

NEW YORK STATE IMMUNIZATION INFORMATION SYSTEM (NYSIIS) SETUP INSTRUCTIONS

The New York State Immunization Information System (NYSIIS) is a free, web-based statewide immunization information system, also called a registry, which maintains computerized immunization data of persons of all ages in a confidential and secure manner.

Effective January 1st, 2008 all immunizations administered to children less than 19 years of age must be entered into the NYSIIS within 14 days of administration. This includes all vaccines administered in accordance with the Advisory Committee on Immunization Practices (ACIP) recommended schedule, as well as any additional vaccines administered to persons less than 19 years of age after January 1st, 2008.

Users will access the NYSIIS through the NYSDOH Health Commerce System (HCS). All NYSIIS users are required to have an individual HSC user account. You can apply online at <https://hcsteamwork1.health.state.ny.us/pub/top.html> by selecting the Apply for HCS Medical Professions account link. You may designate a user to be the HCS Coordinator for the practice. The HCS Coordinator obtains and manages the medical practice user accounts on the HCS and is the principal point of contact concerning HCS access. It is recommended that offices designate at least two HCS coordinators.

If you have any questions or require additional information regarding the NYSIIS you can call (518)473-4437 or email nysiis@health.state.ny.us.

CLINICAL IMMUNIZATION

The Immunization section within the Clinical system of Practice Manager allows you to maintain structured records for a patient's immunization information. The following topics will detail how to setup the Immunization portion of the Clinical system. When an Immunization Type and Group Procedures are configured, the Immunization Record will display any applicable immunization entries in the Booster Series Column. If Group Rules are configured in addition to the Immunization Type and Group Procedures, the Immunization Record will display any applicable immunization entries that meet the specified rules for the first sequence in the Basic Series column, all other entries will appear in the Booster column.

Configure Procedures for Immunization

This would be the **minimum** that you would have to do if you do not wish to create Immunization Types, Group Procedures and Group Rules. A listing of Vaccine Codes accepted by the NYSIIS can be found in the NYSIIS Flat File Transfer Specification which can be downloaded by going to http://www.health.ny.gov/prevention/immunization/information_system/providers/data_exchange_information/docs/nysiis_specs_flatfile.pdf or can be found in the NYSIIS HL7 – 2.4 Transfer Specification which can be downloaded by going to http://www.health.ny.gov/prevention/immunization/information_system/providers/data_exchange_information/docs/nysiis_specs_hl7_24_realtime.pdf. Procedures need to be configured for Immunization so that the system will automatically update and enter an Immunization entry for the patient whenever a charge with an applicable procedure is entered. Use the following steps to add procedures for Immunization.

1. Click **Add-Ins → Clinical → Immunizations → Procedures**.
2. In the Available Procedures column select any procedures that will be used as part of the Immunization system. To select more than one procedure to move at one time click on the first procedure, and then hold down the Ctrl key as you click the remainder of the desired procedures.
3. Click the **Add>>** button.
4. Once the applicable procedures have been selected, click the **Save** button.

Configure Immunization Type Information

An Immunization Type can be created for each type of vaccine administered, example Varicella, Hep A, Hep B, DTAP, Hib, Flu, MMR, etc. It's a category to which certain Group Procedures and/or Group Rules will be applicable when tracking immunization records for patients. Use the following steps to configure an Immunization Type.

1. Click **Add-Ins → Clinical → Immunizations → Group Setup**.
2. In the Code Table Maintenance - Immunization Type screen, click the **New** button.
3. Enter a **Code Value** for the immunization type.
4. Enter a **Description** for the immunization type.
5. Click the **Add To List** button.
6. Repeat steps 2 – 5 to add additional vaccines.
7. Click the **Save All** button when finished.

Configure an Immunization Group for an Immunization Type

An Immunization Group is a particular set of procedures that are classified under an Immunization Type. Use the following steps to add procedures to an Immunization Group for an Immunization Type.

