

Client Search and Printing Immunization Records

MIIC USER GUIDANCE TRAINING RESOURCE

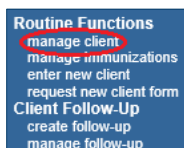
This guide describes how to search for a client, what a record contains, and how to print a client immunization record/report.

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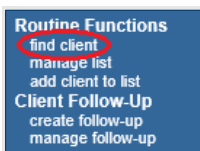
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Getting started

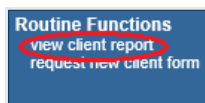
1. Log into MIIC using your organization code, username, and password.
2. Find the client search feature based on your MIIC-user type.
 - **Most users** will be able choose **manage client**.



- **Read only users** will choose **find client**.

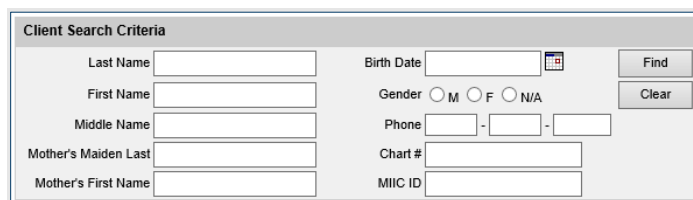


- **Reports only users** will choose **view client report**.



Client search

1. Use the **Client Search Criteria** screen to search for clients in MIIC.



Client Search Criteria

| | | |
|----------------------|--|-------|
| Last Name | Birth Date | Find |
| First Name | Gender <input type="radio"/> M <input type="radio"/> F <input type="radio"/> N/A | |
| Middle Name | Phone | Clear |
| Mother's Maiden Last | Chart # | |
| Mother's First Name | MIIC ID | |

CLIENT SEARCH AND PRINTING IMMUNIZATION RECORDS

2. You need to search by a **minimum of two fields** of either a last name, first name, or birth date.
 - There is an exception if you have the MIIC ID number, you can search by that number alone. Each client in MIIC has a unique MIIC ID.
3. You must enter **at least three characters of the last name** or **two characters of the first name** or the **birth date**. The date format is MMDDYYYY (two-digit month, two-digit day, and four-digit year). MIIC automatically enters the slashes.
4. When searching, some results that may appear are:
 - **Match to one record.** If only one client in MIIC matches the criteria, you will go directly to the client information and immunizations screen.
 - **Multiple possible client matches.** You will see a list of possible matches if there is more than one potential match. You can click on anything in blue and underlined to go to the client information and immunizations screen.

Client Search Criteria

| | | |
|---|--|-------|
| Last Name <input type="text"/> | Birth Date 09/21/2008 <input type="text"/> | Find |
| First Name <input type="text"/> | Gender <input type="radio"/> M <input type="radio"/> F <input type="radio"/> N/A | Clear |
| Middle Name <input type="text"/> | Phone <input type="text"/> - <input type="text"/> - <input type="text"/> | |
| Mother's Maiden Last <input type="text"/> | Chart # <input type="text"/> | |
| Mother's First Name <input type="text"/> | MIIC ID <input type="text"/> | |

Possible Matches: 2

| Last Name | First Name | Middle Name | Birth Date | Chart # | Mother's Maiden First | Mother's Maiden Last | Gender | Phone | AKA |
|----------------------|------------|-------------|------------|---------|-----------------------|----------------------|--------|----------|-----|
| DUCK | DON | | 09/21/2008 | | | | M | 555-5555 | |
| DUCK | DONALD | | 09/21/2008 | | | | M | 555-5555 | ✓ |

Note: The column “AKA” means alias or “also known as”. Clients listed with a nickname, misspelled first or last names, or incorrect date of births will show as a separate match or alias, indicated by a checkmark in the “AKA” column. Choosing either option will bring you to the same client profile.

- Your search found too many results. Refine your search criteria or add additional criteria to narrow the search.

| Last Name | First Name | Middle Name | Birth Date | Chart # | Mother's Maiden First | Mother's Maiden Last | Gender | Phone | AKA |
|--|------------|-------------|------------|---------|-----------------------|----------------------|--------|-------|-----|
| Your search found too many (91) results. Please refine your search criteria. | | | | | | | | | |

- **No clients were found for the requested search criteria.**

Client Search Criteria

| | | |
|--|--|-------|
| Last Name <input type="text" value="wh"/> | Birth Date <input type="text"/> | Find |
| First Name <input type="text" value="sn"/> | Gender <input type="radio"/> M <input type="radio"/> F <input type="radio"/> N/A | Clear |
| Middle Name <input type="text"/> | Phone <input type="text"/> - <input type="text"/> - <input type="text"/> | |
| Mother's Maiden Last <input type="text"/> | Chart # <input type="text"/> | |
| Mother's First Name <input type="text"/> | MIIC ID <input type="text"/> | |

No clients were found for the requested search criteria.

| Last Name | First Name | Middle Name | Birth Date | Chart # | Mother's Maiden First | Mother's Maiden Last | Gender | Phone | AKA |
|-----------|------------|-------------|------------|---------|-----------------------|----------------------|--------|-------|-----|
|-----------|------------|-------------|------------|---------|-----------------------|----------------------|--------|-------|-----|

Note: There are also instances where too many clients meet the criteria and will display the same message. If you only used the first 2-3 letters of the first and/or last name, consider adding additional letters or search criteria.

