



State of Nevada Immunization Information System

Common Features, Viewing & Reporting Training Manual

<https://webiz.nv.gov>

Help Desk

(775) 684-5954 or toll-free 1- 877-689-3249

Email: izit@health.nv.gov

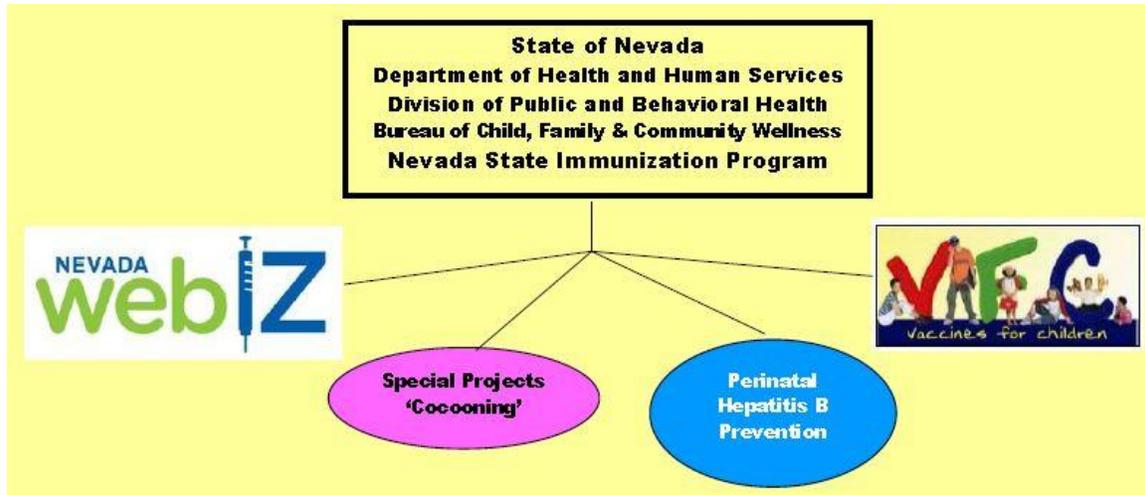
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Nevada State Immunization Program



What are the benefits of having a state-wide immunization registry?

- 1)
- 2)
- 3)

What is a VFC Provider? What are the eligibility requirements?

Nevada WebIZ State Law

- **July 1, 2009 (NRS 439.265)** – Any immunization administered to a child must be entered into Nevada WebIZ.
- **January 28, 2010 (NAC)** – Amended to include adults.
- **September 2008 (Board of Pharmacy Regulation, Section 6 [R115-08])** – Pharmacists who administer immunizations shall report information required for inclusion in Nevada WebIZ.

http://dpbh.nv.gov/Programs/WebIZ/dta/Statutes/WebIZ_-_Statutes/

What Does Opt Out Mean?

Successful Password Tips

- Ensure your caps lock key is **OFF** before logging into Nevada WebIZ
- Passwords must contain: At least 8 characters, upper and lower case letters, at least one number, and at least one character (#, %, !, *, \$, etc.)
- Not allowed to use any of your last five passwords
- Revisit “Password Question” answers under “Settings”

Removing Stored Passwords in Internet Explorer:

Do You Want Internet Explorer To Remember This Password?
ALWAYS say NO!

If you said “Yes” by mistake, here’s how to remove...

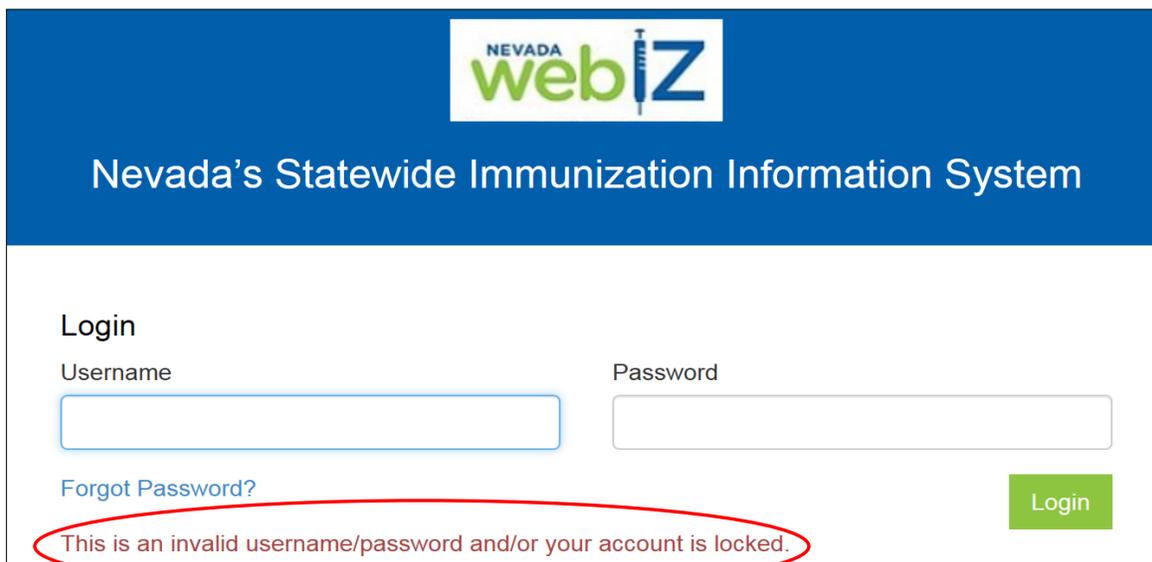
On Internet Explorer:

- Click “Tools”
- Click “Internet Options”
- Click “Content” Tab
- Under “Auto Complete” – click the “Settings” button
- Uncheck the box “User names and passwords on forms”
- Click “Delete AutoComplete History”
- Check the “Passwords” box
- Click “Delete”
- Click “OK” and “OK”

Password Login Error Message

A generic error message will appear after one invalid login attempt. The same message appears for both an invalid username and an invalid password. This message prevents hackers from learning that an attempted username belongs to an *actual* account, as well as whether they have entered an incorrect password or not.

If you get this error message, you may attempt to login **two more times** and you may still use the **Forgot Your Password?** link.



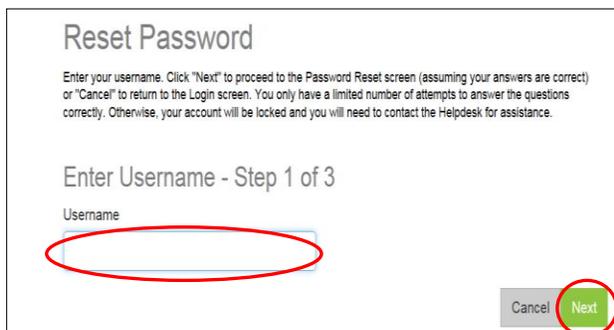
The screenshot shows the Nevada WebIZ login interface. At the top is the Nevada WebIZ logo and the text "Nevada's Statewide Immunization Information System". Below this is a "Login" section with "Username" and "Password" input fields. A "Forgot Password?" link is visible. A green "Login" button is on the right. At the bottom, a red oval highlights the error message: "This is an invalid username/password and/or your account is locked."

Password Reset Procedures

If you forget your password, here are the steps to reset your own password:



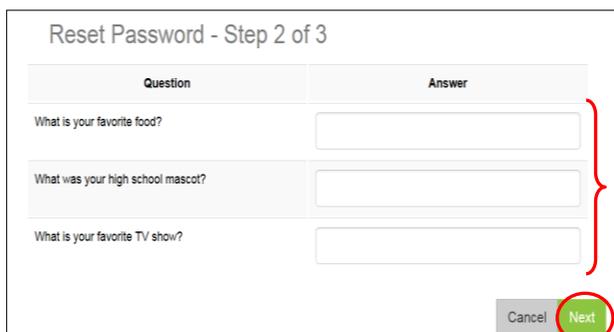
1. Click on the *Forgot Password?* link on the main sign in screen.



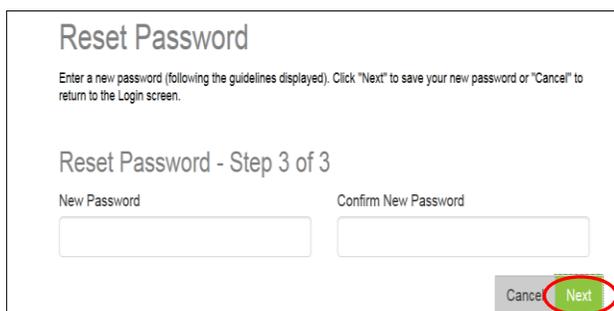
2. Enter your Username and click on *Next*.

