

Entering New Clients in MIIC

MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to enter new clients into MIIC.

Contents

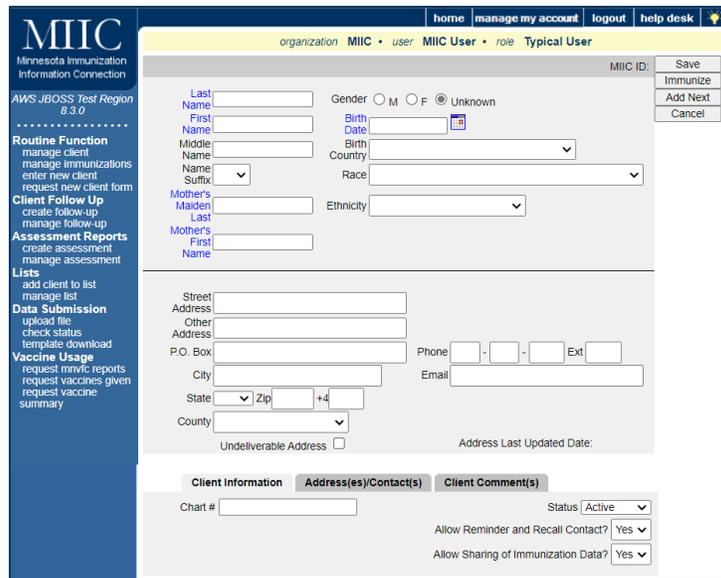
Entering New Clients in MIIC	1
Getting started	1
Entering a new client	1
MIIC help	3

Getting started

1. Log into MIIC using your organization code, username, and password.
2. Always search MIIC to verify the client is not in MIIC. For more information on searching for clients in MIIC refer to the [Client Search and Printing Immunization Records: MIIC User Guidance and Training Resources \(www.health.state.mn.us/people/immunize/miic/train/clientsearch.html\)](http://www.health.state.mn.us/people/immunize/miic/train/clientsearch.html) for more information on searching for clients in MIIC.
3. Select **enter new client** under **Routine Functions** in the left-hand navigation window.

Entering a new client

1. Use the **enter new client** screen to create a new client record.

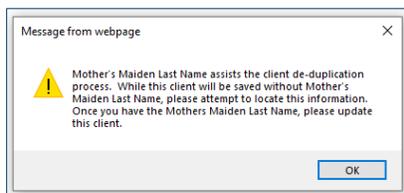


- **Fields in blue are required: Last Name, First Name, and Birth Date.** The date format is MMDDYYYY (two-digit month, two-digit day, and four-digit year). MIIC automatically enters the slashes. Fill in **Middle Name** if applicable.

ENTERING NEW CLIENTS IN MIIC

- The **Mother's Maiden Last** and **Mother's First Name** are in blue and are recommended for client matching.
2. A few options exist to save the client profile after entering client information.

- The **Save** button will save changes to the client and give you a **Client Updated** message at the top of the screen.
 - The **Immunize** button will save changes to the client, and immediately open the immunizations tab for this client. For more information on entering immunizations refer to [Entering Information: Adding Immunizations MIIC User Guidance and Training Resources \(www.health.state.mn.us/people/immunize/miic/train/index.html\)](http://www.health.state.mn.us/people/immunize/miic/train/index.html).
 - The **Add Next** button will save changes to the client and then open a new screen to enter a new client.
3. Click on either the **Save**, **Immunize**, or **Add Next** buttons to save and proceed accordingly.
4. After attempting to save, two messages or screens may pop up.
- If you did not enter the **Mother's Maiden Last** or **Mother's First Name**, you will receive the message below after attempting to save. You can bypass these fields if they are not applicable by clicking **OK** on the message.



- If a screen pops up indicating **Client Match Detected**, verify that the client is not already in MIIC.

ENTERING NEW CLIENTS IN MIIC

The screenshot shows the MIIC web application interface. At the top, there are navigation links: home, manage my account, logout, and help desk. Below this, the user's organization (MIIC) and role (MIIC User) are displayed. A message states: "Client Match Detected. Your client is likely already in MIIC. You are strongly urged to consider using one of the clients listed below—just click on the last name. If after carefully reviewing the list, none of the clients appear to be yours, then click the Create New Client button. Please keep in mind that if you choose to ignore a valid client match by MIIC and create a new record, that client will have two records in MIIC, neither of which will be complete and accurate." Below the message is a "Create New Client" button. A table titled "Possible Client Matches:1" lists one client with the following details:

Last Name	First Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Telephone
<u>DUCK</u>	DONALD	01/26/1931		LYDIA	JOHANSON	U	

- If the client is **already in MIIC** (shown in the list), click on the last name underlined in blue to continue with that client. The data you entered will not be saved.
- If the client you are entering is not the same as any on the list and is a **new client**, click on "Create New Client" to save the client you just entered.

MIIC help

For assistance send an email to 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.

The screenshot shows the MIIC web application interface with the 'announcements' section highlighted. The announcements list the following items:

- 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 Information Connection (MIIC)
PO Box 64975, St. Paul, MN 55164-0975
health.miichelp@state.mn.us | www.health.state.mn.us/miic

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