NMDOH
NEW MEXICO DEPARTMENT OF HEALTH

Investing for tomorrow, delivering today.

COVID-19 Vaccine Provider Training

2022

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Part 5:
NMSIIS
Patient Detail with Services Report

Modules

- Patient Detail with Services Report Overview
- How to Run the Report

Patient Detail with Services Report Overview

Patient Detail with Services Report

The *Patient Detail with Services* report is available for all clinic users and generates a list of patient vaccinations that were administered by the provider/clinic.

- Found in NMSIIS, under the “Reports” tab and “Patient Management” section.
- The report can be helpful for a variety of clinical and administrative functions (e.g., to verify accurate reporting)
- Available in a PDF format, an Excel, or Extract CSV files for use in Microsoft Excel.

Patient Detail with Services Report

The *Patient Detail with Services* report will display:

- Patient name
- Date of birth
- Default clinic
- VFC eligibility status
- Vaccination details

- Aggregate values are provided at the *end* of the report which include patient totals, administered vaccinations, vaccines added but not administered, historical vaccinations and invalid vaccinations.

Patient Detail with Services Report

Vaccine details include:

- Vaccine lot number
- Funding source
- Historical or invalid vaccine (Yes/No)
- Created/Last updated by fields

How to Run a Patient Detail with Services Report

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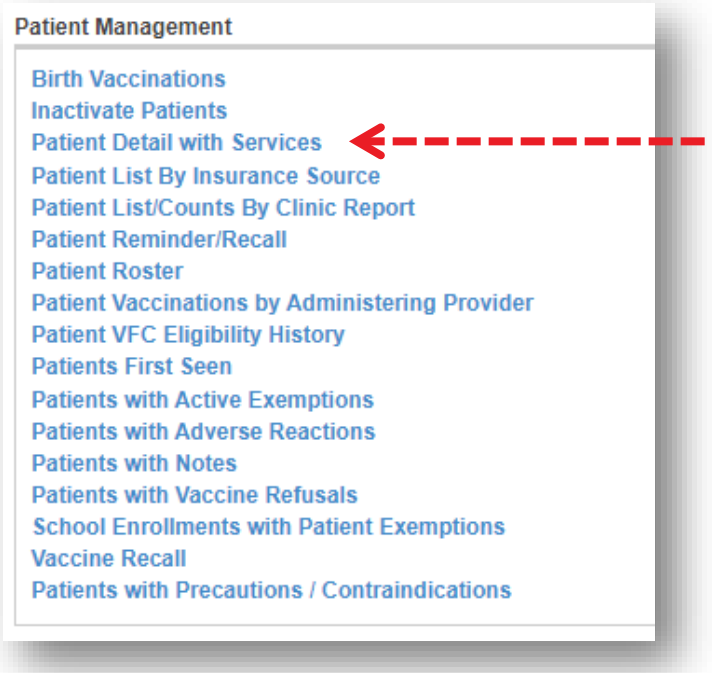
Running the Patient Detail with Services Report

- On the left-hand menu, select the “Reports” tab.
- On the *Reports* screen page, scroll down to the section titled “*Patient Management*”.
- Select the “Patient Detail with Services” link.
- The link will redirect to the Patient Detail with Services page to enter selection criteria.



Running the Patient Detail with Services Report

1. Verify the correct "*Provider*" and "*Clinic*" from the drop-down.
   - Users may have access to more than one provider/clinic depending on their settings.
2. Input the date in the "*From*" and "*Through*" fields for the "*Vaccine Date Range*"
   - This filters the report based on when the vaccines were administered.

Running the Patient Detail with Services Report

3. Input the date into the "*From*" and "*Through*" fields for the "*Date of Birth Range*"
   - This filters the report based on the patient's date of birth.
   - ***Leave this option blank*** if you want to run a report on all patients.

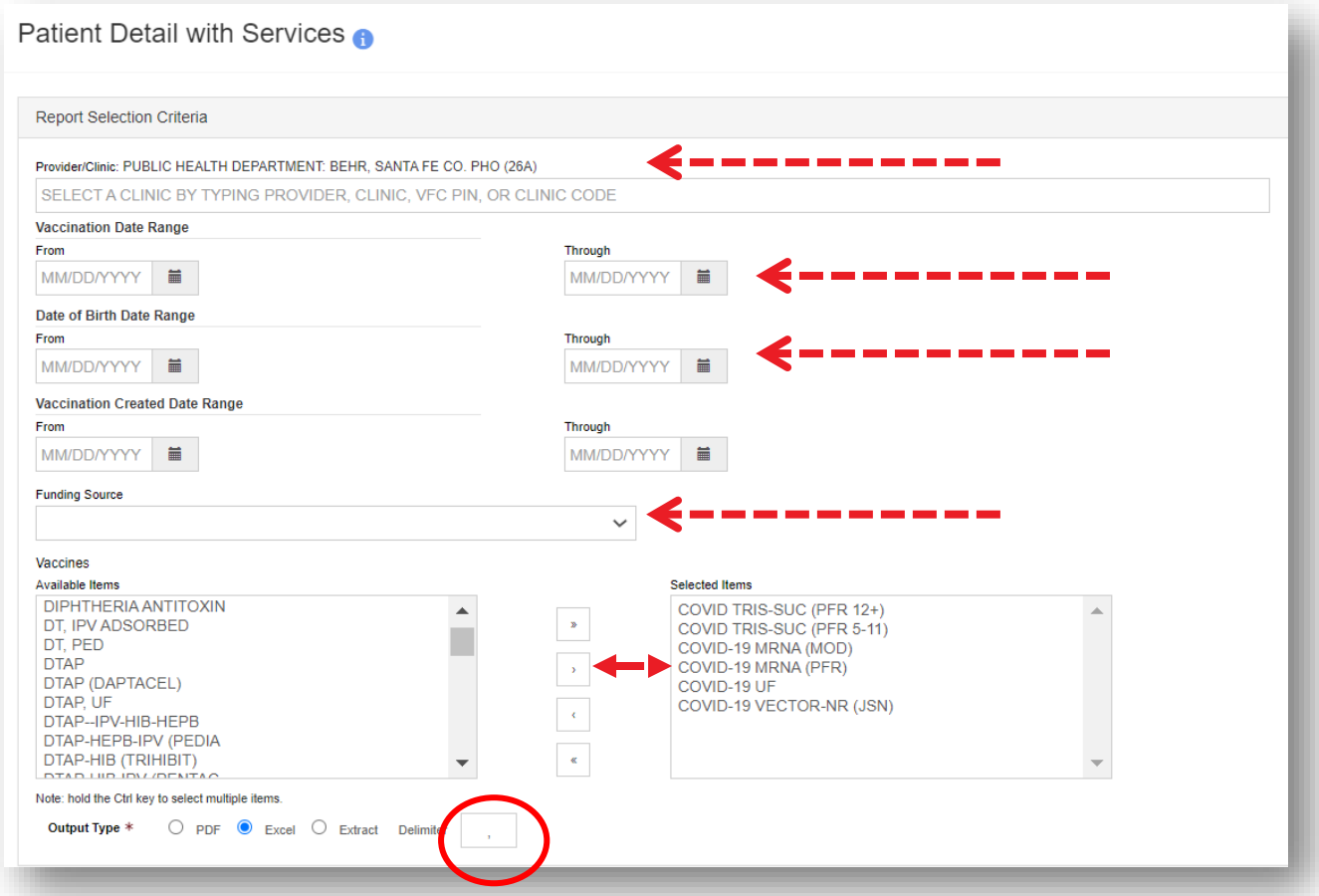
Running the Patient Detail with Services Report

4. Under the optional “Funding Source” drop-down, select a particular funding.
   - This narrows the results to only the selected funding source.
   - ***Leave this option blank*** to include all funding source options.
   - Options in this category include 317 Adult, Adult Special Purpose, Blended, and Private Purchase
     - NOTE: Most COVID-19 Vaccines are funded as “Blended”

Running the Patient Detail with Services Report

5. Select the vaccine types under the "*Vaccines*" field.
   - To select more than one vaccine, hold the "*CTRL*" key and select.
   - Use the ">" button to move the vaccine to the "Selected Items" field.
6. Select the desired "*Output Type*"
   - For a CSV Excel file, change the delimiter to "," to generate the file format for Microsoft Excel.

Running the Patient Detail with Services Report



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Contact

- NMSIIS Help Desk (833) 882-6454

CONTACT INFO	DESCRIPTION
COVID.Vaccines@state.nm.us	COVID-19 Vaccine Record requests; Provider COVID-19 Vaccine Order status; NMSIIS assistance.
COVID.Therapeutics@state.nm.us	Provider questions regarding COVID oral therapeutics (Molnupiravir and Paxlovid); COVID PrEP (Evusheld); mAB; or Remdesivir
COVIDData.compliant@state.nm.us	COVID-19 vaccine storage and handling questions, temperature log and onboarding Vaccine Plan submissions.
COVID.testing-doh@state.nm.us	For Provider questions on testing and test supplies