South Dakota Immunization Information System (SDIIS)

**Search Patients**

- Click **SEARCH PATIENTS**
- Enter search parameters
  - Avoid typing entire last and first names to search for a patient
  - Recommend limited specificity to capture multiple possibilities and avoid creating a duplicate record...try:
    - First initial + DOB, or
    - First 3 letters of first and last name
- Click **SUBMIT**
- Choose the name of the desired record

- If no record found after multiple attempts with various search parameters:
  - Click **ADD NEW PATIENT**

**NOTE:** When searching patients, keep in mind:

- Birth name vs. nickname: e.g. James/Jim, Robert/Bob, Katherine/Kathy/Katie, etc.
- Prefixes: VAN, Mc, O’ – One word vs. multiple words
- Duplicate records are created when a new “spelling” is used
• **Add New Patient**
  - **If no record found through search attempts**
  - Enter Last Name, First Name, Date of Birth
  - Ensure correct spelling
  - Enter accurate date of birth
  - Keep in mind:
    - James/Jim, Robert/Bob, Katherine/Kathy/Katie, etc.
    - VAN, Mc, O’ – One word vs. multiple words –
      Spaces and punctuation = different spelling =
      duplicate records
  - Click **SUBMIT**
  - Click **EDIT PATIENT RECORD**
• **Edit Patient Information**

- Once you have found the desired patient, or you have created a new patient:
- Click **EDIT** under PATIENT INFORMATION section
- The **EDIT PATIENT INFORMATION** screen will appear
NOTE:
- Fields marked with a * are required by SDIIS.
- Fields required by CDC for COVID-19 vaccination records include those in red at right.

- **Edit Patient Information**
  - Please ensure the following fields are complete:
    - Confirm name, date of birth
    - Gender
    - Race – click EDIT and choose all that apply
    - Ethnicity – click HISPANIC ORIGIN dropdown
      - Choose non-Hispanic, if so
      - If Hispanic origin, choose best option, or Unknown Hispanic, if origin unknown
    - VFC Eligibility – choose NOT ELIGIBLE for all adults; choose best option for 18 and under
      - Not required for COVID-19 vaccine documentation, but SDIIS requires this field to be completed.
  - Click UPDATE
• **Edit Contact Information**
  - Once you have found the desired patient, or you have created a new patient:
  - Click **EDIT** under CONTACT INFORMATION section
  - The **EDIT CONTACT & GENERAL INFORMATION** screen will appear
• **Edit Contact Information**

- Please enter the following:
  - Parent & Guardian Information for clients under age 18 (SSN’s not necessary)
  - **Patient Address** – click **EDIT**
    - *(REQUIRED for COVID-19 Records)*
  - **EDIT PATIENT ADDRESS** screen will appear; see next slide.
  - Click **UPDATE** when address is complete
- Enter phone numbers – no dashes – XXXXXXXXXX
- May enter Primary Care Physician information, if known
- Click **UPDATE**
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• **Edit Contact Information**
  
  - **EDIT PATIENT ADDRESS** screen
  
  - Complete **ADDRESS** and **ZIP CODE** fields
  
  - **ADDRESS LINE 2** – Do not enter City, SD – this is for and extension of the street address, e.g., “PO Box xx”, “Apt #”, etc.
  
  - Click **SUBMIT** next to the **ZIP CODE** field. The proper **state**, **county**, and **city** should be highlighted.

  - Zip Codes are preset to specific city, county, and state. Some zip codes may have multiple options. Please correct any discrepancies you may notice.

  - Click **UPDATE** when address is complete

- NOTE: If a recipient refuses to provide **ADDRESS** please obtain, at minimum, the **ZIP CODE**. With the **ZIP CODE** field, we can ascertain **state**, **county**, and **city**. You MUST click **SUBMIT** next to the zip code.
• **Locking an immunization record**

  - ONLY LOCK RECORD IF REQUESTED BY PATIENT/PARENT
  - By state law, immunization records may be shared
  - Patient/Parent may choose to “opt out” if they wish to keep immunization record private to only their Immunization Home facility
  - Find LOCKING field
  - Select LOCKED
  - Click UPDATE

  - If another facility tries to open record, they will see this message: