

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](#)
- [Adding Administered Vaccinations](#)

Please contact TennIIS.Training@tn.gov or 1-800-342-1813 with questions about this quick reference guide.

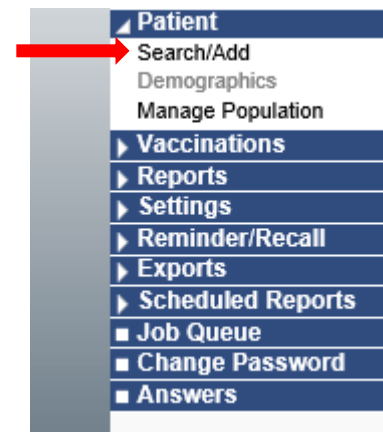
Tennessee Immunization Information System (TennIIS) Health Department User Quick Reference Guide

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

Patient Search Click here to use the "advanced" search

First Name or Initial:		ID:	
Last Name or Initial:		SIIIS Patient ID / Bar Code:	
Birth Date:	mm/dd/yyyy	Chart Number:	
		Organization Medical ID:	
		SSN:	
		Passport #:	
		Visa #:	

Family and Address Information:

Guardian First Name:		Mother's Maiden Name:	
Street:			
City:		State:	Select
Zip Code:		Phone Number:	
Country:	United States		X

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.
☐ Check here if adding a new patient.

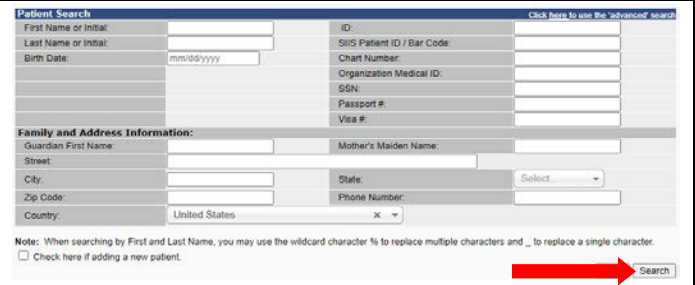
Clear Search

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Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

4) Click "Search".



Patient Search Click here to use the 'advanced' search

First Name or Initial: ID:
 Last Name or Initial: SIIS Patient ID / Bar Code:
 Birth Date: Chart Number:
 Organization Medical ID:
 SSN:
 Passport #:
 Visa #:

Family and Address Information:

Guardian First Name: Mother's Maiden Name:
 Street:
 City: State: Select...
 Zip Code: Phone Number:
 Country: United States X

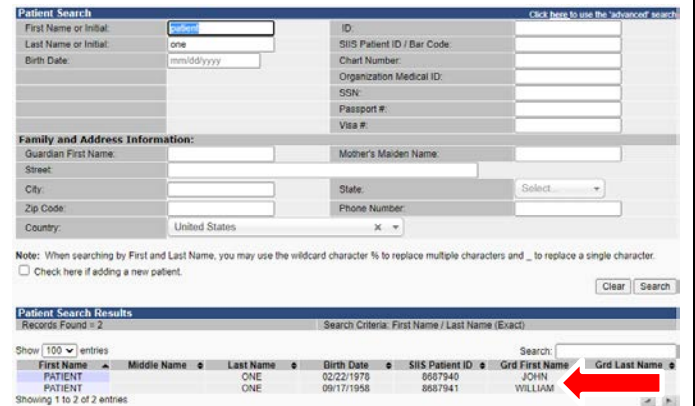
Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.
☐ Check here if adding a new patient.

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.



Patient Search Click here to use the 'advanced' search

First Name or Initial: ID:
 Last Name or Initial: SIIS Patient ID / Bar Code:
 Birth Date: Chart Number:
 Organization Medical ID:
 SSN:
 Passport #:
 Visa #:

Family and Address Information:

Guardian First Name: Mother's Maiden Name:
 Street:
 City: State: Select...
 Zip Code: Phone Number:
 Country: United States X

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.
☐ Check here if adding a new patient.

Clear Search

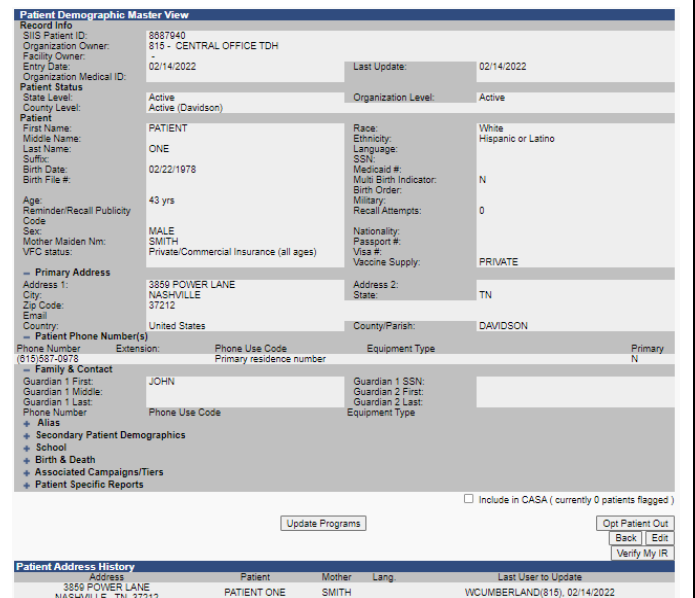
Patient Search Results Records Found = 2 Search Criteria: First Name / Last Name (Exact)

Show 100 entries

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grid First Name	Grid Last Name
PATIENT	ONE	ONE	02/22/1978	8687940	JOHN	WILLIAM
PATIENT	ONE	ONE	09/17/1958	8687941	JOHN	WILLIAM

Showing 1 to 2 of 2 entries

6) Patient Demographic Master View will display.



