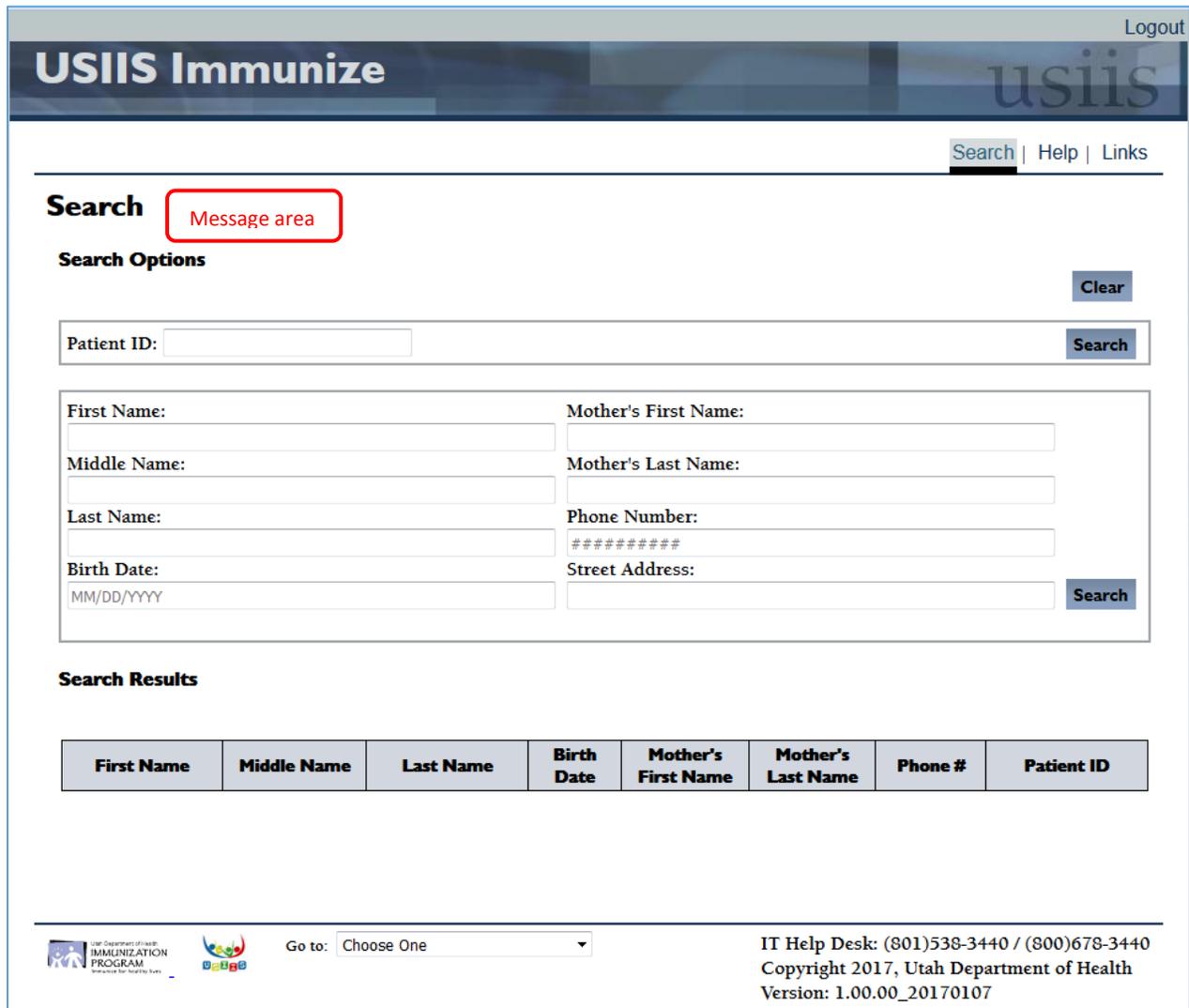


The **Search** screen is the first to display when a user accesses **USIIS Immunize**.



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**, **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 by pressing the **Enter New Patient** button.

Search Results

1. 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** button and enter the more accurate information.
2. 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 the IT Help Desk.

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

Call the IT Help Desk at 801.538.3440 or 800.678.3440.
3. 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).