 1 Middle:	MAY	Guardian 2 First:	MARCUS
Guardian 1 Last:	MOUSE	Guardian 2 Last:	MOUSE
Guardian Work Phone:	(623)321-0987		
<b>+ Alias</b>			
<b>+ Secondary Patient Demographics</b>			
<b>- School</b>			
School:	Click to select		
School Entry Date:			
<b>+ Insurance</b>			
<b>- Medical Home Facility</b>			
Physician:	--select--	Facility:	--select--
Admission Date:		District/Region:	
Next Appt. Date:		Chart Number:	
Medicaid Provider #:			
<b>+ Birth &amp; Death</b>			

Cancel **Save**



# Adding a Patient

To help reduce duplicate records, search for a patient before you add a new patient. Enter the search criteria and click the **Search** button. If no records are found then add the patient to ASIIS. Follow the steps on the next slide.

Patient Search		<a href="#">Click here to use the 'advanced' search</a>	
First Name or Initial:	<input type="text" value="minnie"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text" value="mouse"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Select..."/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>

**Note:** When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and \_ to replace a single character.

Check here if adding a new patient.

---

Patient Search Results	
Records Found = 0	Search Criteria: Last Name (Exact)

Show  entries Search:

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
No data available in table						

Showing 0 to 0 of 0 entries ◀ ▶

1. Check mark the “Check here if adding a new patient” box.
2. Fill in the fields highlighted in red.
3. Click the Search button. A dialog box will appear, click ok.
4. Make sure no matches are found.
5. Click the Add Patient button.

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text" value="minnie"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text" value="mouse"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text" value="11/08/1985"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text" value="123 Fun Street"/>		
City:	<input type="text" value="PEORIA"/>	State:	<input type="text" value="AZ"/>
Zip Code:	<input type="text" value="85381"/>	Phone Number:	<input type="text"/>

1 Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and \_ to replace a single character. 3 (Required fields are highlighted)

Check here if adding a new patient.

#### 4 Patient Search Results

Records Found = 0 Search Criteria: Advanced Search - Add / Edit / View

Show 10 entries

Search:

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
No data available in table						

Showing 0 to 0 of 0 entries

Before adding, check to make sure the patient you want to add is not listed above or not pending manual review.



Enter patient information into the appropriate fields, required fields are in **red**. The greyed out fields can only be changed in Edit mode. When completed, click **Save** at the bottom of the page.

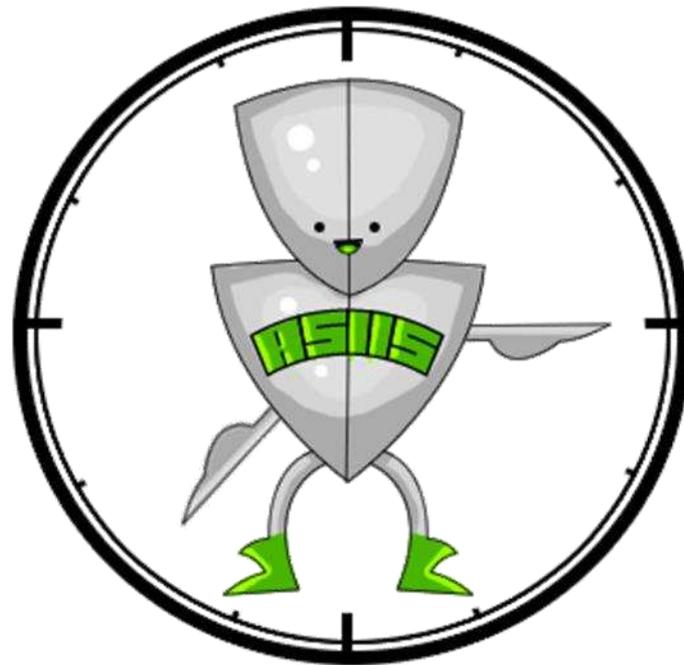
Use the **birth name** of the patients instead of “Baby Boy”, “Baby Girl” or Twin as the first name. Baby and Twin names are difficult to match with actual records if the last names are common.

