



## HOW TO INACTIVATE PATIENTS IN ASIIS

**When to inactivate Patients:** Only inactivate patients that are no longer receiving services in your practice.

**Why inactivate Patients:** Inactivating patients *help raise your immunization coverage rates* and keeps your ASIIS information current and up to date, especially when creating Reminder Recall Reports. It will also minimize the amount of updating that needs to be completed in ASIIS if you are nominated for the Daniel T. Cloud award.

1. Log into ASIIS
2. Click on **“Patient”** then **“Search/Add”**
3. Enter the **“First Initial”** of patients first name and their **“Birth Date”**
4. Click on the **“Search”** button

<ul style="list-style-type: none"> <li>▶ Main</li> <li>▶ Message</li> <li>▶ Favorites</li> <li>▶ Patient</li> <li>Search/Add</li> <li>Demographics</li> <li>Remote Registry</li> <li>▶ Vaccinations</li> </ul>	<b>Patient Search</b> <span style="float: right;">Click <a href="#">here</a> to use the 'advanced' search</span>		
	First Name or Initial:	<input type="text" value="m"/>	WIC ID:
	Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:
	Birth Date:	<input type="text" value="02/02/1996"/>	Chart Number:
	<b>Family and Address Information:</b>		
	Guardian First Name:	<input type="text"/>	Mother's Maiden Name:
	Street:	<input type="text"/>	
	City:	<input type="text"/>	State: <input type="text" value="Select..."/>
	Zip Code:	<input type="text"/>	Phone Number: <input type="text"/>
	Country:	<input type="text" value="United States"/>	
<p><b>Note:</b> When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.</p> <input type="checkbox"/> Check here if adding a new patient.			<input type="button" value="Clear"/> <input type="button" value="Search"/>

5. **Select the Patient** from the list of names that appear and double click

Patient Search Results						
Records Found = 37		Search Criteria: First Initial / Birth Date				
Show	<input type="text" value="10"/>	entries		Search: <input type="text"/>		
First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
MADDISON	TINA	DOE	02/02/1996			
MADISON		DOE	02/02/1996			
MAEGHAN	K	DOE	02/02/1996			
MAGDEN	P	DOE	02/02/1996			
MAKINZIE	N	DOE	02/02/1996			
MALLOREY		DOE	02/02/1996			
MALLORY	RAE	DOE	02/02/1996			
MARCUS	D	DOE	02/02/1996			



# ARIZONA DEPARTMENT OF HEALTH SERVICES

- The Patient Demographic Screen will appear. Scroll to the bottom of the screen and click on the **“Edit”** button
- In the **“Inactive”** section, click on the arrow and **Select the Reason for Inactivation** from the drop down box (address incorrect, deceased, moved out of state, moved or gone elsewhere, etc.)

Patient Demographics Edit			
Patient			
First Name:	MALLOREY	Race:	White
Middle Name:	DOE	Ethnicity:	Black or African American
Last Name:		Language:	Hispanic
Suffix:	--none--	SSN:	--select--
Birth Date:	02/02/1996	Medicaid #:	--select--
Birth File #:		Multiple Birth:	--selec of --selec
Sex:	FEMALE	Inactive:	--select--
Mother Maiden Name:		VFC Status:	Address Incorrect
Military:	<input type="checkbox"/>	Block Recall:	Deceased
Cell Phone:			Delivery Unsuccessful
Comments:			Moved Out of State
			Moved or Gone Elsewhere
			No Postal Forward on File
			Other
			Postal Forward Order Expired

Buttons: Edit High Risk Categories, Update Programs, Back, Edit, MyIR

- Once selected, scroll down to the bottom of the screen and click on the **“Save”** button

Inactive:	Moved or Gone Elsewhere
VFC Status:	Ineligible
Block Recall:	<input type="checkbox"/>
<input type="checkbox"/> Do not take ownership of this record	
Cancel	Save

- Your screen should show the patient is now **“Inactive”** in red and the reason for inactivation

Patient Demographic Master View			
Record Info		Organization (IRMS) Owner:	
SIIS Patient ID:		Last Update:	
Entry Date:			
Patient			
First Name:	MALLOREY	Race:	
Middle Name:		Ethnicity:	
Last Name:	DOE	Language:	
Suffix:		SSN:	
Birth Date:	02/02/1996	Medicaid #:	
Birth File #:		Multiple Birth:	1 of 1
Age:		Military:	
Block Recall:		Recall Attempts:	4
Sex:	FEMALE	Inactive:	Moved or Gone Elsewhere
Mother Maiden Nm:		VFC status:	(Unknown)
Cell Phone:		Vaccine Supply:	PRIVATE