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

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

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

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 100 ⌄ entries   Search: [   ]

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

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

The Patient Vaccination Record will populate similar to this:

How to Manually Add a Vaccine Record in ASIIS

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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 , !1 - Warning , !2 - Warning , !3 - Warning , + - Unverified Historicals , ^ - Compromised Vaccination)

Documented By: [▼]

Double-click in any date field below to enter the default date: 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 !3					

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).

Add Administered	Clear	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

☐ **Update VFC Eligibility**

--select-- ▼

--select--
Ineligible
AHCCCS
Uninsured
Nat. Amer.or Alaskan
Underinsured
CHIP
317
Medicare
State Program Eligibility

[Cancel] [Continue]

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.

*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.

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 , !1 - Warning , !2 - Warning , !3 - Warning , + - Unverified Historicals , ^ - Compromised Vaccination)

Documented By: [⌄]

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 !3					

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:	

[Cancel] [Edit Record] [Delete Record]
[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

☐ **Update VFC Eligibility**

[--select-- ⌄]

--select--
Ineligible
AHCCCS
Uninsured
Nat. Amer.or Alaskan
Underinsured
CHIP
317
Medicare
State Program Eligibility

[Cancel] [Continue]

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.**