



NYSIIS Mass Vaccination Module Use for COVID19 Vaccine

The Mass Vaccination feature in NYSIIS allows users to build a roster list of patients and record their immunizations simultaneously. This expedites the process of entering immunizations into patient records. The Mass Vaccination module includes the ability to search for existing patients and the ability to add patients to NYSIIS if they are not yet in the system. It also allows users to create their patient roster manually or by uploading a CSV file.

The Mass Vaccination module will work hand in hand with the COVID19 pandemic vaccination event. When recording immunizations via the Mass Vaccination module, users will have the ability to assign the priority group to the selected patients when recording immunizations.

Accessing NYSIIS:

Accessing NYSIIS via NYSDOH Health Commerce System (HCS) Enter the Web Address:
<https://commerce.health.state.ny.us>

A. Log in to the HCS Portal with your unique ID and password.

B. First time users must add the NYSIIS application to the My Applications section of the HCS Portal. This only needs to be added once and will remain in My Applications for all future access.

- From the top navigational bar, click on My Content then select All Applications.
- Click on the letter “N” and scroll down to locate NYSIIS - Production.
- Click on the green plus sign (+) to the far right.
- The application will automatically appear on the left side bar under My Applications.

From the HCS Homepage, click on NYSIIS – Production in your My Applications panel.

Mass Vaccination:

On the left side menu panel under Mass Vaccination click Mass Vaccination Entry. You will navigate to the Manage List screen.

Manage List			
New List Name <input type="text"/>			Save
Patient List			
List Name	Last Updated Date	Patient Count	Delete
test	11/05/2020	1	Delete
Thursday List	11/05/2020	4	Delete
Wednesday List	11/05/2020	2	Delete
Lori's list	10/24/2020	2	Delete

Any lists of patients that you’ve already created will display under Patient List. This table includes the name of the list, the date it was last updated, how many patients are included in the list and a Delete button that allows a user to delete the list.



If a user would like to create a new list, enter a name in the New List Field and then click Save.

To edit, add patients to or apply an immunization to a patient list, click the List Name hyperlink for the list you'd like to work on.

Event Description	Begin Date	End Date
Covid Pandemic Response	10/24/2020	10/24/2032

Event – Your organization may be involved in in one or Event multiple events. Those Event names will display in the Event drop down box. Select an Event.

Priority Group – Select a Priority Group from the drop down. This will be the Priority Group assigned to the patient roster list you are applying the immunization to.

Next, you will enter the immunization information.

From NYSIIS Inventory	Immunization	Trade Name - Lot #	VFC Eligibility	Body Site
<input checked="" type="checkbox"/>				

The List Immunization Information is where users will add the detailed shot information for the immunization being applied to the patient list.

The Ordering Authority and Administered By fields are optional and are populated by your NYSIIS Administrative User. Select names from the drop down if you desire.

Date Administered is the date the immunization was given. This field will default to the current day. Be sure to enter the correct Date Administered as this will guide the NYSIIS scheduler to correctly forecast the second dose in the COVID19 series.

NYSIIS will check the From NYSIIS Inventory field box by default. Using NYSIIS inventory helps keep track of your different lots of vaccine and is required for managing COVID19 vaccine. Please keep this box checked.

In the Immunization drop down select COVID-19.

Trade Name – Lot #: Select the lot you're using to administer to the group of patients in your list.



VFC Eligibility – COVID19 immunizations will be coded as 317. Select 317 from the drop down box.

Body site and route are optional fields. Select options from the drop down boxes if you desire.

Dose will always default to fill. Unless you give anything other than a full dose, leave this defaulted to Full.

Creating a Patient Roster Manually

Next is where you manage the patients that are part of your list.

▼ Search and Add Patient to List

Last Name	<input type="text"/>	Street Address	<input type="text"/>	<input type="button" value="Find"/>
First Name	<input type="text"/>	Other Address	<input type="text"/>	<input type="button" value="Clear"/>
Middle Name	<input type="text"/>	PO Box	<input type="text"/>	
Date Of Birth	<input type="text"/>	Zip	<input type="text"/> +4 <input type="text"/>	
Mother's Maiden Last	<input type="text"/>	City	<input type="text"/>	
Mother's First Name	<input type="text"/>	State	<input type="text"/>	
Gender	<input type="text"/>	County	<input type="text"/>	
Phone	<input type="text"/> - <input type="text"/> - <input type="text"/>	Country	<input type="text"/>	
Extension	<input type="text"/>	Device Type	<input type="text"/>	
Patient ID	<input type="text"/>	Email	<input type="text"/>	
NYSIIS ID	<input type="text"/>			

Last Name	First Name	Middle Name	Birth Date	Patient Id	Mother's First	Middle's Maiden Last	Patient Status	Gender
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▼ Patient List (4)

Last Name	<input type="text"/>	First Name	<input type="text"/>	Birth Date	<input type="text"/>	Priority Groups	<input type="text"/>
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A-Z	Last Name	First Name	Middle Name	Birth Date	Gender	Status	Priority Groups
<input type="checkbox"/>	RHOADES	TESSA		07/01/2000	F	Immunized	HCW
<input type="checkbox"/>	SMITH	JOAN	JANICE	02/15/2003	F	Immunized	HCW
<input type="checkbox"/>	SMITH	JOHN	JOSEPH	12/24/2011	M	Immunized	HCW
<input type="checkbox"/>	SMITH	JONHY		10/12/2010	M	Immunized	HCW

If you've previously added patients to your list, they will display in the Patient List section with the number of patients in the list in parenthesis.