Interpreting a MIIC immunization record

A **MIIC Immunization Record** includes the following:

Client Information MIIC ID: 9016085

Client Name (First - MI - Last) DOB Gender Mother's Maiden Tracking Schedule Chart Number
DONALD QUACK DUCK 02/02/1950 M ACIP

Address 4321 ANY STREET, DISNEYLAND, CA 55303 (421) 124-4211

Comments

History Add Immunization Edit Client Reports Print Print Confidential

| Vaccine Group | Date Administered | Series | Vaccine [Trade Name] | Dose | Owned? | Hist? | Edit |
|---------------|-------------------|---------|---|------|--------|-------|------|
| HepA | 02/01/2005 | 1 of 2 | HepA-Ped 2 Dose [Havrix-Peds ®] | Full | | | |
| HepB | 06/18/2008 | 1 of 3 | HepB-Adult [HepB-Adult ®] | Full | | | |
| Influenza | 08/28/2009 | Booster | Flu, trivalent, live attenuated [FluMist trivalent ®] | Full | No | | |
| MMR | 06/18/2008 | 1 of 2 | Rubella-Mumps [Biavax II ®] | Full | | | |
| Td/Tdap | 06/18/2008 | 1 of 4 | Td-Preservative free [Decavac 7+ yrs ®] | Full | | | |
| Tetanus | 11/01/2017 | | Tetanus toxoid, adsorbed [TT adsorbed ®] | No | Yes | | |

Current Age: 70 years, 8 months, 5 days

Vaccines Recommended by Selected Tracking Schedule Add Selected

| Select | Vaccine Group | Earliest Date | Recommended Date | Overdue Date | Latest Date |
|-------------------------------------|-----------------|---------------|----------------------|--------------|-------------|
| <input checked="" type="checkbox"/> | HepA | 08/01/2005 | 08/01/2005 | 03/01/2006 | |
| <input checked="" type="checkbox"/> | HepB | 07/16/2008 | 07/16/2008 | 09/10/2008 | |
| <input checked="" type="checkbox"/> | Influenza | 09/25/2009 | 07/01/2020 | 08/28/2010 | |
| <input checked="" type="checkbox"/> | MMR | | Maximum Age Exceeded | | |
| <input checked="" type="checkbox"/> | Pneumo-poly | 02/02/2015 | 02/02/2015 | 02/02/2016 | |
| <input checked="" type="checkbox"/> | Td/Tdap | 07/16/2008 | 07/16/2008 | 09/10/2008 | |
| <input checked="" type="checkbox"/> | Zoster/shingles | 02/02/2000 | 02/02/2000 | 02/02/2002 | |

1. **Client Information:** The area at the top of the screen displays client contact information (e.g., name, address, and phone number), depending on what has been previously entered. Client comments indicate that there is some additional information pertaining to immunizations. This would include, for example, a history of chickenpox or a refusal of an immunization.
2. **Immunization History:** The middle section lists vaccine groups alphabetically, along with the actual date the immunization was administered and the sequence of doses as entered in MIIC (plus the trade name if entered). **Owned** or **Hist** indicates how the immunization was entered in MIIC.
3. **Recommended Vaccines:** At the bottom of the screen is the MIIC forecaster. This will forecast what immunizations are due for the client based on the client's age and the immunization history already in MIIC. Please refer to [Interpreting a MIIC Vaccination Record \(www.health.state.mn.us/people/immunize/miic/train/interpret.html\)](http://www.health.state.mn.us/people/immunize/miic/train/interpret.html) for more information on how to interpret the forecaster.

Printing a record

1. To print a record for a client, most users can select the **Reports** button on the client's record.


Note: Read Only users can select "Print MIIC Immunization Report" to open a separate window, showing a full MIIC Immunization Report (see step 3).