Patient Demographic Master View

Record Info: 8687940
 Organization Owner: 815 - CENTRAL OFFICE TDH
 Entry Date: 02/14/2022
 Organization Medical ID:
 Last Update: 02/14/2022

Patient Status

State Level: Active
 County Level: Active (Davidson)
 Organization Level: Active

Patient

First Name: PATIENT
 Middle Name: ONE
 Last Name: ONE
 Birth Date: 02/22/1978
 Birth File #:

Age: 43 yrs
 Reminder/Recall Publicity Code:
 Sex: MALE
 Mother Maiden Nm: SMITH
 VFC status: Private/Commercial Insurance (all ages)

Primary Address

Address 1: 3850 POWER LANE
 City: NASHVILLE
 Zip Code: 37212
 Email:
 Country: United States
 County/Parish: DAVIDSON

Phone Number(s)

Phone Number: Extension: Phone Use Code: Equipment Type:
 Primary residence number

Family & Contact

Guardian 1 First: JOHN
 Guardian 1 Middle:
 Guardian 1 Last:
 Phone Number:
 Phone Use Code:

Secondary Patient Demographics

- Birth & Death
- Associated Campaigns/Tiers
- Patient Specific Reports

☐ Include in CASA (currently 0 patients flagged)

Update Programs Opt Patient Out Back Edit Verify My ID

Patient Address History

Address	Patient	Mother	Lang.	Last User to Update
3850 POWER LANE NASHVILLE, TN 37212	PATIENT ONE	SMITH		WCUMBERLAND(815), 02/14/2022

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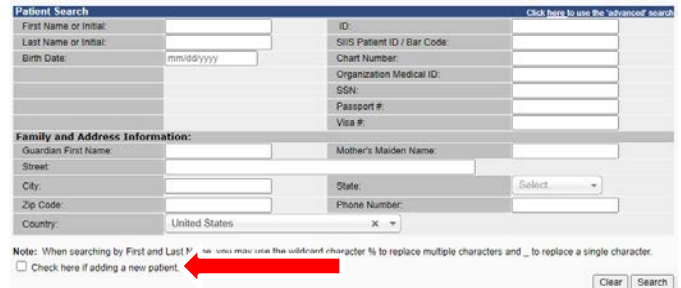
Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

Adding a Patient

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

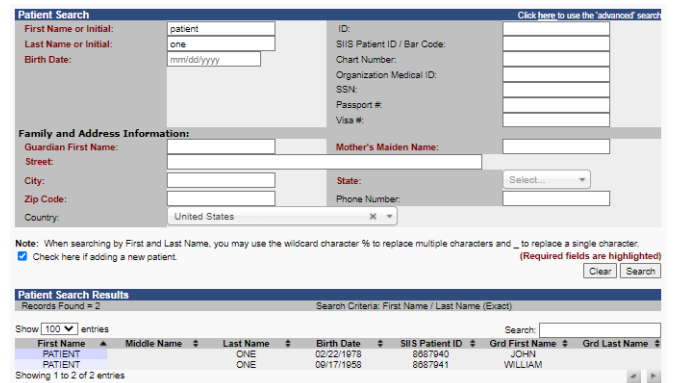
- From the [Patient Search/Add Page](#) click the "Check here if adding a new patient" checkbox at the bottom of the Patient Search field.



The screenshot shows the 'Patient Search' form. The 'Check here if adding a new patient' checkbox is highlighted in red. The form includes fields for Patient Information (First Name or Initial, Last Name or Initial, Birth Date, ID, SIIS Patient ID / Bar Code, Chart Number, Organization Medical ID, SSN, Passport #, Visa #) and Family and Address Information (Guardian First Name, Street, City, Zip Code, Country, Mother's Maiden Name, State, Phone Number). A note at the bottom states: 'Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character. Check here if adding a new patient.' There are 'Clear' and 'Search' buttons.

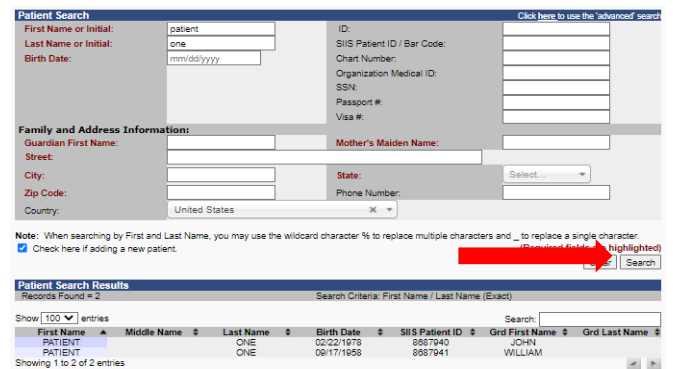
- Enter all of the required information (highlighted in red):

- First name or Initial
- Last name or Initial
- Birth date
- Guardian's first name
- Mother's maiden name
- Complete mailing address



The screenshot shows the 'Patient Search' form with the following fields highlighted in red: First Name or Initial (patient), Last Name or Initial (one), Birth Date (mm/dd/yyyy), Guardian First Name, Mother's Maiden Name, State (dropdown), and Phone Number. The 'Check here if adding a new patient' checkbox is also checked. Below the form, the 'Patient Search Results' section shows 'Records Found = 2' and a table with 2 entries. The table has columns: First Name, Middle Name, Last Name, Birth Date, SIIS Patient ID, Grd First Name, and Grd Last Name. The first entry is PATIENT, ONE, 02/22/1973, 8887040, JOHN, WILLIAM. The second entry is PATIENT, ONE, 09/17/1958, 8887041, WILLIAM. There are 'Clear' and 'Search' buttons.

