DEPARTMENT OF HEALTH

Entering New Clients in MIIC

MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to enter new clients into MIIC.

Getting started

- 1. Log into MIIC using your organization code, username, and password.
- Always search MIIC to verify the client is not in MIIC. Refer to the <u>Client Search and Printing</u> <u>Immunization Records: MIIC User Guidance and Training Resources</u> <u>(www.health.state.mn.us/people/immunize/miic/train/clientsearch.html)</u> for more information on searching for clients in MIIC.
- 3. Select **enter new client** in the left-hand navigation window.

Entering a new client

1. Use the "enter new client" screen to create a new client record.

	home manage my account logout help desk	Ψ.
MIIC	organization MIIC • user MIIC User • role Typical User	
Minnesota Immunization	MIIC ID: Save	
AWS JBOSS Test Region	Last Gender O M O F @ Linknown Add Ne	xt
8.3.0	First Birth Cance	
Routine Function	Name Date Birth	
manage client manage immunizations	Name Country	
request new client form	Suffix V Race	
create follow-up	Last Ethnicity	
Assessment Reports	Mother's	
create assessment manage assessment	Name	
Lists add client to list		
Data Submission	Address	
upload file check status	Other Address	
Vaccine Usage	P.O. Box Phone - Ext	
request movic reports request vaccines given	City	
summary	State Zip +4	
	County V	
	Undeliverable Address Address Last Updated Date:	
	Client Information Address(es)/Contact(s) Client Comment(s)	
	Chart # Status Active 🗸	
	Allow Reminder and Recall Contact? Yes 🗸	
	Allow Sharing of Immunization Data? Yes 🗸	

- Fields in blue are required: "Last Name," "First Name," and "Birth Date." The date format is MMDDYYYY (two-digit month, two-digit day, and four-digit year). MIIC automatically enters the slashes. Fill in "Middle Name" if applicable.
- The "Mother's Maiden Last" and "Mother's First Name" are in blue and are recommended for client matching.
- 2. There are a few options to save the client profile after entering client information.

ENTERING NEW CLIENTS IN MIIC

	home manage my account logout help desk 🍑
MIIC	organization MIIC • user MIIC User • role Typical User
Minnesota Immunization Information Connection	MIIC ID Save Immunize
AWS JBOSS Test Region 8.3.0 Routine Function manage client manage immunizations enter new client form Client Follow Up create follow-up manage follow-up	Lasi Gender O M O F @ Unknown First Birth Date Cancel Niddle Country Name Country Name Ethnicity Lasi Ethnicity V
Assessment Reports create assessment manage assessment Lists add client to list manage list Data Submission upload file check status template download Vaccine Usage request murk creports request vaccines given request vaccine summary	First
	Client Information Address(es)/Contact(s) Client Comment(s) Chart # Status Active • Allow Reminder and Recall Contact? Yes • Allow Sharing of Immunization Data? Yes •

- The "Save" button will save changes to the client and give you a "Client Updated" message at the top of the screen.
- The "Immunize" button will save changes to the client, then immediately open the immunizations tab for this client. Refer to <u>Entering Information: Adding Immunizations MIIC</u> <u>User Guidance and Training Resources</u> <u>(www.health.state.mn.us/people/immunize/miic/train/index.html)</u> for more information on how to enter immunizations.
- The "Add Next" button will save changes to the client and then open a new screen to enter a new client.
- 3. Click on either the "Save," "Immunize," or "Add Next" buttons to save and proceed accordingly.
- 4. After attempting to save, two messages or screens may pop up.
 - If you did not enter the "Mother's Maiden Last" or "Mother's First Name", you will receive the message below after attempting to save. You can bypass these fields if they are not applicable by clicking "OK" on the message.

Message	from webpage	×
	Mother's Maiden Last Name assists the client de-duplication process. While this client will be saved without Mother's Maiden Last Name, please attempt to locate this information. Once you have the Mothers Maiden Last Name, please update this client.	
	ОК	1

 If a screen pops up indicating "Client Match Detected," verify that the client is not already in MIIC.

ENTERING NEW CLIENTS IN MIIC

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MIL	organization MIIC • user MIIC User • role Typical User									
Minnesota Immunization	>									
Information Connection	Client Match [)etected								
Production Region 7.22	Your client is likely already in MIIC. You are strongly urged to consider using one of the clients listed below-just click on the last name.									
Routine Functions manage client manage immunizations enter new client request new client form Client Follow-Up create follow-up	If after carefully reviewing the list, none of the clients appear to be yours, then click the Create New Client button. Please keep in mind that if you choose to ignore a valid client match by MIIC and create a new record, that client will have two records in MIIC, neither of which will be complete and accurate. No client match found below									
	Create New Gilent									
manage follow-up	Possible Client Matches:1									
Assessment Reports create assessment	Last Name	First Name	Birth Date	Chart #	Ma Ma	lother's iden First	Mother's Maiden La	s ast Gende	er Telephone	
Lists	DUCK	DONALD	01/26/1931		LYDI	ł	JOHANSON	U		
add client to list manage list										

- If the client is **already in MIIC** (shown in the list), click on the last name underlined in blue to continue with that client. The data you entered will not be saved.
- If the client you are entering is not the same as any on the list and is a new client, click on "Create New Client" to save the client you just entered.

MIIC help

For assistance send an email to the MIIC Help Desk using the "Help Desk" button on MIIC for any additional questions or use the light bulb icon to access additional user guidance resources.



Minnesota Department of Health Minnesota Immunization Information Connection (MIIC) PO Box 64975 St. Paul, MN 55164-0975 651-201-5207 health.miichelp@state.mn.us www.health.state.mn.us/people/immunize/miic

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To obtain this information in a different format, call: 651-201-5207.