

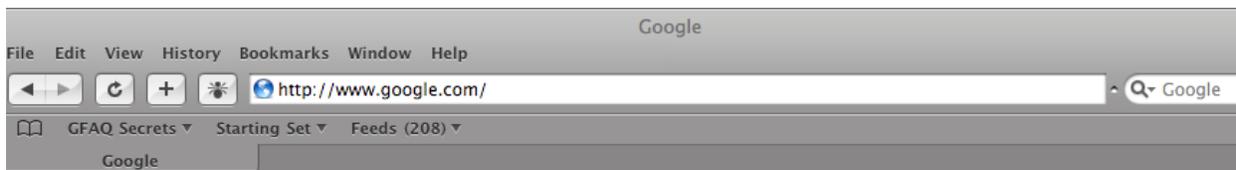
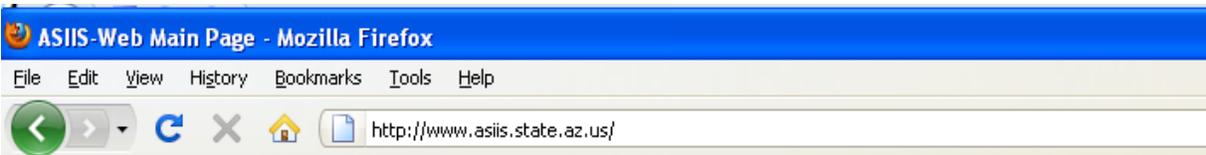
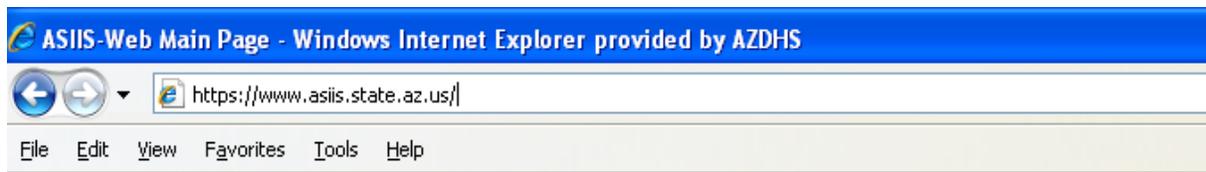
ASIIS Web Application

Quick and Easy Search

Step 1: From the computer desktop click on the internet icon to go to the World Wide Web (WWW).



Step 2: In the address window above or below your toolbar type in the ASIIS Website <https://www.asiis.state.az.us>



Step 3: Save the ASIIS Web Application Home Page as

-  A Favorite
-  An Icon

To save the ASIIS Web Application Home Page as a favorite go to the home page:

Internet Explorer  - Click on the yellow star with the green plus sign  just below the toolbar or the shortcut ALT+Z

Mozilla Firefox  - Click on the Bookmarks tab in the toolbar menu

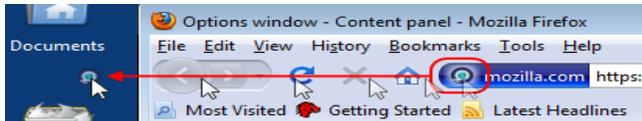
 then select “Bookmark This Page” or the shortcut CTRL+D

Safari  - Click on Bookmarks tab in the toolbar menu  and select “Add Bookmark” or the shortcut Command-D

To save the ASIIS Web Application Home Page as an ICON on the desktop go to the homepage:

Internet Explorer  On the Toolbar, select file from the pull down menu, select send then Shortcut to Desktop.

Mozilla Firefox  Resize your window so that you can see your desktop. Click on the site icon where the web address is shown and drag it to your desktop. The shortcut will be created.