- Click "Search".



The screenshot shows the 'Patient Search' form with the 'Search' button highlighted in red. The form is identical to the previous screenshot, with the 'Check here if adding a new patient' checkbox checked. Below the form, the 'Patient Search Results' section shows 'Records Found = 2' and a table with 2 entries. The table has columns: First Name, Middle Name, Last Name, Birth Date, SIIS Patient ID, Grd First Name, and Grd Last Name. The first entry is PATIENT, ONE, 02/22/1973, 8887040, JOHN, WILLIAM. The second entry is PATIENT, ONE, 09/17/1958, 8887041, WILLIAM. There are 'Clear' and 'Search' buttons.

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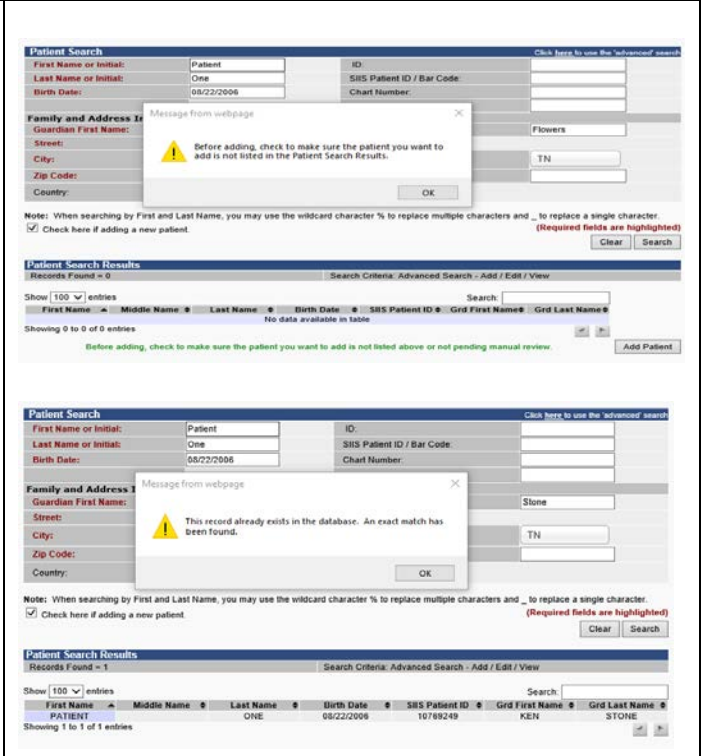
Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

- 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.



The screenshot shows the 'Patient Search' interface. A dialog box is displayed over the search results, indicating a warning. The search criteria include First Name or Initial, Last Name or Initial, Birth Date, ID, SRS Patient ID / Bar Code, and Chart Number. The search results table shows one entry: PATIENT, ONE, 06/22/2006, 10769249, KEN, STONE. The 'Add Patient' button is visible at the bottom right.

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

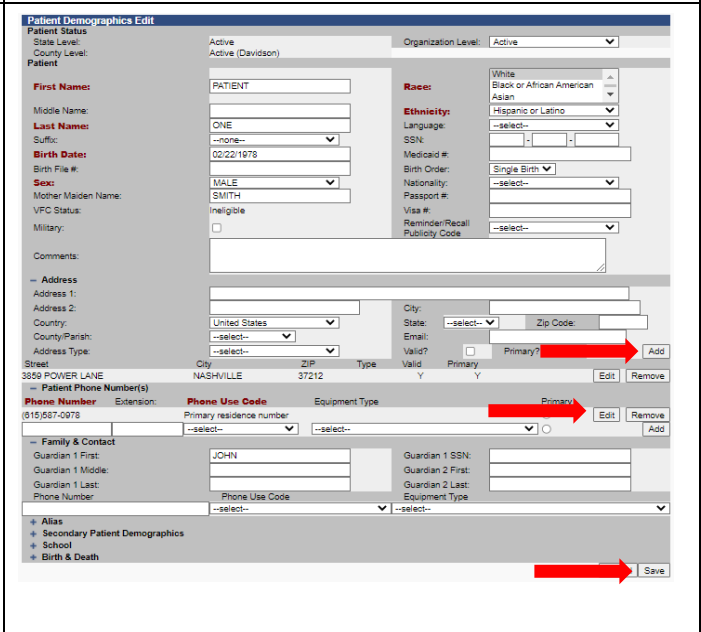


The screenshot shows the 'Patient Search Results' interface with 'Records Found = 0'. The 'Add Patient' button is highlighted with a red arrow, indicating the next step in the process.

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

Note: The “Phone Number” and “Address” sections contain an “Add” button to enter address and phone number information only. Once entered, users will additionally have “Edit” and “Remove” keys to use respectively for both sections.

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



The screenshot shows the 'Patient Demographics Edit' form. It contains various fields for patient information, including Name, Birth Date, Sex, Address, and Phone Number. The 'Save' button is highlighted with a red arrow, indicating the final step in the process.

