WV Statewide Immunization Information Systems
(WVSIIS)
User Manual
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Introduction

The West Virginia Statewide Immunization Information Systems (WVSIIS) is a real-time immunization registry system that provides immunization data to improve the health of children and the entire community. WVSIIS provides easy access to consolidated patient immunization records, obtains a history of patient immunizations, generates reminder notices on due, overdue, or invalid immunizations, prints a completed official Immunization Certificate of Compliance (Form 121), provides vaccine inventory management, and generates doses administered and immunization assessment reports.

Privacy Note

To receive the COVID-19 vaccine, personally identifiable information (PII) and protected health information (PHI) will be entered into WVSIIS. PII is any data that could potentially identify an individual. PHI includes demographic information and relates to the individual’s past, present, or future physical or mental health or condition. WVSIIS complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For more information about HIPAA visit: https://www.cdc.gov/phlp/publications/topic/hipaa.html

How to use this manual

This manual is to be used by the staff to register, notify, find, and filter vaccination patients. This manual will assist you to better understand and manipulate WVSIIS. In this guide, you will find step by step instructions along with images of the screens to assist you while operating WVSIIS.

Disclaimer

The content contained in WVSIIS training materials is provided only for educational and informational purposes for the users in West Virginia. West Virginia attempts to ensure that content is accurate and obtained from reliable sources but does not represent it to be error-free. West Virginia does not warrant that any functions on the WVSIIS website will be uninterrupted, that defects will be corrected, or that the website will be free from viruses or other harmful components. Any links to third party information on the website are provided as a courtesy and do not constitute an endorsement of those materials or the third party providing them.
Navigating WVSIIIS
Throughout the application, you will utilize these functionalities:

To access WVSIIIS, visit: [https://www.wvimm.org/wvsiiis/](https://www.wvimm.org/wvsiiis/)

<table>
<thead>
<tr>
<th>Menu Bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>The <strong>Menu Bar</strong> is visible on the left side of the screen and allows you to move between screens. Click the blue menu item to view more options.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required fields are indicated by red letters or a red highlight. These functions need to be completed before moving on.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buttons will allow you to start, update, advance, clear and complete tasks.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables allow you to sort and filter information. You can view details by clicking the links in each row. You can also filter the columns by clicking on the table headers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search allows you to enter information to find a patient’s record.</td>
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</table>

<table>
<thead>
<tr>
<th>Arrows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrows appear when more information is available than visible on the screen. Use the arrows to navigate between the search results.</td>
</tr>
</tbody>
</table>
## Entering Data

<table>
<thead>
<tr>
<th><strong>Case Sensitivity</strong></th>
<th>The application is not case-sensitive, and data is stored in capital (uppercase) letters.</th>
</tr>
</thead>
</table>
| **Dates**            | The date fields use the forward slash (/) between month, day, and year. Dates can be entered in the following formats:  
|                      | o mmddyyyy  
|                      | o mmddyyy |
| **Social Security Number** | The social security number is stored with the dash (-). You may enter the numbers without dashes. SSN’s can be entered in the following formats:  
|                      | o 123456789  
|                      | o 123-45-6789 |
| **Phone and Fax Number** | The phone and fax numbers are stored with parenthesis ( ) for the area code and a dash (-) between the three digit prefix and four digit suffix. You may enter phone and fax numbers without the dashes and parenthesis:  
|                      | o 3041231234  
|                      | o (304)123-1234 |
| **Zip Codes**        | The zip code is stored with a dash (-) if the entire 9-digit number is entered. Zip codes can be entered as 5-digits or 9-digits without the dash(es):  
|                      | o 1111  
|                      | o 111111111  
|                      | o 11111-1111 |
### Home Screen

You will see the menu bar on the left side of the Home screen. The menu bar contains links to various screens and websites. The Home screen also contains links to Useful Tools and Valuable Links.