REMEMBER!!

If you forget your Username, you must call the WebIZ Helpdesk

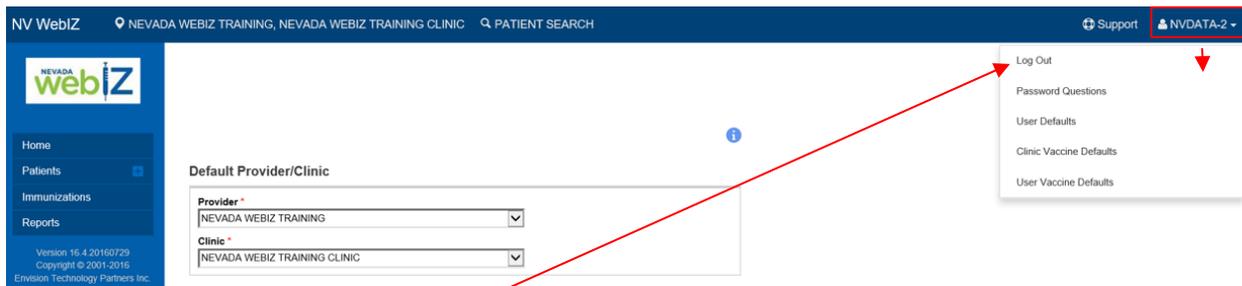


3. Answer three (3) security questions to authenticate your username. The system will randomly choose from your list of security questions. Then click *Next*. (Answering your questions incorrectly twice will lock your account. You will have to call the Help Desk to have it unlocked.)



4. Answering the three questions properly will authenticate your Username and allow you to enter a new password. Enter New Password and Confirm Password for secured comparisons. Click *Next* to go to main Nevada WebIZ Login page where you will be prompted to enter your new password.

Logout Procedures



To exit the system – just click **Log Out** under your User Name in the upper right hand corner of any screen!

Nevada WebIZ System Behaviors

Nevada WebIZ will kick you out after 40 minutes of inactivity. You will be required to sign back in once your session is terminated. You will get a pop-up message notifying you that your session will end in 5 minutes. If you are still working, just click *OK* to stay connected.

Compatibility View Settings: For optimal use, add NV WebIZ to your Compatibility View list. For specific instructions on how to do this step for your version of Internet Explorer, visit <http://windows.microsoft.com/en-US/internet-explorer/use-compatibility-view#ie=ie-11>

Quick Navigational Tips:

- Tab between fields or point and click.
- Use Menu and the plus (+) sign expander for navigation.
- Never use **backspace** or **forward space** buttons outside of a field. It will potentially kick you out of Nevada WebIZ.
- **Mandatory Field Items are shown in bold print.**

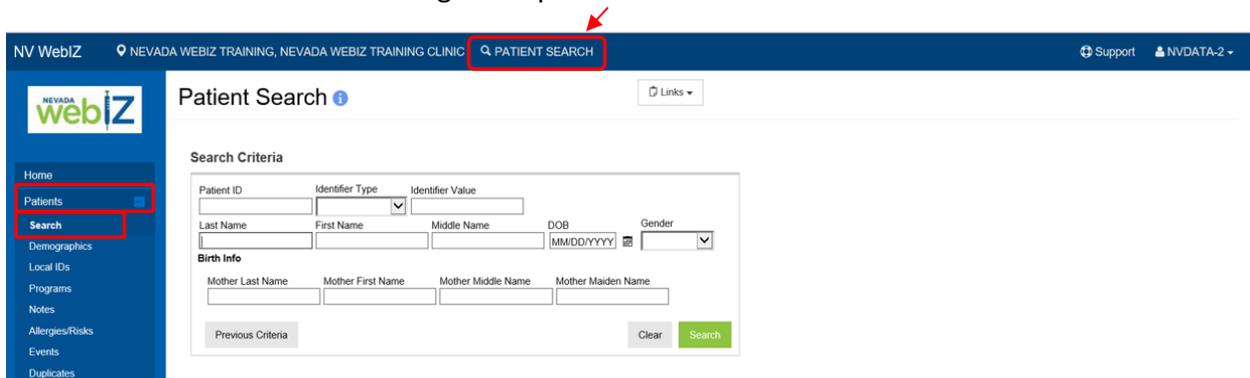
Smart Searching Tips:

- **Date of Birth + First Name**
- **Date of Birth + Last Name**
- **First Name + Last Name** (Minimum 2 letters in name field)
- **Already Know Patient ID = Nevada WebIZ Number**
- **Mother's Name**
- **Social Security Number / Local ID**

Best Practice for Patient Searches

Not searching thoroughly often causes users to create duplicate records which may lead to duplicate vaccinations. It is also more efficient to thoroughly search for a patient record than it is to create a brand new record.

- 1. Starting a Patient Search:** Navigate to the search screen by first clicking “Patients”, then “Search” under the “Patients” module in the Main Menu. The Patient Search screen is displayed. This screen is also displayed when the “Patients” module from the Main Menu is selected and there is no active patient record opened to access or “Patient Search” is selected utilizing the top banner.



- 2. Patient ID = Nevada WebIZ Number:** Each patient record has a unique Patient ID. Providers should record the patient’s Nevada WebIZ number in that patient’s chart in order to find them easier at future vaccinations appointments.
- 3. Searching Using Name Fields:**
 - At least two letters must be entered in a name field. Users may not search using *just* a last or *just* a first, you have to use at least two fields to initiate a search.
 - Nevada WebIZ performs a “wildcard” search using the information entered. This means that it looks for *everything* that matches or begins with the letters entered. The system will also display records with matching Alias Names (found on the Demographic screen). ****Example:** Entering “Johns” as a last name and “AN” as the first name will display everyone with a last name of: Johns, Johnston or Johnson, etc. and a first name that begins with the letters “AN”. Wildcard searches account for misspellings, by entering only part of a name. ****Example:** “Johnson” may have accidentally been entered as “Johnnson” (extra “n”); “Rachel” may be “Rachael”. **In each situation, a user would *not* have found the patient record if the full name provided was used in the search.**
 - First names are compared to a Nickname Table of standard first names (William) with a one-to-many relationship with common nicknames (Will, Bill, Billy, etc.).
 - Swapped first/last names will be found and also compared to Alias.
 - Hyphenated last names are searched for both before and after the hyphen (a search for Last Name “Lee” and First Name “Tim” will find “Tim Berners-Lee”).
 - Special characters (comma, semi-colon, period, space, dash, single quote) will be stripped from first and last names prior to comparison, in order to find matches with typos.

- Birthing hospitals usually enter the initial immunization record with the last name of the mother or father and “Baby Boy”, “Baby Girl”, “BG”, “BB”, “Infant”, “Female”, “Male”, “Twin A”, etc. as the first name. For example, “Baby Boy Smith”. Double check to make sure the birth date and gender match the patient’s name you are searching. If “Baby” is the initial part of the first name, a record will be returned to update and capture additional demographical data.
- Users may search for records using a patient’s mother’s name. To search using only mother’s name, users must specify at least two (2) letters of two (2) name fields (Mother’s Last, Mother’s First, Mother’s Middle or Mother’s Maiden Name).

4. Identifier Type and Identifier Value:

- Users have the option of searching for patients using other forms of ID such as:

The screenshot shows the 'Patient Search' interface. On the left is a navigation menu with 'Search' highlighted. The main form is titled 'Patient Search' and includes a 'Links' dropdown. Under 'Search Criteria', there are three main input areas: 'Patient ID', 'Identifier Type', and 'Identifier Value'. Below these are fields for 'Last Name', 'Middle Name', 'DOB' (with a calendar icon), and 'Gender'. A 'Birth Info' section contains fields for 'Mother Last Name', 'Mother First Name', 'Mother Middle Name', and 'Mother Maiden Name'. At the bottom are 'Previous Criteria', 'Clear', and 'Search' buttons. A red arrow points to the 'Identifier Value' field.