CLIENT SEARCH AND PRINTING IMMUNIZATION RECORDS

- This will bring you to the report page. Click on the **MIIC Immunization Report** button.



| Client Information | | | | | MIIC ID: 9016085 |
|--|---|---------------------------|-----------------|-------------------|------------------|
| Client Name (First - MI - Last) | DOB | Gender | Mother's Maiden | Tracking Schedule | Chart Number |
| DONALD QUACK DUCK | 02/02/1950 | M | | ACIP | |
| Address 4321 ANY STREET, DISNEYLAND, CA 55303 (421) 124-4211 | | | | | |
| Comments | | | | | |
| Reports Available for this Client | | | | | |
| Report | Description | Additional Information | | | |
| Vaccine Administration Record | This is a Vaccine Administration form that displays client's demographics and contact information, as well as immunizations available in the selected site. | Site <input type="text"/> | | | |
| Complete Immunization | Displays demographics, registry data, contact information, as well as detailed immunization history. | None | | | |
| MIIC Immunization Report | Displays demographics, registry data, contact information, as well as detailed immunization history. | None | | | |

- This will open a separate window, showing a full MIIC Immunization Report that you can save as either a PDF or print.

|  Minnesota Immunization Report | | | | | |
|---|-------------|---------------------------|-----------------------------|--|--|
| Name (L, F M): SOMERSET, ALMA SOLANO MIIC ID: 9016085 | | | | | |
| Date of Birth: 04/09/2019 Age: 3 years, 11 months, 18 days 1 day Gender: F Org ID: N/A | | | | | |
| <small>This report contains immunizations submitted to MIIC. Provider participation in MIIC is voluntary. Please check with your healthcare provider if you notice missing vaccinations. This report should be acceptable to use as proof of immunization for child care, school, and other purposes.</small> | | | | | |
| Immunization History | | | | | |
| Vaccine Type | Dose Number | Date | Vaccine (Trade Name) | | |
| DTaP | 1 of 5 | 06/09/2019 | DTaP/Polio/Hib (Pentacel 6) | | |
| DTaP | 2 of 5 | 06/09/2019 | DTaP/Polio/Hib (Pentacel 6) | | |
| DTaP | 3 of 5 | 10/09/2019 | DTaP/Polio/Hib (Pentacel 6) | | |
| DTaP | 4 of 5 | 04/09/2020 | DTaP/Polio/Hib (Pentacel 6) | | |
| Hib | 1 of 4 | 06/09/2019 | DTaP/Polio/Hib (Pentacel 6) | | |
| Hib | 2 of 4 | 06/09/2019 | DTaP/Polio/Hib (Pentacel 6) | | |
| Hib | 3 of 4 | 10/09/2019 | DTaP/Polio/Hib (Pentacel 6) | | |
| Hib | 4 of 4 | 04/09/2020 | DTaP/Polio/Hib (Pentacel 6) | | |
| Polio | 1 of 5 | 06/09/2019 | DTaP/Polio/Hib (Pentacel 6) | | |
| Polio | 2 of 5 | 06/09/2019 | DTaP/Polio/Hib (Pentacel 6) | | |
| Polio | 3 of 5 | 10/09/2019 | DTaP/Polio/Hib (Pentacel 6) | | |
| Polio | 4 of 5 | 04/09/2020 | DTaP/Polio/Hib (Pentacel 6) | | |
| <small>Not Valid - According to the national immunization schedule and FDA license indications, this vaccine dose was given outside the recommended indications and may need to be repeated to ensure proper immunity. Please check with your healthcare provider if you have</small> | | | | | |
| Immunization Comments | | Immunizations Recommended | | | |
| Comment | Date | Vaccine | Recommended Date | | |
| None | | COVID-19 | 10/09/2019 | | |
| | | DTaP | 04/09/2020 | | |
| | | HepA | 04/09/2020 | | |
| | | HepB | 04/09/2019 | | |
| | | Hib | COMPLETE | | |
| | | Influenza | 10/09/2019 | | |
| | | MMR | 04/09/2020 | | |
| | | Pneumo-conj | 04/09/2021 | | |
| | | Polio | 04/09/2023 | | |
| | | Varicella | 04/09/2020 | | |

MIIC help

For assistance with searching for clients and/or printing client immunization records, contact the MIIC Help Desk using the "Help Desk" button on MIIC for any additional questions or use the light bulb icon to access additional user guidance resources.

|  | | home | manage my account | logout | help desk |  |
|--|--|------|-------------------|--------|-----------|---|
| organization MIIC • user MIIC User • role Typical User | | | | | | |
| announcements: | | | | | | |
| <div> <div>NEW</div> <div>07/08/2020</div> <div>~ MIIC release 7.22 is live</div> </div> | | | | | | |
| <div> <div>NEW</div> <div>03/23/2020</div> <div>~ COVID-19 help desk phone suspension</div> </div> | | | | | | |
| <div> <div>NEW</div> <div>03/11/2020</div> <div>~ MIIC release 7.21 is live</div> </div> | | | | | | |

Minnesota Department of Health
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health.miichelp@state.mn.us | www.health.state.mn.us/miic

04/09/2025

To obtain this information in a different format, call: 651-201-5207.