

NEW MEXICO
DEPARTMENT OF
HEALTH

NEW MEXICO IMMUNIZATION INFORMATION SYSTEM



NEW USER TRAINING
PARTICIPANT GUIDE

Contents

Welcome	3
Learning Objectives.....	4
System Login	5
Setting up Security Questions	5
Resetting Password.....	6
NMSIIS Help Desk.....	7
NMSIIS Homepage	8
Default provider and clinic.....	8
News	8
Modules	8
Patients Module.....	9
Patient Search	9
Patient Record	10
Local ID's	11
Patient Programs	11
Patient Notes	12
Patient Precautions.....	12
Events.....	13
Exemptions	13
Patient Duplicate.....	14
Immunizations	15
Recommendations	16
Reports.....	17
Additional Resources	18



Welcome

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



New Mexico State Immunization Information System - NMSIIS

Once all required trainings and quizzes have been completed, you can request your login credentials that include your user name, 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

By the end of this course, you should be able to:

- 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 Immunization Information System or NMSIIS is a standard Username and Password network login. There are however a couple things you need to know.

- The user name will always 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.

Password Questions

[Update](#)

Edit

You must answer at least 5 questions.

Question	Answer
What is your mother's maiden name?	<input type="text"/>
What was the name of your first pet?	<input type="text"/>
What city or town does your nearest sibling live?	<input type="text"/>
What is your father's middle name?	<input type="text"/>
What was the name of your elementary school?	<input type="text"/>
What was the last name of your 1st grade teacher?	<input type="text"/>
Who was the person you had your first kiss with?	<input type="text"/>
What did you want to be when you grew up?	<input type="text"/>
Who was your childhood hero?	<input type="text"/>
What was your childhood nickname?	<input type="text"/>

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

New User Training - Participant Guide

Resetting Password

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

The image shows a composite of three screenshots from the NMSIIS system. The top-left screenshot is the main login page, featuring the New Mexico State Immunization Information System - NMSIIS logo and fields for Username and Password, with a "Forgot Password?" link. The top-right screenshot is a callout box titled "Reset Password" that provides instructions: "Enter your username. Click 'Next' to proceed to the Password Reset screen (assuming your answers are correct) or 'Cancel' to return to the Login screen. You only have a limited number of attempts to answer the questions correctly. Otherwise, your account will be locked and you will need to contact the Helpdesk for assistance." Below this is a form titled "Enter Username - Step 1 of 3" with a "Username" input field and "Cancel" and "Next" buttons. The bottom screenshot shows a "Trouble Logging In?" section with a disclaimer: "By logging into NMSIIS domain, you agree to abide by the terms of the New Mexico Department of Health (NMDOH) that were outlined in your Organization and User Agreement. Users are responsible for ensuring they act in accordance with these terms and any other applicable policies. Only authorized users of this site should be accessing this system. Monitoring may be conducted for the protection against improper or unauthorized use or access. Any unauthorized and improper use of this system may result in disciplinary action or criminal and civil penalties." It also provides technical assistance contact information: "For NMSIIS Technical assistance, please contact the NMSIIS Help Desk at (800) 269-1618 Option 4 or (505) 621-2396." The New Mexico Department of Health logo and version information "Version 18.1.20180504 Copyright © 2009-2019, Chison Technology Partners Inc." are also visible.

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 helpdesk to unlock your account.

The system will not notify you the number of failed attempts so if 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



Login

Username

Password

[Forgot Password?](#)

Login

[Trouble Logging in?](#)

By logging into NMSIIS domain, you agree to abide by the terms of the New Mexico Department of Health (NMDOH) that were outlined in your Organization and User Agreement. Users are responsible for ensuring they act in accordance with these terms and any other applicable policies. Only authorized users of this site should be accessing this system. Monitoring may be conducted for the protection against improper or unauthorized use or access. Any unauthorized and improper use of this system may result in disciplinary action or criminal and civil penalties.

For NMSIIS Technical assistance, please contact the NMSIIS Help Desk at (800) 280-1618 Option 4 or (505) 827-2356.



Version 18.1.20180504 Copyright © 2001-2018 Envision Technology Partners Inc.

On the login screen is the NMSIIS helpdesk number. 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.

The screenshot shows the NMSIIS homepage. At the top, there is a blue header with the text 'NMSIIS' and a search bar. Below the header is a navigation menu on the left side, listing various modules such as Home, Patients, Immunizations, Education, IZ Quick Add, Inventory, Clinic Tools, Program Tools, Reports, VTrackS Interface, Administration, and HL7 Management. The main content area is divided into several sections: 'Default Provider/Clinic' with a dropdown menu showing 'DEFAULT ORGANIZATION, DEFAULT ORGANIZATION'; 'Login History' with a list of login attempts; 'Notifications' with a message 'There are currently no pending notifications.'; and 'News' with a headline 'Please return all Flu doses with a'. A red box highlights the sidebar and the 'Default Provider/Clinic' section.

This is the NMSIIS Homepage. There are several elements to the home page.

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

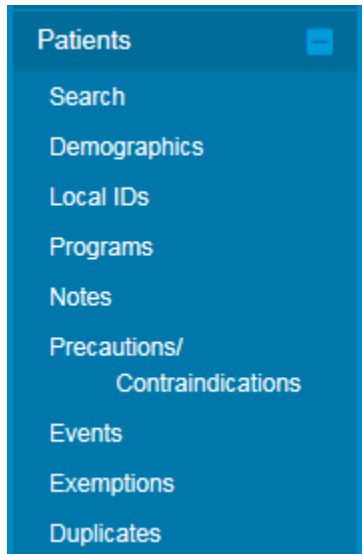
The News section displays various immunization and registry information.

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 you access to utilize the system based on your business need. 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 contradictions, 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 been searched for.

Patient Search

The first thing you will need to do when using the patient module is search for a patient

You have a few different search fields to use.

You can search by the full name and date of birth.

If you know the NMSIIS ID that works best.

Or you can use any combination of fields, if there are not enough identifying fields the system will let you know

Sometimes your search criteria can be too specific for example, if we search Matthew Adams we would be unable to find him.

In most cases we recommend searching by the first 3 letters of the name and date of birth to expand the search and consider different naming conventions.

Patient Search Links ▾

Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
Birth Info				
Mother Last Name	Mother First Name	Mother Middle Name	Mother Maiden Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Father Last Name	Father First Name	Father Middle Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Previous Criteria			Clear	Search

Info: To minimize the creation of duplicates and aid in the identification of existing duplicates, please initially search for your patient using the first two letters of the first and last name and the date of birth. If a duplicate is found, please notify the helpdesk.



Patient Record

Once you have found a patients' record you can select an action from the left or from the drop down arrow o the search window., clicking the arrow will show available options. Selecting demographics will allow you to view patient information including contacts and address.

Patient Demographics ? i

Edit

[Patient Info](#) | [Primary Contact](#) | [Alias](#) | [Health Ins](#) | [Contact Info](#) | [Address](#) | [Race/Ethnicity](#) | [Primary Care Physician](#) | [Birth Info](#)

Patient Information

Last Name *
 First Name *
 Middle Name
 Generation
 Title/Credential

Gender *
 DOB *

Patient Eligibility *

SSN
 VFC Flu Eligible

Language
 English Speaking?
 Interpreter Needed?

HIPAA Notice Status
 Date Given
 Last Notice Given:

Primary Contact

Relationship Type
 Last Name
 First Name
 Middle Name
 Generation

Alias

Last Name
 First Name
 Middle Name
 Generation

Sources of Health Insurance

Health Insurance Source (identify up to three)	Insurance ID or Number	Date Last Verified	Primary?
<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="checkbox"/>

Contact Information

Home Phone
 Cell Phone
 Message Phone
 Work Phone
 ext:

E-mail

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 from the action drop down or left side menu.

Local ID's

Local IDS 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/EHR 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.