1. Click **Add-Ins → Clinical → Immunizations → Group Procedure**.
2. In the Select Code - Immunization Type screen, select the **Immunization Type**, and then click the **OK** button.
3. In the Available Procedures column select any procedures that are used for this Immunization Type which will be used as part of the Immunization Group. To select more than one procedure to move at one time click on the first procedure, and then hold down the Ctrl key as you click the remainder of the desired procedures.
4. Click the **Add>>** button.
5. Once the applicable procedures have been selected, click the **Save** button.
6. Repeat steps 2-5 for the remaining Immunization Types.

Configuring Immunization Rules for an Immunization Type

An Immunization Rule allows you to set up specific guidelines to be followed for the Immunization Type as they are added to the patient's record if desired. Use the following steps to create a new Immunization Rule for an Immunization Type.

1. Click **Add-Ins → Clinical → Immunizations → Group Rules**.
2. In the Select Code - Immunization Type screen, select the **Immunization Type**, and then click the **OK** button.
3. In the Immunization Rule screen, click the **New** button.
4. Select the **Age Type** for this immunization rule.
5. Enter the **Age Start**, **Age End**, **Shots**, and **Seq #** for this immunization rule.
6. Click the **Add to List** button.
7. Repeat steps 3 - 6 to add any additional rules for this Immunization Type.
8. Click the **Save All** button when finished.
9. Repeat steps 2-8 to add rules for the remaining Immunization Types.

Configure Manufacturer Information

The manufacturer is the company or entity that produces the vaccine for immunizations that is used in conjunction with the NYSIIS. A list of Manufacturer codes accepted by the NYSIIS can be found in the NYSIIS Flat File Transfer Specification which can be downloaded by going to http://www.health.ny.gov/prevention/immunization/information_system/providers/data_exchange_information/docs/nysiis_specs_flatfile.pdf or can be found in the NYSIIS HL7 – 2.4 Transfer Specification which can be downloaded by going to http://www.health.ny.gov/prevention/immunization/information_system/providers/data_exchange_information/docs/nysiis_specs_hl7_24_realtime.pdf. Use the following steps to create a new Manufacturer for Immunizations.

1. Click **Add-Ins → Clinical → Immunizations → Manufacturers**.
2. In the IH Code field, enter the **In-House Code** for the Manufacturer you are adding.
3. In the Description field, enter the **Description** for the Manufacturer you are adding.
4. The NJ IIS Manufacturer Code field is not applicable.
5. In the NY IIS Manufacturer Code field, enter the appropriate **Manufacturer Code**.
6. Click the **Save** button.

Configure VFC Eligibility Information

By entering a VFC eligibility code you are specifying the patient's eligibility to receive publicly funded vaccines from the Vaccines for Children or VFC Program. A list of VFC Eligibility codes accepted by the NYSIIS can be found in the NYSIIS Flat File Transfer Specification which can be downloaded by going to http://www.health.ny.gov/prevention/immunization/information_system/providers/data_exchange_information/docs/nysiis_specs_flatfile.pdf or can be found in the NYSIIS HL7 – 2.4 Transfer Specification which can be downloaded by going to http://www.health.ny.gov/prevention/immunization/information_system/providers/data_exchange_information/docs/nysiis_specs_hl7_24_realtime.pdf. Use the following steps to create a new VFC Eligibility for Immunizations.

1. Click **Add-Ins → Clinical → Immunizations → Eligibility**.
2. In the IH Code field, enter the **In-House Code** for the VFC Eligibility you are adding.
3. In the Description field, enter the **Description** for the VFC Eligibility you are adding.
4. Click the **Save** button.

Configure Immunization Information for a Procedure

In Practice Manager version 4.3 and higher you have the ability to configure immunization information for a procedure. When this information is entered, it will be available to select when entering\editing an immunization in both the Clinical and Practice Manager applications allowing for more efficient and effective entry of this information. Use the following steps to configure immunization information for a procedure.

1. Click **Administration → Transaction Tables → Procedure**
2. In the IH Code field, enter the In-House Code for the procedure in which you would like to configure immunization information.
3. Click the **Immunization** button.
4. The Immunizations Manufacturers & Lot Numbers dialog will appear. Click the **New** button and configure the following applicable immunization information:
 - Manufacturer
 - Trade Name
 - Lot Number
 - Lot Expiration
 - Funding
5. When complete click the **Add To List** button, click the **Close** button and click the **Save** button.

