NMHealth

New Mexico Immunization Information System (NMSIIS)

New User Training Participant Guide

Welcome

This introductory course will cover the fundamentals of the registry for new users and users with view only access.

New Mexico Immunization Program

New Mexico Statewide Immunization Information System (NMSIIS)

Once all required trainings have been completed you can request your login credentials that include your username, a temporary password and a link to the information registry.

Because the security of patient information must be maintained, users must not share login credentials.

Learning Objectives

- Logging into NMSIIS
- Set security questions for self-reset of password.
- Understand the home page and its components.
- How to use the patient's module.
- How to search for patients.
- Understand the immunizations record.
- How to access the Reports module.

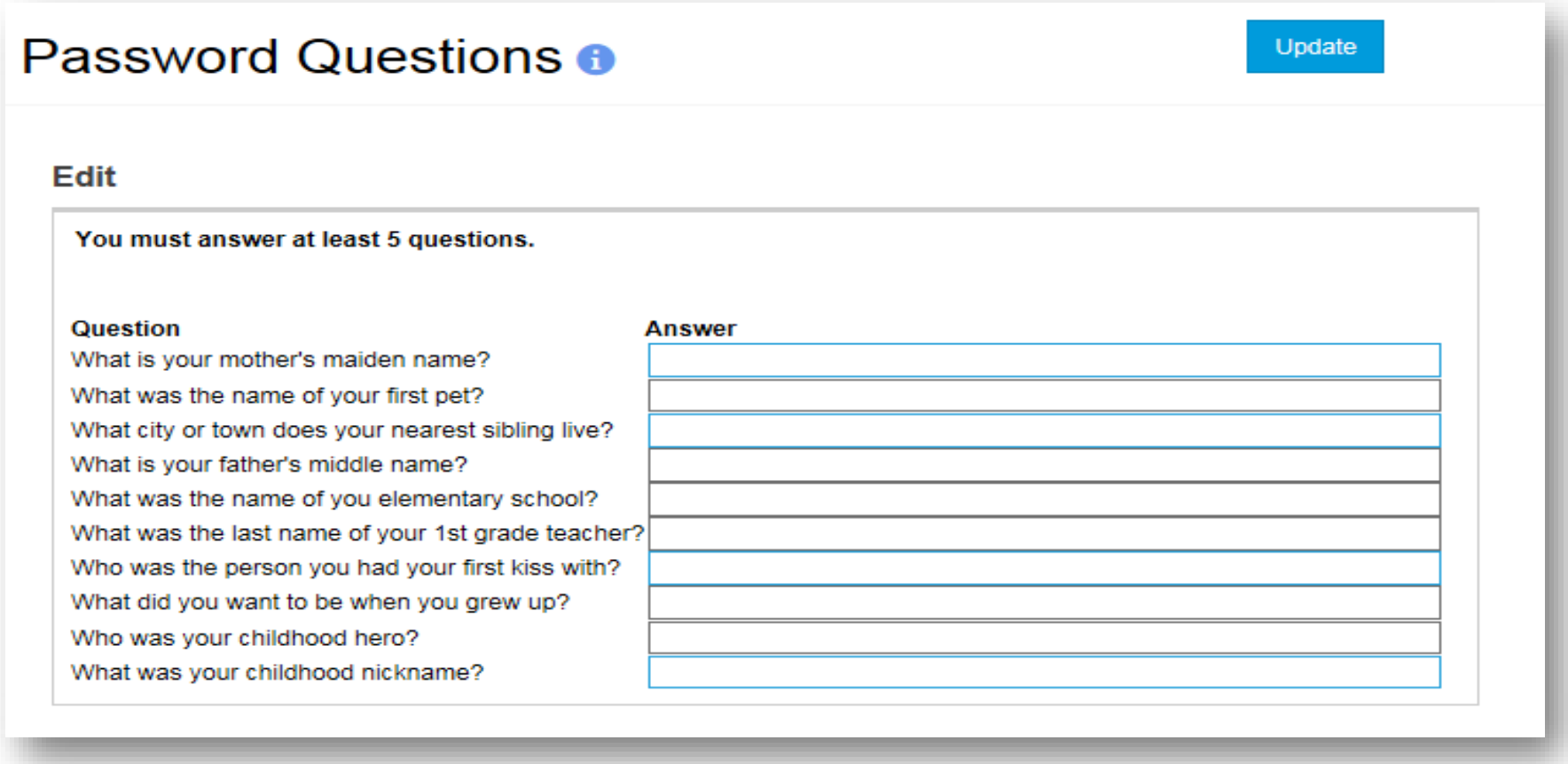
System Login

The Login to the New Mexico Statewide Immunization Information System or NMSIIS is a standard Username and Password network login. There are however a couple things you need to know.

- The username will most likely be your first and last name in uppercase letters separated by a period. i.e.JOHN.SMITH
- Passwords are case sensitive.
- Your account will be locked out on the fourth failed login attempt.
- You can easily reset your forgotten password from the login screen.

Setting up Security Questions

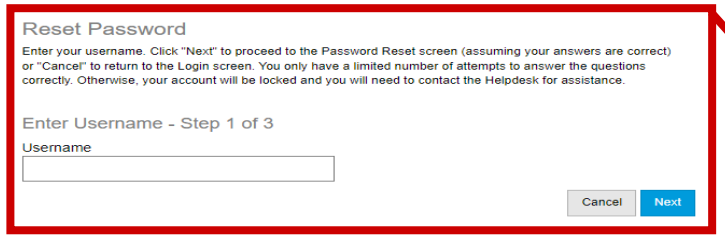
The first time you log into the registry you will be required to create your own password and answer at least 5 security questions. These questions can help you reset your password in case you have lost your password.



Once you have saved your questions you will be able to login with you new password.

Resetting Password

If you need to reset your password, you can use “Forgot Password?”



It is important that you use this feature before 4 invalid attempts.

You will need to answer your security questions and then you will need to create a new password.

After 4 invalid attempts the system will lock the account, and you will need to contact the NMSIIS help desk at 1-833-882-6454 to unlock your account.

The system will not notify you the number of failed attempts is you are unsure how many attempts you have made you should use the “Forgot Password?” option as soon as possible.

If you are having difficulties logging in, please review the “Trouble Logging In?”option.

This area can help if there are issues related to your computer. If these solutions do not resolve your issue, you may need to contact your offices technical support team.

NMSIIS Help Desk

On the login screen is the NMSIIIS helpdesk number Toll Free- 1-833-882-6454. The NMSIIS helpdesk can assist in password resets, trainings and all NMSIIS related technical issues.

Technical issues not related to NMSIIS should be directed to your offices technical support.

