Description of this guide:

This guide describes basic TennIIS functionality for SCHOOL/CHILDCARE FACILITY USERS. This guide does not include health department, medical office, or pharmacy users (see separate quick reference guides for alternate user types).

Included in this guide:

- Searching for a Patient
- Editing Demographic Information
- Viewing a Patient's Vaccinations
- Generating the official TN Certificate of Immunization

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”.

3) Enter search criteria using these three search tips:
   - Enter patient’s first name and last name
   - Enter patient’s first name or last name and birth date
   - Enter “%” (wildcard) in the first and last name fields to replace multiple characters

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4) Click “Search” or press “Enter” on your keyboard.

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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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”.

4) The Vaccination View screen will appear where users can see the patient’s full vaccination history (if applicable).

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 Not Yet Due

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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

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.
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”.

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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
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 link for Validation Report.**

Click link to produce Validation Report for desired certificate type.

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.

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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.