

How to Search/Add/Edit a Patient Record in ASIIS



Step 1: Navigate to ASIIS
<https://asiis.azdhs.gov/> & Log in.

ARIZONA DEPARTMENT OF HEALTH SERVICES

USERNAME

PASSWORD

LOG IN

[Forgot Password?](#)

Step 2: Click the Patients tab, then select **Search/Add**.

- ▶ Favorites
- ▶ Patient
 - Search/Add
 - Demographics
 - Remote Registry
 - Manage Population
- ▶ Vaccinations
- ▶ Organization
- ▶ Facilities
- ▶ Physicians & Vaccinators
- ▶ Inventory

Step 3: In the patient search, input as much identifying information for the patient as possible and select the **search** button.

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

First Name or Initial:	Minnie	WIC ID:	
Last Name or Initial:	Mouse	SIIS Patient ID / Bar Code:	
Birth Date:	01/20/2015	Chart Number:	

Family and Address Information:

Guardian First Name:		Mother's Maiden Name:	
Street:			
City:		State:	Select...
Zip Code:		Phone Number:	
Country:	United States		

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.

Clear Search



Step 4: Select the identified patient from the Patient Search Results.

Patient Search Results						
Records Found = 1			Search Criteria: Advanced Search - Edit / View Only			
Show <input type="text" value="100"/> entries					Search: <input type="text"/>	
First Name ▲	Middle Name ◆	Last Name ◆	Birth Date ◆	SIIS Patient ID ◆	Grd First Name ◆	Grd Last Name ◆
MINNIE	DISNEY	MOUSE	01/20/2015	8201174		
Showing 1 to 1 of 1 entries						

The Patient Demographic Master View will populate similar to this:

Patient Demographic Master View			
Record Info			
SIIS Patient ID	8201174		
Organization Owner	1066 - 0000_ADHS INTERNAL USE		
Facility Owner	-		
Entry Date	04/03/2017 07:33:30 AM	Last Update	01/13/2023 09:39:18 AM
Entered By		Last Updated By	JORDAN ROJAS
Patient Status			
State Level	Active	Organization Level	Active
County Level	Inactive		
Patient			
First Name	MINNIE	Race	White

How to View a Patient Record in ASIIS

Step 1: After selecting a patient in ASIIS, select Vaccinations on the left hand menu and then select **View/Add**.

Patient Demographic Master View

Record Info

SIIS Patient ID: 8201174
 Organization Owner: 1066 - 0000_ADHS INTERNAL
 Facility Owner: 73363 - HAPPY TESTS
 Entry Date: 04/03/2017 07:33:30 AM Last Update: 12/06/2023
 Entered By: Last Updated By: MAGGIE I

Patient Status

State Level: Active Organization Level: Active

The Patient Vaccination Record will populate similar to this:

Patient

Name: MINNIE DISNEY MOUSE SIIS Patient ID: 8201174
 Date of Birth: 01/20/2015 Age: 8 yrs
 Guardian: Organization Level Status: Active

[Print Page](#)

Vaccination View/Add

Special considerations on record for patient, please review notes below.
 (* - Historicals , # - Adverse Reaction , I1 - Warning , I2 - Warning , I3 - Warning , + - Unverified Historicals , ^ - Compromised Vaccination)

Documented By:

Double-click in any date field below to enter the default date:

Vaccine	1	2	3	4	5	6
COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5mL dose or 50 mcg/0.25mL dose	11/09/2021					
DTaP	03/20/2015 *	01/31/2020				
DTaP-Hep B-IPV	03/21/2018 I3					
Hep A, ped/adol, 2 dose	X 03/30/2017 ^	03/21/2018				
Hep B Ped/Adol - Preserv Free	01/20/2015	08/20/2015	02/16/2017			
Hib (PRP-T)	03/21/2018					
MMRV	03/21/2018					
Pneumococcal conjugate PCV 13	03/21/2018					

How to Manually Add a Vaccine Record in ASIIS

Step 1: Identify the **appropriate vaccine** that was administered in the Vaccine column on the left and **enter the date of administration**.