NMSIIS Homepage

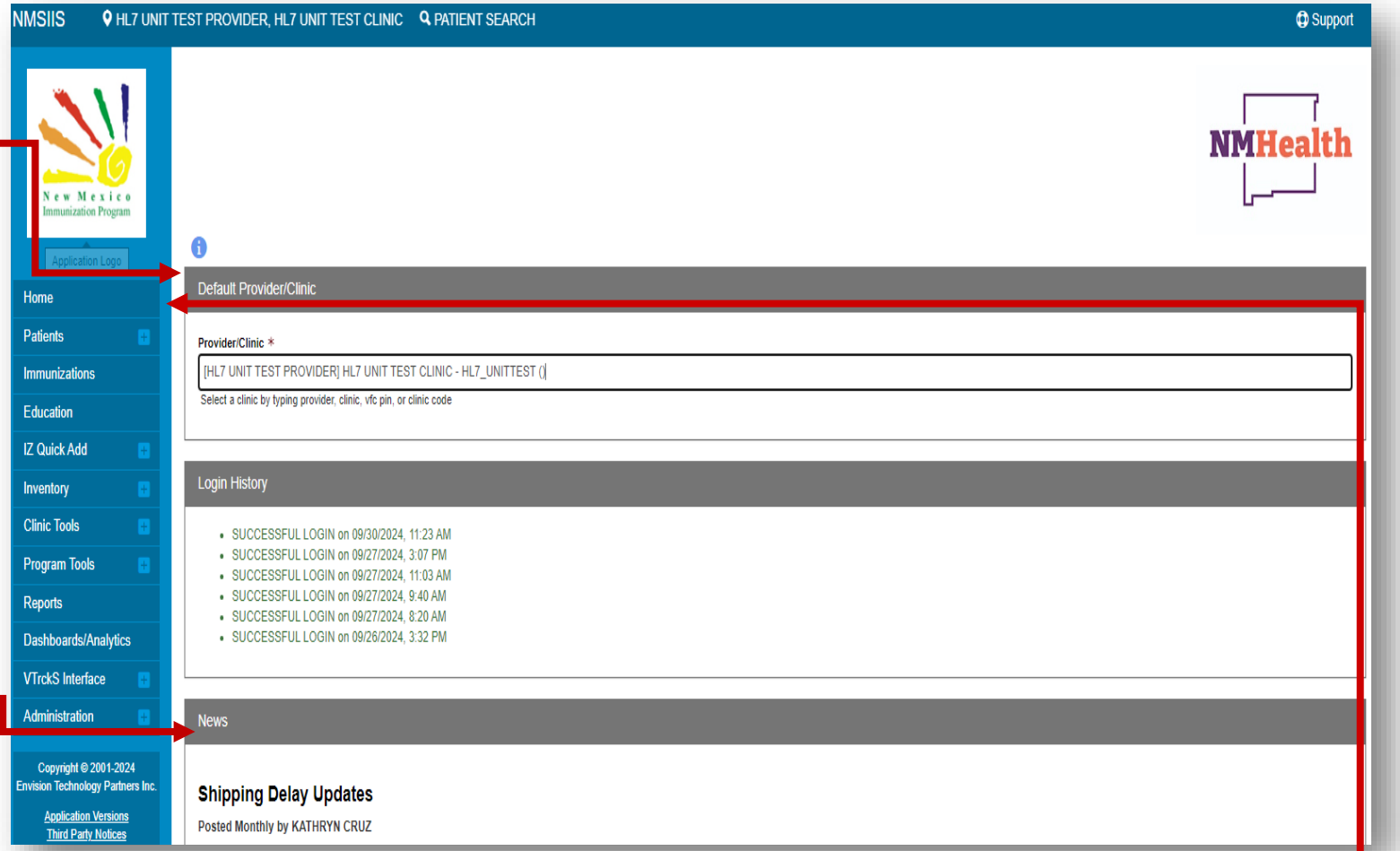
Once you have successfully logged into the registry you can begin utilizing its functions.

Default provider and clinic

The default provider and clinic area will display the current location you are assigned to, depending on how your provider registered with NMSIIS and if you operate in one or more clinics. A user can be assigned to a single provider and single clinic, single provider with multiple clinics or multiple providers with multiple clinics. Users assigned to multiple clinics will need to ensure that they have their current assigned location selected before proceeding to other functions of the registry.

News

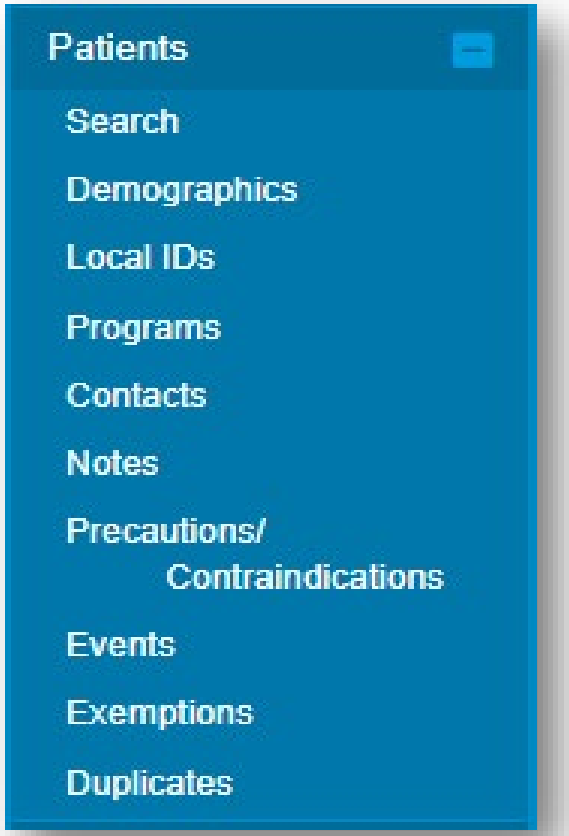
The News section displays various immunization and registry information.



Modules

On the left side of the screen users will be able to navigate through the different modules in the registry. You will have access to different modules depending on your security role or training completed. Each module will give access to utilize the system based on your business needs. The Home button will always return you to the Home screen.

Patients Module



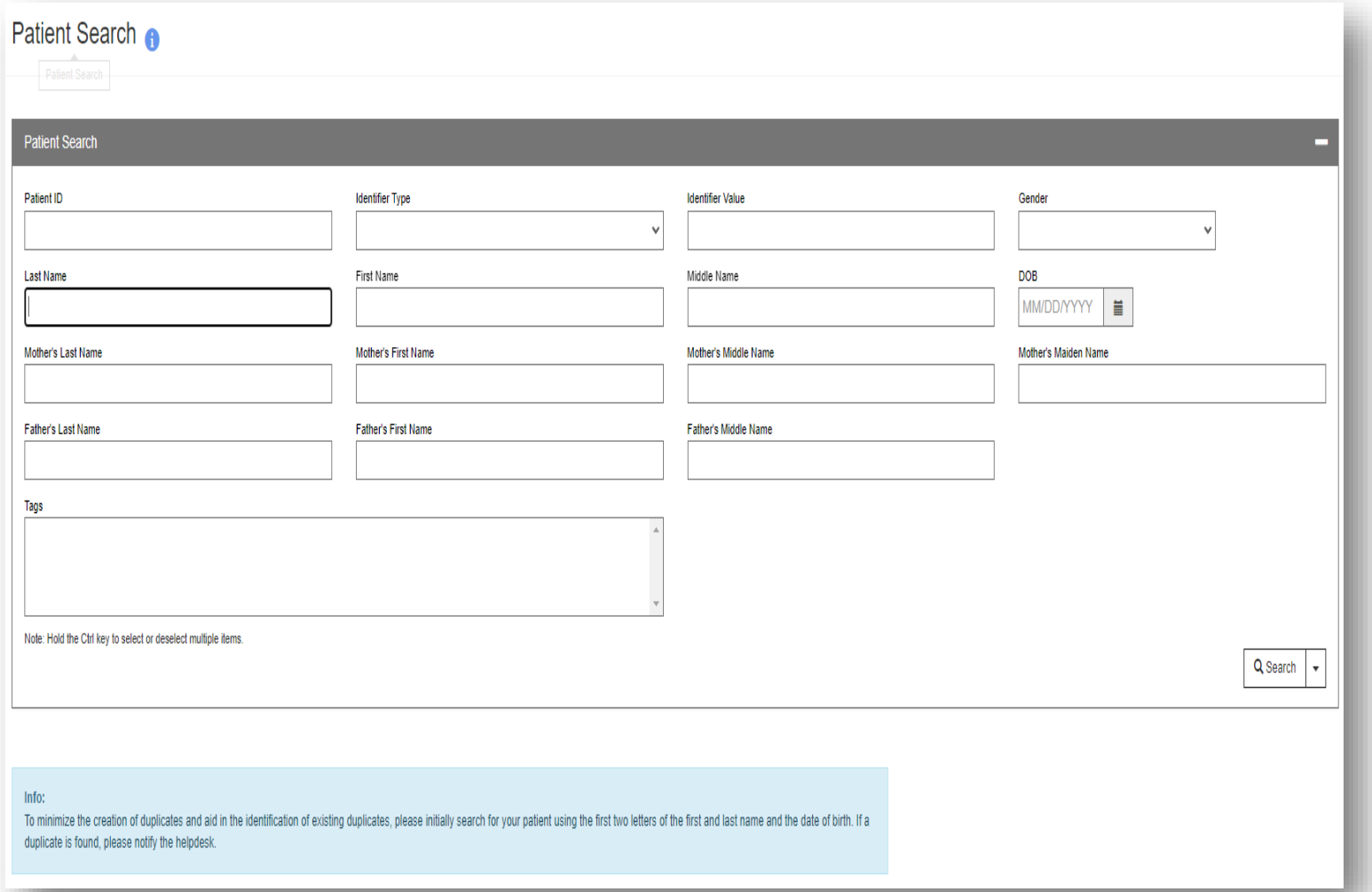
The patient's module contains registry information on patients, this includes immunizations, precautions or contraindications, exemptions and programs the patient is associated with.

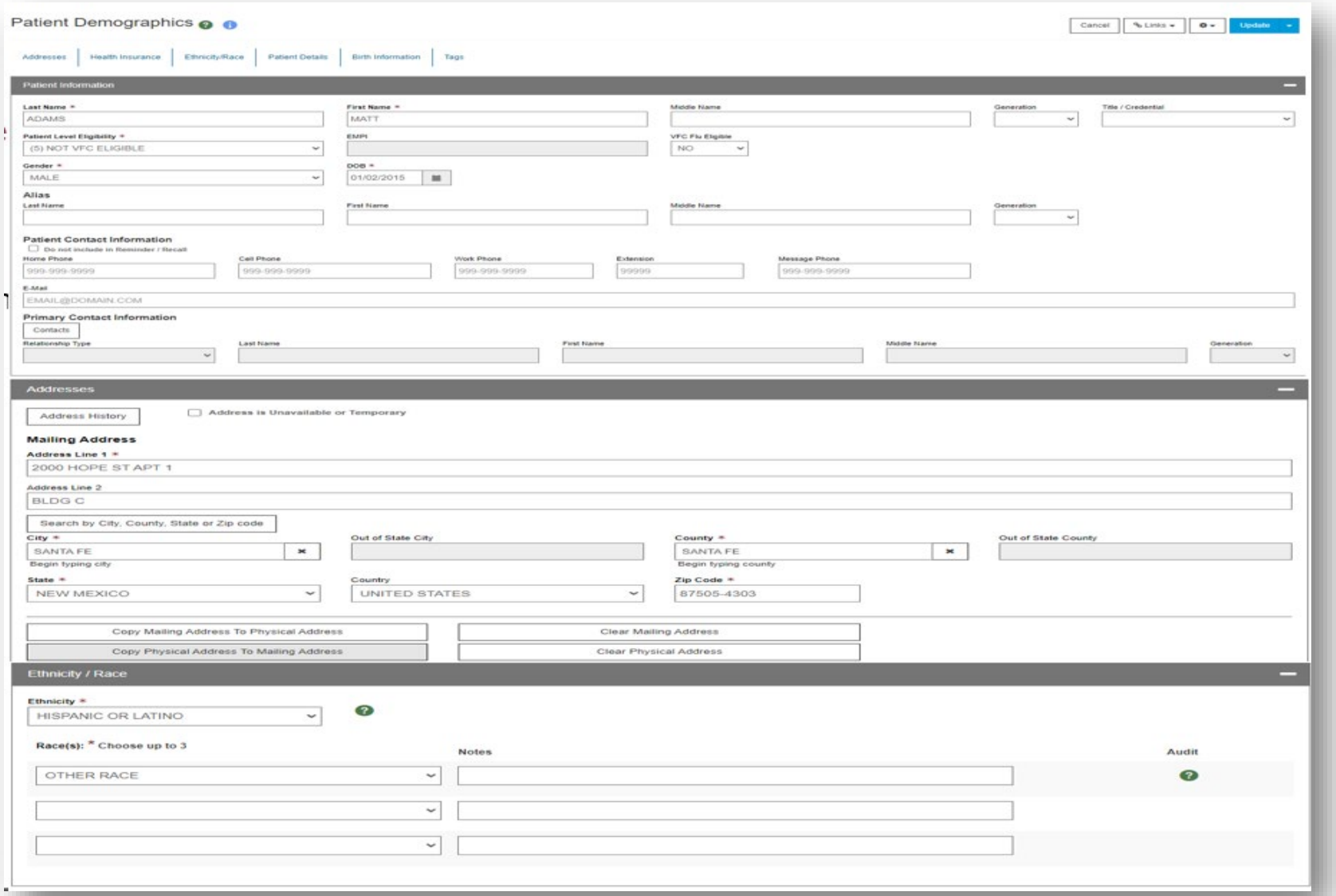
- The patient button will expand and show navigation options to view different patient information.
- These options are only available once a patient has ben searched for.

