NYSIIS Guide for Adult Immunizations

Steps for Manually Reporting Adult Immunizations to NYSIIS:

1) **Obtain consent for reporting**. All healthcare providers that administer immunizations to adults 19 years of age and older must obtain **either verbal or written consent** to report the immunization to NYSIIS.

2) **Select your adult vaccine site in NYSIIS**. When you log in to NYSIIS, the main screen will list hyperlinks for each of your sites. If your adult site is not listed, talk to your NYSIIS administrator to request to be assigned NYSIIS access for your adult site. Please call NYSIIS if you need assistance.

3) **Search for the patient in NYSIIS**. Click "manage patient" on the left-hand menu. Enter as much identifying information as possible under the Patient Search Criteria in order to limit your search, and click "Find".

Locate the patient in the search results and click on the patient's last name to report immunizations.

If the patient is not listed in the search results, click "enter new patient," fill out the patient information, and click "Save" to continue.

4) **Document consent in NYSIIS**. Manually update the consent indicator to "Yes" if it is not already set to "Yes". If the patient had previously consented to share immunization data with NYSIIS, then it is not necessary to update the consent indicator with each subsequent vaccine reported. However, if the patient ever withdraws consent, the consent indicator must be changed to "No".

5) **Select the vaccine from your inventory**. Click the "Record Immunization" button to pull up your inventory. Select the checkbox next to the name(s) of the vaccine(s) that was administered. If you manage your inventory in NYSIIS and/or placed a vaccine order after January 2014, then there should be a checkbox next to the vaccine in the "From NYSIIS Inv" column. If you do not manage your inventory in NYSIIS and have not placed a vaccine order since January 2014, then you will need to select the checkbox in the "From Other Inv" column. **Note**: to report combination hepatitis A/B vaccine (Twinrix®), select either the checkbox for hepatitis A or hepatitis B vaccine, as shown on the next page. Click "OK".

Immunization	From NYSIIS Inv	From Other Inv	Hist #
Adeno		☐	
Anthrax		☐	
BCG		☐	
Cholera		☐	
DTP/aP	☐	☐	
Diphtheria		☐	
Encephalitis		☐	
Flu H1N1-09		☐	
HPV		☐	
HepA	☑	☐	
HepB	☐	☐	

6) **Report the immunization**. Eligibility status **must** be reported for all publicly funded vaccines reported in NYSIIS.

Select the correct trade name from the "Trade Name" dropdown menu. If you selected a publicly funded vaccine from your NYSIIS inventory, then NYSIIS will automatically populate the lot number and mark the vaccine as "public", as shown below.

New Immunizations from NYSIIS Inventory (1)

Remove	Immunization	Trade Name-Lot	Dose	Administered By	Body Site	Route	VFC Eligibility
☐	HepA	Havrix-Adult\99999\public ▼	Ful ▼	Duck, Donald ▼	left arm ▼	intramuscular ▼	Uninsured ▼

Save   Cancel

If you selected a publicly funded vaccine from other inventory, then you will need to manually enter the lot number. When you enter the patient's publicly funded vaccine eligibility status, the funding type will automatically switch to "public".

New Immunizations from Other Inventory (1)

Remove	Immunization	Trade Name	Dose	Manufacturer	Lot Number	VFC Eligibility	Funding Type
☐	HepB	Twinrix ▼	Ful ▼	GlaxoSmithKline	9999999	Uninsured ▼	Public ▼

Save   Cancel

Use the "VFC Eligibility" dropdown menu to report eligibility for publicly funded adult vaccines, i.e. uninsured or underinsured. Even though this dropdown menu says "VFC", this is the appropriate field to report eligibility for publicly funded vaccines administered to adults.

Click "Save" to add the immunization(s) to the patient's record. You will be brought back to the immunization history screen for the patient.

Useful NYSIIS links:

- NYSIIS home page: http://www.health.ny.gov/prevention/immunization/information_system/
- Information for Providers: http://www.health.ny.gov/prevention/immunization/information_system/providers/
  - Includes an FAQ document for providers, technical requirements and data exchange information, instructions on how to apply for a Health Commerce System account, a checklist to go live with NYSIIS, the NYSIIS User Agreement, and several useful documents
- Training: http://www.health.ny.gov/prevention/immunization/information_system/status.htm
  - Contains links to webinars and self-paced online tutorials

NYSIIS Help Desk Contact Information:

- For assistance in obtaining a NYSIIS user account or if you are experiencing system problems, contact the NYSIIS Help Desk at 1-866-389-0371 or nysiishelpdesk@hp.com.
- For general program or policy questions, contact NYSIIS staff at (518) 473-2839 or nysiis@health.ny.gov.