Patient						
Name:	MINNIE DISNEY MOUSE	SIIS Patient ID:	8201174			
Date of Birth:	01/20/2015	Age:	8 yrs			
Guardian:		Organization Level Status:	Active			
Print Page						
Vaccination View/Add						
Special considerations on record for patient, please review notes below. (* - Historicals , # - Adverse Reaction , I1 - Warning , I2 - Warning , I3 - Warning , + - Unverified Historicals , ^ - Compromised Vaccination)						
Documented By:	<input type="text"/>					
Double-click in any date field below to enter the default date:	<input type="text" value="02/07/2023"/>					
Vaccine	1	2	3	4	5	6
COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5mL dose or 50 mcg/0.25mL dose	11/09/2021					
DTaP	03/20/2015 *	01/31/2020	01/13/2023			
DTaP-Hep B-IPV	03/21/2018 I3					

Step 2: Scroll down to the bottom of the page and select either **Add Administered** (if your site physically administered the dose) or **Add Historicals** (to add doses that were administered at another facility).

<input type="button" value="Add Administered"/>	<input type="button" value="Clear"/>	<input type="button" value="Add Historicals"/>
• 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 .		

Step 3: Select the appropriate **VFC eligibility status** for the patient from the drop down at the time of administration (this will not need to be selected when entering historical doses) and select **continue**.

Patient			
Name:	MINNIE DISNEY MOUSE	SIIS Patient ID:	8201174
Date of Birth:	01/20/2015	Age:	8 yrs
Guardian:		Organization Level Status:	Active
VFC Eligibility Update			
Current VFC Status: AHCCCS			
<input type="checkbox"/>	Update VFC Eligibility	<input type="text" value="--select--"/>	
		<ul style="list-style-type: none">--select----select--IneligibleAHCCCSUninsuredNat. Amer. or AlaskanUnderinsuredCHIP317MedicareState Program Eligibility	<input type="button" value="Cancel"/> <input type="button" value="Continue"/>

How to Manually Add a Vaccine Record In ASIIS



Step 4: To ensure all doses decrement properly, verify that the **date administered** is correct, then click on **“Click to select”** to be able to **select the proper vaccine and lot number that was administered**.

The screenshot shows the 'Vaccination Detail Add' form on the left and a 'Select Lot Number' pop-up window on the right. The form has the following fields:

- Vaccine 1: DTaP
- Date Administered: 01/13/2023
- Historical: YES (unselected), NO (selected)
- Manufacturer: [Empty] [Click to select](#)
- Lot Number: [Empty]
- Lot Facility: [Empty]
- Funding Source: [Empty]
- Provider Noted on Record: [Empty]
- Lot Noted on Record: [Empty]
- Manufacturer Noted on Record: [Empty]
- Facility: Select...
- Vaccinator: Select...
- Anatomical Site: Select...
- Anatomical Route: Select...
- Dose Size: Full
- Volume (CC): [Empty]
- VFC Status: AHCCCS
'VFC Status' will be ignored if lot number is not VFC engine.
- District/Region: [Empty]
- VIS Publications Dates: 1. [Empty] 2. [Empty] 3. [Empty] 4. [Empty]
- Date VIS Form Given: 01/13/2023
- Ordering Provider: Select...
- Comments: [Empty]

The 'Select Lot Number' pop-up window shows a table with the following data:

Select	Manufacturer	Lot Number	Facility	Funding Source	Expiration Date	Doses Available	Dose Volume
-->	GLAXOSMITHKLINE	4L9E4	HAPPY TESTS	VFC	02/07/2023	29.0	
-->	SANOFI PASTEUR	7EC55	HAPPY TESTS	VFC	04/29/2023	100.0	

Buttons: Cancel, Clear

*If the dose you are trying to add is not in your inventory (i.e. a private dose) you will need to manually type in the lot number and the manufacturer in the sections **“Lot Noted on Record”** and **“Manufacturer Noted on Record”**.

Step 5: After selecting the correct lot number, verify that the information is displayed correctly in the record and then **select save**.