Immunization Manufacturers & Lot Numbers

Procedure: 90707 MMR VACCINE

VIS: 01/21/2014

Manufacturers and Lot Numbers for this Procedure:

Lot Expiration	Manufacturer	Lot Number	Trade Name	Funding
4/27/2013	Merck & co., Inc.	c2568bb	MMR	Public

Manufacturer: Trade Name: Lot Number: Lot Expiration: 12/17/2012

Funding: ☐ Public ☒ Private

Add to List Cancel

Add an Immunization Entry for a Patient

If a particular procedure was not configured at the time of charge entry (available in version 4.3 and higher), or if you need to enter an Immunization entry without adding a charge, you can add it manually in the Immunization tab of the Clinical screen. Use the following steps to manually add Immunization information for a patient.

1. Click the **Clinical** tab.
2. In the **Account #** field, enter the patient's account number for whom you would like to add a Clinical Data record, or search for it by clicking the Lookup button, or pressing F3.
3. Click the **Immunizations** tab.
4. Click the **New** button.
5. In the Immunization screen, enter the **Procedure**, or search for it by clicking the Lookup button, or pressing F3.
6. Enter the **Service Date** for the Immunization Record.
7. If immunization information was entered for this procedure, select the applicable immunization information for this procedure (available in version 4.3 and higher). The immunization information will populate the corresponding fields in the Immunization section below.

If immunization information was not entered for this procedure or if you are on a version prior to 4.3, enter at minimum the **Manufacturer** and **Lot Number** which are both **required for the NYSIIS**.

8. Enter any other immunization information as needed.
9. In the Immunization Consent section, as of NYSIIS version 2.5.1, this area is left blank. "**Consent for Immunization**", "**Permission to share**" and "**Consent Date**" are all now documented through the Consent button in either the ID tab of Clinical or the Patient tab in Practice Manager. The consenter's **Name** will be pulled from the **Responsible Party** field in Practice Manager, however you will not see it output in this dialog.

Please note: Flat File (NYSIIS) - Immunizations for patients 19 yrs and older are not sent to the NYSIIS unless Permission to Share is checked. HL7 (NYSIIS HL7) – Immunizations for patients 19 yrs and older are sent to the NYSIIS even if Permission to Share is unchecked.

10. When finished adding the Immunization information, click the **Save** button.

11. Click the **Next Account** button when finished.

Edit an Immunization Entry for a Patient

Immunization information will be entered onto a patient's account whenever a configured immunization procedure is entered as a charge. **You must edit the immunization entry to enter the immunization information, at minimum the Manufacturer and Lot Number which are required fields for the NYSIIS.** Use the following steps to edit an Immunization entry for a patient:

1. Click the **Clinical** tab.
2. In the **Account #** field, enter the patient's account number for whom you would like to edit a Clinical Data record, or search for it by clicking the Lookup button, or pressing F3.
3. Click the **Immunizations** tab.
4. Click the **Edit** button.
5. Enter/edit any immunization information as needed. See the section above entitled "Adding an Immunization Entry for a Patient" for information regarding specific fields.

6. When finished editing the Immunization entry, click the **Save** button.

Entering the Patients Mother's Maiden Name

The patients Mother's Maiden Name is another required field for the NYSIIS. Use the following steps to enter the patients Mother's Maiden Name.

1. Click the **Patient** tab.
2. In the **Account #** field, enter the patient's account number for whom you would like to add the Mother's Maiden Name, or search for it by clicking the Lookup button, or pressing F3.
3. Click the **More Patient** button.
4. Enter the patients Mother's Maiden Name in the **Mother's Maiden Name** field.
5. Click the **Save** button and the **Save** button again to save the patient.

Print an Immunization Record for a Patient

Use the following steps to print an Immunization Record for a patient.

1. Click the **Clinical** tab.
2. In the **Account #** field, enter the patient's account number for whom you would like to print an Immunization Record, or search for it by clicking the Lookup button, or pressing F3.
3. Click the **Immunizations** tab.
4. Click the **Preview** or **Print** button.