- Adding identifiers to patient records will help you find patients faster for future appointments.
- If an identifier value is entered, then an identifier type must also be selected from the drop-down menu. The identifier value must also be an identical match with the record on file. ****NOTE: Local Identifier is Clinic specific.**

Smart Searching Review:

- Users must search using a combination of 2 fields.
- If searching by name, users must enter at least 2 letters in the First and Last Name fields.
- Users may search using the Date of Birth (MM/DD/YYYY) along with the Last Name or First Name fields. [Try to find a newborn after their first HepB hospital vaccine with DOB and the Last Name fields.] However, sometimes a hospital may enter the last name as the father’s last name or the mother’s last name – so try DOB and both last name options! If you come across two infants with the same last name born on the same day, check the immunization screen to see which hospital administered the birth Hep B dosage – this will help you determine which infant is the patient you are seeking.

Search Smart!! Remember, there are many people throughout the state who share the same name. Verify other factors such as date of birth, address, phone number, local identifier, mother’s maiden name and/or immunization history to help you determine which patient is the one you are looking for.

Viewing a Patient Record

If a record is found upon entering search criteria, hover over the arrow next to the new Demographics dropdown field to see a preview of patient details, or click on the arrow to select a specific Patient screen.

Search Results - 1 record(s)

ID	Name	Phone	Insurance	VFC	Gender	DOB	Action
3045269	TEST, PATIENT 1835 ODDIE BLVD RENO, NV 89502	775-982-5140		99	M	08/31/1954	Demographics

You may add a new patient by clicking the 'New Patient' button.

Patient Preview

TEST, PATIENT

ID: 3045269 DOB: 08/31/1954 Gender: M
Phone: 775-982-5140
Patient Eligibility: Unknown
Mailing Address: 1835 ODDIE BLVD RENO, NV 89502
Physical Address: 1835 ODDIE BLVD RENO, NV 89502
Default Clinic: RENOWN MEDICAL GROUP-VISTA

Search Results - 1 record(s)

ID	Name	Phone	Insurance	VFC	Gender	DOB	Action
3045269	TEST, PATIENT 1835 ODDIE BLVD RENO, NV 89502	775-982-5140		99	M	08/31/1954	Demographics

You may add a new patient by clicking the 'New Patient' button.

- Demographics
- Immunizations
- Allergy / Risks
- Duplicates
- Events
- Local IDs
- Notes
- Programs
- Treatments

Flagging Duplicate Patient Records

To flag a potential duplicate patient record, click on **Duplicates** in the Main Menu of the first patient.

- Home
- Patients
- Search
- Demographics
- Local IDs
- Programs
- Notes
- Allergies/Risks
- Events
- Duplicates**
- Immunizations
- Reports

Patient Duplicates ?

View

Duplicates Already Identified

No records found

Search for Additional Duplicates

Comments *

Add To Duplicates

Step 1: Click on the magnifying glass to generate a pop-up box to enter second patient's data.

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
DUCK	DAISIE	<input type="text"/>	01/01/1980	<input type="text"/>
Birth Info				
Mother Last Name	Mother First Name	Mother Middle Name	Mother Maiden Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Previous Criteria		Clear		Search

Step 2: A search criteria box pops-up, enter patient search details for duplicate patient. Click **Search**.

Patient Search Results - 1 record(s)

ID	Name	Gender	DOB	
2378420	DUCK, DAISIE D. 785 BUTTERFIELD DR ELKO, NV 89801	F	01/01/1980	

Step 3: A list of names will appear. Double click on the name of the possible duplicate patient record.

View

Duplicates Already Identified

Patient ID	Last	First	Middle	Gender	DOB	Identif
2378420	DUCK	DAISIE	D	F	01/01/1980	SNVD SNVD

Search for Additional Duplicates

Comments *

Add to Duplicates

Step 4: The patient's name and ID number will populate on the original screen. Add your descriptive comments to assist NV WebIZ Admin staff in determining if this is truly a possible duplicate record. Click **Add to Duplicates**.

Step 5: Repeat steps 2 – 5 for additional duplicates.

View

Duplicates Already Identified

Patient ID	Last	First	Middle	Gender	DOB	Identified By			
2377665	DUCK	DAISEY		F	01/01/1980	SNVDATA-1 SNVDATA-1	+	?	View
2378420	DUCK	DAISIE	D	F	01/01/1980	SNVDATA-1 SNVDATA-1	+	?	View

Search for Additional Duplicates

Comments *

These steps will link-up the identified possible duplicate records. Nevada WebIZ will run a duplicate report on a monthly basis and will combine all confirmed duplicates. Your office may be contacted by Nevada WebIZ staff to verify additional data.