<table>
<thead>
<tr>
<th>Useful Tools</th>
<th>Valuable Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Virginia Meaningful Use Guide</td>
<td>West Virginia Immunization Information</td>
</tr>
<tr>
<td>Provides information for electronic submissions.</td>
<td>Provides access to the WV Division of Immunization Services webpage and provides links to vaccine information.</td>
</tr>
<tr>
<td>West Virginia HL7 Guide</td>
<td>Lookup county by zip</td>
</tr>
<tr>
<td>Allows you to enter a zip code, city and/or state to provide city and zip code information.</td>
<td></td>
</tr>
<tr>
<td>New User Enrollment Form</td>
<td>American Immunization Registry Association</td>
</tr>
<tr>
<td>This form will get you access to WVSIIIS. Complete this form and submit the form to the department listed in the form. The form can be found in the Appendix of this guide.</td>
<td>Immunization Action Coalition</td>
</tr>
<tr>
<td>Provides materials for healthcare professionals and the public that enhance the delivery of safe and effective immunization services</td>
<td></td>
</tr>
<tr>
<td>CDC</td>
<td>VAERS reporting</td>
</tr>
<tr>
<td>Directs you to the Vaccines and Immunizations information page</td>
<td>Directs you to the Vaccine Adverse Event Reporting System page to Report an Adverse Event.</td>
</tr>
</tbody>
</table>
Log In

Follow the steps below to access your WVSIS account.

1. Click Login, located under the Main blue tab.
2. Enter your username.
   a. The username is created when your New User Enrollment Form is approved.
   b. The New User Enrollment Form can be found in the Appendix of this document.
3. Enter the temporary password provided. You will be prompted to change your password upon initial log in.
4. Click Log In.
   a. If you are associated with more than one Facility, you will need to choose the Facility and click Submit.
5. Once logged in, you may see a pop-up Message of the Day.
   a. The Message of the Day will contain updates pertaining to vaccination or provider information.
6. Review the contents of the pop-up.
7. Click Ok.

Log Out

When you have completed your tasks for a patient or record, you should log out.

1. Click Logout, located under the Main blue tab.
2. Click Ok to confirm you are closing the application.
3. You will get a confirmation screen informing you were logged out successfully.
Search, Add, View and Edit a Patient’s Record

You can search, add, view, and edit a patient’s record from the left side menu bar. You must search for a patient’s record prior to adding or editing a patient’s information.

To Search/Add a patient’s record:

1. Click the Patient blue tab.
2. Click Search/Add.
3. You can enter a combination of the patient’s information to search. The more information you enter, the greater chance you are to find the patient.
   a. You can enter one letter in the First and Last Name fields. However, you will need to add one other completed field.
4. Once you have entered the search criteria, click Search.
5. If the patient doesn’t exist in the search results, click the Check here if adding a new patient box.
6. When you select the Check here if adding a new patient box, you will see field headers change to red to indicate the fields that need to be completed to add the new patient.
7. Enter the required fields and click Add Patient.
8. You are taken to the Patient Demographic Edit screen.

9. Review the entered information.
10. Add the additional required fields.
    a. When adding the Address and Phone Number, click the Primary button and then Save.
11. You may also enter additional information that is not required.
12. You can expand the screen to display additional fields if you click the blue + symbol beside the demographic title.
13. Once all information is entered, click Save.
    a. Depending on the information provided, you may be required to enter additional fields for a minor patient. You will be notified with a red message at the top of the screen.
14. You will be taken to the Patient Demographics screen.

To View or Edit a current patient record:
1. Follow steps 1-4 above to Search/Add a patient’s record.
2. The results will display at the bottom of the screen in the Patient Search Results table.
3. Click on the patient’s name. You will be taken to the Patient Demographics screen.
4. The patient’s demographic information is displayed on the screen.
5. From this screen, you can Edit the patient record, Update Programs, or click Back to return to the Patient Search screen.
a. **Update Programs** will take you to the **Patient Programs Add/Remove** screen. On this screen you will see three rows. You will need to add a program before you can edit or remove a program.

b. **Edit** will take you back to the **Patient Demographic Edit** screen. You can edit the entered fields.

c. **Back** will take you to the **Patient Search** screen. The search results you found will still be displayed.
Entering Present or Historical Vaccinations

To enable the Vaccinations options in the menu bar, you must first view a patient’s record. If a patient’s record is inactive, you are unable to enter Vaccinations for that record. Historical vaccinations refer to vaccinations entered by a facility or vaccinator who did not administer the vaccine. More than one vaccination from the same vaccine family cannot be entered on the same date. If you enter more than one vaccine in the same family on the same day, you will see a red x beside the date.