Printing a Clinical Immunization Report

Use the following steps to print an Immunization Report prior to going into the PCVaccine program to create your files that will be uploaded to the NYSIIS. This report will assist you in determining which immunizations are missing the required, Manufacturer code, Lot Number, and Mother's Maiden Name.

1. Go to **Reports → Clinical → Clinical Immunizations → Standard**
2. In Select Criteria add Service Date, Between and in the Starting and Ending Value enter the dates for which you are going to gather immunizations. You can also add Lot Number, Is Blank or Manufacturer, Is Blank or Mother Name, Equal to, N if you specifically want to see immunizations with this missing information.
3. Scan this report for missing Lot Numbers and Manufacturers. If the Mother's Maiden Last Name is not entered appropriately an N will be reported in the Mother column.

VACCINE REGISTRY MODULE

Practice Manager has a program that permits the export of immunization information into an ASCII file, which can be uploaded to the NYSIIS for processing, it's called the Vaccine Registry module. Use the following steps to setup the Vaccine Registry to be accessed from within Practice Manager:

1. Go to **Add-ins → Run → Configure.**
2. Configure as follows:

Application Name - Type **PCVaccine Program.**

Command Line - Click on the Browse button to the right of the field (button with 3 dots) and navigate to the Application folder on the server, locate **PCVaccine.exe**, highlight and click the **Open** button.

Starting Directory - Click the Browse button to the right of the field (button with 3 dots) and navigate to the Application folder on the server and click the **OK** button.

3. Click the **Add** button and then click the **OK** button.

Once set up to access you would go to **Add-ins → Run → PCVaccine Program.** You will be presented with a logon screen similar to the one shown on the next page. Select the database that you wish to log into, enter your **User ID** and **Password**, and click the **Logon** button to access the program.

Once the logon procedure has been completed, the main window of the Vaccine Registry program will appear on the screen.

STI ChartMaker Medical Suite Practice Manager - Vaccination Batch File Generator

File View Tools Help

Format: NJIIS v 2.5.1

Practice: 1 STI University Medical

Provider: * leave blank for all Providers

Facility: 0 STI University Medical

Starting Date: 8/22/2014

Ending Date: 8/22/2014

Output Directory: C:\Documents and Settings\Trainer\Desktop

File Name: 1234567_2014aug22_VACCINE.HL7

(Procedure selection is not required for version 2.5.1)

Ready NUM

Preparing the Batch File

1. Create a new folder on your desktop (or wherever you want to save batch files). You can name it "Immunization Batch Files".

NOTE: This step only needs to be done the first time you are preparing a batch file.

2. Go to Add-ins > Run > Generate Immunization Batch File
3. Log in using your Practice Manager username and password
4. In the Format dropdown, select "NJIIS"
5. Select the appropriate Practice

NOTE: Leave the Provider field blank

6. Enter the Start & End Dates for the appropriate time range
7. Specify the Output Directory

NOTE: This is the folder you created in Step 1.

8. Specify the File Name (i.e. "1234567Vaccine20June2014.HL7")

NOTE:

- Use your NJIIS Provider ID (ex. 1234567) to prefix the file name
- It is recommended to include the date the file is created for distinction
- Use a ".HL7" file extension (instead of .asc)

NEW YORK STATE IMMUNIZATION INFORMATION SYSTEM (NYSIIS)

Configure Run for the New York State Immunization Information System (NYSIIS)

Use the following steps to setup the New York State Immunization Information System (NYSIIS) to be accessed from within Practice Manager:

1. Go to **Add-ins → Run → Configure**.
2. Configure as follows:

Application Name - Type **New York State Immunization Information System (NYSIIS)**

Command Line – Type **C:\Program Files\Internet Explorer\iexplore.exe**
https://commerce.health.state.ny.us

Starting Directory – Type **C:\Program Files\Internet Explorer**

3. Click the **Add** button and then click the **OK** button.

We do not support the NYSIIS. The New York State Immunization Information System User Manual can be used, by the client, to assist them in uploading the applicable file to the NYSIIS. The User Manual can be found by going to:

http://www.health.ny.gov/prevention/immunization/information_system/docs/user_manual.pdf