

USIIS User Documentation

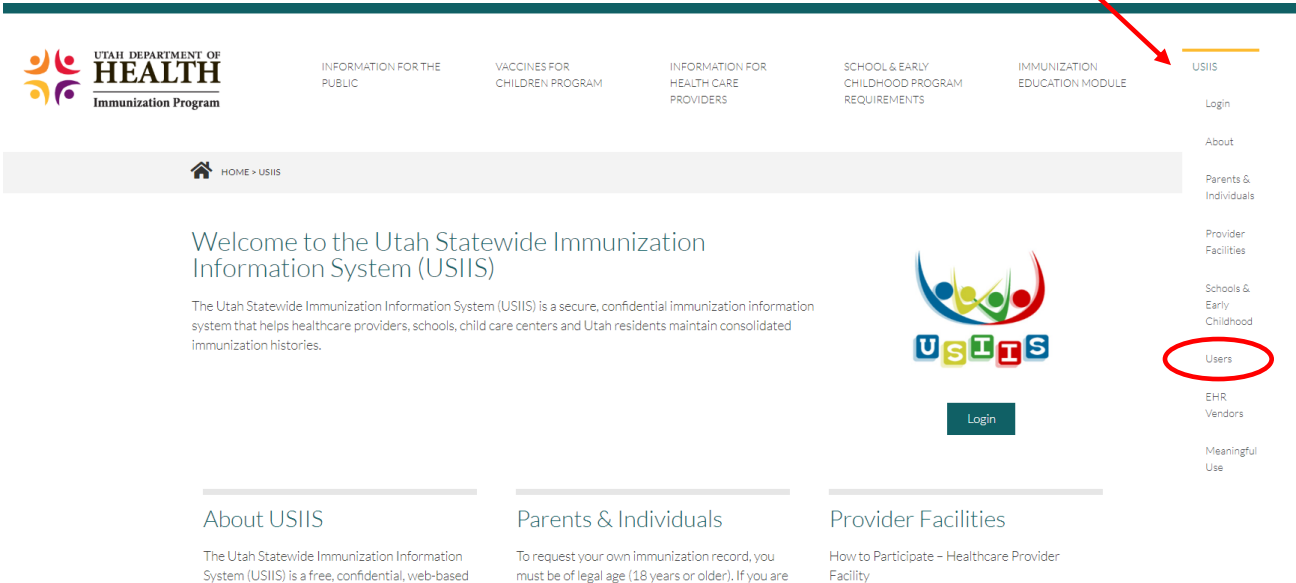
Getting Started



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/usiis/>

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



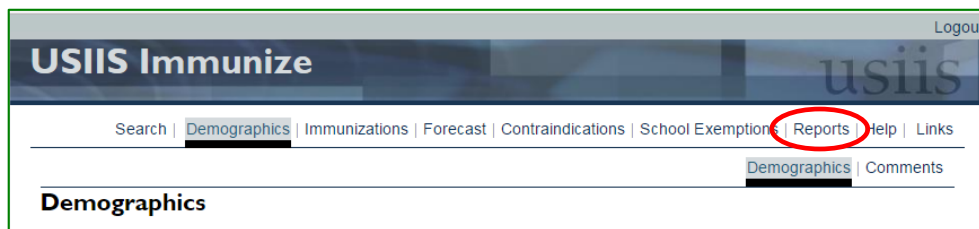
Rest assured: Forecast Report and School Record have not changed

❖ Patient-specific reports you are accustomed to are the same.

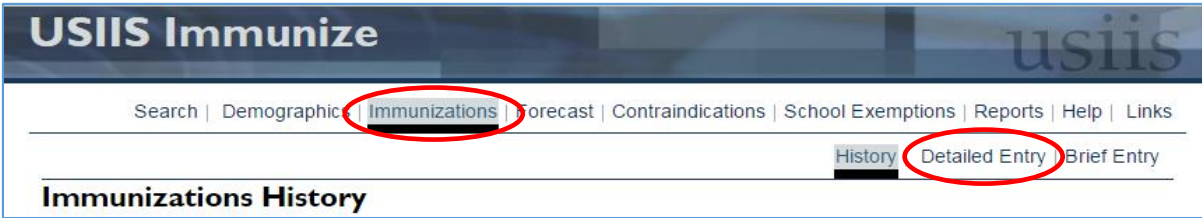
- Forecast Report
- School Record
- Immunization History
- Personal Record

❖ To access these reports:

1. Log into **USIIS Portal**, <https://apps.usiis.org>
2. Double-click on **USIIS Immunize** from the USIIS Services list.
3. Search for patient
4. Select the **Reports** menu



Entering administered immunizations



❖ Notice new check-box **Constrain entry to vaccines in inventory.**

Tip! 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

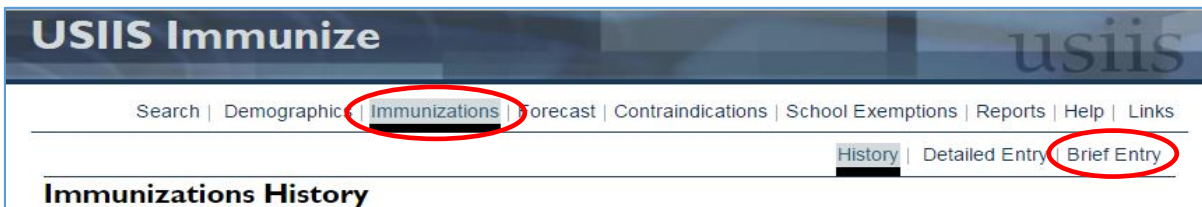
1. Select button **Administered at your facility.**
2. Uncheck the box **Constrain entry to vaccines in inventory.**
3. Enter required fields
 - a. Vaccination Date
 - b. Enter/select Financial Class
 - c. Enter Unit of Use Lot Number
4. Then enter all other immunization fields

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.