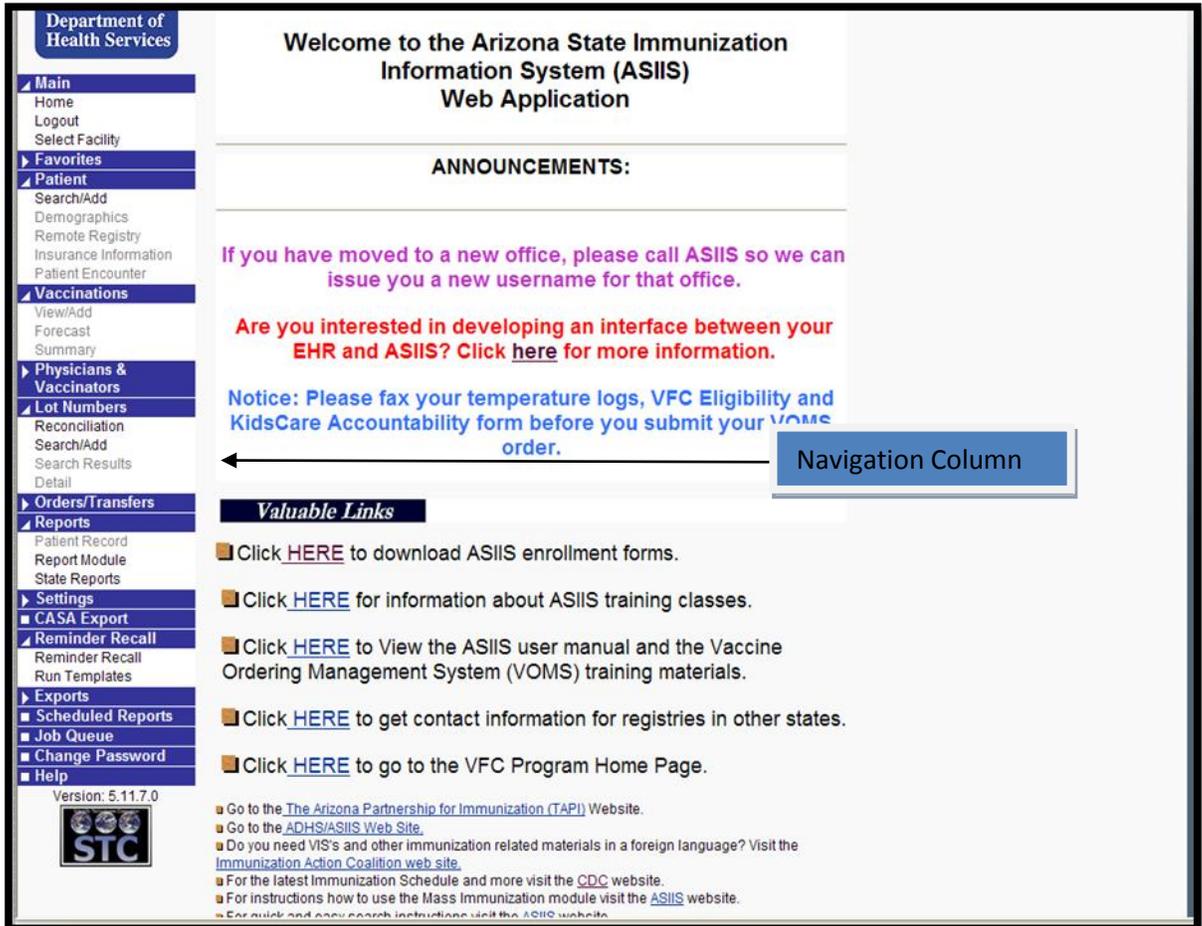
Safari  Resize your window that you can see your desktop. Click on the site icon where the web address is shown and drag it to your desktop. The shortcut will be created.



After completing these steps, you are on your way to learning how to navigate the ASIIS Website.

Step 4: Along the left-hand column of the ASIIS Homepage, a provider will see program headings with options listed beneath the headings. This is called the “navigation” column.

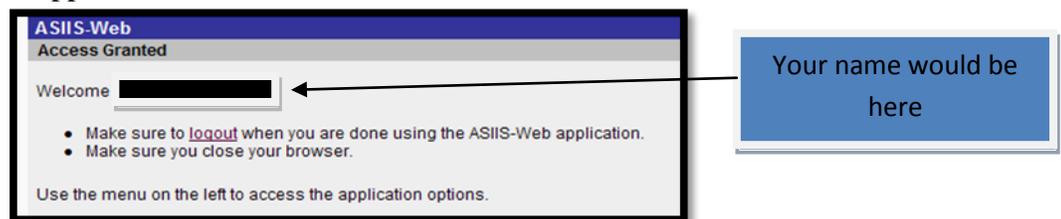
- ✚ Main, Favorites, Patient, Vaccinations, Physicians and Vaccinators, Lot Numbers, Orders/Transfers, Reports, Settings, Casa Export, Reminder Recall, Imports, Exports, Scheduled Reports, Job Queue, Change Password and Help.



*****Please Note: Some providers have limited access to the program headings*****

Step 5: Under the heading entitled click **Main** then click the **Login** option. Type your assigned username and password then click login.

- ✚ If a provider successfully gains access to the ASIIS Web Application, the ACCESS Granted screen will appear.



Step 6: After a provider logs into the Web Application on the “navigation” column underneath the heading **Patient**, click on the link *Search/Add*. The **Patient Search** screen below should appear. This is the “simple” search screen.