To enter a Present Vaccination:

1. Follow steps 1-4 in the Add/Search section of this guide to search for a patient.
2. Click on the patient’s name to view their Patient Demographics.
3. You will see Vaccinations is now enabled in the menu bar.
4. Click View/Add.
5. You are taken to the Vaccination View/Add screen.
6. You will see Patient information, Vaccine Forecast, and Vaccine View/Add.

7. To add a vaccination, find the vaccine in the list displayed on the screen or use the drop down list at the bottom of the screen to locate the vaccine.

8. In the first column, or the next available column associated with that vaccine enter the date the vaccine was administered.
   a. You can double click in the box and today’s date will be entered.
9. Once you enter the date, move to the bottom of the screen and click **Add Administration**.

10. You are taken to the **Vaccination Detail Add** screen.

11. Enter any additional fields associated to the vaccine.

12. Click **Save**.

13. You are returned to the **Vaccination View/Add** screen.

14. You will see the vaccination and date are entered and the date is a blue hyperlink.

**Enter a Historical Vaccination:**

1. **Add/Search** for a patient.
2. Click on the patient’s name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add**.
5. You are taken to the **Vaccination View/Add** screen.
6. To add a historical vaccination, find the vaccine in the list displayed on the screen or use the drop down list at the bottom of the screen to locate the vaccine.
7. Enter the date the vaccine was administered.
8. Click **Add Historicals**.

9. The date will be entered beside the vaccine with a red asterisk to indicate it was added historically.
Enter Double, Full, Half, or Triple Vaccinations

To enable the Vaccinations options in the menu bar, you must first view a patient’s record. If a patient’s record is inactive, you are unable to enter Vaccinations for that record. If you enter more than one vaccine in the same family on the same day, you will see a red x beside the date.

To enter a Present Vaccination:

1. Follow steps 1-4 in the Add/Search section of this guide to search for a patient.
2. Click on the patient’s name to view their Patient Demographics.
3. You will see Vaccinations is now enabled in the menu bar.
4. Click View/Add.
5. You are taken to the Vaccination View/Add screen.
6. You will see Patient information, Vaccine Forecast, and Vaccine View/Add.

7. To add a vaccination, find the vaccine in the list displayed on the screen or use the drop down list at the bottom of the screen to locate the vaccine.

8. In the first column, or the next available column associated with that vaccine enter the date the vaccine was administered.
   a. You can double click in the box and today’s date will be entered.
9. Once you enter the date, move to the bottom of the screen, and click Add Administration.

10. You are taken to the Vaccination Detail Add screen.
11. Use the Dose Size drop down menu to select, either Double, Full, Half, or Triple.
12. Click Save.
13. You will see a red message at the top of the screen.
14. Verify the Half Dose is still selected in the Dose drop down menu.
15. Click Save again.

16. You are returned to the Vaccination View/Add screen.
17. You will see the vaccination and date are entered and the date is a blue hyperlink.

NOTE: If you look at your inventory, you will see a half dose was decremented from your inventory.
Editing or Deleting Vaccinations

Your WVSIIS access determines your ability to edit or delete vaccinations. You can only edit or delete the vaccinations administered in your Immunization Recording Management System (IRMS). You cannot undo a vaccine deletion.

1. Follow steps 1-4 in the Add/Search section of this guide to search for a patient.
2. Click on the patient’s name to view their Patient Demographics.
3. You will see Vaccinations is now enabled in the menu bar.
4. Click View/Add.
5. You are taken to the Vaccination View/Add screen.
6. Find the vaccination you wish to Edit or Delete.
7. Locate the blue hyperlink date of the vaccine you wish to delete.
8. Click on the blue hyperlink date.
9. You are taken to the Vaccination/Medical Detail screen.
10. Scroll to the bottom of the screen and choose Edit Record or Delete Record.

To Edit a vaccine:
1. Choose Edit Record.
2. You are taken to the Vaccination Detail Edit screen.
3. Edit the vaccination details on the screen.
4. Click Submit Changes.
5. You are returned to the Vaccination/Medical Detail screen.

