

ASIIS Web Application

Quick and Easy Search

Step 1: From the computer desktop click on the Internet Explorer icon (the big blue E) to go to the Wide World Web (WWW).



Step 2: In the address window below the Toolbar type the ASIIS Web Application address and hit Enter.

www.asiis.az.gov

- ✓ By doing this, the ASIIS Web Application Home Page will open.

Note: Step 3 only needs to be performed once, unless the links have been removed.

Step 3: Save the ASIIS Web Application Home Page as:

- ✓ A Favorite and
- ✓ An Icon

To Save the ASIIS Web Application Home Page as a FAVORITE:

1. Go to the home page,
2. On the Toolbar, select Favorite from the pull down menu,
3. Select ADD To Favorites,
4. Select OK

To Save the ASIIS Web Application Home Page as an ICON on the Desktop:

1. Go to the home page,
2. On the Toolbar, select File from the pull down menu
3. Select SEND,
4. Shortcut to Desktop



Step 4:

Along the left-hand column of the ASIIS Home Page, a provider will see program headings with options listed beneath the headings. This column is called the “navigation” column.

- **Home, Patient, Vaccination, Lot Numbers, CASA Export, Reminder Recall, Reports, Settings, Imports, Change Password and Help**

Welcome to the Arizona State Immunization Information System (ASIIS) Web Application

This web application allows enrolled users to conveniently search for patients in the ASIIS Central Registry and to view the patients' vaccination record. In addition, authorized users can add and edit patient records and vaccination records, as well as maintain facility, physician, and lot number data.

Message:

The ASIIS Web Application has been upgraded. You must use Internet Explorer 6.0 or higher to use the ASIIS Web Application. Click on the "Help" menu item in Internet Explorer and select the last option, "About Internet Explorer." You will then be able to see what version you are using. If you are not using version 6.0, please ask your internal computer support staff to install this version on your computer.

Sincerely,
The ASIIS Support Team

Valuable Links

- Go to the [ASIIS Website](#).
- Visit the [American Immunization Registry Association](#) homepage.
- Take the Immunization Action Coalition [Immunization quiz](#) and see how you do.
- For the latest Immunization Schedule and more visit the [CDC](#) website.
- Check out the [All Kids Count](#) homepage.

Contact ASIIS User Support:

Arizona Department of Health Services
Arizona Immunization Program Office/ASIIS
150 North 18th Avenue
Phoenix, Arizona 85007-3233

Telephone No.: (602) 364-3899
Toll-free: 1-877-491-5741
Fax No.: (602) 364-3285
E-Mail ASIIS: [ASIIS Question](#)

Version: 2.8.0

Step 5:

Under the heading entitled **Home** click the *Login* option. Type your assigned **username and password** then click the *Login* button.

- ✓ If a provider successfully gains access to the ASIIS Web Application, the **Access Granted** screen will appear.



Step 6:

After a provider logs into the Web Application, on the “navigation” column underneath the heading **Patient**, click on the link called *Search/Add*. The **Patient Search** screen below should appear. This search screen is called a “simple” search screen.

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street: <input type="text"/>	
City:	<input type="text"/>	State:	--select-- <input type="text"/>
ZIP Code:	<input type="text"/>	Phone Number:	<input type="text"/>
<input type="checkbox"/> Check here if adding a new patient.			
<input type="button" value="Clear All"/>		<input type="button" value="Reset Values"/>	
<input type="button" value="Run Search"/>			
Note: When searching by First and/or Last Name, you may use % or _ as wildcard characters.			

NOTE: To search the registry for a patient's immunization history, it is strongly recommended that a provider use one of the following four search criteria. We do recommend using the first and second criteria as the patient's first and/or last name could be spelled differently on the registry than what provider has in their records.

1. Initial of First name and DOB
 2. Initial of Last name and DOB
 3. First name and DOB
 4. Last name and DOB
- ✓ The date of birth (DOB). **The DOB should be in the “mm/dd/yyyy” format.** For example: 01/01/1997. Providers do not have to include the “/” (slash) when typing the date. The system will automatically fill the slashes in for the provider.

NOTE: Based on the search criteria a provider chooses, type the information into the appropriate fields and click the *Run Search* button on the bottom lower right-hand side of the **Patient Search** screen.



Step 7:

The next screens to appear are the **Patient Search and Patient Search Results** screens. To retrieve a specific patient record from the search results, click on the arrow to the left of the patient's name.

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

First Name or Initial:	<input type="text" value="g"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text" value="10/06/2002"/>	Chart Number:	<input type="text"/>

Family and Address Information:

Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street:	<input type="text"/>
City:	<input type="text"/>	State:	--select-- <input type="text"/>
ZIP Code:	<input type="text"/>	Phone Number:	<input type="text"/>

Check here if adding a new patient.

Note: When searching by First and/or Last Name, you may use % or _ as wildcard characters.

Patient Search Results

Records Found = 6 Search Criteria: First Initial / Birth Date

Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
<input type="button" value="--v"/>							
<input type="button" value="--v"/>							
<input type="button" value="--v"/>	GRADY		PRICE	10/06/2002	2539104	GRADY	PRICE
<input type="button" value="--v"/>							
<input type="button" value="--v"/>							
<input type="button" value="--v"/>							

Step 8:

After selecting a specific patient, the **Patient Demographic** screen will appear. Locator (address and phone) information on a specific patient will only appear to a provider if the provider submitted the patient record to the registry.

Below is the **Patient Demographic** screen



Patient Demographics			
Patient			
First Name:	GRADY	Race:	
Middle Name:		Ethnicity:	
Last Name:	PRICE	Language:	
Suffix:		Medicaid:	
Birth Date:	10/06/2002	Birth File:	
SSN:		VFC status:	(ineligible)
Gender:	MALE	Inactive:	
Age:	75 weeks, 17 months, 1 yrs		
Address			
Street:		Physical Address:	
City:		State:	
ZIP Code:		County/Parish:	
Phone Number:		District/Region:	
Email:			
School:			
Family			
Grdn 1 First Nm:	GRADY	Grdn 1 SSN:	
Grdn 1 Middle Nm:		Grdn 2 First Nm:	
Grdn 1 Last Nm:	PRICE	Grdn 2 Last Nm:	
Mother Maiden Nm:		Grdn Work Phone:	
Other Info			
Physician:		Health Plan Name:	
Facility:		HP Patient ID:	
Chart Number:		HP Enroll Date:	
Next Appt. Date:		Birth State:	
Block Recall:		Birth Country:	
Program/Mem.IDs:		Allergies/Comments:	
Monthly Income:		Number In Family:	
Record Info			
SIIS Patient ID:	2539104	IRMS Owner:	1000 - ADHS ALL PURPOSE - UNKNOWN IRMS
Entry Date:	03/03/2004 12:23:18	Last Update:	03/12/2004 15:04:54
Update Programs		Edit Record	

Step 9:

Click on the *View/Add* option under the **Vaccinations** heading in the “navigation” column to see what shots are associated with a specific patient record. The next screen to appear is the patient’s immunization history or the **Vaccination View/Add** screen.

Note:

- ✓ Vaccinations outside the ACIP schedule are marked with a red 'X'.
- ✓ Vaccinations marked with an *asterisk* (*) were submitted by a facility that did not administer the vaccination.
- ✓ Vaccinations that are not marked with an *asterisk* (*) were submitted by a facility that administered the vaccination.



