mn DEPARTMENT OF HEALTH

Capturing Immunizations Not Currently in MIIC

MIIC USER GUIDANCE AND TRAINING RESOURCES

Importance of Entering Historical Immunizations: This information is important for collecting accurate and detailed immunization data in MIIC. The more information that can be collected about immunization histories, the better MIIC can show the immunization coverage of the state's population.

Historical Immunizations vs. Administered Immunizations

Historical Immunizations

These are immunizations your organization is reporting to MIIC on behalf of a different organization that administered it. This is the default immunization information source in MIIC and is easier for MIIC users from different organizations to edit.

- For example, when a patient comes to your clinic or vaccination event with an immunization card or other proof of immunization (records from healthcare providers or other immunization information systems), you can enter these immunizations into MIIC as historical shots under this patient's record.

Administered Immunizations

These are immunizations your organization administered and are now reporting to MIIC. Your organization will show up as the "owner" of the immunization. These immunizations cannot be edited or changed by anyone outside of your organization.

Acceptable Proof of Immunizations

Clients should provide acceptable proof of their immunizations for vaccine not administered by your organization. A list of acceptable sources is listed below.

- An official paper or electronic document from a healthcare provider or another state's Immunization Information System (IIS). The vaccine dose should include day, month, year and product of vaccination as well as the patient's name and date of birth. This can include documentation from a clinical application such as MyChart or similar platforms, as well as handwritten records on official letterhead/templates from organizations who do not print typed records.

- An official Centers for Disease Control and Prevention (CDC) COVID-19 vaccination card.

- A patient's U.S. Department of State's Vaccination Documentation form DS-3025 that includes a patient's verified past immunizations.

- An official International Certificate of Vaccination or Prophylaxis (yellow card).

Data Entry Methods

Electronic Health Record (EHR)/Data Exchange (DX)

- Please consult your IT staff to ensure doses are entered into your EHR appropriately so that they are correctly sent to MIIC as historical or administered.

Spreadsheet Upload or Manual Entry/User Interface (UI)

- Make sure that you are logged into MIIC under the location that learned of the historical dose or administered the immunization. Use the "switch organizations" function in MIIC if needed. If you have questions about which location you are logged in under, contact your organization's MIIC administrator or the MIIC Help Desk at health.miichelp@state.mn.us or call 651-201-5207.

- Spreadsheet Upload User Guide:

    - General Immunization Upload Using the Spreadsheet Template (www.health.state.mn.us/people/immunize/miic/data/spreadsheet.pdf)

    - See page 3 under "Additional Fields" for the "Did Org Administer dose? Y/N - Column R" field. Writing "Y" means the dose will be entered as administered and writing "N" means the dose will be entered as historical. Leaving the field blank will default to "N".

- Manual Entry/User Interface (UI) User Guides:

    - Adding Immunizations Not Using Inventory (https://www.health.state.mn.us/people/immunize/miic/train/addnoinv.pdf)

    - Adding Immunizations Using Inventory (https://www.health.state.mn.us/people/immunize/miic/train/addinv.pdf)

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