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Welcome

This introductory course will cover the fundamentals of the registry for new users and users with view only access.

Once all required trainings and quizzes have been completed, you can request your login credentials that include your user name, a temporary password and a link to the information registry.

*Because the security of patient information must be maintained, users must not share login credentials.*
Learning Objectives

By the end of this course, you should be able to:

- Logging into NMSIIS
- Set security questions for self-reset of password.
- Understand the home page and its components.
- How to use the patient's module.
- How to search for patients.
- Understand the immunizations record.
- How to access the Reports module.
System Login

The Login to the New Mexico Immunization Information System or NMSIIS is a standard Username and Password network login. There are however a couple things you need to know.

- The user name will always be your first and last name in uppercase letters separated by a period. i.e. JOHN.SMITH
- Passwords are case sensitive.
- Your account will be locked out on the fourth failed login attempt.
- You can easily reset your forgotten password from the login screen.

Setting up Security Questions

The first time you log into the registry you will be required to create your own password and answer at least 5 security questions. These questions can help you reset your password in case you have lost your password.

Password Questions

Once you have saved your questions you will be able to login with your new password.
Resetting Password

If you need to reset your password, you can use "Forgot Password?"

You will need to answer your security questions and then you will need to create a new password.

After 4 invalid attempts the system will lock the account and you will need to contact the NMSIIS helpdesk to unlock your account.

The system will not notify you the number of failed attempts so if you are unsure how many attempts you have made you should use the "Forgot Password?" option as soon as possible.

If you are having difficulties logging in, please review the "Trouble Logging In?" option

This area can help if there are issues related to your computer. If these solutions do not resolve your issue you may need to contact your offices technical support team.

It is important that you use this feature before 4 invalid attempts.
On the login screen is the NMSIIS helpdesk number Toll Free- **1-833-882-6454**. The NMSIIS helpdesk can assist in password resets, trainings and all NMSIIS related technical issues.

Technical issues not related to NMSIIS should be directed to your offices technical support.
NMSIIS Homepage

Once you have successfully logged into the registry you can begin utilizing it functions.

This is the NMSIIS Homepage. There are several elements to the home page.

**Default provider and clinic**

The default provider and clinic area will display the current location you are assigned to, depending on how your provider registered with NMSIIS and if you operate in one or more clinics. A user can be assigned to a single provider and single clinic, single provider with multiple clinics or multiple providers with multiple clinics. Users assigned to multiple clinics will need to ensure that they have their current assigned location selected before proceeding to other functions of the registry.

**News**

The News section displays various immunization and registry information.

**Modules**

On the left side of the screen users will be able to navigate through the different modules in the registry. You will have access to different modules depending on your security role or training completed. Each module will give you access to utilize the system based on your business need. The home button will always return you to the home screen.
Patients Module

The patient’s module contains registry information on patients, this includes immunizations, precautions or contradictions, exemptions and programs the patient is associated with.

The patient button will expand and show navigation options to view different patient information. These options are only available once a patient has been searched for.

Patient Search

The first thing you will need to do when using the patient module is search for a patient. You have a few different search fields to use. You can search by the full name and date of birth. If you know the NMSIIS ID that works best.

Or you can use any combination of fields, if there are not enough identifying fields the system will let you know.

Sometimes your search criteria can be too specific for example, if we search Matthew Adams we would be unable to find him.

In most cases we recommend searching by the first 3 letters of the name and date of birth to expand the search and consider different naming conventions.
Patient Record

Once you have found a patients’ record you can select an action from the left or from the drop down arrow on the search window, clicking the arrow will show available options. Selecting demographics will allow you to view patient information including contacts and address.

Patient Demographics

Now that you have a patient selected you can either select an option from the module menu or you can go back to the search screen and select another option from the action drop down or left side menu.
Local ID’s

Local IDS is where providers will typically have their own unique identifier for each of their patients. This could be a medical record number, a chart number, an identifier assigned by their internal EMR/EHR system, etc.

The Patient Local Identifier screens allows a provider/clinic to associate their own identifier to the corresponding record in the Registry. This information can be used when searching the Registry.

Patient Programs

NMSIIS can be extended to support multiple Public Health programs. The core patient record (i.e., demographics, notes, local IDs, events, etc.) is shared across all programs.

NMSIIS automatically makes a patient active in the Immunization program at both the clinic and the jurisdiction level when the first immunization is given to a patient.

If programs other than Immunization are using the patient registration capabilities of NMSIIS, you may see that a patient is registered in other programs.

If a patient has been marked as inactive but later receives an administered immunization, then the system will automatically reactivate the patient.
Patient Notes

The Patient Notes screens allow you to enter and categorize additional information about a patient. Some notes (e.g., Vaccine Refusals) can be generated automatically by the system. Please be aware that some notes have special implications. For example, some note types are printed on the official immunization record. Other types may be visible to all users of the system or only a subset. Be cognizant of the note text associated with any note type that may be visible to users outside of your organization.

Patient Precautions

The Patient Precautions/Contraindications screens allow you to view and enter any precautions or contraindications that may impact the vaccines that could be administered to a patient.
Events

The Patient Events screens allow you to view and update information about events that pertain to the patient and are associated with a date.

Exemptions

The Exemptions screens allow for the tracking of vaccine exemptions per patient.
Patient Duplicate

This screen allows users to view potential duplicates to this record as well as add new ones.
Immunizations

The Immunizations Module is used to manage all immunizations (historical or administered via the system) for all patient’s. On this screen you can view immunization history, view the clinic that gave the immunizations along with the vaccine details (route, site, etc.), review the recommended vaccinations for a patient, and generate an official immunization record. There are visual indicators on this screen to indicate when a dose is invalid and/or not fully administered in the system.

NMSIIS utilizes Clinical Decision Support for Immunizations or CDSi logic.

CDSi, more commonly referred to as evaluation and forecasting, is an automated process that determines the recommended immunizations needed for a patient. NMSIIS delivers these recommendations to the user.

In this area of the immunizations page, recommended immunization as of the current date will be displayed. For a more in-depth view of current and future recommendations you can click on the "Recommend" button.

You will notice on this record that some immunizations have a blue circle with an H in it while others do not. Immunizations without an H are immunizations that have been administered at a clinic and the clinic has entered the immunization in to the registry. Immunizations with an H stand for historical, when a patient has no immunization history in the registry but has a paper immunization record the historical indicator is used when creating the immunization in the registry.

Clinics are encouraged to document paper immunizations into the registry to insure a completed immunization record is in the registry. Immunizations without an H are immunizations that have been administered at a clinic and the clinic has entered the immunization in to the registry.
Recommendations

The popup that appears will detail precautions and contradictions, immunization history, recommend immunizations for today and future recommendation. The future recommendations area is useful in notifying patients of upcoming immunizations needed.
Reports

The reports module contains a variety of forms and reports available to users. Your level of access will be associated to the available reports. For users with read only access the most common area used in the forms/ informational documents and the New Mexico forms and Documents. In these areas various help guides, participation forms and other information can be found.
Additional Resources

NMSIIS Online Help Guide

NMSIIS Immunization Program Overview

NMSIIS Quick Reference Guide - Standard User

NMSIIS Policies and Procedures
https://nmhealth.org/publication/view/help/929/