

# Quality Provider Program Resource: USIIS Data Entry Instructions

The Utah Department of Health (UDOH) Utah Statewide Immunization Information System (USIIS) is an online software application offering a free, confidential, information system for managing immunization records for Utahans of all ages. This system provides immunization histories that reflect consolidated information submitted across providers. Healthcare providers can enter and submit immunization records using either the web-based application or via their facility electronic health record system via a data interface.

This section offers instruction on how to submit immunization data for:

1. **Administered immunizations** – those administered by your facility
2. **Historical immunizations** – those administered by another healthcare provider but entered by your facility as part of the person's immunization history

Once you sign up to use USIIS and enter patient identifiers, you will be able to select "Immunizations" from the top navigation bar to see that patient's immunization history (see image at right).

For Intermountain Health providers and facilities using iCentra, please document unspecified vaccines in iCentra as an alternative to using USIIS (see instructions).



To enter **administered immunizations**, select **"Detailed Entry"** (see [next page](#)).

To enter **historical immunizations**, select **Brief Entry**.

**Do not** enter immunizations administered at your facility using **Brief Entry**.

## NOTES:

1. Entering historical immunization information into USIIS for your patients offers the most complete, consolidated immunization histories to help ensure appropriate immunizations and reduce over-immunization among Utahans.
2. For Idaho Immunization Entry instructions, access the [IRIS User Manual](#).

USIIS Date Entry Instructions, Continued

Detailed Entry Instructions (Do not enter immunizations administered at your facility using Brief Entry.)

**Vaccine Date:** You can either manually enter the date of vaccination or automatically fill in the current date by double-clicking in the data entry field.

**Financial Class Code:** What you enter in this field determines what selection options display in the:

- **Unit of Use Lot Number** drop-down list (e.g., if you selected VFC Medicaid for **Financial Class**, then only VFC-funded **Unit of Use Lot Numbers** set up in inventory display for selection.
- **Inventory Borrowed From** drop-down list (e.g., if **Financial Class** is “Non-VFC Eligible,” then **Inventory Borrowed From** options will only be “VFC” and “Special Projects—not Private.”)

**Unit of Use Lot Number:** Whether or not you checked the “Constrained to vaccines in inventory” box determines what you can enter in this field. For example:

- If the box is checked, your entry must be from the selections that appear in the drop-down list.
- If not checked, your entry can be either manually entered or selected from the **Unit of Use Lot Number** drop-down list.

**Vaccine Code:** This field auto fills if **Vaccine Name** is entered; manually enter data in this field if the **Constrain entry to vaccines in inventory** box is NOT checked.

**(Vaccine) Name:** This field only displays if “Constrained to vaccines in inventory” box is NOT checked. Once you select the Vaccine Brand from the drop-down list, the program will automatically fill in the Vaccine and Manufacturer as well.

**Vaccinator:** Enter the person’s first name followed by last name.

- **Route Code:** Select the immunization route from the drop-down list.
- **Site Code:** Select the immunization site from the drop-down list.

- **VIS Version Date:** You can select options based on CDC VIS published dates for the vaccine picked.
- **VIS Presented Date:** You can automatically fill in the current date by double-clicking in the data entry field.

**NOTE:** Be sure to click on “Save” when you have completed your entry.

**OPTIONAL INFORMATION**

- **Inventory Borrowed From:** Used to record if vaccine came from stock that does not match patient eligibility entered in **Financial Class**. You must provide a reason.
- If used, the funding category determines what **Lot Numbers** can be selected in the **Unit of Use Lot Number** drop-down list (e.g., if **Inventory Borrowed From** is "VFC," then only "VFC inventory" will display in the **Unit of Use Lot Number** drop-down list.
- **Dosage:** Cannot be a value greater than 999.99.
- **Ordering Physician**
  - **Reaction:** If applicable, select the adverse reaction following immunization from drop-down list.
  - **Reaction Note:** Provide details about the reaction.
  - **Invalid:** If applicable, select one of the four available reasons for why the vaccine administered was invalid (i.e., "Manufacture recall," "Stored too cold," "Stored too warm," "Other").
  - **Invalid Note:** Provide detail if you selected "Other" in the **Invalid Code** field.

**USIIS Immunize**

Search | Demographics | **Immunizations** | Forecast | Contraindications | School Exemptions | Reports | Help | Links

History | **Detailed Entry** | Brief Entry

**Immunizations Detailed Entry**

Provider: TEST CLINIC C - 10373  
User: Nam Test  
Patient ID: Test\_patient  
Patient: Jodie Smithe  
Birth Date: 08/11/1997

USIIS ID: 149028  
Age: 20 years 6 months

Administered at your facility.  
 Not Administered at your facility.

Constrain entry to vaccines in inventory.

\* Vaccination Date: MM/DD/YYYY Time: ### Choose One

\* Financial Class Code: Description: Choose One

Inventory Borrowed From: Reason: Choose One

\* Unit of Use Lot Number: Choose One

Deduct from: No Inventory

\* Vaccine Code: Name: Choose One

\* Manufacturer Code: Name: Choose One

Dosage: 0.5

\* VIS Version Date: MM/DD/YYYY

\* VIS Presented Date: MM/DD/YYYY

\* Vaccinator:

Route Code: Route: Choose One

Site Code: Site: Choose One

Ordering Physician First: Last:

Reaction Code: Reaction: Choose One

Reaction Note:

Invalid Code: Invalid: Choose One

Invalid Note:

General Note:

Reset Clear Save