To add another patient to the list, enter some info to the demographic fields located under the Search and Add Patient to List section.



Search and Add Patient to List

Last Name: jones
 First Name: jo
 Middle Name:
 Date Of Birth:
 Mother's Maiden Last:
 Mother's First Name:
 Gender:
 Phone: - -
 Extension:
 Patient ID:
 NYSIIS ID:

Street Address:
 Other Address:
 PO Box:
 Zip: +4
 City:
 State:
 County:
 Country: UNITED STATES
 Device Type:
 Email:

Find
Clear
Add

Search Results Possible Matches: 7

	Last Name	First Name	Middle Name	Birth Date	Patient Id	Mother's First	Mother's Maiden Last	Patient Status	Gender
+	JONES	JOE		01/01/1950		JANE	DOE		M
+	JONES	JOHN	MARTIAN	04/23/2003		CLAIR	MARSSSSSSSS		M
+	JONES	JOHN	MARTIANNNNNNNN	04/23/2003		CLAIR	MAAAAARS		U
+	JONES	JOHNNY	B	06/30/2009		DE	EARTHHTTTTTTTTT		U

NYSIIS will display any matches that meet the search criteria that was entered.

Search and Add Patient to List

Last Name: jones
 First Name: jo
 Middle Name:
 Date Of Birth:
 Mother's Maiden Last:
 Mother's First Name:
 Gender:
 Phone: - -
 Extension:
 Patient ID:
 NYSIIS ID:

Street Address:
 Other Address:
 PO Box:
 Zip: +4
 City:
 State:
 County:
 Country: UNITED STATES
 Device Type:
 Email:

Find
Clear
Add

Search Results Possible Matches: 7

	Last Name	First Name	Middle Name	Birth Date	Patient Id	Mother's First	Mother's Maiden Last	Patient Status	Gender
+	JONES	JOE		01/01/1950		JANE	DOE		M
+	JONES	JOHN	MARTIAN	04/23/2003		CLAIR	MARSSSSSSSS		M
+	JONES	JOHN	MARTIANNNNNNNN	04/23/2003		CLAIR	MAAAAARS		U
+	JONES	JOHNNY	B	06/30/2009		DE	EARTHHTTTTTTTTT		U
+	JONES	JOHNNY		09/01/2017				A	M
+	JONES	JOHNNY		06/30/2009		JACKIE	SMITHHTTTTTTT		M
+	JONES	JOSEPH		09/15/2005					M

If you find the patient you were searching for, click the plus sign to the left of their name to add them to the roster. Continue to follow these steps to build your list.

If you search for a patient, and NYSIIS can't find a match, you have the option to Add the patient to your list by clicking the Add button. This will also add them as a new patient to NYSIIS.



▼ Search and Add Patient to List

Last Name	griffen	Street Address		Find
First Name	betsy	Other Address		Clear
Middle Name		PO Box		Add
Date Of Birth		Zip	+4	
Mother's Maiden Last		City		
Mother's First Name		State		
Gender		County		
Phone		Country	UNITED STATES	
Extension		Device Type		
Patient ID		Email		
NYSIIS ID				

No Matching Patients Found

When you are finished creating your roster, you can apply the immunization to the patients in your list by clicking Select All.

▼ Patient List (3)

Select All Immunize Selected Remove Selected Clear Roster Status

A-Z	Last Name	First Name	Middle Name	Birth Date	Gender	Status	Priority Groups
<input checked="" type="checkbox"/>	GRIFFEN	BETSY		12/01/1980	F		
<input checked="" type="checkbox"/>	ISAACS	LOREEN	GERTRUDE	08/04/1980	F	Immunized	
<input checked="" type="checkbox"/>	LIBERTY	STATUEOF		01/01/1950	F		

Next, click Immunize Selected.

▼ Patient List (3)

Select All Immunize Selected Remove Selected Clear Roster Status

A-Z	Last Name	First Name	Middle Name	Birth Date	Gender	Status	Priority Groups
<input type="checkbox"/>	GRIFFEN	BETSY		12/01/1980	F	Immunized	HCPHOSP
<input type="checkbox"/>	ISAACS	LOREEN	GERTRUDE	08/04/1980	F	Immunized	HCPHOSP
<input type="checkbox"/>	LIBERTY	STATUEOF		01/01/1950	F	Immunized	HCPHOSP

The patient roster will update to display Immunized in the status column, indicating the shot has been saved to the patient's record. The Priority Group column will also update for each patient based on the group selected above.

Creating a Patient Roster with a CSV File

On the left side menu panel under Mass Vaccination click Upload List. You will navigate to the Upload Roster List screen.