Patient Search

The first thing you will need to do when using the patient module is search adequately for an existing patient.

- ❖ Enter the first two letters of the first name and last name, and DOB (This will avoid missing patient records of a “Matthew” if the person searching types “Matthew”, for instance)
- If too many results are returned, add a letter or two to the first and last name-hopefully, this narrows it down- then the address, county, etc. can be used as identifiers
- ❖ If no results are returned, try removing the DOB and adding more letters to the first and last name.
- If it is a nickname, try using the legal name (Tim vs Timothy) and vice-versa.
- If it is a hyphenated last name, try a search with each name individually.
- If it is commonly misspelled last name, try and alternate spelling (i.e., Philip vs Phillip)





Patient Record

Once you have found a patients' record you can select an action from the left or from the drop-down arrow to the search window.

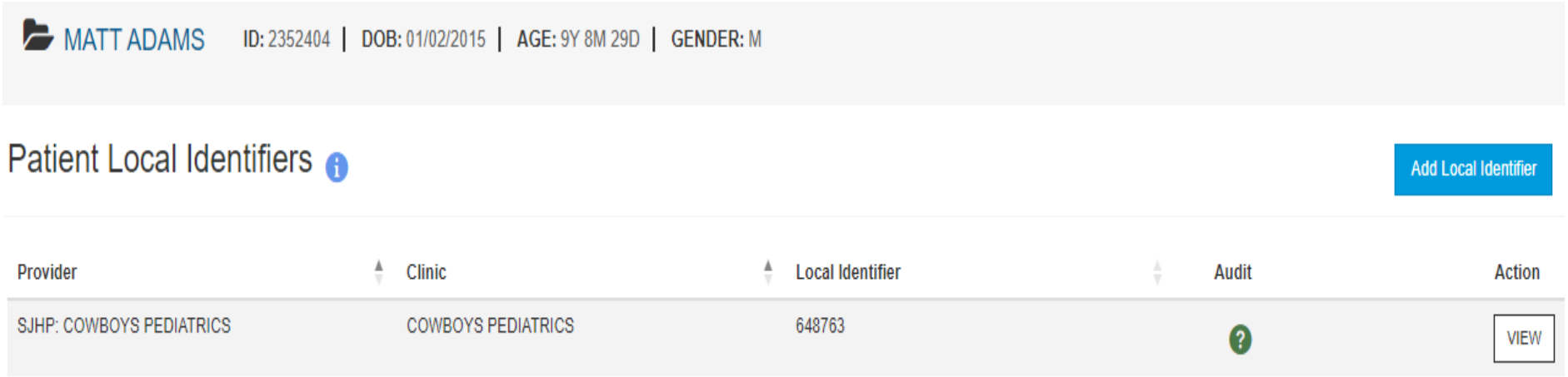
- Clicking on the arrow will show available options.
- Selecting demographics will allow you to view patient information including contacts and address.
- All required fields must be completed on the patients' chart to include race/ethnicity. Once all fields are complete click on update to save.

Now that you have a patient selected you can either select an option from the module menu or you can go back to the search screen and select another option form the action drop down or the left side menu.

Patient Local Identifiers

Patient Local Identifiers is where providers will typically have their own unique identifier for each of their patients. This could be a medical record number, a chart number an identifier assigned by their internal EMR/HER system, etc.

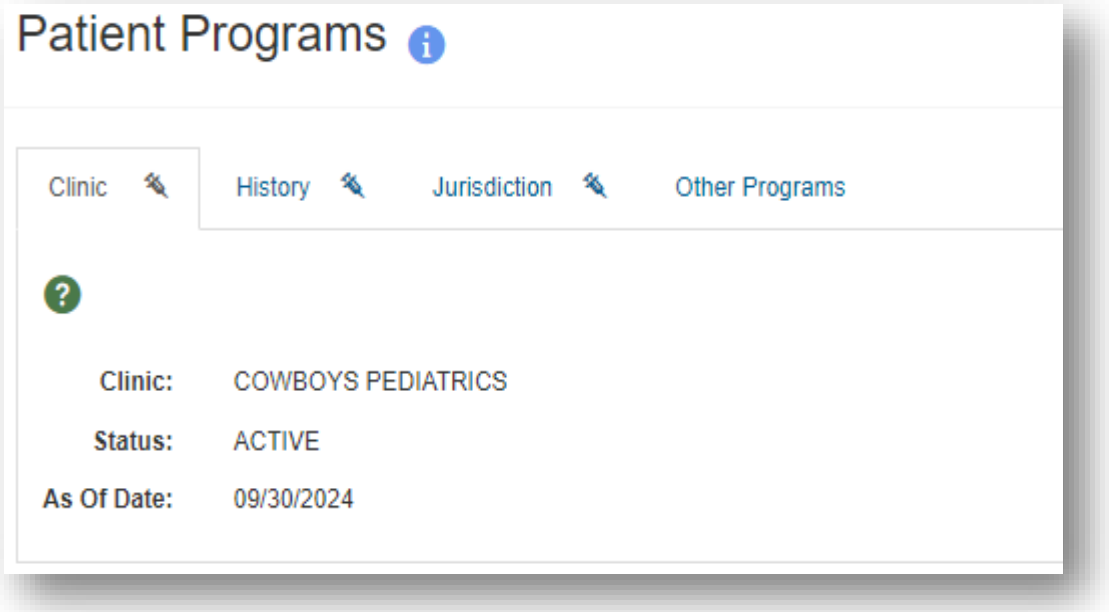
The Patient Local Identifier screens allows a provider/clinic to associate their own identifier to the corresponding record in the registry. This information can be used when searching the Registry.



Patient Programs

NMSIIS can be extended to support multiple Public Health programs. The core patient record (i.e., demographics, notes, local IDs, events, etc.) is shared across all programs.

NMSIIS automatically makes a patient active in the Immunization program at both the clinic and jurisdiction level when the first immunization is given to a patient.