Patient Menu Screens

NEVADA webIZ

DUCK, DAISEY DEE ID: 3462569 DOB: 01/01/1980 AGE: 36Y 8M 5D GENDER: F Allergy / Risks ARE specified

Patient Demographics

Edit

Patient Info | Alias | Health Ins | Contact Info | Address | Race/Ethnicity | Recommender | Provider Information | Birth Info

Patient Information

Last Name * DUCK First Name * DAISEY Middle Name DEE Generation Title/Credential

Gender * FEMALE DOB * 01/01/1980 Birth Time HH:MM AM/PM (HH:MM A/P)

Patient Eligibility * (S) NOT VFC ELIGIBLE

What is the importance of the Allergy/Risk Screens?

What type of data should go in the Notes section?

Nevada WebIZ Icon Identification



Online Help: Screen-specific online help can be accessed by clicking on this icon.



Audit Information: Reveals the user who created the initial record and the user who last updated the record, along with the date and time these activities occurred.



Notes: Indicates that this patient has additional notes associated with their records. Review notes before proceeding with data entry or administering an immunization. When IZ Print notes is selected, notes entered will be printed on the Immunization Record.



Immunization Reconciled: This indicates that the “Type-3” inventory transaction associated with the immunization has been closed and reconciled. Changes to the immunization should be coordinated through the locations vaccine/inventory manager.



Allergy/Risk: The patient may have a contraindication to specific immunizations and the record should be examined prior to recommending or administering vaccinations.



Calendar: Located next to most date fields in Nevada WebIZ. Click on icon to select a date or double-click in the date field to fill in today’s date.



Warning: Something did not or could not occur. For instance, if no results are returned based on input criteria, this symbol along with an explanation would be returned instead.



Dose Not Administered: This vaccine dose has been added but not yet been “administered” in NV WebIZ, meaning the vaccine manufacturer (lot number, expiration date, etc.) information is missing for that dose. **Failure to administer a dose will have adverse effects on inventory quantities, reports, and provider audits. In addition, any vaccine with this icon next to it will NOT print on the patient’s Official Immunization Record.**



Invalid Dose: A previously administered vaccine where the dose is now marked as invalid. This may be because the vaccination was administered improperly, given too early, or was found to have been an expired lot number.



Invalid: This vaccination is considered invalid by the recommender (ACIP Schedule). This icon appears on the vaccination screens when immunizations are documented outside of the recommended date range of that particular immunization. By hovering your mouse over the icon, a message will appear as to the reason this dose is considered invalid. This icon also appears with duplicate data entry errors.



Historical: This immunization was entered as historical information.



Reaction: The patient has a documented adverse reaction to the immunization.

Official Immunization Record

Immunizations Home

Use this Screen to view a Patient's Immunization History and to add new Immunizations. i

Official Immunization Record ← Click this link to print the immunization record.

Administrative Record
Edit Vaccine Defaults

NEVADA webIZ

DUCK, DAISEY DEE ID: 3462569 DOB: 01/01/1980 AGE: 36Y 8M 5D GENDER: F Allergy / Risks ARE specified

Immunizations Home Links Select Action

View

Allergy / Risks ARE specified

DOB: 01/01/1980 Age: 36Y 8M 5D History of Varicella? HEALTHCARE PROVIDER VERIFIED HISTORY OF OR Date of Varicella: 09/06/2016

Recommended Immunizations for today, 9/6/2016 (36Y 8M 5D)

Vaccine

- Td (adult), adsorbed
- Hep A, adult
- Hep B, adult
- MMR
- Influenza w/preserv.

Today's recommended missing immunizations based on the current information listing in Nevada WebIZ.

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters>

Vaccine	Dose	Date	Age	Clinic			
DTaP/Td/Tdap							
Tdap	1	12/12/2014	34Y 11M 11D	PR	H	?	Update
HEPB							
Hep B, adult	1	10/29/2015	35Y 9M 28D	NWWEBIZTR		?	Delete
HEPA							
Hep A, adult	1	10/29/2015	35Y 9M 28D	PR	H	?	Update
Hep A, adult	2	! 01/15/2016	36Y 0M 14D	PR	H	?	Update
Influenza							
Influenza Quad Inj P	1	10/29/2015	35Y 9M 28D	PR	H	-	Update

Auto-Populate Add Vaccines Screen

1. What does the red exclamation point mean?
2. What does the circle-H mean?
3. The vaccination with the syringe – has it been administered? What does it mean? Will it print on the Official Immunization Record?
4. What does the circle-dash mean?