To Delete a vaccine:
1. Choose Delete Record.
2. You are taken to the Vaccination Detail screen.
3. Click Delete Record.
4. You are returned to the Vaccination/Medical Detail screen.
Add or Edit Adverse Reactions

You can add or update a vaccine to include adverse reactions. Follow the steps below to add or edit adverse reactions.

1. **Add or Search** for a patient.
2. Click on the patient’s name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add**.
5. You are taken to the **Vaccination View/Add** screen.
6. Find the vaccination you wish to add or an adverse reaction.
7. Locate the blue hyperlink date of the vaccine you wish to delete.
8. Click on the blue hyperlink date.
9. You are taken to the **Vaccination/Medical Detail** screen.
10. Scroll to the bottom of the screen and choose **Add/Edit Adverse Reactions**.

11. You are taken to the **Add/Edit Adverse Reactions** screen.
12. Click or uncheck the check box beside the adverse reaction. The adverse reactions displayed will depend on the contents of the patient’s record.
13. When all the adverse reactions are selected or unselected, click **Save and Continue**.

14. You are taken to the **Vaccination/Medicine Detail** screen.
15. You will see a message at the top of the screen informing you about report the adverse reaction to the Vaccine Adverse Events Reporting System (VAERS). Click the blue link to electronically report the adverse reaction.
Add Physicians and Vaccinators
Add a physician or vaccinator to provide access to enter vaccinations and view records.

1. Click the **Physicians & Vaccinators** blue tab.
2. Click **Search/Add**.
3. You must search for an individual before you add them into WVSIIIS.
4. Choose the **Type** of individual: Physician, Vaccinator or Physician and Vaccinator.
5. Enter at least one letter of the **Physician/Vaccinator Last Name**.
   a. You may enter the remainder of the fields to minimize results, but they are not required for a search.
6. Click **Search**.

7. If the Physician or Vaccinator exists, they will appear in the table below. If they do not exist, click **Add** under the table. You are taken to the **Physician/Vaccinator Maintenance [Add]** screen.

8. Enter the required fields: **First Name**, **Last Name**, **Organization**, and **Type**.
9. Click **Save**.

10. You will receive a red success notification.
Edit Physicians and Vaccinators

You can add or edit information for an existing Physician or Vaccinator. If you have access to the WVSIIIS registry system, you are able to update physician and vaccinator records. To add Physicians or Vaccinators to more than one organization, a Provider Enrollment Form will need to be completed for each Organization. The Provider Enrollment form is located in the Appendix of this document.

1. Click the **Physicians & Vaccinators** blue tab.
2. Click **Search/Add**.
3. Choose the **Type** of individual: **Physician, Vaccinator** or **Physician and Vaccinator**.
4. Enter at least one letter of the **Physician/Vaccinator Last Name**.
   a. You may enter the remainder of the fields to minimize results, but they are not required for a search.
5. Click **Search**.
6. You will see the results in the table below.
7. Click the arrow to view the user’s information.
8. You are taken to the **Physician/Vaccinator Maintenance [Detail]** screen.
9. Click **Edit** on the bottom right.
10. The fields are opened to add or update information.
11. Once complete, click **Save**.
12. You will receive a red success notification.
Lot Numbers

In the Lot Numbers section, you can reconcile your inventory, search or add inventory, view search results and view inventory details.

To Reconcile Inventory:

1. Click the Lot Numbers blue tab.
2. Click Reconciliation.
3. You will be taken to the Reconcile Inventory screen.
4. You will see all inventory for your clinic.
5. Vaccines that are Yellow will expire in 30 days or less.
6. Vaccines that are Red are expired.
7. Enter the total amount of on hand inventory in the Physical Inventory field.
8. If you have a Physical Inventory of zero, enter 0 (zero) in the Physical Inventory field and click the checkbox to make the lot number inactive.
   ❖ To Deactivate a Lot Number enter 0 (zero) in the Physical Inventory field.
   ❖ You can update the Physical Inventory at any time. Click Save to save your inventory levels. Clicking Submit Monthly Inventory will allow you to order inventory.
   ❖ If there is no discrepancy between the Quantity on Hand and Physical Inventory, you still need to enter the total on hand in the Physical Inventory field.
9. Use the drop-down buttons to choose the Category and Reason. If more than one reason exists for the adjustment, click + (Add Row).
10. You can only order additional vaccines when you click Submit Monthly Inventory.
11. The Inventory Last Submitted date will be updated to the current date.
12. You can now order additional vaccines.
To Search/Add Vaccines:

1. Click the Lot Numbers blue tab.
2. Click Search/Add.
3. You are taken to the Lot Number Maintenance screen.
4. Enter the name of the Vaccine, Manufacturer, or Lot Number. The more fields entered will improve your search results.
5. Click Search.
6. The Search Results will appear at the bottom of the screen.
7. The soon to expire and expired vaccines will display in yellow and red.
8. When you search for a vaccine, you will see a message informing you to ensure you don’t have outstanding Inbound Transfers.
   ❖ Review Inbound Transfer, in this guide, to verify vaccine transfers.
9. To add the vaccine, click the Add button.
10. You are taken to the Lot Number Maintenance [Add] screen.
11. Enter the required fields, indicated in red.

12. Click Add.

To View Vaccine Details:
1. Follow steps 1-6 in the Search/Add section of this manual.
2. Find the vaccine in the Search Results table.
3. Click on the name of the vaccine to view the vaccine details.
4. You will be taken to the Lot Number Maintenance [Detail] screen.

5. Click Back to return to the Search/Add screen.
Orders/Transfers

The orders and transfers function monitors vaccine inventory, places vaccine orders and allows transfers. When ordering vaccines, you must order by the number of doses being requested.

View Alerts:
1. Click the **Orders/Transfer** blue tab.
2. Click **Alerts**.
3. You will be taken to the **Inventory Order Details** screen.

   - Inventory that is about to expire or is expired
   - Inventory that is running low
   - Order notifications. You can click on the **Order Number** to view the order.

Create/View Orders:
This screen allows you to create and view orders. You can also transfer orders from this screen.
1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.

4. Each row will display information related to Inbound, Backordered, Denied Orders, as well as Inbound, Outbound and Rejected Transfers.
Accept an Inbound Order:
1. Click the Orders/Transfers blue tab.
2. Click Create/View Orders.
3. You are taken to the Current Order/Transfer List screen.
4. Click the arrow beside the Inbound Order to accept.
   NOTE: The Status of the order must be Approved.
5. You are taken to the Receive Order screen.
6. Enter the Receipt Quantity, Manufacturer, Lot Number and Expirations Date for the vaccine.
7. If you are rejecting the order, enter the Rejected Quantity and Reason for Rejecting.
8. Click Receive.

Accept an Inbound Transfer:
1. Click the Orders/Transfers blue tab.
2. Click Create/View Orders.
3. You are taken to the Current Order/Transfer List screen.
4. Click the arrow beside the Inbound Transfer.
5. You are taken to the Receive Transfer screen.
6. Enter the amount of vaccine received in the Receipt Quantity box.
7. Click Receive.
8. The vaccines are now entered into your inventory.
You can choose to create a new order, create a transfer or return a vaccine.

Create an Order:

1. Click Create Order.
   
   **NOTE:** if you try to create an order without reconciling first, you will be directed to the Reconcile Inventory screen to complete your reconciliation.
   
   **NOTE:** When ordering vaccines, you must order by the number of doses being requested. For example, if a vile contains 6 doses, you must enter ‘6’ in the Order Quantity field.

2. You are taken to the Create Order screen.

3. Ensure the Organization and contact information is correct.

4. Enter the begin time and end time for each day you can receive shipments.

5. Enter any special instructions in the Instructions field. For example, bring shipments to the back door.

6. Choose the vaccine to order from the Order Set drop down box.

7. The vaccine will appear in the Order Details table.

8. Enter the Order Quantity.

9. Select the checkbox if it’s Urgent.

10. Select the Priority Reason.

11. You can choose to Save Order to submit it at a later time or choose Submit Order.
Create a Transfer:
You can transfer vaccines between sites within West Virginia.