Patient Search [Click here to use the 'advanced' search](#)

First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>	<input type="radio"/> P.O. Box:	<input type="text"/>
City:	<input type="text"/>	<input type="radio"/> Street:	<input type="text"/>
Zip Code:	<input type="text"/>	State:	--select--
		Phone Number:	<input type="text"/>

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient.

NOTE: To search the registry for a patient’s immunization history, it is strongly recommended that a provider use one of the following four search criteria. We do recommend using the first and second criteria as the patient’s first and/or last name could be spelled differently in the registry than what the provider has in their records.

-  Initial of First name and DOB
-  Initial of Last name and DOB
-  First name and DOB
-  Last name and DOB

The Date of Birth (DOB). The DOB should be in the “mm/dd/yyyy” format. For example: **01/01/1997**. Providers do not have to include the “/” (slash) when typing the date. The system will automatically fill the slashes in for providers.

NOTE: Based on the search criteria a provider chooses, type the information into the appropriate fields and click the Run Search button on the bottom lower right-hand side of the **Patient Search** screen.

Providers with edit privileges: Before adding a patient into the registry, it is best to “search” for the patient first to avoid creating duplicate records.

Step 7: The next screens to appear are the **Patient Search** and **Patient Search Results** screens. To retrieve a specific patient record from the search results, click on the arrow to the left of the patient's name.

Patient Search Click [here](#) to use the 'advanced' search

First Name or Initial:	<input type="text" value="test"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>

Family and Address Information:

Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street: <input type="text"/>	
City:	<input type="text"/>	State:	--select-- <input type="button" value="v"/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient.

Patient Search Results

Records Found = 31 Search Criteria: First Name (Exact)

Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
<input type="button" value="-->"/>	TEST		DA	01/01/2011	5663485	MARGE	
<input type="button" value="-->"/>	MELISSA	LYNN	DENETSO	08/01/1968	3150543	JEFFERY	THOMAS
<input type="button" value="-->"/>	TEST	OF THE	DUMMY DUAL	01/01/2001	4082086	TESTY	
<input type="button" value="-->"/>	TEST	MIDDEL	JOE	02/01/2011	5602759	MOMMA	LAST
<input type="button" value="-->"/>	TEST		JOHNSON	03/01/2011	5598829	SUSAN	LAST
<input type="button" value="-->"/>	TEST		LAST	02/01/2011	5598653	MOTHER	LAST
<input type="button" value="-->"/>	TEST		MARICOPA	03/08/1980	5525544		

Step 8: After selecting a specific patient, the Patient Demographic screen will appear. Locator (address and phone) information on a specific patient will only appear to a provider if the provider submitted the patient record to the registry.

Below is the **Patient Demographic** screen

Patient Demographics			
Patient			
First Name:	TEST	Race:	
Middle Name:	MIDDEL	Ethnicity:	
Last Name:	JOE	Language:	
Suffix:		SSN:	
Birth Date:	02/01/2011	Medicaid:	
Birth File #:		Multiple Birth:	2 of 2
Age:	34 weeks, 7 months, 0 yrs	Military:	
Block Recall:		Recall Attempts:	0
Sex:	MALE	Inactive:	
Mother Maiden Nm:	SMITH	VFC status:	AHCCCS
		Vaccine Supply:	PUBLIC
Primary Address			
Address 1:	123 E 5TH AVE	Address 2:	
City:	PHOENIX	State:	AZ
Zip Code:	85004		
Phone Number:	(602)345-6789		
Email:			
Country:	United States	County/Parish:	MARICOPA
Family & Contact			
Contact 1 First:	MOMMA	SSN 1:	
Contact 1 Middle:		Contact 2 First:	
Contact 1 Last:	LAST	Contact 2 Last:	
Work Phone:			
Alias			
First Name:		Last Name:	
Secondary Patient Demographics			
Allergies:		Program/Mem.IDs:	
Monthly Income:		Number In Family:	
Association:		High Risk:	
School			
School:			
School Entry Date:			
Primary Insurance			
Health Plan Name:		Medicare ID:	
Health Plan ID:		Enroll Date:	
Medical Home Facility			
Physician:		Facility:	
Admission Date:		District/Region:	
Next Appt. Date:		Chart Number:	
Medicaid Provider #:			
Birth & Death			
Birth Facility:		Date of Death:	
Birth Country:	United States	Birth State:	
Record Info			
SIIS Patient ID:	5602759	IRMS Owner:	-
Entry Date:	07/13/2011 12:06:03 PM	Last Update:	07/21/2011 01:07:08 PM

Step 9: Click on the View/Add option under the **Vaccinations** heading in the “navigation” column to see what shots are associated with a specific patient record. The next screen to appear is the patient’s immunization history or the **Vaccination View/Add screen**.

