### Search for Student

1) Go to [https://www.tennesseeiis.gov](https://www.tennesseeiis.gov) and login.

2) Using Navigation Menu, click Patient.

3) Click Search.

4) Patient Search screen displays.

5) Enter search criteria using these search tips:
   - Enter student’s first name and last name
     OR
   - Enter student’s first name or last name and birth date
     OR
   - Enter partial first name or last name with wildcard “%”.

6) Click Search button or press Enter key.

7) If Patient Search Results display, select student from list.

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Questions about this TennIIS QRG or immunization requirements for pre-school and school attendance?
Contact Becky Pearsall RN-BC, RHIA, CPHQ with the Tennessee Immunization Program
[becky.pearsall@tn.gov](mailto:becky.pearsall@tn.gov) or 615-532-6608
8) Patient Demographic screen displays.

<table>
<thead>
<tr>
<th>Patient Demographic Master View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient ID</td>
</tr>
<tr>
<td>Organization (RMG) Code</td>
</tr>
<tr>
<td>Organization Medical ID</td>
</tr>
<tr>
<td>Birth Date</td>
</tr>
<tr>
<td>Social Security Number</td>
</tr>
<tr>
<td>Race</td>
</tr>
<tr>
<td>Ethnicity</td>
</tr>
<tr>
<td>Parental Language</td>
</tr>
<tr>
<td>Cell Phone</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
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<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Mother Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
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<tr>
<td>Mother's Name</td>
</tr>
<tr>
<td>Mother's SSN</td>
</tr>
<tr>
<td>Father Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
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<tr>
<td>Father's Name</td>
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<tr>
<td>Father's SSN</td>
</tr>
<tr>
<td>Guardian 1 Name</td>
</tr>
<tr>
<td>Guardian 1 SSN</td>
</tr>
<tr>
<td>Guardian 1 Relationship</td>
</tr>
<tr>
<td>Guardian 1 Phone</td>
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<tr>
<td>Guardian 1 Email</td>
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<tr>
<td>Guardian 2 Name</td>
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<tr>
<td>Guardian 2 SSN</td>
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<tr>
<td>Guardian 2 Relationship</td>
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<tr>
<td>Guardian 2 Phone</td>
</tr>
<tr>
<td>Guardian 2 Email</td>
</tr>
</tbody>
</table>

**Update or Edit Student Demographic Record**

1) Click Edit button in lower right corner of Patient Demographic screen.

2) Patient Demographic Edit screen displays.

3) Edit fields as needed.

4) Click Save button.

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**View Student Vaccinations**

1) Using Navigation Menu, click Vaccinations.
2) Click View.

3) Vaccination View screen displays. This screen has three sections:
   - **Patient**
     - Vaccination Forecast
       - Vaccine Family name displays if series not complete
       - Recommended Date is routine ACIP schedule.
       - Minimum Valid Date is earliest vaccine could be given to be valid dose.
       - Status is as of today and will be either Past Due, Due Now, or Up-to-Date.
     - Vaccination View
       - * after date = historical vaccination
       - No * after date = administered vaccination
       - X in front of date = invalid vaccination

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4) Click on vaccine date on Vaccination View screen to display Vaccination Detail screen.
   • Organization and/or Facility fields show facility that entered administered and/or historical vaccinations into TennIIS.

Use ICVT to Evaluate Student Immunization Record for Validated Immunization Certificate

1) Using Navigation Menu, click Reports.
2) Click State Reports.

3) Click IMMCert. (Link not available for students > 20 years old.)

4) Tennessee Immunization Certificate screen displays with different buttons depending on age of student. Click button for certificate needed:
   • Complete for Childcare/Pre-school and Kindergarten

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• Current student entering 7th grade
• New students (or current students) entering grade 1 through 12

6) Click View Certificate/Document button in lower right corner of Tennessee Immunization Certificate screen.

7) If immunization record in TennIIS meets requirements for certificate type, Validation Result screen displays links for validated certificate and validation report. Click link to produce either validated complete certificate or validation report for desired certificate type:

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**Validated complete certificate**
- No signature is required
- Invalid doses do not display

**Validation report**
- Displays vaccine requirements with pass status
- Displays pass status for certificate type
- Displays invalid vaccine doses and reason dose is invalid

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8) If immunization record in TennIIS does not meet requirements for certificate type, Validation Results screen displays link for validation report only. Click link to produce validation report for desired certificate type:

Validation report
- Displays vaccine requirements with pass or fail status
- Displays fail status for certificate type
- Displays invalid vaccine doses and reason dose is invalid
9) If immunization record in TennIIS does not meet requirements for certificate type, but student is as up-to-date as possible as of today,

Validation Results screen displays links for temporary validated certificate and validation report. Click link to produce either validated temporary certificate or validation report for desired certificate type:

Validated temporary certificate
- Expiration date displays in Section 3
- No signature is required
- Invalid doses do not display
Validation report
- Displays vaccine requirements with pass or fail status
- Displays fail status for certificate type
- If invalid dose in record, displays invalid vaccine dose and reason dose is invalid

10) Use web browser's print function to print certificates and/or validation reports.

Access TennIIS Resources
1) Using Navigation Menu, click Main.
2) Click Home.
3) Click School Immunization Requirements bar
4) Click link for desired document
   - Diseases Covered by Tennessee Child Care and School Immunization Requirements Table
   - Immunization Requirement Summary for Child Care through 12th Grades
5) Click Contact the Tennessee Immunization Program bar
6) Contact TennIIS Help Desk
7) Contact TennIIS Registration
8) Contact TennIIS Training

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