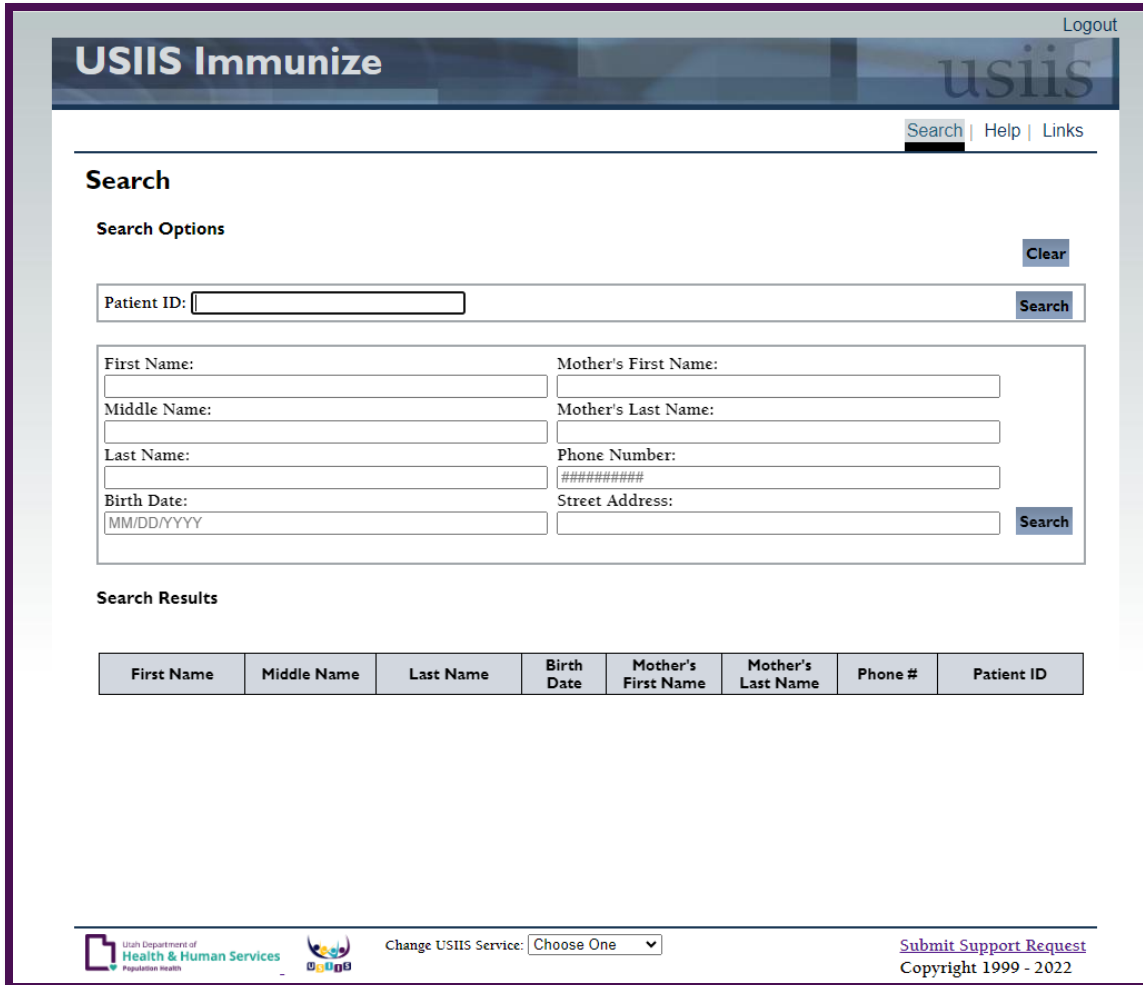


# USIIS User Documentation:

## Person Search

The Search screen is the first to display when a user accesses USIIS Immunize.



The screenshot shows the USIIS Immunize web application. At the top, there is a header with the USIIS logo and a 'Logout' link. Below the header, there is a navigation bar with 'Search', 'Help', and 'Links' links. The main content area is titled 'Search' and contains a 'Search Options' section. This section has a 'Patient ID' field with a 'Search' button next to it. Below this, there is a form with fields for 'First Name', 'Middle Name', 'Last Name', 'Birth Date' (with a date format hint 'MM/DD/YYYY'), 'Mother's First Name', 'Mother's Last Name', 'Phone Number' (with a hint '#####'), and 'Street Address'. A 'Search' button is located at the bottom right of this form. Below the search options, there is a 'Search Results' section with a table header. The table header has columns for 'First Name', 'Middle Name', 'Last Name', 'Birth Date', 'Mother's First Name', 'Mother's Last Name', 'Phone #', and 'Patient ID'. At the bottom of the page, there is a footer with the Utah Department of Health & Human Services logo, a 'Change USIIS Service' dropdown menu, a 'Submit Support Request' link, and a copyright notice 'Copyright 1999 - 2022'.