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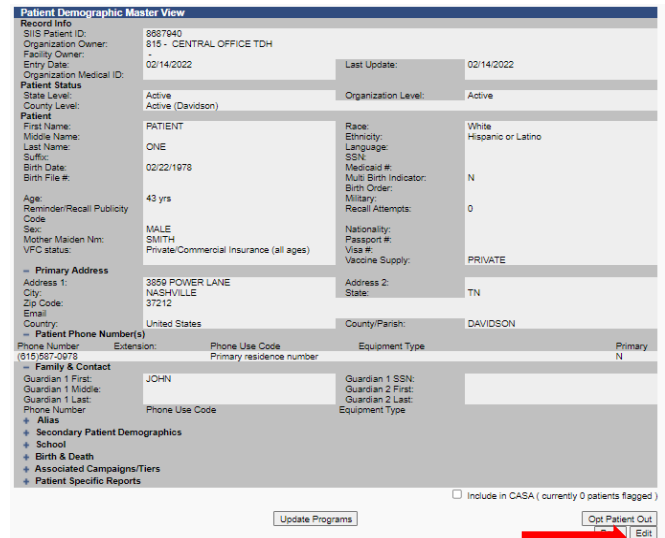
Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

Editing Demographic Information

1) [Search for the patient](#) and select the correct patient from the list.

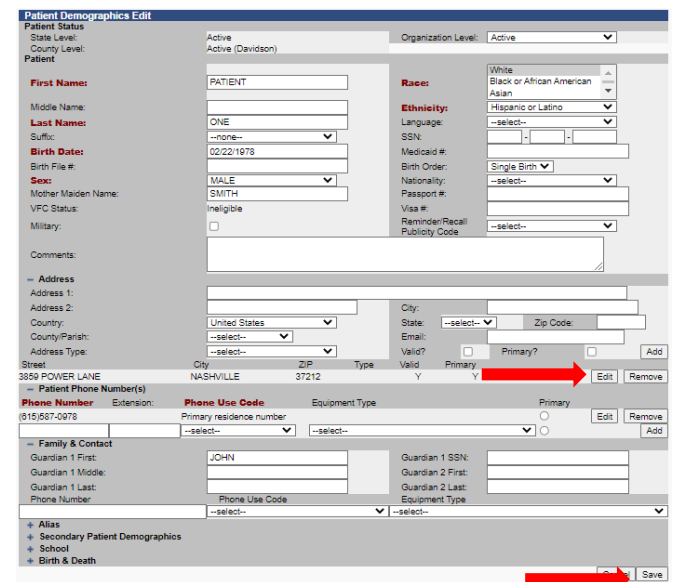
2) From the Patient Demographics Master View, click "Edit".



3) Edit the desired fields. Red fields are mandatory.

Note: The "Phone Number" and "Address" sections contain an "Add" button to enter address and phone number information only. Once entered, users will additionally have "Edit" and "Remove" keys to use respectively for both sections.

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



Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

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.

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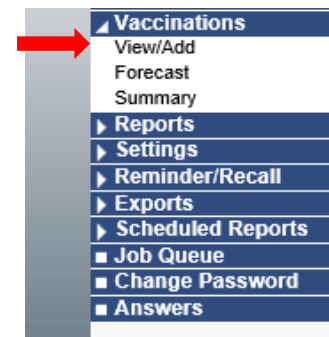
Viewing a Patient's Vaccinations

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:	8887940
Date of Birth:	02/22/1978	Age:	43 yrs
Guardian:	JOHN	Organization Level Status:	Active

Vaccination Forecast					
The forecast automatically switches to the catch-up schedule when a patient is behind schedule.					
Vaccine Group	Forecasted Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
MMR	1	02/22/1979	02/22/1979	07/19/1979	Past Due
Tdap	1	02/22/1985	02/22/1985	02/22/1985	Past Due
Coronavirus (SARS-CoV-2)(COVID-19)	1	12/12/2020	12/12/2020	01/22/2021	Past Due
FLU	1	07/01/2021	07/01/2021	07/28/2021	Past Due

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Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

- 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, ! - Warning, ! - Warning, * - Unverified Historicals, ^ - Compromised Vaccination)
 Documented By:
 Double-click in any date field below to enter the default date: 02/14/2022

Vaccine	1	2	3	4	5	6
DTap-Hib-IPV (Pentacel®)	02/17/2007	04/21/2007 *	06/27/2007 *	X 06/01/2009 *		
DTap-IPV (Kinrix®/Quadacel®)	07/03/2012 *					
Hep A, pediatric, 2 dose (Vaqta®/Havrix®)	12/16/2007 *	X 01/01/2008 *	07/28/2009 *	08/01/2009 * 13		
Hep B Pediatric - Preserv Free (Recombinant HBs / Engerix-B®)	02/17/2007	09/01/2020 *	12/01/2020 *			
MMR (MMR II®)	12/17/2009 *	07/03/2014 *				
Pneumococcal conjugate PCV 13 (Prevnar 13®)	04/21/2007 *	07/14/2007 *	03/22/2008 *			
Tdap (Adacel®/Boostrix®)	02/13/2019 *					
varicella (Varivax®)	01/01/2020 *	12/01/2020 *				
COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose (Moderna COVID-19 vaccine)						
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer COVID-19 vaccine)						

- 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:	8687940
Date of Birth:	02/22/1978	Age:	43 yrs
Guardian:	JOHN	Organization Level Status:	Active

Vaccination Detail

Vaccine:	Hep A, adult (Vaqta®/Havrix®)
Date Administered:	02/14/2022
Historical:	Yes
Manufacturer:	
Lot Number:	
Lot Facility:	
Funding Source:	
Provider Noted on Record:	
Lot Noted on Record:	
Manufacturer Noted on Record:	
Vaccinator:	
Organization:	815 - CENTRAL OFFICE TDH
Facility (Facility SIIS ID):	
Campaign:	
Tier:	
Anatomical Site:	
Anatomical Route:	Full
Dose Size:	
Volume (CC):	(Unknown)
VFC Status:	
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

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Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

