User Documentation

Use cheat-sheet like User Documentation for each screen/function, found on the Immunize Utah website, under the USIIS Menu: https://immunize.utah.gov/usii/

Access to the User Documentation is under USIIS – Users section:

Rest assured: Forecast Report and School Record have not changed

- Patient-specific reports you are accustomed to are the same.
  - Forecast Report
  - School Record
  - Immunization History
  - Personal Record

- To access these reports:
  2. Double-click on USIIS Immunize from the USIIS Services list.
  3. Search for patient
  4. Select the Reports menu
Entering administered immunizations

If your facility uses USIIS Vaccine Inventory
1. Select button Administered at your facility.
2. Check the box Constrain entry to vaccines in inventory.
3. Enter Vaccination Date
4. Enter/select Financial Class
5. Select a Unit of Use Lot Number
   Tip! Selecting this will auto-fill: Vaccine code/description, Manufacturer and Dosage

If your facility does not use USIIS Vaccine Inventory
1. Select button Administered at your facility.
2. Uncheck the box Constrain entry to vaccines in inventory.
3. Enter required fields
   a. Vaccination Date
   b. Enter/select Financial Class
   c. Enter Unit of Use Lot Number
4. Then enter all other immunization fields
   Tip! Vaccine Brand
   Select this if you know it.
   Selecting this will auto-fill: Vaccine code/description, Manufacturer and Dosage

Entering Non-administered (aka Historical) immunizations

Non-administered, or “Historical” immunizations, are those administered by another provider but entered into USIIS as part of a patient’s immunization history.

⚠️ Do not enter administered immunizations on this screen.