Patient Demographics Edit			
Patient			
<b>First Name:</b>	<input type="text" value="minnie"/>	Race:	White Black or African American Hispanic
Middle Name:	<input type="text"/>	Ethnicity:	--select--
<b>Last Name:</b>	<input type="text" value="mouse"/>	Language:	--select--
Suffix:	--none--	SSN:	- - -
<b>Birth Date:</b>	<input type="text" value="02/03/2004"/>	Medicaid #:	
Birth File #:		Multiple Birth:	--select-- of --select--
<b>Sex:</b>	--select--	Inactive:	--select--
Mother Maiden Name:	<input type="text" value="Mouse"/>	<b>VFC Status:</b>	AHCCCS
Military:	<input type="checkbox"/>	Block Recall:	<input type="checkbox"/>
Cell Phone:	<input type="text"/>		
Comments:	<input type="text"/>		
- Address			
Address 1:	<input type="text" value="1234 West Disney Lane"/>		
Address 2:	<input type="text"/>		
Country:	United States	City:	PHOENIX
County/Parish:	MARICOPA	State:	AZ
Email:	<input type="text"/>	Zip Code:	85007
		Phone:	<input type="text"/>
- Family & Contact			
Guardian 1 First:	<input type="text" value="Margie"/>	Guardian 1 SSN:	<input type="text"/>
Guardian 1 Middle:	<input type="text" value="May"/>	Guardian 2 First:	<input type="text"/>
Guardian 1 Last:	<input type="text" value="Mouse"/>	Guardian 2 Last:	<input type="text"/>
Guardian Work Phone:	<input type="text"/>		
+ Alias			
+ Secondary Patient Demographics			
+ School			
- Insurance			
Health Plan:	UNITED	Other Health Plan:	<input type="text"/>
Billing ID:	<input type="text"/>	Enroll Date:	<input type="text"/>
Medicare Id:	<input type="text"/>		
+ Medical Home Facility			
+ Birth & Death			
			Cancel Save

If the patient is part of a multiple birth (twins or triplets or more), add the birth order and the birth count. For example, for triplets the first child born would be 1 (birth order) of 3 (birth count) and the second would be 2 (birth order) of 3 (birth count), etc. This will prevent merging of twin and triplet records.

Ethnicity:	--select--
Language:	--select--
SSN:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Medicaid #:	<input type="text"/>
<b>Multiple Birth:</b>	1 of 3
Inactive	--select--
<b>VFC Status:</b>	Ineligible
Block Recall:	<input type="checkbox"/>

# Vaccination Forecasts and Summary



To view the Vaccine Forecast and Summary for a patient, you must search and select that patient. Once you are on the Patient Demographic page, click on **Forecast** from the **Vaccinations** tab in the navigation pane.

Tip: Each time you search for a patient, use that as an opportunity to update the patient's demographic information.

Arizona Department of Health Services

Logged in: DESIREE LONG Date: June 3, 2014

Organization (IRMS): 0000\_ADHS INTERNAL BEDCS USE (1066)

**Patient Demographic Master View**

**Record Info**

SIIS Patient ID:	6712824	Organization (IRMS) Owner:	26 - ADELANTE HEALTHCARE - SURPRISE
Entry Date:	04/03/2014 11:40:52 AM	Last Update:	04/10/2014 09:39:19 AM

**Patient**

First Name:	MINNIE	Race:	Black or African American
Middle Name:		Ethnicity:	
Last Name:	MOUSE	Language:	
Suffix:		SSN:	
Birth Date:	02/03/2004	Medicaid #:	
Birth File #:		Multiple Birth:	1 of 1
Age:	10	Military:	
Block Recall:		Recall Attempts:	0
Sex:	FEMALE	Inactive:	
Mother Maiden Nm:	MOUSE	VFC status:	AHCCCS
		Vaccine Supply:	PUBLIC