1. Click **Create Transfer**.
2. You are taken to the **Create Transfer** and **Transfer Details** screen.
3. Select the **Receiving Organization**.
4. Find the vaccine to transfer from the list in the **Transfer Details** below.
5. Enter the **Transfer Quantity**.
6. Enter the **Transfer Reason**.
7. Click **Create Transfer**.
8. This will now display in the **Outbound Transfers** row in the **Current Order/Transfer List** screen.

Rejecting and Returning an Order:
To reject an order or transfer, you must follow the instructions below and complete the **Return Vaccine Form**. The form and instructions are located in the Appendix of this document.

**Reject an Inbound Transfer:**
1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.
4. Click the arrow beside the **Inbound Transfer**.
5. You are taken to the **Receive Transfer** screen.
6. Enter the amount of vaccine rejected in the **Rejected Quantity** box.
7. Enter a **Reason for rejecting**.
8. Click **Receive**.
9. The rejected transfers will display in the sending facilities **Rejected Transfers**.
View **Rejected Transfers:**
1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.
4. Click the arrow beside the **Rejected Transfers**.
5. You are taken to the **Transfer Detail** screen.
6. View the details of the rejected vaccines.

**Return a Vaccine:**
You can return a vaccine if the vaccine is:
- Spoiled or expired in its original vial or manufacturer prefilled syringe.
- Unused manufacturer pre-filled syringes with an NDC printed on them.

1. Click **Vaccine Return**.
2. You are taken to the **Vaccine Return** screen.
3. Enter the **Return Quantity**.
4. Click **Remove**.
5. Click **Submit and Print Vaccine Return**.

**Search History:**
To view all orders and transfers, use the search history of menu item.
1. Click the **Orders/Transfers** blue tab.
2. Click **Search History**.
3. You are taken to the **Search History** screen.
4. Select the **Order**, **Transfer**, **Returns**, or **Wastage** button to filter your results.
5. Enter the **Submit Date**, **Receipt Date**, **Approval Date**, or **Denial Date**.
6. Enter any additional fields to minimize your search results.
7. Click **Search**.
8. To print the results click **Export Report**.
Reports

You can access a patient’s report, state reports and school reports. These reports will contain information related to your facility. You also have the ability to print a blank form of a report. In the Report Module tab, you will see reports for vaccinations, registration, and vaccine management. To find the reports, follow the instructions below.

1. Log into WVSIS.
2. On the menu bar, click the Reports blue tab.
3. Select a report to view.
   ❖ To enable the Patient Report, you must search for a patient first.
   ❖ The reports in the Reports Module, will allow you to set filters to narrow your results.
   ❖ In State Reports and School Reports, you can set perimeters to filter a report.
   ❖ In State Reports, you will see blank forms that are printable.
   ❖ Exemption Forms allows you to request an exemption for a patient. You can view the forms and approval or denial notices.
Reminder or Recalls

To notify patients about upcoming or past due vaccinations, you will send a reminder or recall. Only the patients you are associated with will be included in the reminder or recall results. You can set filters for reminder or recalls generating notifications to a specific group of patients.

There are three steps to create a reminder or recall:

1. Log into WVSIS.
2. On the menu bar, click the Reminder/Recall blue tab.
3. Click Reminder/Recall.
4. You are taken to the Reminder/Recall screen.
5. Enter the perimeters for the notification.
6. You can click the green Advanced button to add additional perimeters.
7. Once all perimeters are entered, click Generate Patient List.
8. The second step is to select perimeters to remove patients from your reminder/recall list.
9. Once perimeters are entered, if any, you can Export Patient List or Submit.
   - Export Patient List will place your list in an excel spreadsheet.
   - Submit will take you to a screen to select a contact method for your patients.
10. The third step is to choose the contact method for your patients.

- **Generate a Patient List** – will display the reminder recall criteria, total patients from the criteria you selected, and a list of vaccines due for the patient. Click **Run** to create the list.

- **Print Letters** – a pop-up will appear with your facility address and a message default template. You also have the option to create a custom message. Once the message is complete, click **Run**.

- **Generate Auto-Dialer Content** – will generate a phone list. Follow these steps to create the phone list:
  1. Click Run to generate the HTML file.
  2. Highlight all the lines in the file.
  3. Copy and Paste the file in a text document.
  4. Save the document in the directory.
  5. Follow the external AutoDialer instructions.