Top half of the Vaccination View/Add Screen

Patient					
Name:	GRADY PRICE	SIIS Patient ID:	2539104		
Date of Birth:	10/06/2002	Age:	75 weeks, 17 months, 1 yrs		
Guardian:	GRADY PRICE	Status:	Active		
Vaccination View/Add					
(historicals marked by *, adverse reaction marked by #)					
Facility where vaccines documented: --select- ▼					
Vaccine	1	2	3	4	5 ▲
Hep B - unspecified	10/06/2002				
DTaP					
Td (Adult)					
IPV					
Hib--unspecified					
Hep B/Hib					
Hep B - Ped/Adol - presv. free					
Pneumococcal(PCV7)					
MMR					
Varicella					
--select- ▼					
--select- ▼					
--select- ▼					
Double-click in any date field above to enter the default date: <input style="width: 100px;" type="text" value="03/17/2004"/>					
Vaccinations outside the ACIP schedule are marked with an X . Vaccinations administered or recorded in your facility are displayed in blue .					
Add Administered		Add Smallpox History		Add Historicals	
			Clear All		Contraindications
Allergies/Comments					

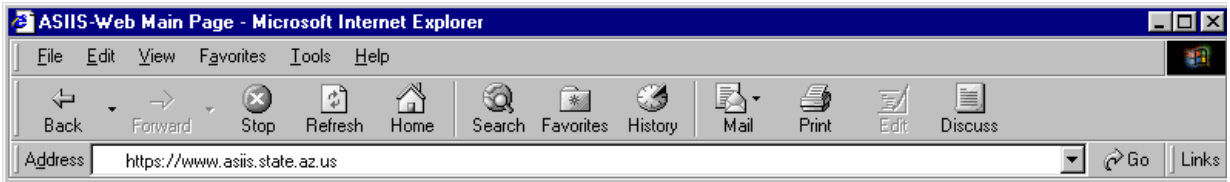
Note:

The bottom half of the **Vaccination View/Add** screen shows the patient forecast report.

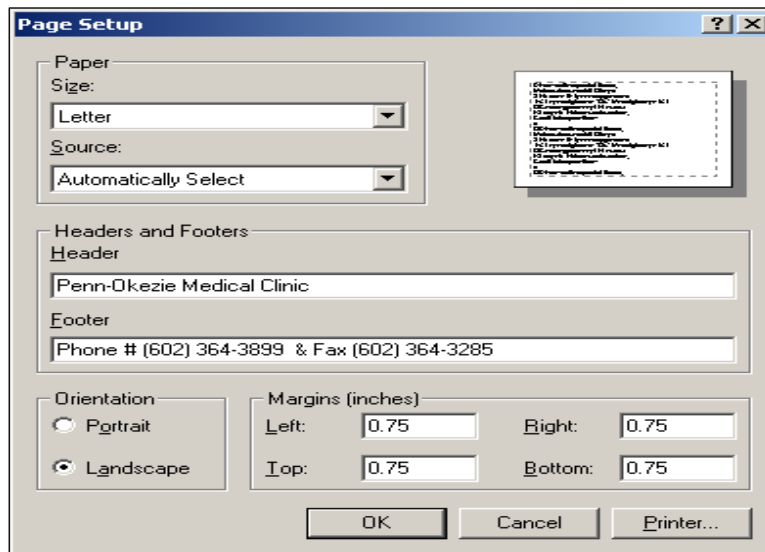


Step 11:

To print a hard copy, click the print icon above the **Address** window on the toolbar.

**NOTE:**

- ✓ It is recommended that providers delete all information in the *Header and Footer* window of the **Page Set-Up** dialog box. The **Page Set-Up** dialog box can be accessed by selecting the **File** pull-down menu and then selecting the **Page Set-Up** option. The **Page Set-Up** pop-up dialog box appears and the provider can edit the *Header/Footer* section
- ✓ As an added bonus, providers can include their business name and locator information in the *Header and Footer* window. In doing so, their locator information will be printed on the patient immunization record.
 - **NOTE: This change will affect all documents printed through the Internet.**

**Step 12:**

To logout or complete a search for another patient, click the *Back Arrow* button above the **Address** window on the tool bar. This will bring you back to the previous screen where:

- ✓ A provider can click **Logout** to quit the application, or
- ✓ Click **Search/Add** to perform another registry search.

Should you have any problems regarding searching the ASIS Web Application and printing a patient immunization record, call our Technical Support Hotline at:

1-877-491-5741 or (602) 364-3899