Adding Historical Vaccinations

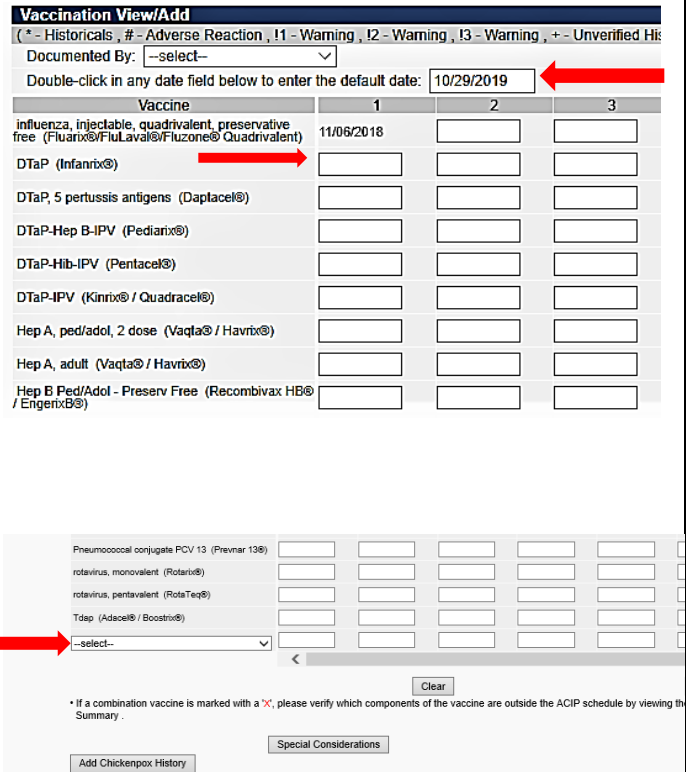
Note: Historical vaccinations are shots that were administered by providers outside of your facility. Historical vaccinations include those given out of state and country.

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).

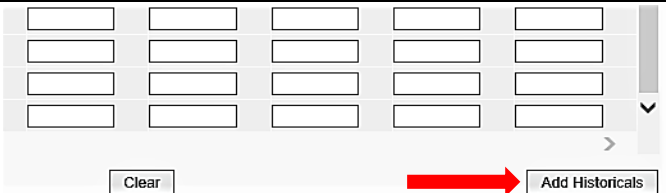
Helpful tip: to enter vaccination dates quickly, double click in the date field to automatically enter today's date as the default. To change the default date, enter the date you'd like as the default in the Default Date box on top of the Vaccination Date grid (see red arrow).

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](#).



Tennessee Immunization Information System (TennIIS)

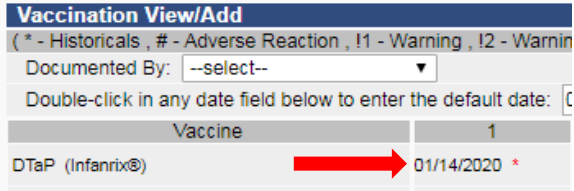
Health Department User Quick Reference Guide

Editing Vaccination Information

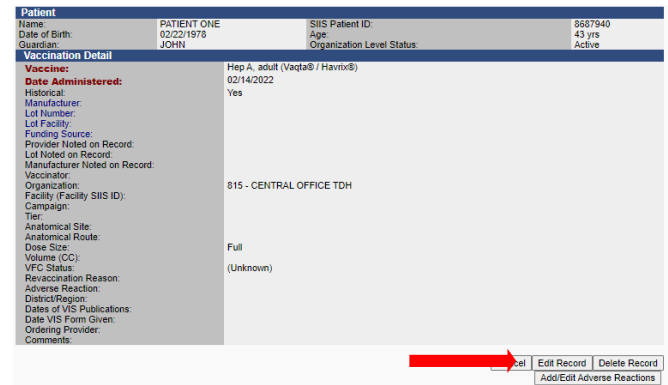
- 1) From the [Vaccination View/Add Screen](#) :

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

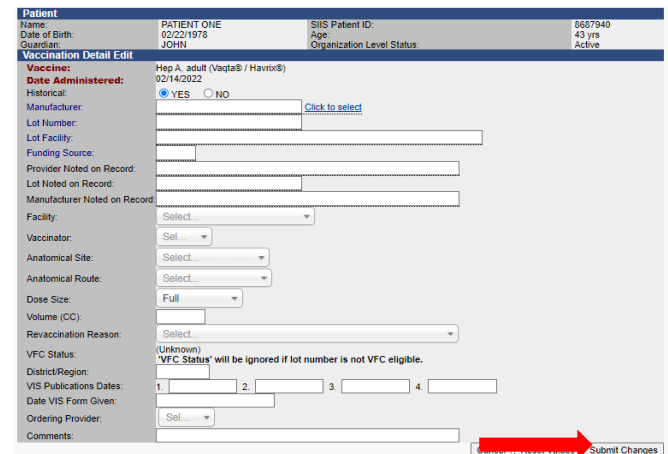
Note: Administered vaccinations may only be modified or deleted by staff within the administering facility.



- 2) Click "Edit Record".