- **Generate Mail Merge** – Follow these instructions to complete the mail merge:
  1. Click Run to generate a text document.
  2. Save the document in the same location as the Mail Merge form. The Mail Merge form is located under Mailings heading in Microsoft Word.
  3. Open the appropriate letter.
  4. Follow the instructions for mail merge in Microsoft Word.

- **Create Custom Post Cards and Create Avery 8387 Postcards** – this is similar to the print letters function; you can use a default message or create a custom message. Once the message is complete, click **Run**.

- **Print Labels** – you can print labels for patients’ letters. Click **Run** to create the labels.

- **Save as Patient Group (Cohort)** – create a group name for these patients. Once the name is entered, click **Run**.

- **Send Email** – similar to the letter functions, you can use a default message or create a custom message. Once the message is complete, click **Run**.

**NOTE:** Click on your choice of patient communication, you will see tabs providing instructions for each function.
**Additional Functions**

These additional functions can be found in the menu bar on the left side of the screen. These additional functions were not discussed above.

<table>
<thead>
<tr>
<th>Menu Bar Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td><strong>Home</strong> – is the main landing page when you log in to WVSIIIS.</td>
</tr>
<tr>
<td></td>
<td><strong>Select Organization</strong> – you can select an organization to view their WVSIIIS application. You will only see organizations you are associated with.</td>
</tr>
<tr>
<td></td>
<td><strong>Select Facility</strong> – you can select a facility to view their WVSIIIS application. You will only see facilities you are associated with.</td>
</tr>
<tr>
<td></td>
<td><strong>Select PIN</strong> – choose your PIN to proceed.</td>
</tr>
<tr>
<td></td>
<td><strong>Document Center</strong> – provides you a list of documents that will help you with WVSIIIS.</td>
</tr>
<tr>
<td></td>
<td><strong>Help</strong> – provides documents that will help with WVSIIIS.</td>
</tr>
<tr>
<td>Message</td>
<td><strong>Create Message</strong> – you can create a message to send to one or multiple organizations or facilities. Depending on your access, you may not be able to create a message.</td>
</tr>
<tr>
<td></td>
<td><strong>View Messages</strong> – you can view incoming messages from other providers. All users have access to view messages.</td>
</tr>
<tr>
<td>Favorites</td>
<td><strong>Add/Edit Favorites</strong> – will allow you to choose screens you utilize frequently. The screens you choose will be added to the Add/Favorites menu bar item.</td>
</tr>
<tr>
<td>Patient</td>
<td><strong>Remote Registry</strong> – allows you to view immunization registries you are associated with.</td>
</tr>
<tr>
<td></td>
<td><strong>Manage Population</strong> – allows you to search for patients in your organization or that you vaccinated. You can set filters to view groups of patients.</td>
</tr>
</tbody>
</table>
### Vaccinations

**Forecast** – allows you to see a patient’s vaccine forecast. You will see vaccines that are:
- Recommendations
- Due now
- Past due
- Not yet due
- Optional

**Summary** – displays a summary of the patient’s vaccinations.

### Organization

**Search/Add** – you can search or add an organization.
**Search Results** – displays the results for an organizational search.
**Detail** – provides details related to the Organization you are logged into.
**Group Management** – allows you to create groups. Creating a group will allow you to add members to your organization.

### Physicians & Vaccinators

**Detail** – provides details related to a physician or vaccinator search.

### Settings

**Personal** – you can view your personal settings established with your enrollment. You can set patient defaults, vaccination defaults, anatomical injection site defaults, vaccine default volume, or user preferences.

**Forecast** – you can set vaccine groups to monitor. You can see the groups in the Action Reports.

### Reminder/Recall

**Run Templates** – you can create and save templates. When you are ready to send the recalls, you can use an already created template.