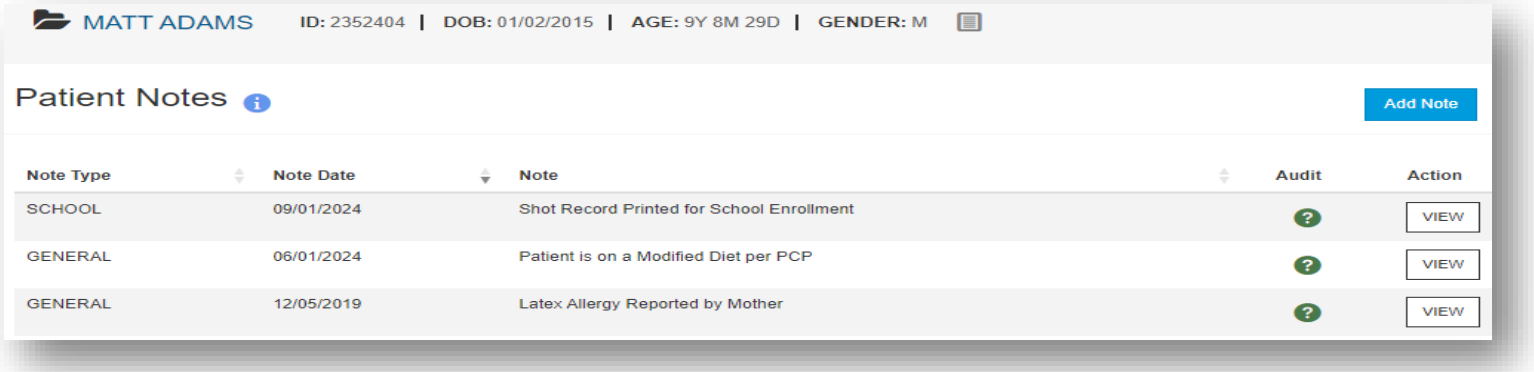


If programs other than Immunization are using the patient registration capabilities of NMSIIS, you may see that a patient is registered in other programs.

If a patient has been marked as inactive but later receives an administered immunization, then the system will automatically reactivate the patient.

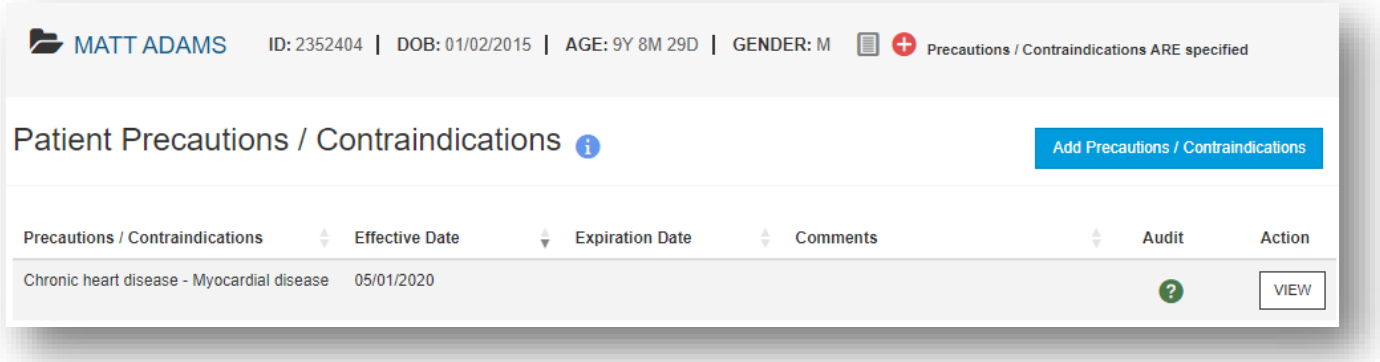
Patient Notes

The Patient Notes screens allow you to enter and categorize additional information about a patient.
Some notes (e.g., Vaccine Refusals) can be generated automatically by the system.
Please be aware that some notes have special implications. For example, some note types are printed on the official immunization record.
Other types may be visible to all users of the system of only a subset. B cognizant of the note text associated with any note type that may be visible to users outside of your organization.



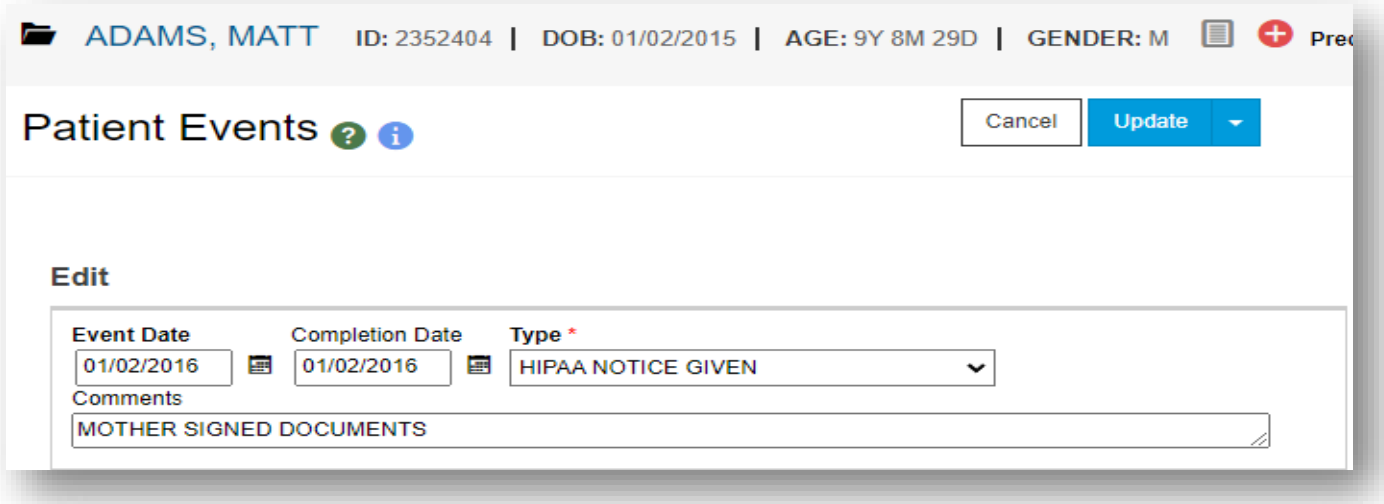
Patient Precautions

The patient Precautions/Contraindications screens allow you to view and enter any precautions or contraindications that may impact the vaccines that could be administered to a patient.