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



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Tennessee Immunization Information System (TennIIS)

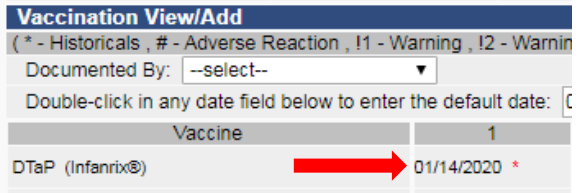
Health Department User Quick Reference Guide

Deleting Vaccinations

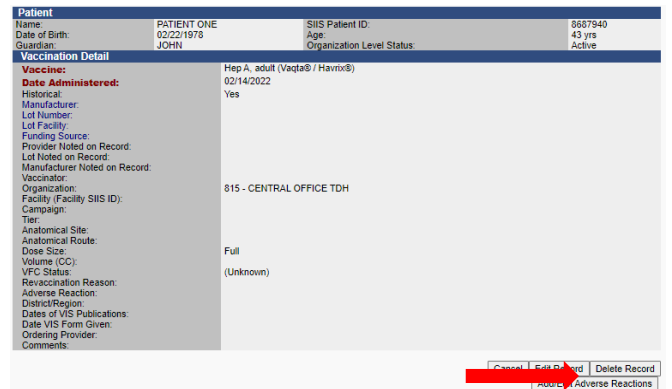
1) From the [Vaccination View/Add Screen](#) :

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.



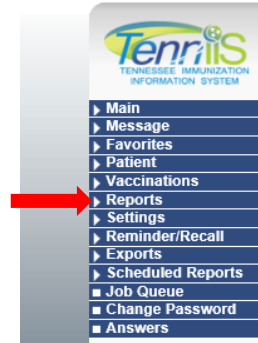
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Generating the official TN Certificate of Immunization

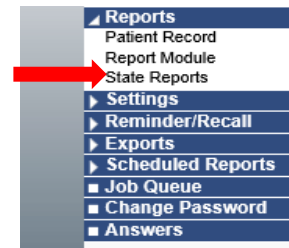
Note: The Tennessee Immunization Certificate is required for children in child care or pre-school, and when they enroll for the first time in a school located in Tennessee. In addition, all currently enrolled students entering 7th grade must provide a certificate showing they have had the vaccines required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

Tennessee Immunization Certificate

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.

Select Certificate to View

State regulations do NOT require an Immunization Certificate for infants younger than 2 months of age who are enrolling in child care. For this reason, the Immunization Certificate Validation Tool (ICVT) is not available for children younger than 2 months of age.

☒ Select this box to produce a validated certificate (or Failed Validation Report) for a child in the following category :

- A current TN student, needing certificate only for 7th grade entry requirements

☐ Select this box to produce a validated certificate (or Failed Validation Report) for a child in one of the following categories :

- A current TN student in any grade other than 7th grade (grade 1 through 6 or grade 8 through 12)
- OR
- A new student to Tennessee schools entering grade 1 through 12 (For children who have never had a TN School Immunization Certificate)

☐ Select this box for a pre-populated TN Immunization Certificate without validation assessment. Requires provider assessment and signature to be valid. (Recommended for children who need temporary certificates as they catch up on required immunizations and for children with incomplete schedules due to medical or religious exemptions).

☐ Blank TN Immunization Certificate Requires provider to complete certificate and sign.

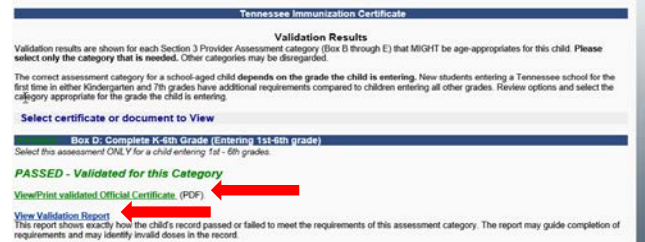
[Back](#) [View Certificate](#)

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

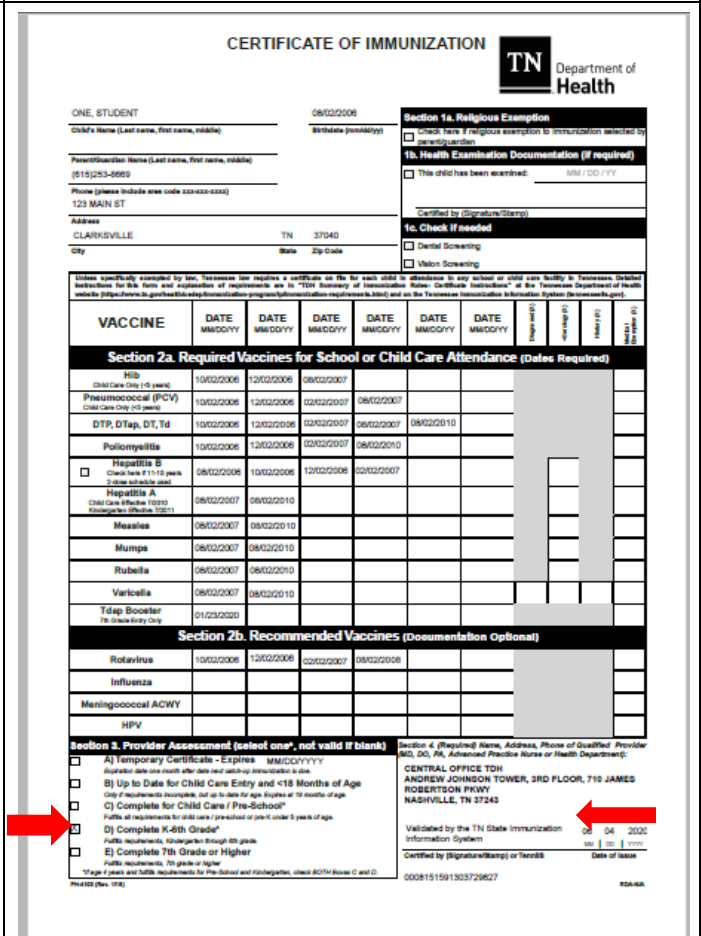
- 6) **If immunization record in TennIIS MEETS requirements for certificate type**, Validation Result screen displays links for validated Official Certificate and Validation Report.