The screenshot shows the 'Vaccination Detail Add' form with the following updated information:

- Vaccine 1: DTaP
- Date Administered: 01/13/2023
- Historical: YES (unselected), NO (selected)
- Manufacturer: SANOFI PASTEUR [Click to select](#)
- Lot Number: 7EC55
- Lot Facility: HAPPY TESTS
- Funding Source: VFC
- Provider Noted on Record: [Empty]
- Lot Noted on Record: [Empty]
- Manufacturer Noted on Record: [Empty]
- Facility: Select...
- Vaccinator: Select...
- Anatomical Site: Select...
- Anatomical Route: Select...
- Dose Size: Full
- Volume (CC): [Empty]
- VFC Status: Patient is not VFC Eligible.
- District/Region: [Empty]
- VIS Publications Dates: 1. [Empty] 2. [Empty] 3. [Empty] 4. [Empty]
- Date VIS Form Given: 03/02/2023
- Ordering Provider: Select...
- Comments: [Empty]

Buttons: Cancel, Save

How to Edit a Vaccine Record in ASIIS

Step 1: Identify which vaccine record needs to be edited and select the date.

Patient						
Name:	MINNIE DISNEY MOUSE	SIIS Patient ID:	8201174			
Date of Birth:	01/20/2015	Age:	8 yrs			
Guardian:		Organization Level Status:	Active			
Print Page						
Vaccination View/Add						
Special considerations on record for patient, please review notes below. (* - Historicals , # - Adverse Reaction , I1 - Warning , I2 - Warning , I3 - Warning , + - Unverified Historicals , ^ - Compromised Vaccination)						
Documented By:	<input type="text"/>					
Double-click in any date field below to enter the default date:	03/02/2023					
Vaccine	1	2	3	4	5	6
COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5mL dose or 50 mcg/0.25mL dose	11/09/2021					
DTaP	03/20/2015 *	01/31/2020	01/13/2023			
DTaP-Hep B-IPV	03/21/2018 I3					

Step 2: Select Edit Record to edit the record. Select Delete Record if the vaccine was not administered or if the vaccine name is incorrect. If the vaccine name is incorrect, the record must be manually re-added to ASIIS with the correct name.

Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	01/13/2023
Ordering Provider:	
<input type="button" value="Cancel"/> <input type="button" value="Edit Record"/> <input type="button" value="Delete Record"/>	
<input type="button" value="Add/Edit Adverse Reactions"/>	

Step 3: Select the appropriate VFC eligibility status for the patient from the drop down at the time of administration (this will not need to be selected when entering historical doses) and select continue.

Patient			
Name:	MINNIE DISNEY MOUSE	SIIS Patient ID:	8201174
Date of Birth:	01/20/2015	Age:	8 yrs
Guardian:		Organization Level Status:	Active
VFC Eligibility Update			
Current VFC Status: AHCCCS			
<input type="checkbox"/> Update VFC Eligibility	<input type="text" value="--select--"/>		<input type="button" value="Cancel"/> <input type="button" value="Continue"/>
<ul style="list-style-type: none">--select----select--IneligibleAHCCCSUninsuredNat. Amer. or AlaskanUnderinsuredCHIP317MedicareState Program Eligibility			

How to Edit a Vaccine Record In ASIIS



Step 4: Press **Click to select** to choose a different lot number from your inventory. If the lot number is not in your inventory, press **Clear** and manually enter the **Lot Noted on Record** and **Manufacturer Noted on Record**. Once complete, press **Submit Changes**.

The screenshot shows the 'Vaccination Detail Edit' form in a web browser. The form contains various fields for vaccine information, including Vaccine (DTaP), Date Administered (01/13/2023), Manufacturer (SANOFI PASTEUR), Lot Number (7EC55), and Funding Source (VFC). A modal window titled 'Select Lot Number' is open, displaying a table of available lots. The table has columns for Select, Manufacturer, Lot Number, Facility, Funding Source, Expiration Date, Doses Available, and Dose Volume. Two rows are visible: one for GLAXOSMITHKLINE (Lot 4L9E4, Facility HAPPY TESTS, Expiration 02/07/2023, Doses 29.0) and one for SANOFI PASTEUR (Lot 7EC55, Facility HAPPY TESTS, Expiration 04/29/2023, Doses 100.0). A 'Click to select' button is highlighted in red over the 'SANOFI PASTEUR' lot. The modal also includes 'Cancel' and 'Clear' buttons. The main form has 'Cancel', 'Reset Values', and 'Submit Changes' buttons at the bottom right.

Select	Manufacturer	Lot Number	Facility	Funding Source	Expiration Date	Doses Available	Dose Volume
-->	GLAXOSMITHKLINE	4L9E4	HAPPY TESTS	VFC	02/07/2023	29.0	
-->	SANOFI PASTEUR	7EC55	HAPPY TESTS	VFC	04/29/2023	100.0	