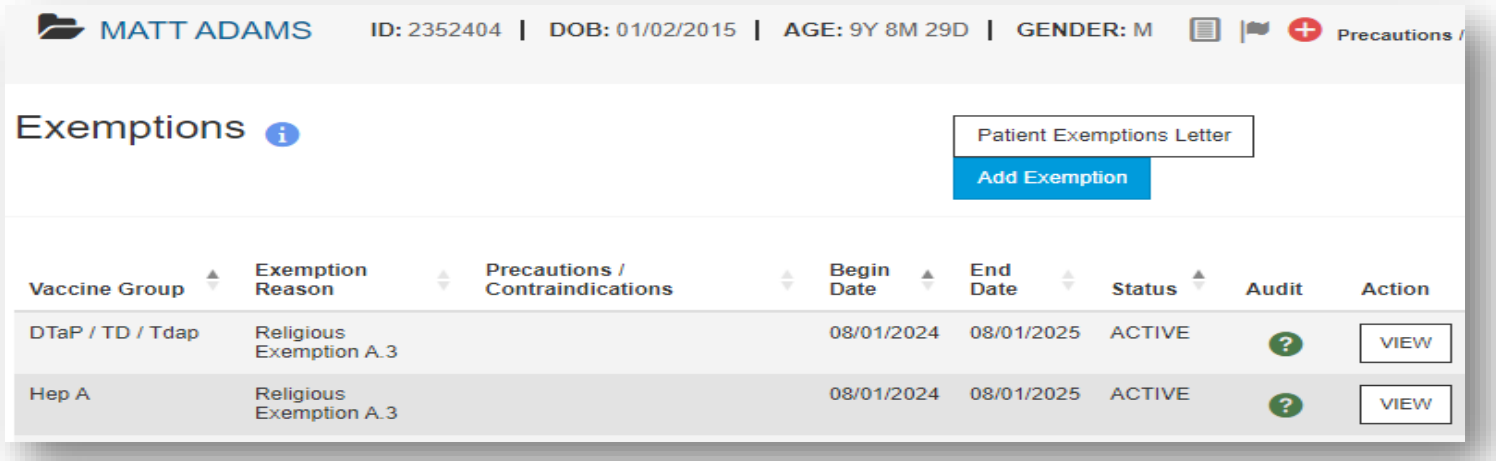
Events

The Patient Events screens allow you to view and update information about events that pertain to the patient and are associated with a date.



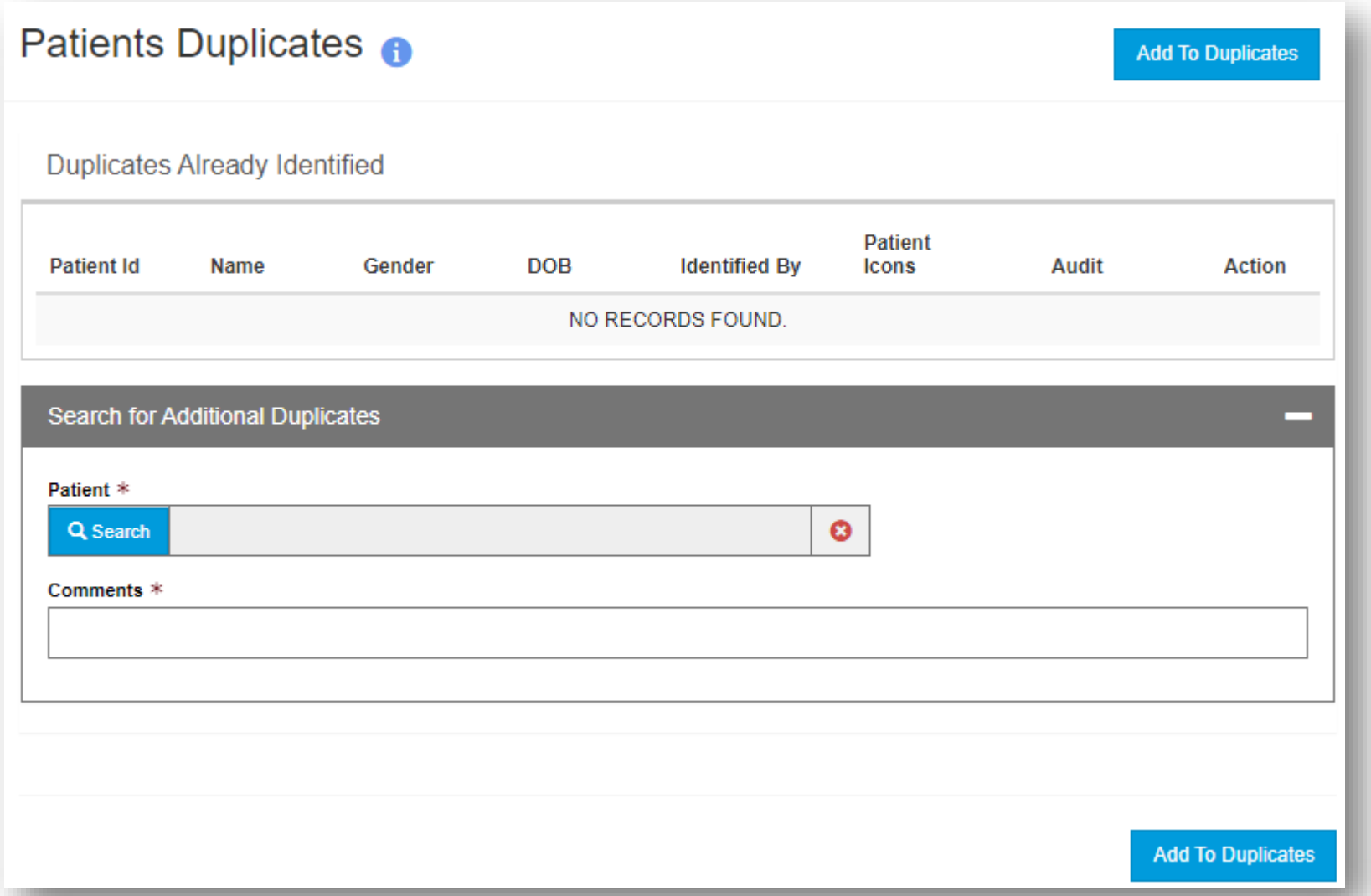
Exemptions

The Exemptions screens allow for the tracking of vaccine exemptions per patient.