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

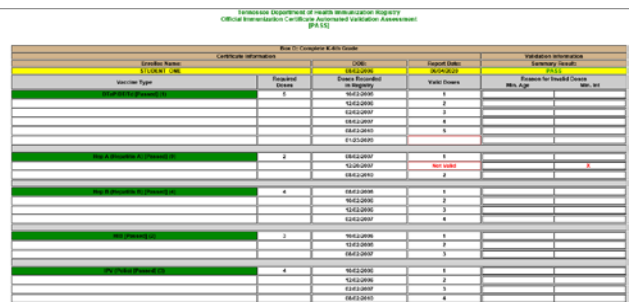


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Tennessee Immunization Information System (TennIIS) Health Department User Quick Reference Guide

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.

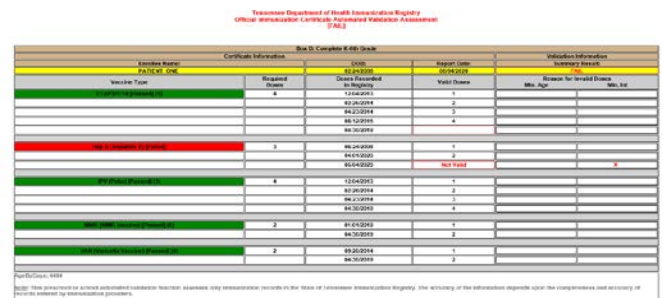
View Validation Report

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-appropriate 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 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.


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

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.

[illegible]

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 Kindergarten, check BOTH Boxes C and D.*

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

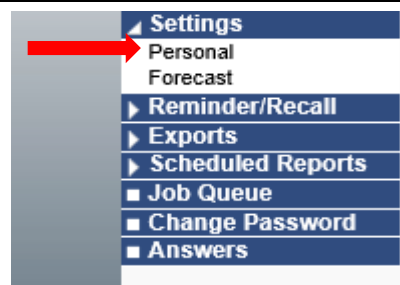
Adding Vaccinator Name as Default

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.

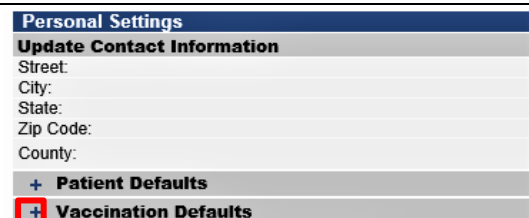
- 1) Using the Navigation Menu, click on the "Settings" menu heading.



- 2) Click "Personal."





- 3) Next to "Vaccination Defaults", click the "+" to open the tab.



Please contact TennIIS.Training@tn.gov or 1-800-342-1813 with questions about this quick reference guide.

Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

<p>4) Click "Update".</p>	
<p>5) Choose the vaccinator's name and facility from the dropdown list and click "Save".</p> <p>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.</p> <p>Organization points of contact are responsible for setting up physician/vaccinators in TennIIS.</p>	

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Tennessee Immunization Information System (TennIIS)

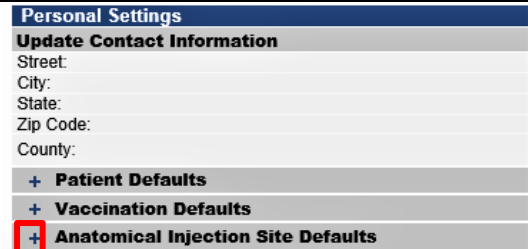
Health Department User Quick Reference Guide

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.



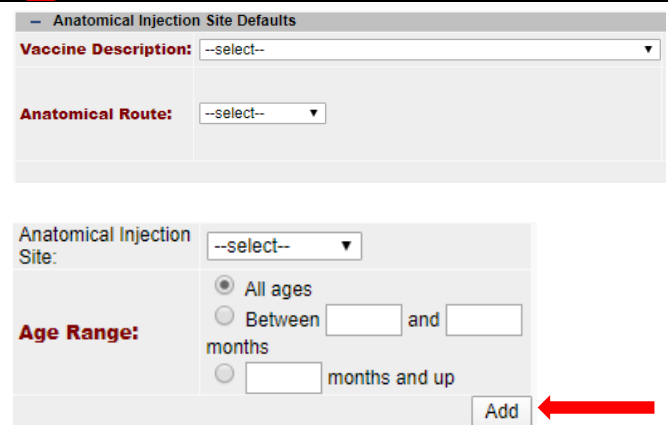
The screenshot shows the 'Personal Settings' menu. The 'Anatomical Injection Site Defaults' option is highlighted with a red box and a red plus sign icon.

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.

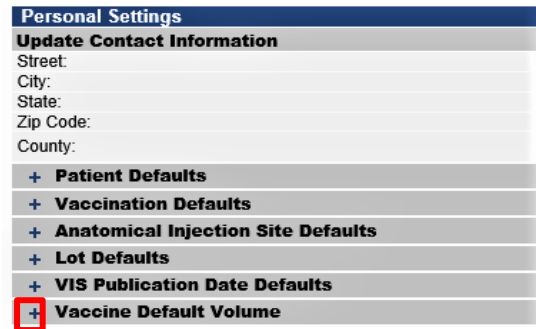
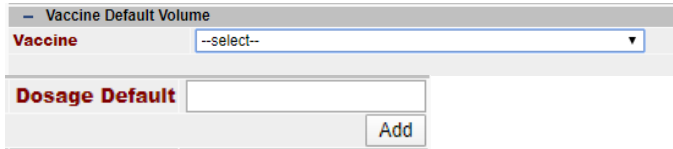
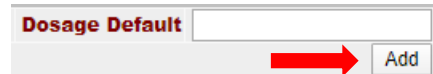


The screenshot shows the 'Anatomical Injection Site Defaults' form. It includes dropdown menus for 'Vaccine Description', 'Anatomical Route', and 'Anatomical Injection Site'. Below these are radio buttons for 'All ages', 'Between' (with input fields for months), and 'months and up'. The 'Add' button is highlighted with a red arrow.