Always make sure *unchecked*.

Where To Find:

NV State Immunization Resources	http://dpbh.nv.gov/Programs/Immunizations/
Nevada WebIZ Disclosure Poster	Nevada WebIZ – Reports – Standard Forms
Nevada WebIZ Participation Form	Nevada WebIZ – Reports – Standard Forms
New WebIZ User Enrollment Forms	Nevada WebIZ – Reports – Standard Forms
Nevada WebIZ Training Manuals	Nevada WebIZ – Reports – Standard Forms
ACIP Schedules OR	Nevada WebIZ – Reports – Forms/Informational Documents www.cdc.gov/vaccines/recs/schedules/default.htm
Vaccine Information Statements OR	Nevada WebIZ – Reports – Forms/Informational Documents www.cdc.gov/vaccines/pubs/vis/default.htm
VIS foreign language translations	www.immunize.org/vis/
Translating Foreign Records OR	www.immunize.org/catg.d/p5122.pdf www.cdc.gov/vaccines/pubs/pinkbook/downloads/appendices/B/foreign-products-tables.pdf
Mexico / USA Vaccination Validation Tool	www.cdc.gov/vaccines/recs/schedules/downloads/child/binational-schedule-pr.pdf
CDC list of all IIS (Immunization Information System) registries throughout the country:	www.cdc.gov/vaccines/programs/iis/contacts-registry-staff.html
CDC list of all vaccines licensed in USA by trade name and their components (combo vaccines)	www.cdc.gov/vaccines/pubs/pinkbook/downloads/appendices/B/us-vaccines.pdf
NV School Immunization Requirements	http://health.nv.gov/Immunization_SchoolRequirements.htm
Questions Regarding School/Daycare Immunization Requirements:	
	<ul style="list-style-type: none">• <i>CDC Hotline</i> (1-800-CDC-INFO or nipinfo@cdc.gov; available 24/7)• <i>Bureau of Healthcare Quality and Compliance, Childcare Licensing and Childcare Regulations</i> (702-486-7918 for Vegas, 775-684-1030 for Carson City)• <i>Nevada State Immunization Program</i> (775-684-5900)
Immunize Nevada (statewide coalition)	www.immunizenevada.org/
NV Statewide List of VFC Providers	www.immunizenevada.org/

Nevada WebIZ View-Only Quick Start Guide

STEP 1

- To access Nevada WebIZ type in the following URL: <https://webiz.nv.gov>.
- Login into Nevada WebIZ using your unique Username and Password. First time users automatically must establish a password unique to them and answer password security questions.
- Home Screen appears – **Note:** News etc. Your assigned provider and clinic will be listed at the top left of your screen.

STEP 2

PATIENT - Select the Plus (+) sign next to patient.

- Select Search
- Type in a combination of First Name, Last Name and Date of Birth (Note: Must fill in at least two fields; may also search with only Patient ID# if known).
- Didn't find your patient? Try again with a different combination. If you still don't find your patient - Search again!
- No result indicates record may not have been created in Nevada WebIZ

STEP 3

SEARCH RESULT SCREEN- appears below the search criteria.

- Review the information listed on the screen to determine if the record(s) listed is the one you wish to view.
- If none of the records listed match your search criteria try searching again.
- If you have successfully located the record you wish to view there are two options available for accessing the record:

Option One:

- Double click on the record and you will be taken to the demographics screen and to view the Immunization record.
- Select **Immunizations** under the patient menu to view the selected individuals' immunization history.

Option Two: Select the button that is located next to the record:

- Just below the last record is a row of buttons. Select the **Immunization** button and you will be taken to the **Patient Immunization** screen.

STEP 4

View/Print Immunization Record – Select the **Official Immunization Record** hyperlink located on the upper left or lower left hand side of the Patient Immunization Screen. Print immunization record. You can also access the IZ record from multiple screens within Nevada WebIZ.

STEP 5

Return to Step 2 to search for more records or logout.