ADAMS, MATT ID: 11769 DOB: 01/02/2015 AGE: 3Y 6M 0D GENDER: M Precautions / Contraindications ARE specified

Patient Local Identifier

[Add Local Identifier](#)

View

Provider	Clinic	Local Identifier	
ACME HOSPITAL	ACME - SANTA FE	68242338	View

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 the jurisdiction level when the first immunization is given to a patient.

Patient Programs

[Clinic](#) [History](#) [Jurisdiction](#) [Other Programs](#)

Clinic: ACME- ALBUQUERQUE

Status: ACTIVE



As Of Date: 02/01/2018

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 or only a subset. Be cognizant of the note text associated with any note type that may be visible to users outside of your organization.

 **ADAMS, MATT** ID: 11769 DOB: 01/02/2015 AGE: 3Y 5M 16D GENDER: M 

Patient Notes




[Add Note](#)

View

NOTE TYPE	NOTE DATE	STATUS		
SCHOOL	05/30/2018	SHOT RECORD PRINTED FOR SCHOOL ENROLLMENT		View
PATIENT STATUS	05/09/2018	PATIENT IS ON A MODIFIED DIET PER PCP		View
OTHER ALLERGIES	04/11/2018	LATEX ALLERGY REPORTED BY MOTHER		View

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.

 **ADAMS, MATT** ID: 11769 DOB: 01/02/2015 AGE: 3Y 5M 16D GENDER: M   Precautions / Contraindications ARE specified

Patient Precautions / Contraindications

[Add Precautions / Contraindications](#)

View

Precautions / Contraindications	Effective Date	Expiration Date	Comments	
Healthcare provider verified history of or diagnosis of Varicella	04/01/2018		PCP FAXED DOCUMENTS AND PLACED IN FILE	 View

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.

ADAMS, MATT ID: 11769 DOB: 01/02/2015 AGE: 3Y 5M 16D GENDER: M Precautions / Contraindications ARE specified

Patient Events

[Add Event](#)

View

Date	Type	Completion Date	Comments	
05/30/2018	HIPAA Notice Given	05/30/2018	MOTHER SIGNED DOCUMENTS	View

Exemptions

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

ADAMS, MATT ID: 11769 DOB: 01/02/2015 AGE: 3Y 5M 16D GENDER: M Precautions / Contraindications ARE specified

Exemptions

[Links](#)

View

Vaccine Exemption Group	Reason	Precautions / Contraindications	Begin Date	End Date	Status	
Varicella Medical (CPOX)	Exemption with Affidavit	Healthcare provider verified history of or diagnosis of Varicella	01/01/2018	12/31/2018	ACTIVE	View

Patient Duplicate

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

Patient Duplicates

View

Duplicates Already Identified

 No records found

Search for Additional Duplicates

Comments *

[Add To Duplicates](#)

Immunizations

The Immunizations Module is used to manage all immunizations (historical or administered via the system) for all patient's.

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.

ADAMS, MATT ID: 11709 DOB: 01/02/2015 AGE: 3Y 6M 0D GENDER: M Precautions / Cont

Immunizations Home

View

Precautions / Contraindications ARE specified

DOB: 01/02/2015 Age: 3Y 6M 0D History of Varicella?: HEALTHCARE PROVIDER VERIFIED HISTORY OF OR DIAGNOSIS OF VARICELLA Date of Varicella: 04/01/2018

Recommended Immunizations for today, 7/2/2018 (3Y 6M 0D)

Vaccine	Dose	Date	Age	Clinic	
DTaP / TD / Tdap					
DTaP	1	02/01/2018	3Y 0M 30D	4001	Update
DTaP (Daptace)	2	04/02/2018	3Y 3M 18D	4001	Update
DTaP (Daptace)	3	06/14/2018	3Y 5M 12D	4001	Update
Hep A					
Hep A UF	1	06/01/2017	2Y 4M 30D	PR	H Update
Hep A UF	2	01/01/2018	2Y 11M 30D	PR	Update
HepAB (TWINRIX)		02/01/2018	3Y 0M 30D	4001	Update
Hep B					
Hep B UF	1	01/01/2017	1Y 11M 30D	PR	H Update
HepAB (TWINRIX)	2	02/01/2018	3Y 0M 30D	4001	Update

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.

for a more in-depth view of current and future recommendations you can click on the "Recommend" button.

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 to the registry

Immunizations with an H stand for historical, when a patient has no immunization history in the registry but has a paper immunization record the historical indicator is used when creating the immunization in the registry

Clinics are encouraged to document paper immunizations into the registry to insure 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 in to the registry

Recommendations

The popup that appears will detail precautions and contradictions, immunization 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, 07/02/2018 (3Y 6M 0D)

Vaccine	On-Hand
Hep B, ped/adol	✘
Hib (PRP-T)	✘
Influenza Quad Inj P	✘
MMR	✘
PCV13	✘
Polio-IPV	✘

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 @ <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters>

The first recommended return date is 07/30/2018 (3Y 6M 28D)

Future recommendations based upon provider preferences for vaccines

Vaccine	Date	Age
Influenza Quad Inj P	07/30/2018	3Y 6M 28D
Polio-IPV	07/30/2018	3Y 6M 28D
DTaP	12/14/2018	3Y 11M 12D
MMR	01/02/2019	4Y 0M 0D
HPV9	01/02/2026	11Y 0M 0D
MCV4P (Menactra)	01/02/2026	11Y 0M 0D
Recombinant Zoster	01/02/2065	50Y 0M 0D
PCV13	01/02/2080	65Y 0M 0D

Recommendations for ADAMS, MATT (11769) DOB: 01/02/2015 AGE: 3Y 6M 0D



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

Reports

Click on one of the links below to view the document or run the report.



Patient

[IZ History/Risk/Recommendations](#)
[Official Immunization Record](#)
[Patient Exemptions Letter](#)
[Vaccine Documentation/Consent Form](#)

Forms / Informational Documents

[ACIP Child and Adolescent Immunization Schedule](#)
[ACIP Child and Adolescent Catch-up Immunization Schedule](#)
[ACIP Adult Immunization Schedule](#)
[Clinic Contact Listing](#)
[Product Listing](#)
[Vaccine Information Statements \(VIS\)](#)

New Mexico Forms and Documents

Add New Report

NMSIIS Organization Agreement	Edit
NMSIIS User Agreement	Edit
NMSIIS Training Request Form	Edit
NMSIIS Decision to Remove Record Form	Edit
NMSIIS Decline to Participate Form	Edit
NMSIIS Certificate of Exemption Form	Edit
NMSIIS Immunization Program Overview	Edit
NMSIIS Online Help Guide	Edit

Patient Management

[Birth Vaccinations](#)
[Inactivate Patients](#)
[Patient Detail with Services](#)
[Patient List By Insurance Source](#)
[Patient List/Counts By Clinic Report](#)
[Patient Reminder/Recall](#)
[Patient Roster](#)
[Patient VFC Eligibility History](#)
[Patients First Seen](#)
[Patients with Active Exemptions](#)
[Patients with Adverse Reactions](#)
[Patients with Notes](#)

Additional Resources

NMSIIS Online Help Guide

https://nmsiis.health.state.nm.us/webiznet_nm/WebCode/Reports/ReportSteam.aspx?REPORT_GUID=6d066f74-6c23-e611-8136-001dd80017be

NMSIIS Immunization Program Overview

https://nmsiis.health.state.nm.us/webiznet_nm/WebCode/Reports/ReportSteam.aspx?REPORT_GUID=30c7a3c9-6c23-e611-8136-001dd80017be

NMSIIS Quick Reference Guide - Standard User

https://nmsiis.health.state.nm.us/webiznet_nm/WebCode/Reports/ReportSteam.aspx?REPORT_GUID=44b08324-8a47-e611-8136-001dd8001407

NMSIIS Policies and Procedures

<https://nmhealth.org/publication/view/help/929/>

