Mississippi Immunization Information eXchange (MIIX)

MISSISSIPPI STATE DEPARTMENT OF HEALTH
MIIX

Mass Immunization Module Quick Reference

MIIX Website

1. Double-click the Internet Explorer desktop shortcut or access through the **START | PROGRAMS | INTERNET EXPLORER.**
2. Enter the following web address.
   https://apps.msdh.ms.gov/miix
3. The "**MIIX Login Screen**" window appears.

4. Bookmark this URL to have it readily available. Continue to the next section to log into the application.

Logging On

Each H1N1 user will receive a personal username and password after completing two forms: 2009 Influenza A (Novel H1N1) Swine Flu Vaccine Provider Agreement, and the Mississippi Immunization Information eXchange (MIIX) User Agreement. These forms are available at: www.healthyms.com/h1n1

Your username is your **firstname.lastname** (e.g., jane.doe). Your first password will be **welcome1**.

After logging in for the first time, you will be prompted to create your own private password when the "Change Password" screen appears. Continue to the next section to change your password.

Changing Password

After logging in for the first time, you will be prompted to change your generic password to a private password.

1. Type your provided password in the **CURRENT PASSWORD** field. Type welcome1 and press the TAB key.
2. Type your **NEW PASSWORD** and press the TAB key.
3. Retype your **NEW PASSWORD** and click the **SUBMIT** button. A message appears at the top of the window indicating a successful change.
4. Logout of the application and log back in using your new password. The "Patient Search" window appears.
5. Continue to the next section.

Searching for a Patient

Although the "Patient Search" window immediately appears after logging in, you may access it at any time.

1. From the **PATIENT** menu, click on the **SEARCH (/ADD)** option. The Patient Search window appears.

2. Type the search criteria into the appropriate fields.

Searching for a Patient - Cont'd

- First Name or Initial
- Last Name or Initial (Optional)
- Birth Date
3. Click on the **RUN SEARCH** button.
4. The "**Patient Search Results**" appear in the bottom portion of the window.

5. If a possible match is found, click the **SELECT** arrow to choose the correct patient; otherwise, click the **ADD NEW PATIENT** button.
6. Now you can enter/edit the Patient Demographics. Continue to the next section.

Entering Vaccinations

1. If a match is found, the patient's address appears at the very top of the screen. Click the checkbox in the green area to copy the data into the address fields. **TIP:** Type zip code to automatically populate the **City** and **State** fields.

Entering Vaccinations – *Cont'd*

Tip: If entering another patient that is a **family member** of the previously entered patient, click the "Copy family information from previous patient" checkbox (appears in the screen's title bar) to copy the previous patients address information into the demographic fields.

2. Select the following data for the fields:
   - **Campaign** – the Novel H1N1 Vaccine option is pre-selected. If you are a pharmacist participating in the stockpile distribution plan, click on the 2009 Novel H1N1 Anti-Viral campaign.
   - **Tier** – click the drop-down menu arrow to select the appropriate **Tier** for the patient.
   - **Vaccinator** – click the drop-down menu arrow to select the appropriate school if you are a Vaccine Provider who has adopted a school, you must choose the school in order to be reimbursed; otherwise, ignore this field.
   - Fill in the other optional fields.
3. Click the checkbox beside the **Vaccine** and **Manufacturer/Lot**. Your inventory determines the lots that display and are pre-populated. If you have multiple lots of H1N1 vaccine, they will be displayed separately. Ensure the correct **Vaccine/Medication** lot is checked.
4. Click the **SAVE** button to save and return to the "Patient Search" window.
5. If the patient is contraindicated for the vaccination/medication, click the **SELECT** hyperlink to view/select the reason. The checkbox will automatically check.
6. Click the **SAVE** button. The "Patient Search/Add' screen reappears.

Printing Patient Record

1. Click on the **REPORTS** menu. The "Reports Menu" list appears.

2. Click on the **PATIENT RECORD**. The report's parameter window appears.
3. Select the **ALL RECORDED VACCINATIONS** radio button and click the **CREATE** button. The report will display in a separate browser window.
4. Click on **PRINTER ICON** button to print the report. When finished, **CLOSE** the browser window by clicking the X in the upper-right corner.

Reminder Recall

1. Click the **REMINDER RECALL** menu/option. The "Reminder Recall Parameters" window appears.

2. Click/select the desired criteria to prepare for the Reminder Recall output and then click the **RUN REMINDER RECALL** button. The "Number of Patients Recall" dialog box appears.

Reminder Recall – *Cont'd*

3. Click the **OK** button. The "Reminder/Recall Output Select" window appears.

4. Choose the type of output you want to create by clicking on the **SELECT** hyperlink. The Output Types are listed in the center of the window.
5. Choose the **POSTCARD/LETTERS** option and **OUTPUT LANGUAGE** by clicking the drop-down menu arrows.
6. Click the **PREVIEW** hyperlink. The "Reminder Recall Postcard Options window appears with a **DEFAULT** section and **USER DEFINED** section.
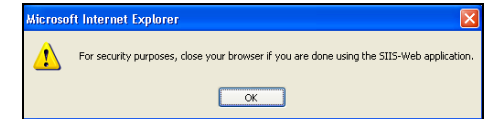

7. Using the default option, **PRINT** the file or **CLOSE** the window.

Logging Out

1. From the **MAIN** menu, point and click on the **Logout** option. A dialog box appears indicating to close the browser if you are finished.

2. Click the **OK** button. Another dialog box appears.

Online Help

Online help is available by clicking on the **HELP** menu in the left sidebar of menus.

Telephone Help

Contact numbers for Telephone Support are as follows:

MASS IMMUNIZATIONS - 1-877-922-3385

H1N1 General Questions - MS Department of Health - 601-576-7751

Clinical, Policy, & Programmatic Questions – 1-800-634-9251