**Cell Phone:**

**Primary Address**

Address 1:	1234 WEST DISNEY LANE	Address 2:	
City:	PHOENIX	State:	AZ
Zip Code:	85007		
Phone Number:			
Email:			
Country:	United States	County/Parish:	MARICOPA

**Family & Contact**

Contact 1 First:	MARGIE	SSN 1:	
Contact 1 Middle:	MAY	Contact 2 First:	
Contact 1 Last:	MOUSE	Contact 2 Last:	
Work Phone:			

+ Alias

+ Secondary Patient Demographics

+ School

+ Primary Insurance

+ Medical Home Facility

+ Birth & Death

Include in CASA ( currently 0 patients flagged )

Edit High Risk Categories

Update Programs

Back Edit

Version: 5.14.2.0

STC

The Vaccination Forecast identifies the recommended vaccines for the selected patient.



- ▶ Main
- ▶ Favorites
- ▶ Patient
- ▶ Vaccinations
  - View/Add
  - Forecast
  - Summary
- ▶ Organization (IRMS)
- ▶ Facilities
- ▶ Physicians & Vaccinators
- ▶ Lot Numbers
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- ▶ Reports
- ▶ Settings
- CASA Export
- ▶ Reminder/Recall
- ▶ Imports
- ▶ Exports
- Scheduled Reports
- Job Queue
- Change Password
- Administration
- Answers

Version: 5.14.2.0



Logged in: DESIREE LONG Date: April 3, 2014

Organization (IRMS): 0000\_ADHS INTERNAL BEDCS USE (1066)

Patient			
Name:	MINNIE MOUSE	SIIS Patient ID:	6712824
Date of Birth:	02/03/2004	Age:	10 yrs
Guardian:	MARGIE MAY MOUSE	Status:	Active

Vaccination Forecast					
The forecast automatically switches to the accelerated schedule when a patient is behind schedule.					
Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
FLU	3	10/01/2005	08/01/2005	10/31/2005	Past Due
DTaP/DT/Td	2	03/03/2011	03/03/2011	04/02/2011	Past Due
HPV	1	02/03/2015	02/03/2013	02/03/2017	Up to Date
MENINGOCOCCAL	1	02/03/2015	02/03/2015	02/03/2017	Up to Date

\* DTaP or DT should be given to patients under 7 years of age. One dose of Tdap should be administered to underimmunized children 7 years of age and older or as a booster dose. Td should be administered when appropriate.  
 \*\* If an adolescent has already begun the routine 3 dose Hep-B schedule, they should not be changed to the 2 dose schedule.

Due Now -- As of today's date, the patient's age falls between the recommended minimum age and the recommended maximum age for this dose and the absolute minimum interval has been met since the last dose.  
 Past Due -- As of today's date, the recommended maximum age or the recommended maximum date for this dose has passed.  
 Up to Date -- As of today's date, the patient is not due or past due.  
 Optional -- This vaccine may be administered today. Although the usual "recommended" date has not been met, the minimum valid date for this dose has been met.



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To view the vaccination summary for the selected patient select **Summary** from the **Vaccinations** tab in the navigation bar.

The Vaccination Summary report provides an overview of the selected patient's immunization record.



- ▶ Main
- ▶ Favorites
- ▶ Patient
- ▶ **Vaccinations**
  - View/Add
  - Forecast
  - Summary
- ▶ Organization (IRMS)
- ▶ Facilities
- ▶ Physicians & Vaccinators
- ▶ Lot Numbers
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- Scheduled Reports
- Job Queue
- Change Password
- Administration
- Answers

Version: 5.14.2.0



Logged in: DESIREE LONG Date: April 3, 2014

Organization (IRMS): 0000\_ADHS INTERNAL BEDCS USE (1066)

Patient				
Name:	MINNIE MOUSE	SIIS Patient ID:	6712824	
Date of Birth:	02/03/2004	Age:	10 yrs	
Guardian:	MARGIE MAY MOUSE	Status:	Active	