### Options to search for a record in USIIS

#### 1. Patient ID search

- If you think your clinic has submitted the person to USIIS in the past with a specific Patient ID enter that value into the Patient ID field and press the Search button.
- If you are not sure about a Patient ID, or if you do not get a match, try a Demographic search.

#### 2. Demographic search

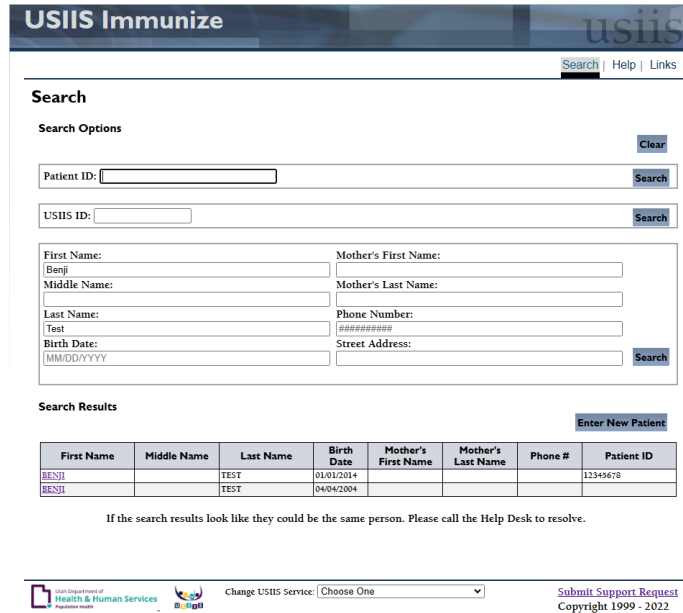
- Enter First Name, Last Name, and Birth Date and press the Search button.
- ➔ If not found, try searching on just one of the names and Birth Date.

#### 3. If the person for which you are searching is not found, enter the patient information, by pressing the Enter New Patient button.

# USIIS User Documentation: Person Search

## Search Results

- If there is an exact match on the search criteria you entered, the Demographics screen for that person will display.
  - ➔ Review the information on this screen to make sure this is the person you for which you are searching.
  - ➔ If the person's address, phone or email address have changed, please press the Edit Mode button and enter the more accurate information.



The screenshot shows the USIIS Immunize search interface. It includes a 'Search' section with 'Search Options' and a 'Search Results' section. The 'Search Options' section has fields for Patient ID, USIIS ID, First Name, Middle Name, Last Name, Birth Date, Mother's First Name, Mother's Last Name, Phone Number, and Street Address. The 'Search Results' section displays a table with columns: First Name, Middle Name, Last Name, Birth Date, Mother's First Name, Mother's Last Name, Phone #, and Patient ID. Below the table, there is a note: 'If the search results look like they could be the same person. Please call the Help Desk to resolve.'

First Name	Middle Name	Last Name	Birth Date	Mother's First Name	Mother's Last Name	Phone #	Patient ID
BENJ		TEST	01/01/2014				12345678
BENJ		TEST	04/04/2004				

- If there are more than one possible person matches, USIIS will display up to 13 persons.
  - ➔ Compare the information provided in the Search Results section (e.g., Middle Name, Birth Date, Phone #) to select the person for which you are searching.
  - ➔ If the same person is listed twice, access their demographic information. If the USIIS ID is different for the multiple listings, please report these USIIS IDs to [USIIS Support](#).

These are duplicate records and need to be merged by the USIIS team.

- If there are more than 13 patients found for the search information you entered, USIIS will not return any results. You must enter more information and search again.

## Search Tips

- ➔ If the first or last name has a complex spelling, you might simply enter the more common name and birth date.
- ➔ "Wildcard" search in text fields:
  - ◆ Use "wildcard" character % to specify a search for a pattern—again useful for a name with spelling that could easily be entered by another provider inaccurately.
  - ◆ Example: Nan% in the Last Name field specifies a search for all patients with a last name beginning with Nan followed by any character(s).