Note:

- ✚ Vaccinations outside the ACIP schedule are marked with a red ‘X’.
- ✚ Vaccinations marked with an asterisk (*) were submitted by a facility that did not administer the vaccination.
- ✚ Vaccinations that are not marked with an asterisk (*) were submitted by a facility that administered the vaccination.

Top half of the Vaccination View/Add Screen

Patient						
Name:	TEST MIDDELJOE	SIIS PatientID:	5602759			
Date of Birth:	02/01/2011	Age:	34 weeks, 7 months, 0 yrs			
Guardian:	MOMMA LAST	Status:	Active			
Print Page						
Vaccination View/Add						
[*-Historicals , #- Adverse Reaction , !1- Warning , !2- Warning , !3- Warning , + - Unverified Historicals , ^ - Compromised Vaccination]						
Documented By:	--select--					
Double-click in any date field below to enter the default date:	09/27/2011					
Vaccine	1	2	3	4	5	6
DTaP/Hep B/IPV	04/01/2011					
Hep B - unspecified	02/01/2011 *					
Hib-PRP-OMP	04/01/2011					
DTaP						
DTaP/Hib/IPV						
DTaP/IPV						
HPV, quadrivalent						
HPV, bivalent						
Hep A 2 dose - PediAdol						
Hep B - PediAdol - pres v. free						
Hib-PRP-T						
IPV						
Influ split 36+ mos						
Influ split 36+ mos pres free						
Influ split 6-35 mos pres free						
Influenza Nasal Spray						
Influenza Split						
Influenza split, 6-35 mos.						
Influenza, High Dose						
MMR						
MMR/Varicella						
Mening. (MCV4P)						
Pneumococcal, PCV-13						
Rotavirus, monovalent RV1						
Rotavirus, pentavalent RV5						
Tdap						
Varicella						
--select--						
--select--						
--select--						
<input type="button" value="Add Administered"/> <input type="button" value="Clear"/> <input type="button" value="Add Historicals"/>						

Note: The bottom half of the **Vaccination View/Add** screens show the patient forecast report.

Bottom half of the Vaccination View/Add Screen

- 'X' indicates a vaccination outside the ACIP schedule where revaccination is required.
- '**' indicates a historical vaccination.
- '#' indicates a reaction to the vaccination given.
- '+*' indicates that a vaccination is unverified (in other words, information about the vaccination was provided but not checked into).
- If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary.
- **blue:** indicates a vaccination administered or recorded in your facility.
- '11', '12', or '13' indicates an inappropriately administered vaccination where revaccination is not required; however, additional doses may still be required in the series.
- **'A', yellow highlight:** indicates a compromised vaccinations.

Contraindications
Deferrals

Add Chickenpox History

- [Contraindications](#)
- [Exemptions](#)
- [Precautions](#)
- [Allergies](#)
- [Comments](#)
- [Vaccination Forecast](#)

The forecast automatically switches to the accelerated schedule when a patient is behind schedule.

Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
PNEUMO (PCV)	1	04/01/2011	03/15/2011	05/01/2011	Past Due
DTaP/DT/Td	2	06/01/2011	04/29/2011	07/01/2011	Past Due
HIB	2	06/01/2011	04/29/2011	07/01/2011	Past Due
POLIO	2	06/01/2011	04/29/2011	07/01/2011	Past Due
FLU	1	08/01/2011	08/01/2011	08/31/2011	Past Due
HEP-B 3 DOSE	3	08/01/2011	07/19/2011	09/01/2012	Due Now
HEP-A	1	02/01/2012	02/01/2012	02/01/2013	Up to Date
MMR	1	02/01/2012	02/01/2012	06/01/2012	Up to Date
VARICELLA	1	02/01/2012	02/01/2012	06/01/2012	Up to Date
HEP-B 2 DOSE	1	02/01/2022	02/01/2022	03/03/2022	Up to Date
MENINGOCOCCAL	1	02/01/2022	02/01/2022	02/01/2024	Up to Date

* DTaP or DT should be given to patients under 7 years of age. Td should be given to patients over 7 years of age. Patients over the age of 11 should receive one dose of Tdap.

** If an adolescent has already begun the routine 3 dose Hep-B schedule, they should not be changed to the 2 dose schedule.

Due Now -- As of today's date, the patient's age falls between the recommended minimum age and the recommended maximum age for this dose and the absolute minimum interval has been met since the last dose.