Upload Roster List

New List

OR

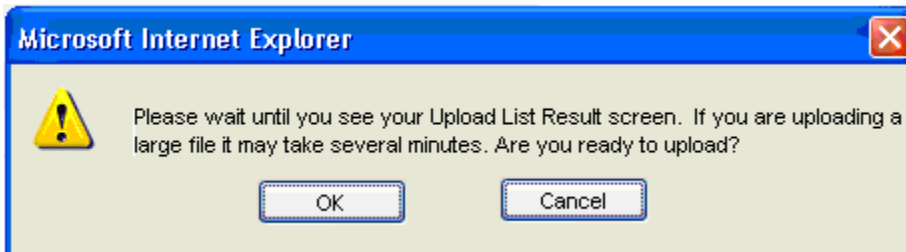
Update List ▼

List File Name

You have the option of creating a new list or updating an existing list.

- To create a new list, in the New List field enter a name for your list.
- If you have existing lists, they will display in the Update List drop down.
- Click the browse button and find and select the file you want to upload.
- Once you've selected your file, click Upload

You will get a pop-up asking if you are ready to upload.



Click OK for the file to upload. You then can check the status of the upload by clicking Check Status.

Upload List Result

The following files were uploaded:

- c:\mynewlistinputfile.txt

Job Name which is "MyNewList" has been presented for processing.

Under Check Status you will get a list of the files you've submitted and their status. This is where NYSIIS will alert you if there were errors.



Upload List Status					Refresh
Job Name	User Name	Exchange Data Date	Process Start Date	Process End Date	Status
MyNewList	Aura Leigh Borrett	05/13/2004 13:51:11	05/13/2004 13:32:58	05/13/2004 13:32:58	COMPLETE
MyNewListError	Aura Leigh Borrett	05/13/2004 13:21:10	05/13/2004 13:02:58	05/13/2004 13:02:58	ERROR

If the status displays as Error, it means the file was unable to be uploaded.

- Errors are most often due to a file format issue. Please check your file format and resend.
- If the file was successful, click on the Job Name hyperlink. NYSIIS will navigate to the details screen which will list several files.
 - The Roster List Response file has a summary of the number of records submitted and how many had matches.
 - The Roster List Names With no Match file is a file listing all the names of the patients for whom no match was located.
 - These records will be added as new patients in NYSIIS.
 - The Roster List Rejected file is the list of records that were unable to be accepted for one reason or another (most commonly for bad name formats).
 - Check this file to see if the records may be corrected and resubmitted.
 - The Roster List of Names with Multiple Matches denotes those records that were found, but NYSIIS located more than one possible match.
 - The more complete patient demographic data you include, the more likely an exact match will be located.

Download Files for: My Test Roster List Refresh

[Roster List Response](#) (4KB)

[Roster List of Names With No Match](#) (1KB)

[Roster List Rejected](#) (1KB)

[Roster List of Names With Multiple Matches](#) (1KB)

Download Log for: My Test Roster List Cancel

File	User Name	Download Date
Roster List Rejected	Li Zhang	02/16/2012 20:35:37

Click on Mass Vaccination Entry on the left side menu panel under Mass Vaccination and select your newly added or updated list.

Next, select the Event Name, Priority group and shot details as explained above.

Apply the immunization to the patients in your list by clicking Select All then Immunize Selected.



The patient roster will update to display Immunized in the status column, indicating the shot has been saved to the patient's record. The Priority Group column will also update for each patient based on the group selected above.

Mass Vaccination CSV File Format

	Data type	Required	Description
Record Identifier	Char(32)	Y	ID that is unique to the sender within the file being processed. It is not stored or used for locating a patient. From a processing perspective, any errors that are generated while processing the input file will be listed by Record ID. (It is just like a Flat File Record ID, which only serves the purpose of linking to errors and linking input files (Flat File-specific).
First Name	Char(50)	Y	Patient's first name. If Patient does not have a first name, " NO FIRST NAME " must be entered in this field.
Middle Name	Char(50)		Patient's middle name.
Last Name	Char(50)	Y	Patient's last name.
Name Suffix	Char(10)		Patient's name suffix. JR, III, etc.
Birth Date	Date(8)	Y	MMDDYYYY. A date entered as MDDYYYY will be interpreted as 0MDDYYYY.
Mother's First Name	Char(50)		Mother's first name
Mother's Maiden Last Name	Char(50)		Mother's last name
Gender	Char(1)		M, F, U
Street Address	Char(55)		Patient Street Address.
PO Box Address Line	Char(55)		PO Box
Other Address Line	Char(55)		Additional Street Address information
City	Char(52)		City Name
State	Char(2)		2 Digit State code: ex: NY
Zip	Char(9)		If +4 zip is used, the first 5 characters and second 4 characters are entered as a single value, without separators.
AreaCode	Char(3)		3 digit Area code example 518
Phone number	Char(7)		7 Digit phone number – Does not include dashes; Example 5551234
Phone type	Char(2)		Type of phone line; CP = cell phone, PH = Land Line