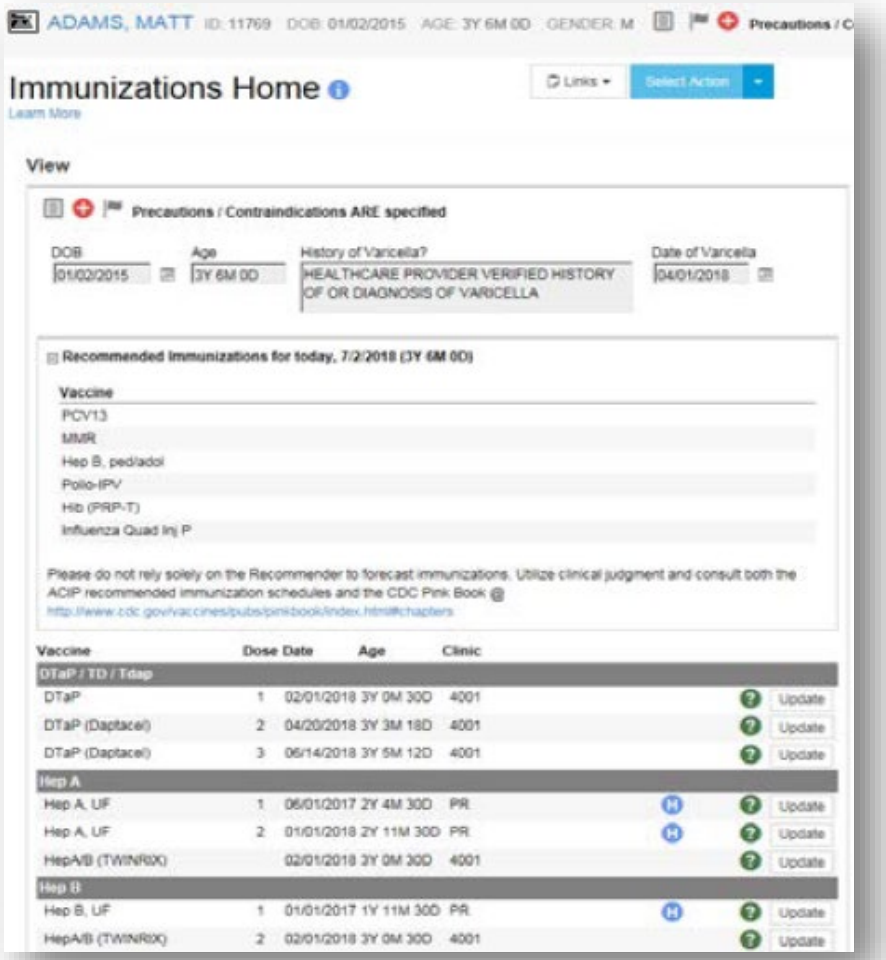
Patient Duplicate

This screen allows users to view potential duplicates to this record as well as add new ones.



Immunizations

The immunizations Module is used to manage all immunizations (historical or administered via the system) for all patients. On this screen you can view immunization history, view the clinic that gave the immunizations along with the vaccine details (route, site, etc.,), review the recommended vaccinations for a patient, and generate an official immunization record. There are visual indicators on this screen to indicate when a dose is invalid and/or not fully administered in the system.



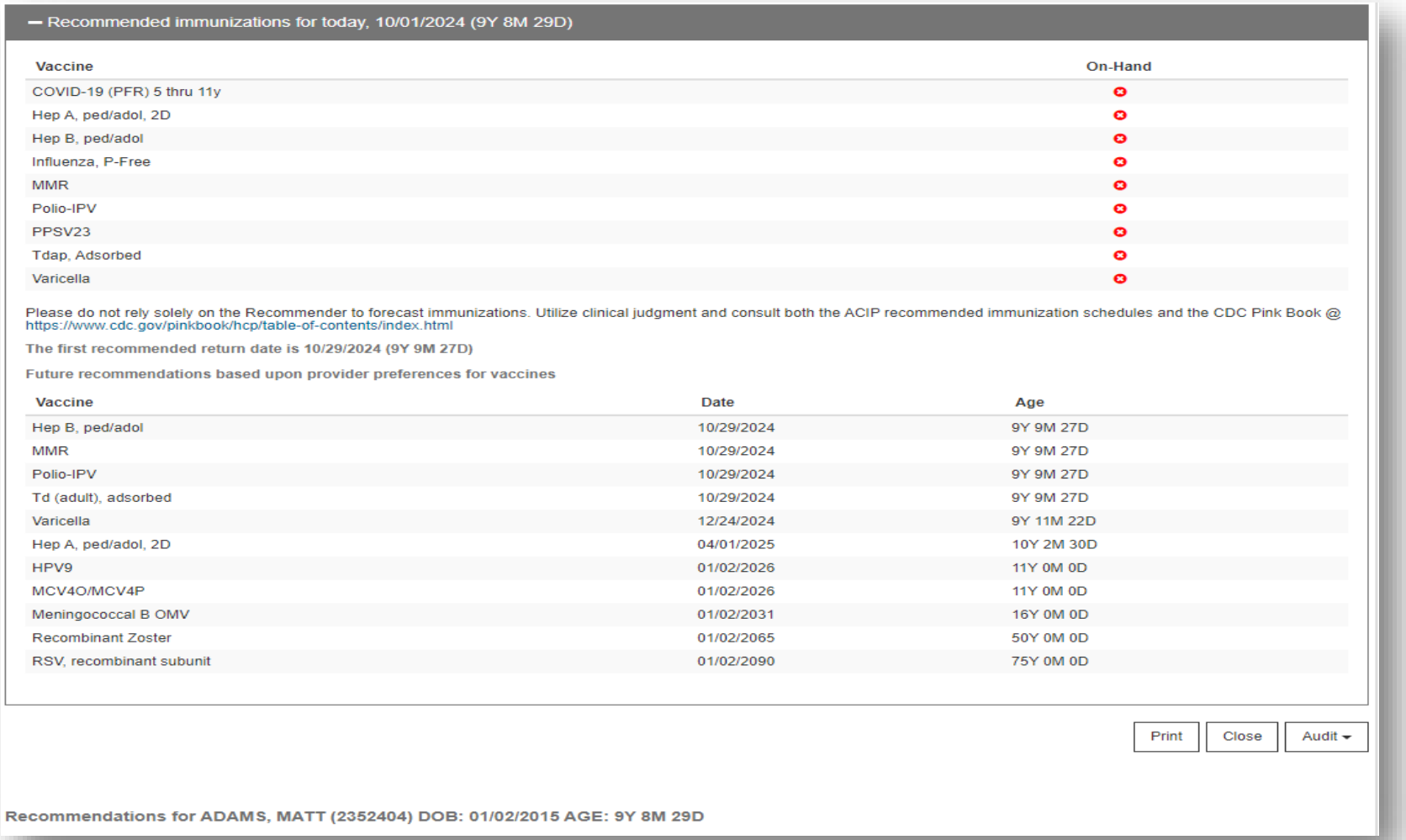
NMSIIS utilizes Clinical Decision Support for Immunizations or CDSi logic.