Vaccination Summary									
Vaccinations outside the ACIP schedule are marked with an 'X':									
Vaccine	1	2	3	4	5	6	7	8	
Tdap	02/03/2011 7 years								
OPV/IPV	06/03/2004 4 months	07/03/2004 5 months	01/03/2005 11 months	02/03/2008 4 years					
MMR	03/31/2005 13 months	05/07/2008 4 years							
Hep A	02/03/2005 12 months	08/03/2005 18 months							
Hep B - 3 Dose	02/03/2004 0 days	03/03/2004 4 weeks	09/05/2004 7 months						
Varicella	03/03/2005 13 months	04/09/2008 4 years							
Influenza	09/03/2004 7 months	10/03/2004 8 months							
Pneumo (PCV)	06/03/2004 4 months								

Invalid Vaccinations		
Invalid Vaccinations	Date	Reason

Vaccine Deferrals		
Vaccine	Dose	Date

Vaccine Contraindications
▶ Contraindications
▶ Exemptions



# Printing Patient Records

Patient immunizations can be printed out as requested by the patient or other medical personnel. Be sure to follow confidential document policies for your facility when giving records to patients.

To access an Immunization Record for a patient, you must search and select that patient.

1. Once you are on the Patient Demographic page, click on the **State Reports** link below the **Reports** heading.
2. Click on the **Patient Record** link.

Arizona Department of Health Services

Logged in: DESIREE LONG  
IRMS: 0000\_ADHS INTERNAL BEDCS USE (1066)  
Date: January 17, 2014

State Reports

Patient Specific

Patient Record

Other

VFC Provider Profile Report

1

2

Version: 5.12.11.4

STC

1. If you want to include confidential information on the record, click on the bubble next to **Include Confidential Information**, otherwise the report will default to **Do Not Include Confidential Information**.
2. To make the report printable, check the box next to Printable Version (enables table borders).
3. Click **Create Report** when completed.

**Print Patient Record**

Patient Information To Include

1 {  Do Not Include Confidential Information  
 Include Confidential Information

2  Printable Version (enable table borders)

3 [Back](#) [Create Report](#)

The Patient Vaccination Record will open in another window.  
 To print the State of Arizona Seal background image, right click on the patient vaccination record and click print preview. Select the page setup up button (  ), then check the box next to Print Background Colors and Images. Click ok and print the record.



**Organization (IRMS):** 1234567 - THE BEST TEST  
**Facility:**  
**Date:** April 30, 2015

**Patient ID:** 7103864  
**Name:** MINNIE MOUSE  
**Birth Date:** 02/03/2004  
**Sex:** FEMALE  
**Guardian:** MARGIE MOUSE  
**Physician:**

**Medicaid No:**

**Patient Vaccination Record**

**Phone:**  
**Street:**  
**City:**  
**State:**  
**ZIP:**

**WC ID:**

Vaccine Family	Dose 1	Dose 2	Dose 3	Dose 4
DTaP/IDTP/Td	03/04/2005			
Tdap	02/03/2011			
OPV/IPV	04/03/2004	07/06/2004	01/03/2005	02/03/2008
MMR	02/03/2005	05/07/2008		
Hep A	02/03/2005	08/03/2005		
Hep B - 3 Dose	03/03/2004	09/05/2004		
Varicella	03/03/2005	04/09/2008		
Pneumo (PCV)	06/03/2004			

Forecast			
Vaccine Family	Dose	Scheduled Date	Minimum Valid Date
FLU	1	08/03/2004	08/03/2004
HEP-B 3 DOSE	3	10/31/2004	10/31/2004
DTaP/IDT/Td	3	08/03/2011	08/03/2011
HEP-B 2 DOSE	1	02/03/2015	02/03/2015
HPV	1	02/03/2015	02/03/2013
MENINGOCOCCAL	1	02/03/2015	02/03/2015

The forecast is based on information contained in and reported to the ASIIS Registry by immunization providers.

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Signature of physician or authorized representative of health agency: