Tennessee Immunization Information System (TennIIS)
Health Department User Quick Reference Guide

Description of this guide:

This guide describes basic TennIIS functionality for **HEALTH DEPARTMENT USERS**. This guide does *not* include medical office, pharmacy, or school/childcare facility users (see separate quick reference guides for alternate user types).

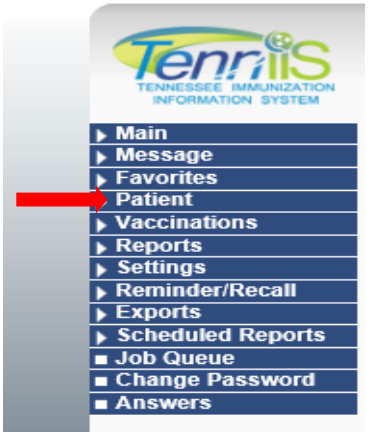
Included in this guide:

- Searching for a Patient
- Adding a Patient
- Editing Demographic Information
- Viewing a Patient's Vaccinations
- Adding Historical Vaccinations
- Editing Vaccination Information
- Deleting Vaccinations
- Generating the official TN Certificate of Immunization
- Adding Vaccinator Name as Default
- Adding Route and Site as Default
- Adding Vaccination Volume as Default

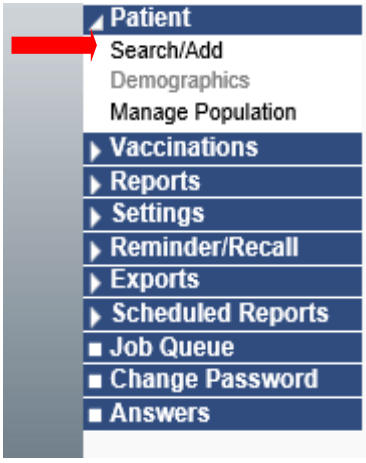
Please contact TennIIS.Training@tn.gov or 844-206-9927 with questions about this quick reference guide.

Searching for a Patient

1) Using the Navigation Menu, click on the "Patient" menu heading.

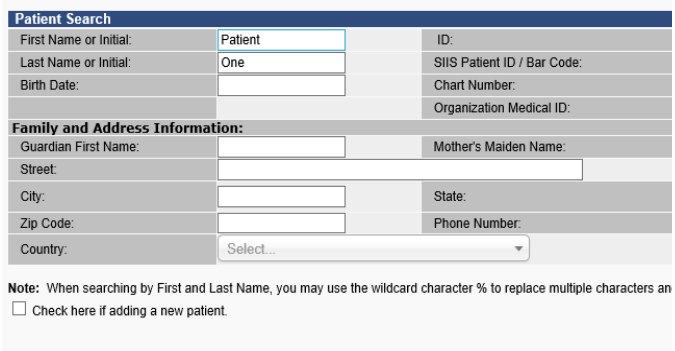


2) Click "Search/Add".



3) Enter search criteria using these three search tips:

• Enter patient's first name and last name
OR
• Enter patient's first name or last name and birth date
OR
•Enter "%" (wildcard) in the first and last name fields to replace multiple characters



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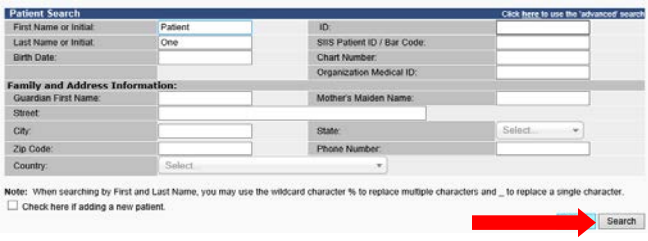
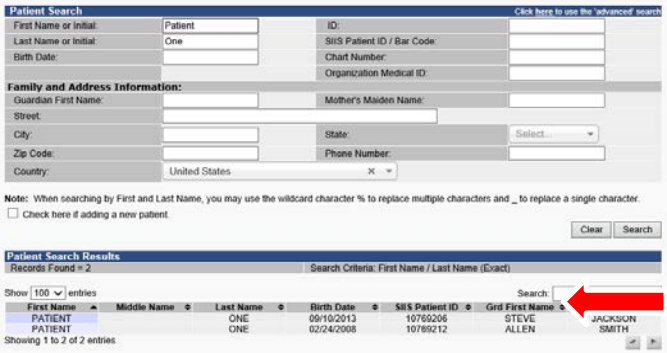
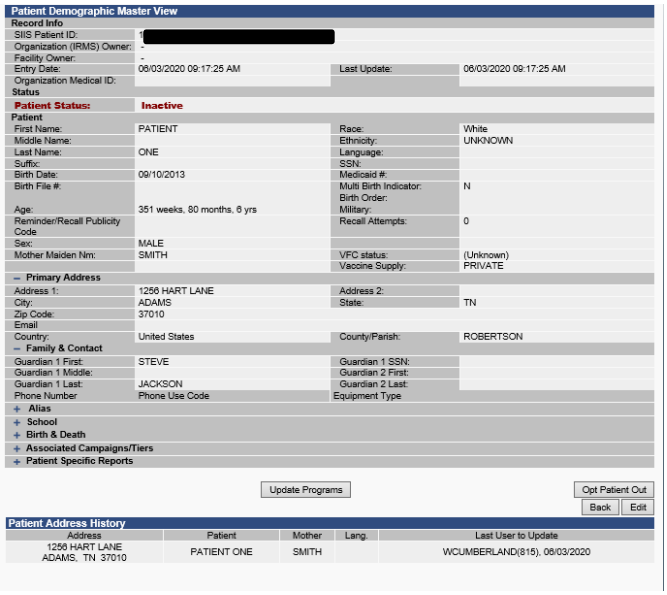
4) Click “Search”.	
5) TennIIS will take you directly to the Patient Demographic Master View if an exact match is found. If multiple results display, select the correct patient to view the Patient Demographic Master View. Sort Patient Search Results by clicking on the black arrow located at the top of each column.	
6) Patient Demographic Master View will display.	

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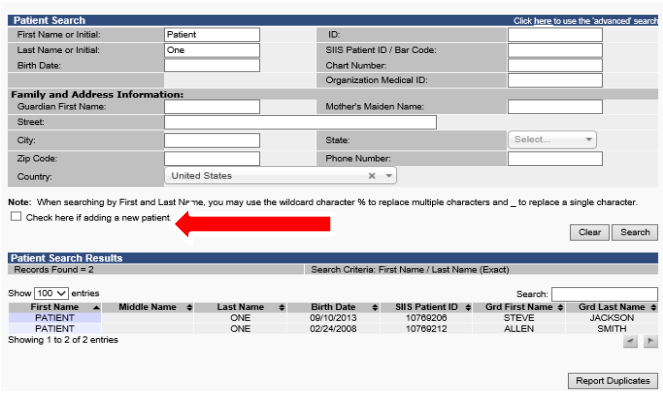
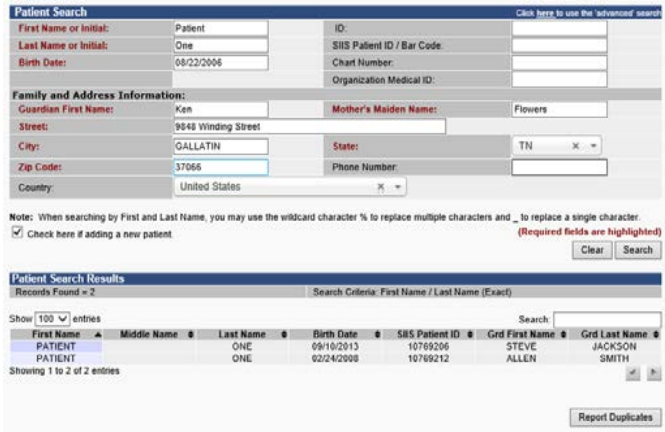
Adding a Patient

Note: Before attempting to add a new patient, search using all methods listed above to avoid creating duplicate records.

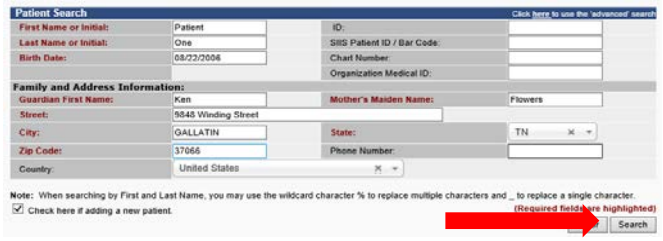
1) From the Patient Search/Add Page click the "Check here if adding a new patient" checkbox at the bottom of the Patient Search field.



2) Enter all of the required information (highlighted in red):
   - First name or Initial
   - Last name or Initial
   - Birth date
   - Guardian's first name
   - Mother's maiden name
   - Complete mailing address



3) Click "Search".



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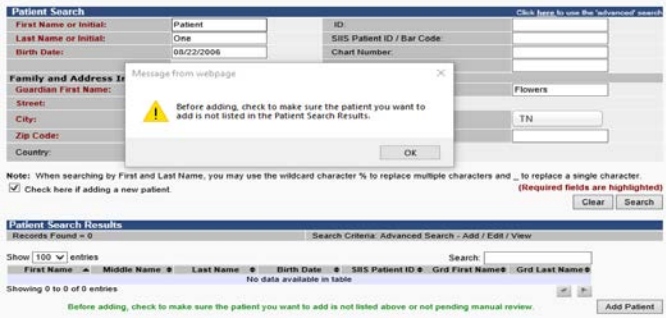
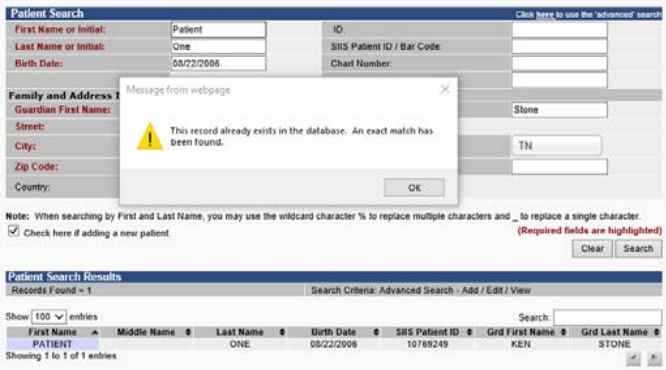
4) A dialog box will appear with one of the following messages:

- "Before adding, check to make sure the patient you want to add is not listed in the Patient Search Results."
  OR
- "This record already exists in the database. An exact match has been found."

Click "OK" to close the dialog box.

Note: If a positive match is found, select the patient from the search results. If TennIIS finds an exact match of the record, you will not be able to add a new patient.

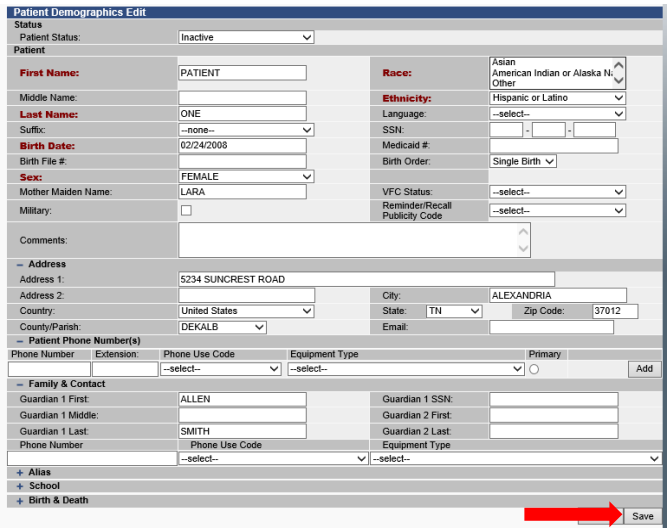




5) If no match is found or the patient you are searching for is not listed in the search results, click "Add Patient".

6) TennIIS will then automatically go to the Patient Demographics Edit.

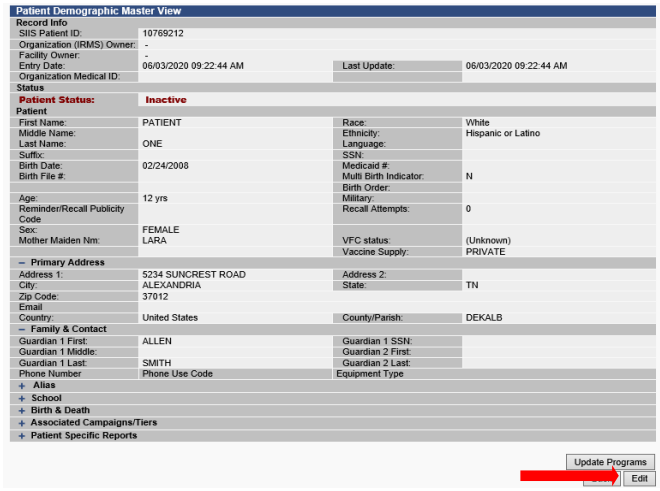
Enter patient information into the appropriate fields then click "Save" to complete adding new patient.



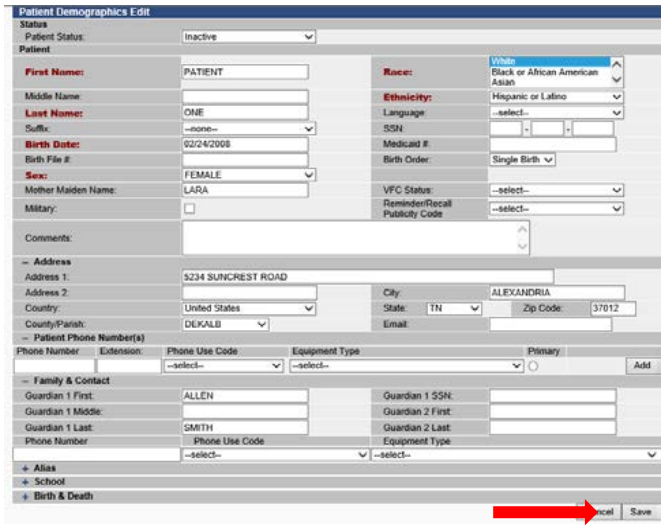
Editing Demographic Information

1) Search for the patient and select the correct patient from the list.

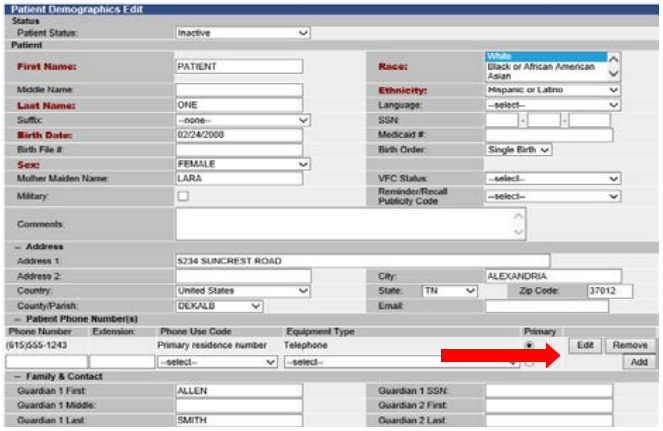
2) From the Patient Demographics Master View, click "Edit".



3) Edit the desired fields and click "Save".



Note: The "Phone Number" section contains an "Add" button to enter new phone numbers. Once entered, user will additionally have "Edit" and "Remove" keys to use respectively for the "Phone Number" section only.



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4) Editing optional patient demographics:

Patient Demographic Edit:

- **Language** – select language.
- **Birth Order** – if the patient is a twin, triplet, etc., enter the birth order in the first dropdown.
- **Inactivate Patient** – use the inactive dropdown menu to select the appropriate status.
- **VFC Status** – select the patient's VFC status from the dropdown box.

Address section – enter the following fields to update or enter the patient's address:

- **Address 1** – street or PO Box number
- **Address 2** – apartment number
- Enter the zip code and the correct city, state, and county will automatically populate for you.

Alias section

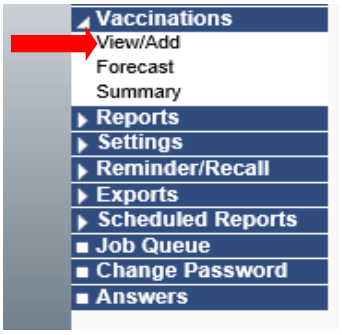
- Enter a nickname, maiden or second last name into these fields to allow users to search by the alias name.

Viewing a Patient's Vaccinations

1) Search for the patient and select the correct patient from the list.

2) Using the Navigation Menu, click on the "Vaccinations" menu heading.

3) Click "View/Add".



4) The Vaccination View/Add screen will appear where users can see the patient's full vaccination history.

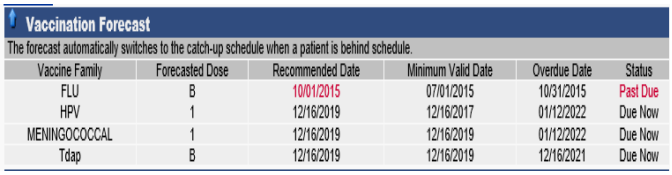
This screen has three sections:

- Patient
- Vaccination Forecast:
  - o Vaccine Family name displays if series not complete
  - o Recommended Date is routine ACIP schedule
  - o Minimum Valid Date is earliest vaccine could be given to be valid dose
  - o Status is as of today and will be either Past Due, Due Now, or Not Yet Due

Patient

Name:	PATIENT ONE	SIIS Patient ID:	10769212
Date of Birth:	02/24/2008	Age:	12 yrs
Guardian:	ALLEN SMITH	Status:	Inactive

Print Page



Vaccination Forecast

The forecast automatically switches to the catch-up schedule when a patient is behind schedule.

Vaccine Family	Forecasted Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
FLU	B	10/01/2015	07/01/2015	10/31/2015	Past Due
HPV	1	12/16/2019	12/16/2017	01/12/2022	Due Now
MENINGOCOCCAL	1	12/16/2019	12/16/2019	01/12/2022	Due Now
Tdap	B	12/16/2019	12/16/2019	12/16/2021	Due Now

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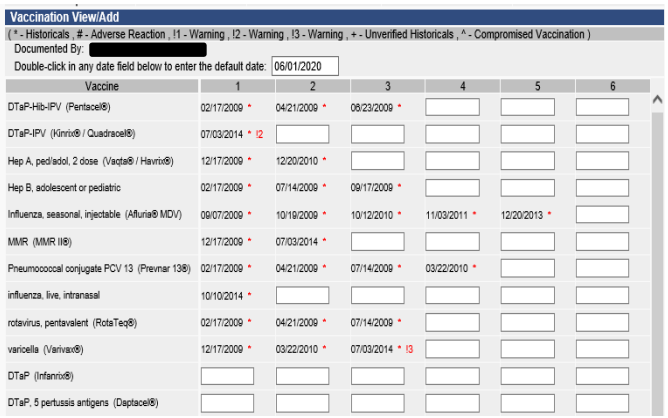
- Vaccination View
  - o * after date = historical vaccination
  - o No * after date = administered vaccination
  - o X in front of date = invalid vaccination



Vaccination View/Add

(* - Historicals , # - Adverse Reaction , !1 - Warning , !2 - Warning , !3 - Warning , + - Unverified Historicals , ^ - Compromised Vaccination)

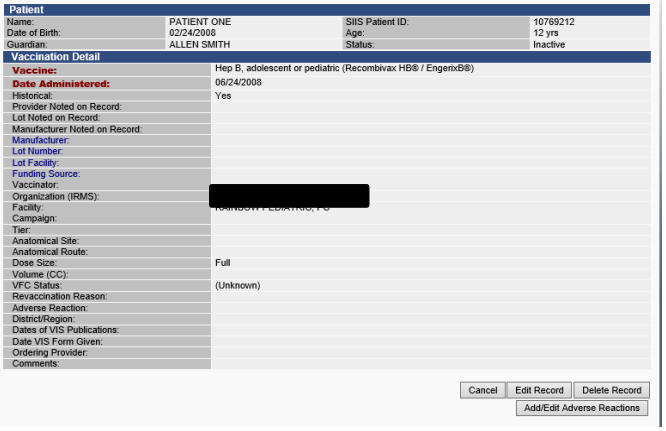
Documented By: [redacted]

Double-click in any date field below to enter the default date: 06/01/2020

Vaccine	1	2	3	4	5	6
DTaP-Hib-IPV (Pentacel®)	02/17/2009 *	04/21/2009 *	06/23/2009 *			
DTaP-IPV (Kinrix® / Quadracel®)	07/03/2014 * !2					
Hep A, ped/adol, 2 dose (Vaqta® / Havrix®)	12/17/2009 *	12/20/2010 *				
Hep B, adolescent or pediatric	02/17/2009 *	07/14/2009 *	09/17/2009 *			
Influenza, seasonal, injectable (Afluria® MDV)	09/07/2009 *	10/19/2009 *	10/12/2010 *	11/03/2011 *	12/20/2013 *	
MMR (MMR II®)	12/17/2009 *	07/03/2014 *				
Pneumococcal conjugate PCV 13 (Prevnar 13®)	02/17/2009 *	04/21/2009 *	07/14/2009 *	03/22/2010 *		
influenza, live, intranasal	10/10/2014 *					
rotavirus, pentavalent (RotaTeq®)	02/17/2009 *	04/21/2009 *	07/14/2009 *			
varicella (Varivax®)	12/17/2009 *	03/22/2010 *	07/03/2014 * !3			
DTaP (Infanrix®)						
DTaP, 5 pertussis antigens (Daptacel®)						

5) Click on vaccine date to display the Vaccination Details Screen.

Note: Organization and/or Facility fields show facility that entered either administered or historical vaccinations into TennIIS.



Patient

Name:	PATIENT ONE	SIIS Patient ID:	10769212
Date of Birth:	02/24/2008	Age:	12 yrs
Guardian:	ALLEN SMITH	Status:	Inactive

Vaccination Detail

Vaccine:	Hep B, adolescent or pediatric (Recombivax HB® / EngerixB®)
Date Administered:	06/24/2008
Historical:	Yes
Provider Noted on Record:	
Lot Noted on Record:	
Manufacturer Noted on Record:	
Manufacturer:	
Lot Number:	
Lot Facility:	
Funding Source:	
Vaccinator:	
Organization (IRMS):	[redacted]
Facility:	
Campaign:	
Tier:	
Anatomical Site:	
Anatomical Route:	
Dose Size:	Full
Volume (CC):	
VFC Status:	(Unknown)
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	
Ordering Provider:	
Comments:	

Cancel | Edit Record | Delete Record | Add/Edit Adverse Reactions

Adding Historical Vaccinations

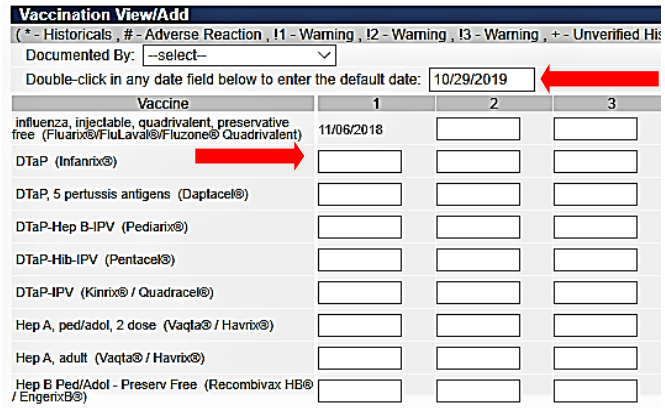
Note: Historical vaccinations are shots that were administered by providers outside of your facility. Historical vaccinations include those given out of state and country.

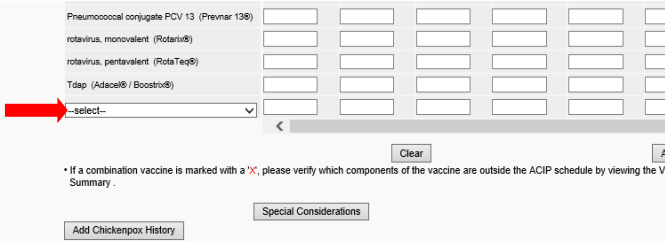
1) From the Vaccination View/Add Screen :

Type the date in the field next to the appropriate vaccine name to enter the date the vaccine was given (see red box).

Helpful tip: to enter vaccination dates quickly, double click in the date field to automatically enter today's date as the default. To change the default date, enter the date you'd like as the default in the Default Date box on top of the Vaccination Date grid (see red arrow).

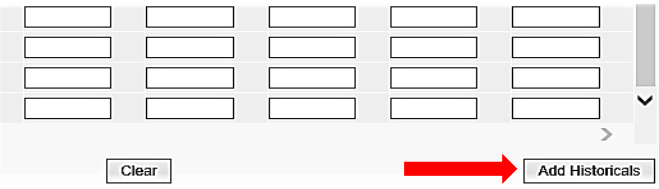
Note the drop-down menu located at the bottom of the vaccination list which will contain additional vaccine selections. Once a vaccine is selected from the drop-down, a new line will appear for that vaccine in which the user can add dates.





2) Click "Add Historicals" after all of the historical dates have been entered.

TennIIS will add the historical data and take you back to the Vaccination View/Add Screen.



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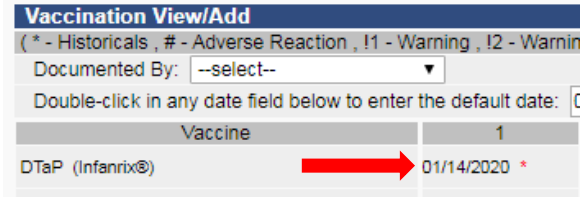
Editing Vaccination Information

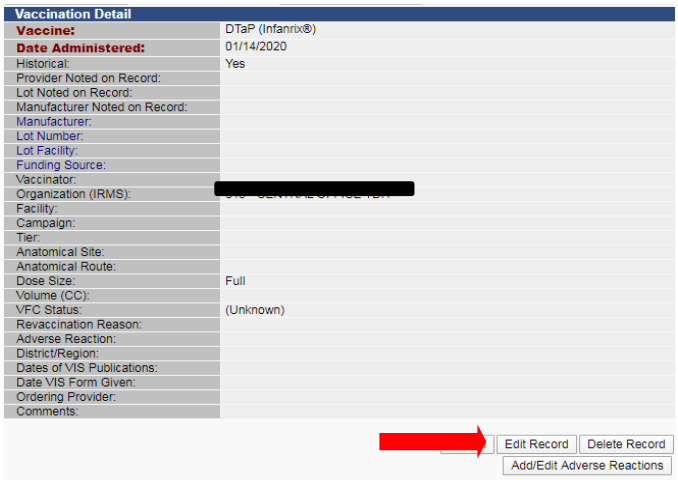
1) From the Vaccination View/Add Screen :

Click on the date of the vaccination you want to edit. You will be taken to the Vaccination Detail page.

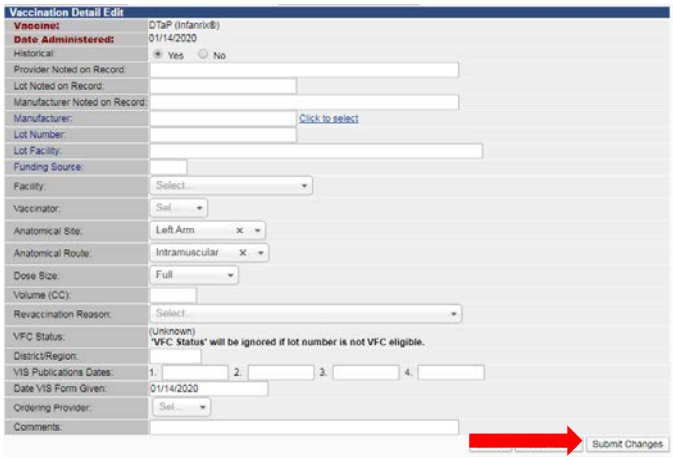
Note: Administered vaccinations may only be modified or deleted by staff within the administering facility.



2) Click "Edit Record".



3) Make the appropriate changes in the fields and click "Submit Changes."



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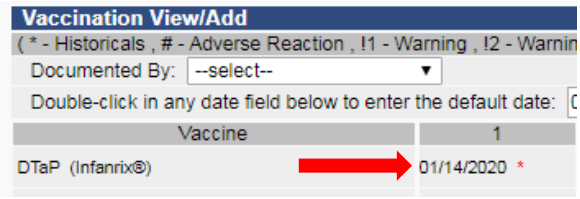
Deleting Vaccinations

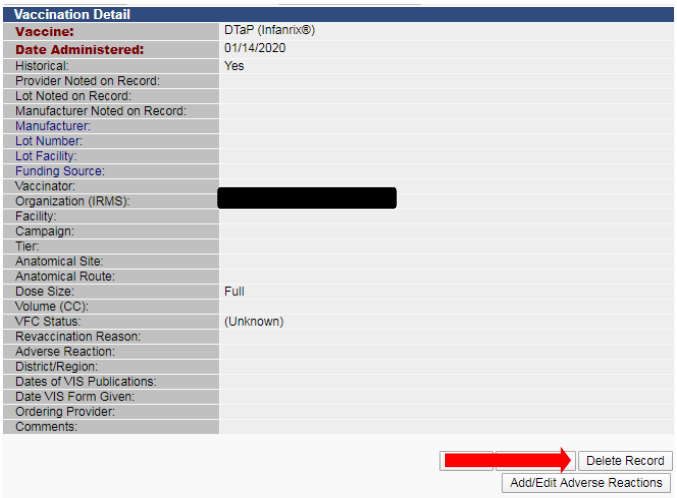
1) From the Vaccination View/Add Screen :

Click on the date of the vaccination you want to delete.

Note: Dates must be individually deleted.



2) Click "Delete Record" on the Vaccination Detail page.



3) Click "Delete Record" on the confirmation page.

Note: administered vaccinations can only be deleted by users in the administering facility.

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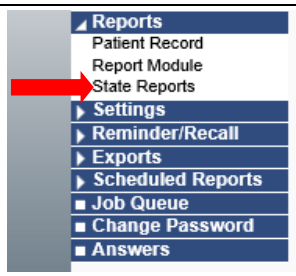
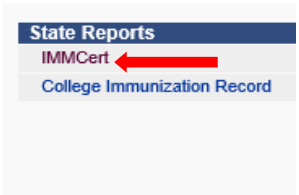
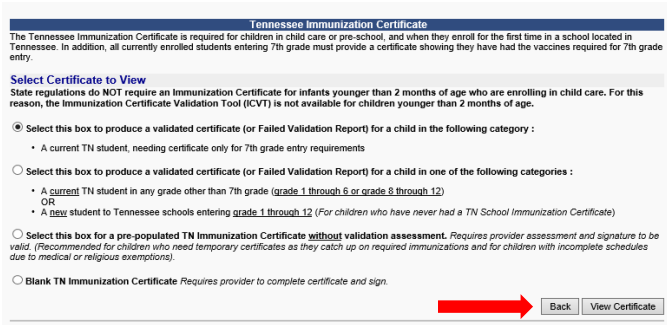
Generating the official TN Certificate of Immunization

Note: The Tennessee Immunization Certificate is required for children in child care or pre-school, and when they enroll for the first time in a school located in Tennessee. In addition, all currently enrolled students entering 7th grade must provide a certificate showing they have had the vaccines required for 7th grade entry.

1) Search for the patient and select the correct patient from the list.	
2) Using the Navigation Menu, click on the "Reports" menu heading.	
3) Click "State Reports".	
4) Click "IMMCert" (this link is only available for patients less than 20 years old).	
5) Click the appropriate "radio button" for certificate needed (options change depending upon patient/student age): Click "View Certificate". Note: Pre-Populated and Blank Certificate may be selected from this screen. **Both Pre-Populated Immunization Certificate without Validation Assessment and Blank Certificate require the signature of a qualified provider to be valid.**	

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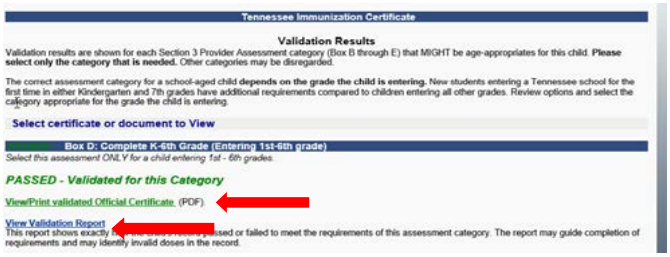
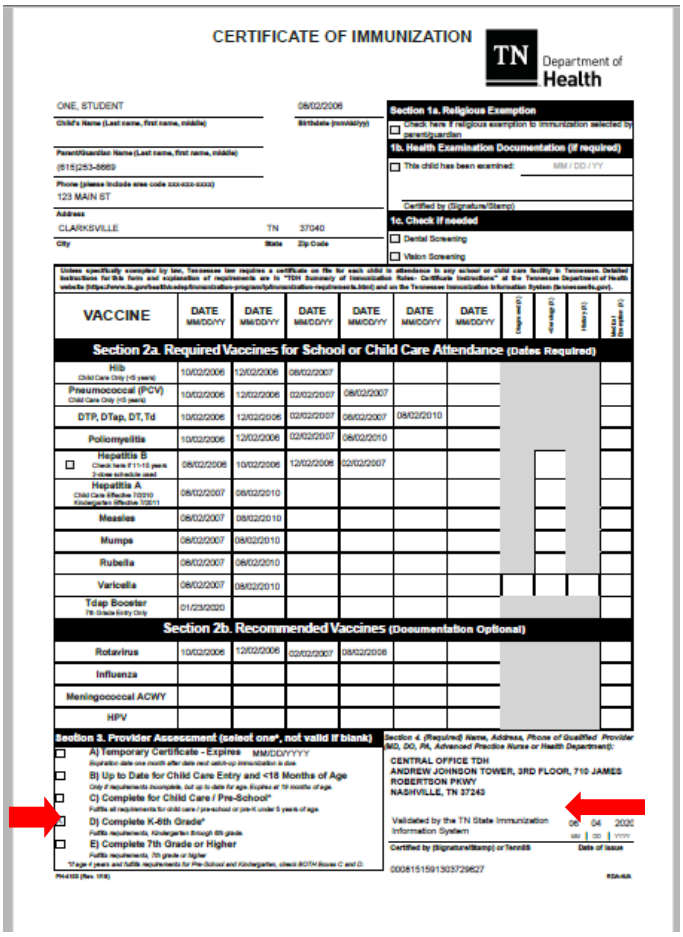
6) **If immunization record in TennIIS MEETS requirements for certificate type**, Validation Result screen displays links for validated Official Certificate and Validation Report.

Click link to produce a validated Official Certificate or a Validation Report for desired certificate type.



7) **Validated Official Certificate** will have:

- Certificate type box checked in Section 3. Provider Assessment
- No signature is required; "Validated by the TN State Immunization Information System"
- Invalid doses do not display



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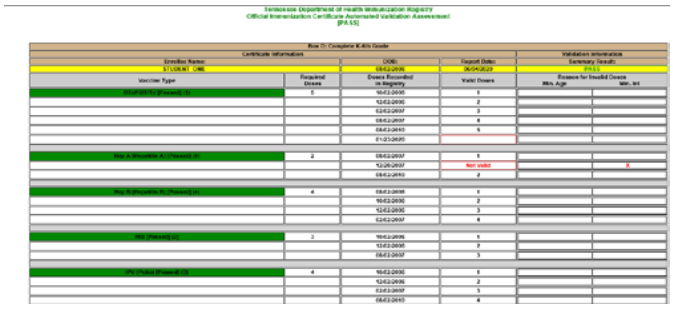
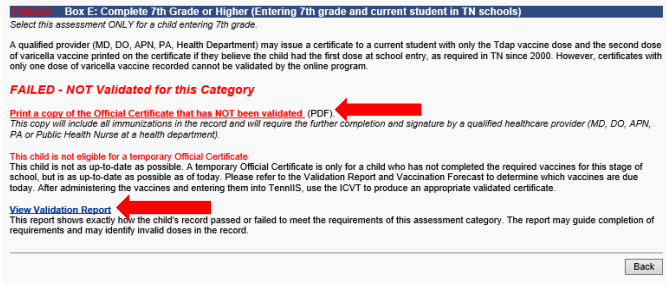
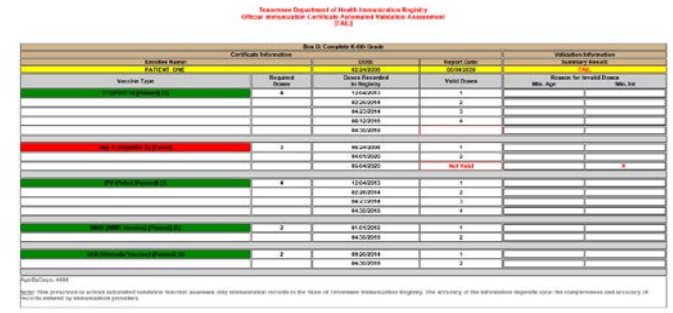
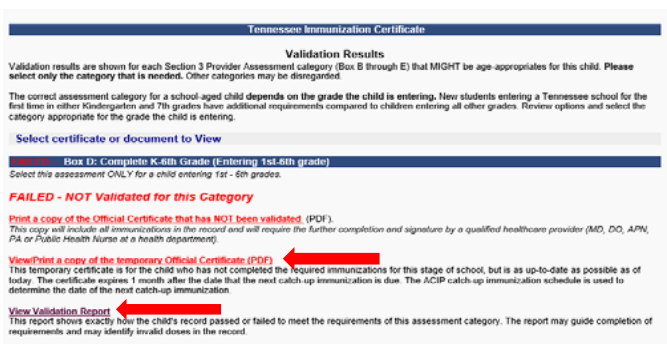
8) **PASS Validation Report:** • Displays pass status for certificate type • Displays vaccine requirements with pass status • If invalid dose in record, displays invalid vaccine dose and reason dose is invalid	
9) **If Immunization record in TennIIS does not meet requirements for certificate type and patient/student is not as up-to-date as possible** for required vaccines, Validation Results screen displays links for Official Certificate that has not been validated and Validation Report. Click link to produce Official Certificate that has not been validated or Validation Report for desired certificate type.	 Box E: Complete 7th Grade or Higher (Entering 7th grade and current student in TN schools) *Select this assessment ONLY for a child entering 7th grade.* A qualified provider (MD, DO, APN, PA, Health Department) may issue a certificate to a current student with only the Tdap vaccine dose and the second dose of varicella vaccine printed on the certificate if they believe the child had the first dose at school entry, as required in TN since 2000. However, certificates with only one dose of varicella vaccine recorded cannot be validated by the online program. ***FAILED - NOT Validated for this Category*** Print a copy of the Official Certificate that has NOT been validated (PDF). *This copy will include all immunizations in the record and will require the further completion and signature by a qualified healthcare provider (MD, DO, APN, PA or Public Health Nurse at a health department).* This child is not eligible for a temporary Official Certificate This child is not as up-to-date as possible. A temporary Official Certificate is only for a child who has not completed the required vaccines for this stage of school, but is as up-to-date as possible as of today. Please refer to the Validation Report and Vaccination Forecast to determine which vaccines are due today. After administering the vaccines and entering them into TennIIS, use the ICVT to produce an appropriate validated certificate. View Validation Report This report shows exactly how the child's record passed or failed to meet the requirements of this assessment category. The report may guide completion of requirements and may identify invalid doses in the record. Back
10) **FAIL Validation Report:** • Displays fail status for certificate type • Displays vaccine requirements with pass or fail status • If invalid dose in record, displays invalid vaccine dose and reason dose is invalid	
11) **If Immunization record in TennIIS does not meet requirements for certificate type, but student is as up-to-date as possible for required vaccines**, Validation Results screen displays links for Temporary Official Certificate and Validation Report. Click link to produce Temporary Official Certificate or Validation Report for desired certificate type.	 Tennessee Immunization Certificate Validation Results Validation results are shown for each Section 3 Provider Assessment category (Box B through E) that MIGHT be age-appropriates for this child. **Please select only the category that is needed.** Other categories may be disregarded. The correct assessment category for a school-aged child **depends on the grade the child is entering.** New students entering a Tennessee school for the first time in either Kindergarten and 7th grades have additional requirements compared to children entering all other grades. Review options and select the category appropriate for the grade the child is entering. Select certificate or document to View Box D: Complete K-6th Grade (Entering 1st-6th grade) *Select this assessment ONLY for a child entering 1st - 6th grades.* ***FAILED - NOT Validated for this Category*** Print a copy of the Official Certificate that has NOT been validated (PDF). *This copy will include all immunizations in the record and will require the further completion and signature by a qualified healthcare provider (MD, DO, APN, PA or Public Health Nurse at a health department).* View/Print a copy of the temporary Official Certificate (PDF) This temporary certificate is for the child who has not completed the required immunizations for this stage of school, but is as up-to-date as possible as of today. The certificate expires 1 month after the date that the next catch-up immunization is due. The ACIP catch-up immunization schedule is used to determine the date of the next catch-up immunization. View Validation Report This report shows exactly how the child's record passed or failed to meet the requirements of this assessment category. The report may guide completion of requirements and may identify invalid doses in the record.

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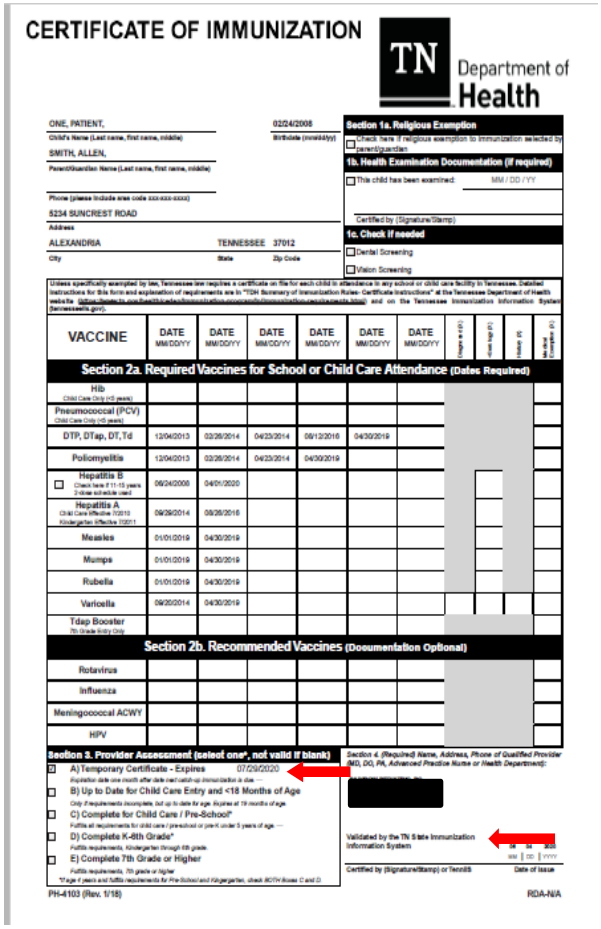
12) **Temporary Official Certificate:**

- Temporary certificate box checked in Section 3. Provider Assessment with **expiration date.**

- No signature is required; "Validated by the TN State Immunization Information System".

- Invalid doses do not display.



CERTIFICATE OF IMMUNIZATION

TN Department of Health

ONE, PATIENT, 02/24/2008
Child's Name (Last name, first name, middle) Birthdate (mm/dd/yy)
SMITH, ALLEN,
Parent/Guardian Name (Last name, first name, middle)
Phone (please include area code xxx-xxx-xxxx)
5234 SUNCREST ROAD
Address
ALEXANDRIA TENNESSEE 37012
City State Zip Code

Section 1a. Religious Exemption
☐ Check here if religious exemption to immunization selected by parent/guardian

1b. Health Examination Documentation (if required)
☐ This child has been examined: MM / DD / YY
Certified by (Signature/Stamp)

1c. Check if needed
☐ Dental Screening
☐ Vision Screening

Unless specifically exempted by law, Tennessee law requires a certificate on file for each child in attendance in any school or child care facility in Tennessee. Detailed instructions for this form and explanation of requirements are in "TDH Summary of Immunization Rules- Certificate Instructions" at the Tennessee Department of Health website (https://www.tn.gov/health/cedep/immunization-program/immunization-requirements.html) and on the Tennessee Immunization Information System (tennessee.is.gov).

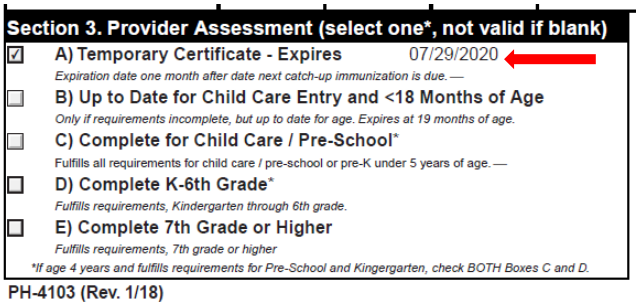
VACCINE	DATE MM/DD/YY	DATE MM/DD/YY	DATE MM/DD/YY	DATE MM/DD/YY	DATE MM/DD/YY	DATE MM/DD/YY	Degree or (D)	Cross tag (C)	Waiver (W)	Medical Contraindication (M)
Section 2a. Required Vaccines for School or Child Care Attendance (Dates Required)										
Hib (Child Care Only (<5 years))										
Pneumococcal (PCV) (Child Care Only (<5 years))										
DTP, DTap, DT, Td	12/04/2013	02/26/2014	04/23/2014	09/12/2016	04/30/2019					
Poliomyelitis	12/04/2013	02/26/2014	04/23/2014	04/30/2019						
☐ Hepatitis B (Check here if 11-15 years 2-dose adolescent card)	06/24/2008	04/01/2020								
Hepatitis A (Child Care Effective 7/2010 Kindergarten Effective 7/2011)	09/29/2014	09/26/2016								
Measles	01/01/2019	04/30/2019								
Mumps	01/01/2019	04/30/2019								
Rubella	01/01/2019	04/30/2019								
Varicella	09/20/2014	04/30/2019								
Tdap Booster (7th Grade Entry Only)										
Section 2b. Recommended Vaccines (Documentation Optional)										
Rotavirus										
Influenza										
Meningococcal ACWY										
HPV										

Section 3. Provider Assessment (select one*, not valid if blank)
☑ A) Temporary Certificate - Expires 07/29/2020
Expiration date one month after date next catch-up immunization is due.
☐ B) Up to Date for Child Care Entry and <18 Months of Age
Only if requirements incomplete, but up to date for age. Expires at 19 months of age.
☐ C) Complete for Child Care / Pre-School*
Fulfills all requirements for child care / preschool or pre-K under 5 years of age.
☐ D) Complete K-6th Grade*
Fulfills requirements, Kindergarten through 6th grade.
☐ E) Complete 7th Grade or Higher
Fulfills requirements, 7th grade or higher
*If age 4 years and fulfills requirements for Pre-School and Kingergarten, check BOTH Boxes C and D.

Section 4. (Required) Name, Address, Phone of Qualified Provider (MD, DO, PA, Advanced Practice Nurse or Health Department):
[redacted]

Validated by the TN State Immunization Information System
MM DD YYYY
Certified by (Signature/Stamp) or TennIIS Date of Issue

PH-4103 (Rev. 1/18) RDA-N/A



Section 3. Provider Assessment (select one*, not valid if blank)
☑ A) Temporary Certificate - Expires 07/29/2020
Expiration date one month after date next catch-up immunization is due.
☐ B) Up to Date for Child Care Entry and <18 Months of Age
Only if requirements incomplete, but up to date for age. Expires at 19 months of age.
☐ C) Complete for Child Care / Pre-School*
Fulfills all requirements for child care / pre-school or pre-K under 5 years of age.
☐ D) Complete K-6th Grade*
Fulfills requirements, Kindergarten through 6th grade.
☐ E) Complete 7th Grade or Higher
Fulfills requirements, 7th grade or higher
*If age 4 years and fulfills requirements for Pre-School and Kingergarten, check BOTH Boxes C and D.
PH-4103 (Rev. 1/18)

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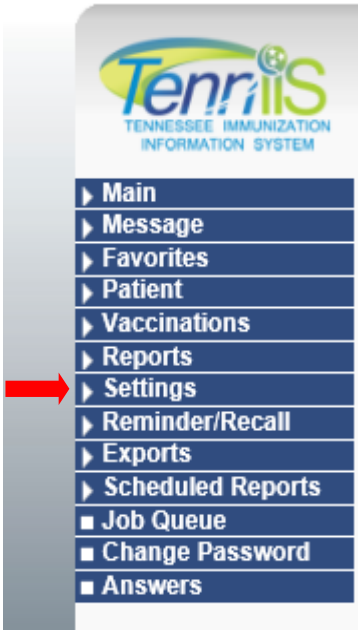
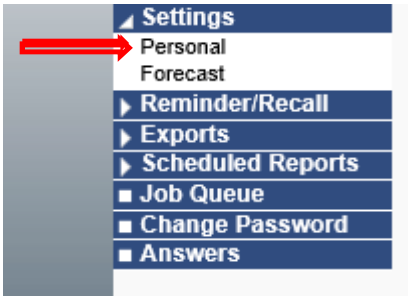
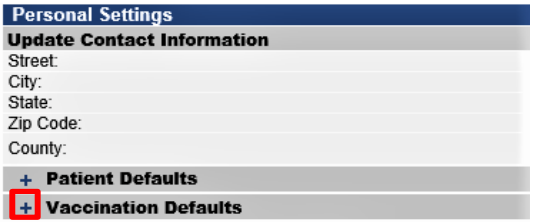
Adding Vaccinator Name as Default

Note: Adding vaccinator name as default will expedite data entry by automatically populating the vaccinator name when adding an administered vaccine to a patient's record.

1) Using the Navigation Menu, click on the "Settings" menu heading.	
2) Click "Personal."	
3) Next to "Vaccination Defaults", click the "+" to open the tab.	

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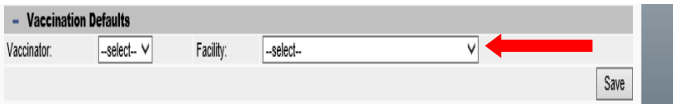
4) Click “Update”.	
5) Choose the vaccinator’s name and facility from the dropdown list and click “Save”. Note: You can always override any default when adding an administered vaccine. Personal settings follow each user account. Each user must set up his/her unique personal settings. Organization points of contact are responsible for setting up physician/vaccinators in TennIIS.	

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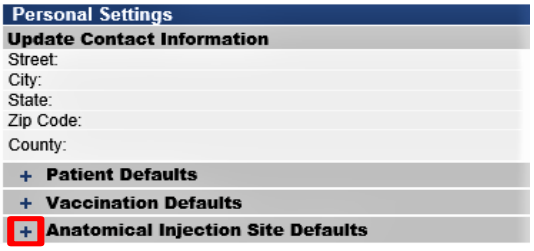
Adding Route and Site as Default

Note: When adding an administered vaccine to a patient's record, you can set up Anatomical Injection Site Default for each vaccine you normally give in the same anatomical site. You can even specify the site by the patient's age.

1) Open "Personal Settings" (see steps in Adding Vaccinator Name as Default section).

2) Next to "Anatomical Injection Site Defaults", click the "+" to open the tab.

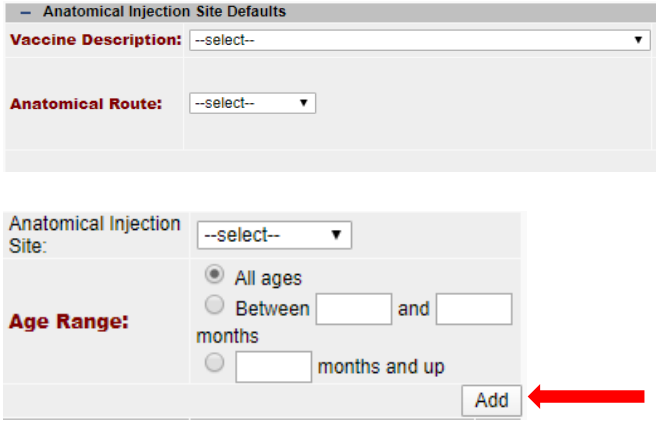


3) Choose the Vaccine Description, Anatomical Route, and Anatomical Injection Site from the dropdown menus.

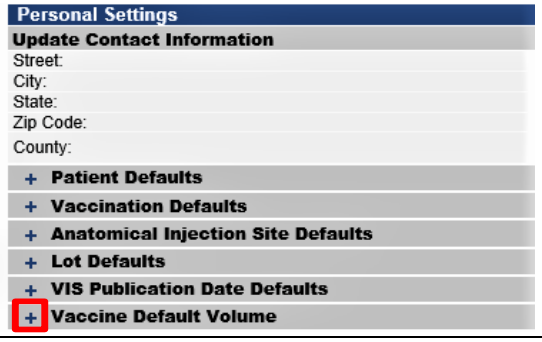
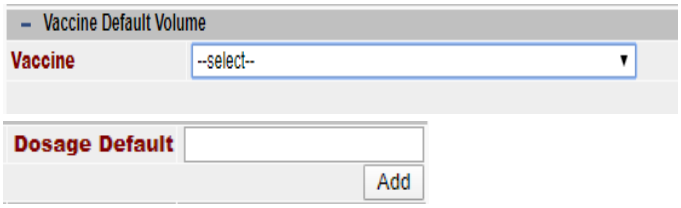
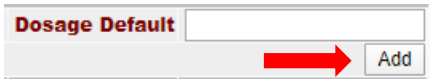
Note: If you would like to set the default by age range, type the age range. Otherwise select the "All Ages" radio button. If you create the default by a specific age range you must repeat the above step for each possible age range.

Once you have made your selection, click the "Add" button to save your changes. Repeat these steps for each vaccine type.

Note: You can always override any default when adding an administered vaccine. Personal settings follow each user account. Each user must set up his/her unique personal settings.



Adding Vaccination Volume as Default

1) Open "Personal Settings" (see steps in Adding Vaccinator Name as Default section).	
2) Next to "Vaccine Default Volume", click the "+" to open the tab.	
3) Select the appropriate "Vaccine" from the dropdown list. Type in the "Dosage Default" in the space provided. Only type a number – TennIIS will automatically add the mL/cc unit.	
4) Once you have made your selection, click the "Add" button to save your changes. Repeat these steps for each vaccine type. Note: You can always override any default when adding an administered vaccine. Personal settings follow each user account. Each user must set up his/her unique personal settings.	

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