Past Due -- As of today's date, the recommended maximum age or the recommended maximum date for this dose has passed.

Up to Date -- As of today's date, the patient is not due or past due.

Optional -- This vaccine may be administered today. Although the usual "recommended" date has not been met, the minimum valid date for this dose has been met.

How to Print an Immunization Record

Step 10: On the “navigation” column under the Reports heading, click on the Patient Record option to begin the process of printing an immunization record; the screen below should appear:

A. When printing an immunization record, providers can choose to:

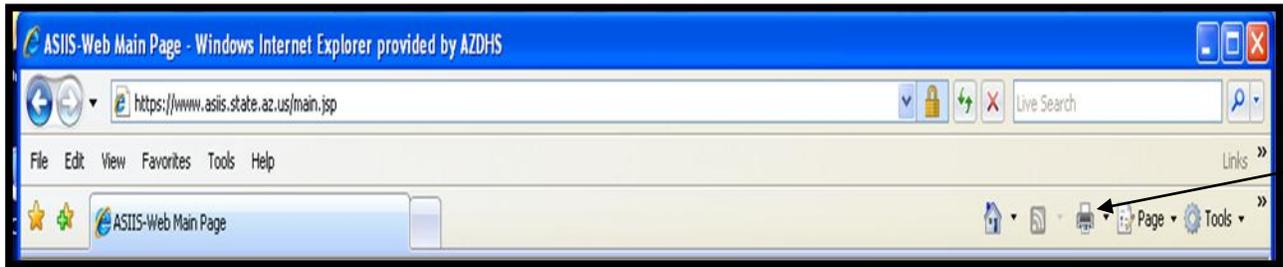
- ✚ Include or not include confidential information (it is recommended that you do not include confidential information. All parties distributing confidential patient information should be aware of HIPPA privacy requirements); This rule can be found on the CDC website at <http://www.cdc.gov/mmwr/preview/mmwrhtml/m2e411a1.htm>
- ✚ Print all recorded vaccinations (list combination vaccinations as one vaccine), print an immunization summary (group vaccinations by type and list each combination vaccine separately), or a forecast.

B. After selecting the type of report click the Create Report button on the lower right side of the screen. The immunization record will be created on the screen.

Vaccine Name	Dose 1	Dose 2	Dose 3	Dose 4
DTaP/Hep B/IPV	04/01/2011			
Hep B - unspecified	02/01/2011			
Hib-PRP-OMP	04/01/2011			

Next Vaccine Due: PNEUMO (PCV) Recommended Due Date: 04/01/2011

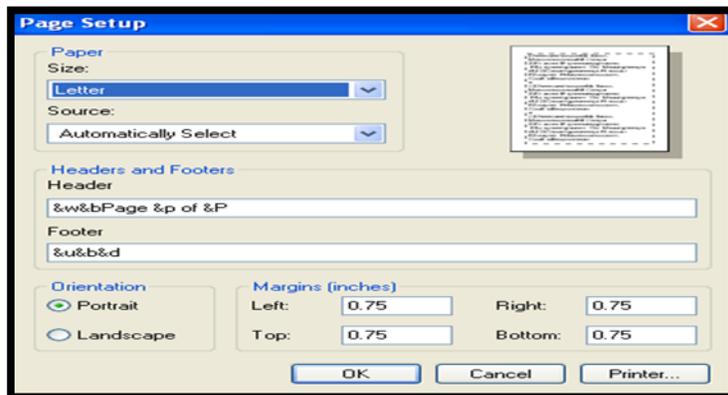
Step 11: To **print** a hard copy, click the **print icon** above or below the address window on the toolbar.



NOTE:

- ✚ It is recommended that providers delete all information in the *Header* and *Footer* window of the of the **Page Set-Up** dialog box. The **Page Set-Up** dialog box can be accessed by selecting the **File** pull-down menu and then selecting the **Page Set-Up** option. The **Page Set-Up** pop-up dialog box appears and the provider can edit the *Header/Footer* section.
- ✚ As an additional bonus, providers can include their business name and locator information in the Header and Footer window. In doing so, their locator information will be printed on the patient immunization record.

NOTE: This change will affect all documents printed through the internet.



Step 12: To logout or complete a search for another patient, click the Back Arrow button above the Address window on the toolbar. This will bring you back to the previous screen where:

- ✚ A provider can click **Logout** to quite the application, or
- ✚ Click Search/Add to perform another registry search

Should you have any problems regarding searching the ASIIS Web Application and printing a patient record, call our Technical Support Hotline at:

1-877-491-5741 or (602) 364-3899