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Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

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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Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

Adding Administered Vaccinations

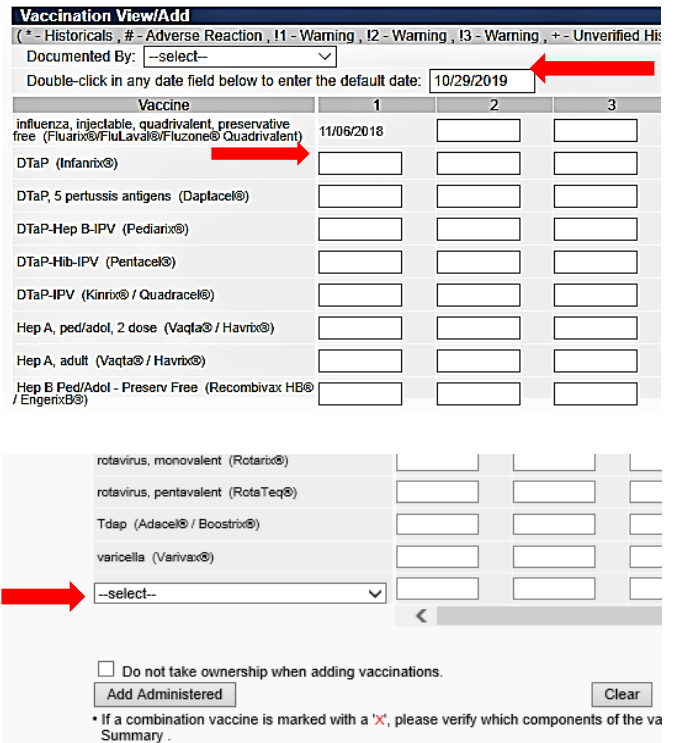
Note: Administered vaccinations are shots that were both administered at your facility and entered into TennIIS by someone at your facility. These vaccinations may only be modified or deleted by staff within your facility.

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.

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.

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.

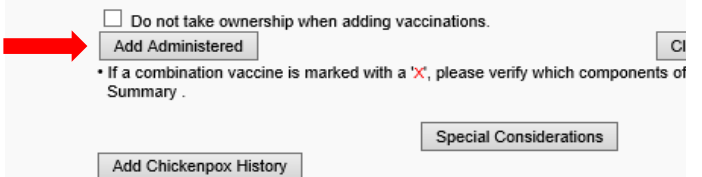


Vaccination View/Add
 (* - Historicals , # - Adverse Reaction , !1 - Warning , !2 - Warning , !3 - Warning , +- Unverified His
 Documented By: --select--
 Double-click in any date field below to enter the default date: 10/29/2019

Vaccine	1	2	3
influenza, injectable, quadrivalent, preservative free (Fluarix®/FluLaval®/Fluzone® Quadrivalent)	11/06/2018		
DTaP (Infanrix®)			
DTaP, 5 pertussis antigens (Daptacel®)			
DTaP-Hep B-IPV (Pediarix®)			
DTaP-Hib-IPV (Pentacel®)			
DTaP-IPV (Kinrix® / Quadracel®)			
Hep A, ped/adol, 2 dose (Vaqta® / Havrix®)			
Hep A, adult (Vaqta® / Havrix®)			
Hep B Ped/Adol - Preserv Free (Recombivax HB® / Engerix®)			
rotavirus, monovalent (Rotarix®)			
rotavirus, pentavalent (RotaTeq®)			
Tdap (Adacel® / Boostrix®)			
varicella (Varivax®)			
--select--			

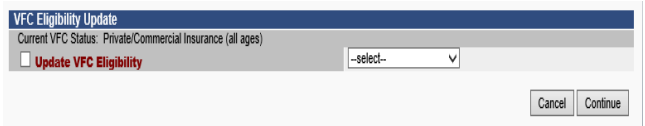
☐ Do not take ownership when adding vaccinations.
 Add Administered Clear
 * If a combination vaccine is marked with a 'X', please verify which components of the vaccine Summary .

2) Click "Add Administered" once all dates are entered.



☐ Do not take ownership when adding vaccinations.
 Add Administered
 * If a combination vaccine is marked with a 'X', please verify which components of the vaccine Summary .
 Special Considerations
 Add Chickenpox History

3) A VFC Eligibility Update screen will open. Update the VFC eligibility of the patient at the time of this vaccine. Click "Continue".



VFC Eligibility Update
 Current VFC Status: Private/Commercial Insurance (all ages)
☐ Update VFC Eligibility
 Cancel Continue

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Tennessee Immunization Information System (TennIIS)

Health Department User Quick Reference Guide

The Vaccination Detail Add screen will open.

This screen allows you to view and edit information about the vaccination.

For privately purchased vaccines, you may manually enter "Provider Noted on Record", "Lot Noted on Record", Manufacturer Noted on Record.

For VFC vaccines, click "Click to Select" link to choose vaccine directly from TennIIS Inventory. "Manufacturer", "Lot Number", "Lot Facility", "Funding Source", will auto-populate once vaccine is selected.

Click "Save" when finished – TennIIS will go back to the [Vaccination View/Add Screen](#).

