

Washington State Immunization Information System (IIS)

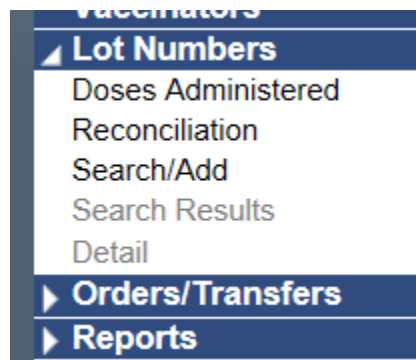
Online Vaccine Reporting with EHR Data Submission

1. Access to the IIS

- ✓ URL: <https://fortress.wa.gov/doh/cpir/iweb/>
- ✓ User account – username & password
- ✓ Permissions – Lot Number Manager, Provider Ordering

2. Two Reports Required – Under Lot Numbers on Navigation Menu

- ✓ Doses Administered
- ✓ Reconciliation



3. What do you want to do **BEFORE** you submit your reports? To be ready to report you need to:

- ✓ Ensure all lot numbers in your refrigerator and freezer are represented in the IIS under Lot Numbers. **Manually add** those that are missing. Print worksheet on Reconciliation screen to help.
 - i. **Transferred vaccine** must be manually added
 - ii. FluMist **replacement vaccine** must be manually added
- ✓ Run the Doses Administered Report **without** Submitting – by “Publicly Supplied” and “All” to get a picture of data accuracy
- ✓ Run a Patient Detail Report weekly to identify vaccines that have not subtracted successfully. Edit to correction.

Vaccine Administered Report

This report must be submitted on a monthly basis

Reporter Information

Person Completing Report MARGO HARRIS
Phone Number (206)263-8326
Email STHOMAS@PEDS-ASS

Limit Report By

☒ **Vaccination Date Range** From: 02/01/2015 Through: 02/28/2015
☒ **Reporting Month** February 2015
☒ **Organization (IRMS)** PEDIATRIC ASSOCIATES INC PS (1350)
☐ Do Not Limit
☒ **Facility** PEDIATRIC ASSOCIATES - BELLEVUE
☐ **Facility Group** --select--
☐ Do Not Limit
☐ VFC PIN --select--

Lot Eligibility

☒ Publicly Supplied Vaccinations Only
☐ Privately Purchased Vaccinations Only
☐ All Vaccinations

Back Reset Create Report

4. Your data is in great shape and you are ready to submit your reports.
 - ✓ Reconciliation Report first – enter # in every Physical Inventory field. **What is the “best” use of the “Save” button?**
 - ✓ Doses Administered Report next – keeping the “From” and “Through” dates in the same month, 1st of the month to the last day of the month. Create Report. When it generates, “Submit” your report. Look for the dialog box that says, “Report Submitted Successfully.”

Reconciliation (Top)

Organization (IRMS)/Facility: PEDIATRIC ASSOCIATES INC PS (1350) / PEDIATRIC ASSOCIATES - BELLEVUE

Date: March 9, 2015

| Reconcile Inventory | | | | | | | | | |
|--|------------|------------|------------------|--------------------|------------------|------------------------|------------------------|--------|----------|
| Vaccine | Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment (+/-) | Category | Reason | Public | Inactive |
| INFANRIX (Daptacel, Infanrix, Tripedia) | AC14B169BA | 03/20/2015 | 197 | | 0.0 | --No Category Required | --No Reason Required-- | Y | |
| DTaP (Daptacel, Infanrix, Tripedia) | C4454AA | 12/05/2015 | 488 | | 0.0 | --No Category Required | --No Reason Required-- | Y | |

Reconciliation (Bottom)

| | | | | | | | | | | |
|---------------------|---------|------------|----|--|-----|--------------------------|--------------------------|---|--------------------------|---|
| Varicella (Varivax) | K011083 | 08/08/2016 | 80 | | 0.0 | --No Category Required v | --No Reason Required-- v | Y | <input type="checkbox"/> | + |
| Varicella (Varivax) | K015972 | 09/23/2016 | 40 | | 0.0 | --No Category Required v | --No Reason Required-- v | Y | <input type="checkbox"/> | + |

Inventory Last Submitted: N/A
Vaccine Administered Report Last Submitted: N/A
Please Submit your Monthly Vaccine Administered Report before reconciling your vaccines.

Legend
 Public Lots
 Private Lots
 Expired Vaccines
 Expires in 30 days or less

5. You will know you have successfully submitted your reports when:

- ✓ the message at the bottom of the Reconciliation Report shows you a current date for Inventory Last Submitted and Vaccine Administered Report Last Submitted
- ✓ Your create/View Order screen updates with a current date

Exec. Dashboard

Organization (IRMS)

Facilities

Physicians & Vaccinators

Lot Numbers

Orders/Transfers

Alerts

Create/View Orders

Search History

Modify Order Set

Cold Storage

Inventory Last Submitted:

Vaccine Administered Report Last Submitted: N/A

Order Set: --select-- v

Order Frequency: Monthly Order Timing: 16th to End of Month

Order Schedule:

Order Details

| Vaccine | Description | Dose Used Last Month | Physical Inventory | Order Quantity | Urgent | Priority Reason | Comments |
|---|-------------|----------------------|--------------------|----------------|--------|-----------------|----------|
| <div style="display: flex; justify-content: flex-end; gap: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="Save Order"/> <input type="button" value="Submit Order"/> </div> | | | | | | | |

6. Getting Started & Troubleshooting Moving Forward

- ✓ Clean-up work to begin – update your inventory. IIS Reconciliation must match what you have in your refrigerator and freezer today.
- ✓ Receive all orders the day they arrive. It may be okay to receive some outstanding orders if receipt date is not that far away and/or you have not used any of the vaccines.

Pediatric Associates - Sammamish

| | | | | | |
|-----|--------|--------|------------|------------|---------|
| --> | 119423 | 181149 | 11/17/2014 | 11/18/2014 | Shipped |
| --> | 121290 | 181149 | 12/17/2014 | 12/18/2014 | Shipped |
| --> | 122893 | 181149 | 01/14/2015 | 01/15/2015 | Shipped |
| --> | 122895 | 181149 | 01/14/2015 | 01/15/2015 | Shipped |
| --> | 125275 | 181149 | 02/17/2015 | 02/18/2015 | Shipped |

- ✓ Focus on accurate entry into the EHR – ask for a handout. **What comes to the IIS is what you enter into your EHR.**
- ✓ Start (or continue!) running your Patient Detail Report weekly
 - Report Module – Patient Detail (2nd report, right side)
 - Enter Vaccination Date Range, enter a DOB range if helpful
 - Publicly Supplied? - No
- ✓ Stay on top of inventory. Don't wait until the end of the month to review. Check in and review training materials on the IIS web site and vendor videos:
 - IIS Training Link - https://fortress.wa.gov/doh/cpir/iweb/main_t.jsp
 - Online Video - <http://jitt-wa.stchome.com/>
 - DOH Training Link - <http://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/Immunization/ChildhoodVaccineProgram/OnlineAccountabilityReporting>
 - DOH Vaccine Management Team – 866/397-0337
 - IIS Help Desk – 800/325-5599