CDSi, more commonly referred to as evaluation and forecasting, is an automated process that determines the recommended immunizations needed for a patient. NMSIIS delivers these recommendations to the user in this area of the immunizations page, recommended immunization as of the current date will be displayed.

You will notice on this record that some Immunizations have a blue circle with an H in it while others do not.
Immunizations without an H are immunizations that have been administered at a clinic and the clinic has entered the immunization in the registry.
Immunizations with an H stans for historical, when a patient has not immunization history in the registry but has a paper immunization for record the historical indicator is used when creating the immunization in the registry.
Clinics are encouraged to document paper immunizations into the registry to ensure a completed immunization record is in the registry.
Immunizations without an H are immunizations that have been administered at a clinic and the clinic has entered the immunization into the registry.

Recommendations

The popup that appears will detail precautions and contraindications, immunizations history, recommend immunizations for today and future recommendation. The future recommendations area is useful in notifying patients of upcoming immunizations needed.



— Recommended immunizations for today, 10/01/2024 (9Y 8M 29D)

Vaccine	On-Hand
COVID-19 (PFR) 5 thru 11y	
Hep A, ped/adol, 2D	
Hep B, ped/adol	
Influenza, P-Free	
MMR	
Polio-IPV	
PPSV23	
Tdap, Adsorbed	
Varicella	

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ https://www.cdc.gov/pinkbook/hcp/table-of-contents/index.html

The first recommended return date is 10/29/2024 (9Y 9M 27D)

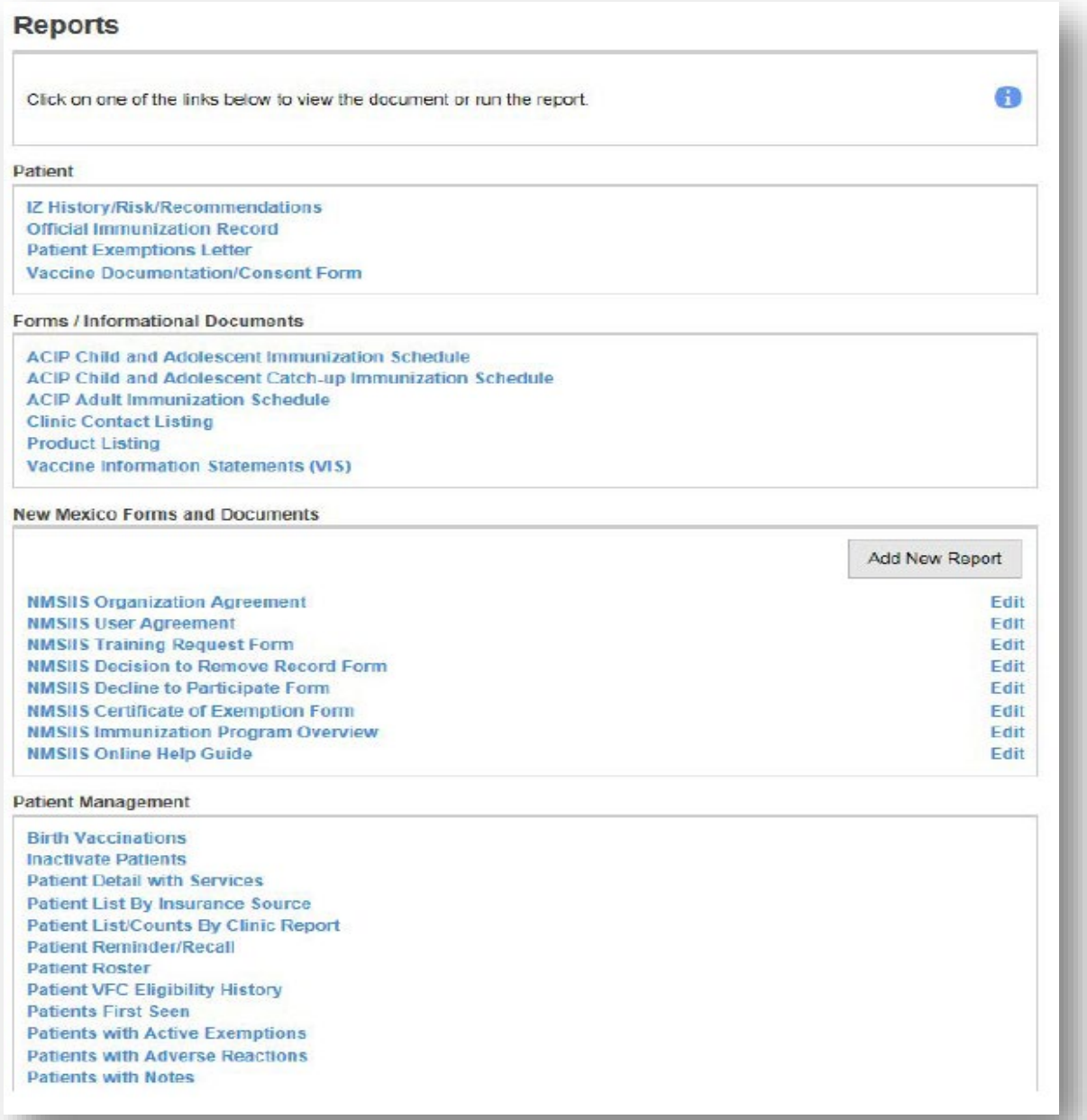
Future recommendations based upon provider preferences for vaccines

Vaccine	Date	Age
Hep B, ped/adol	10/29/2024	9Y 9M 27D
MMR	10/29/2024	9Y 9M 27D
Polio-IPV	10/29/2024	9Y 9M 27D
Td (adult), adsorbed	10/29/2024	9Y 9M 27D
Varicella	12/24/2024	9Y 11M 22D
Hep A, ped/adol, 2D	04/01/2025	10Y 2M 30D
HPV9	01/02/2026	11Y 0M 0D
MCV4O/MCV4P	01/02/2026	11Y 0M 0D
Meningococcal B OMV	01/02/2031	16Y 0M 0D
Recombinant Zoster	01/02/2065	50Y 0M 0D
RSV, recombinant subunit	01/02/2090	75Y 0M 0D

Print | Close | Audit

Recommendations for ADAMS, MATT (2352404) DOB: 01/02/2015 AGE: 9Y 8M 29D

Reports



The reports module contains a variety of forms and reports available to users. Your level of access will be associated to the available reports.
For users with read only access the most common area used in the forms/informational documents and the New Mexico forms and Documents.
In these areas various help guides, participation forms and other information can be found.