**Create Templates** – you can create reminder or recall templates to use at a later date.

**Manage Cohort** – displays the cohorts you create while creating reminder or recalls.

### Exports

**DTT** – Desktop Tracker – you may filter criteria and create a file to export related to your patients.

**Agg Reporting** – displays the users WVSIIIS activity.

### Scheduled Reports

**Received Reports** –

### Job Queue

**Job Queue** – displays current activities working in the system.

### Change Password

**Change Password** – allows you to change your password.

### FAQs

**FAQs** – contains questions and answers to frequently asked questions.

### Answers

**Answers** – contains contact information to assist you with WVSIIIS.
New User Enrollment Form

If you have any questions, please call the Help Desk at 877-408-8930 (Toll Free) or 304-356-4047 (Local).

Each user must complete this form and e-mail it to:
E-Mail: WVSIIIIFORMS@wv.gov

<table>
<thead>
<tr>
<th>Facility Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Facility Address</td>
<td>Point of Contact Phone Number</td>
</tr>
<tr>
<td>Facility County, City, State, &amp; Zip</td>
<td>Facility Fax Number</td>
</tr>
<tr>
<td>Facility Mailing Address</td>
<td>(if different from above)</td>
</tr>
</tbody>
</table>

By signing this form, I agree to comply with all privacy and confidentiality rules and state laws set forth in the Provider Agreement.

<table>
<thead>
<tr>
<th>Name (Print)</th>
<th>Credentials</th>
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<tbody>
<tr>
<td>Signature</td>
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</table>

<table>
<thead>
<tr>
<th>Work Email Address</th>
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</table>

**WVSIIIS Access Level (Check One):**
- □ Facility View
- □ Facility Client (update information)
- □ Organization View
- □ Organization Client (update information)

**Permissions Needed:**
- □ Lot # Management Access
- □ Physician Administration
- □ Provider Ordering
- □ Run Reminder/Recall
- □ Mass Immunizations
- □ Run Registry Reports
- □ PHC-Hub Access (EMR Required)

**Type of organization (Check One):**
- □ Federally Qualified Health Center (FQHC)
- □ Hospital
- □ Local Health Department
- □ OB/GYN
- □ Pharmacy
- □ Private Health
- □ School
- □ Other ________________________________

To be completed by WVSIIIS: Username assigned ________________________________
The West Virginia Department of Health and Human Resources, Office of Epidemiology and Prevention Services has developed a statewide computer-based immunization registry and tracking system in accordance with W. Va. Code § 16-3-5(d). Sharing of immunization records via the computer is compatible with the W. Va. Reportable Diseases Events and Conditions legislative rule, 64CSR7.

Patient or provider specific information is only available to the authorized participating immunization providers, and non-immunization providers (e.g., schools, insurers), and the West Virginia Statewide Immunization Information System (WVSIIS). The registry is one tool that is available for participating providers to help them assess their patients’ immunization status. It is not intended to be the patient’s official medical record although an official immunization record can be printed from WVSIIS. WVSIIS data will not be used to evaluate a provider’s care although it will be used to assess vaccine coverage rates.

As a condition of participating in the WVSIIS, I/We agree to do the following:

1. Use the WVSIIS for patient registration and immunization information for all patients.
2. Only access the system when needed to provide health care for our patient(s).
3. Immunization information shall be confidential: Provided, information may be shared with any provider providing health care for any patient included in the system (64CSR7-14.1). I/We understand that any participating provider can view and update information in the system for patients under their care.
4. Enter accurate and timely data.
5. Safeguard our user ID and password against unauthorized use.

Signature of Provider or Representative __________________________ Date ______________

For office use only:

Date Received ______________ Received By __________________________ IRMS Number ______________

WVDHHR Division of Information Services
Immunization Services – WVSIIS
350 Capitol St., Room 125
Charleston, WV 25301-3715

Please retain a copy for your files
WVSIIS-UAGR-OCT-2012
Return Vaccine Form (RVF) Instructions

The Return Vaccine Form is to be completed when your office has either wasted or expired vaccines. Complete the form by using the following instructions:

1) DATE: List the date you are completing the RVF
2) PIN NUMBER: Make sure you indicate your PIN number
3) PHONE: Please list your phone number or direct line if available
4) FAX: Please indicate your office fax number
5) CONTACT PERSON: Please indicate the person we need to speak with regarding the expired vaccine.
6) RETURN CODE REASON: Please use one of these codes in the chart on the RVF. Then complete the remaining sections of the chart. You need to list the vaccines, doses, manufacturer, lot number, and expiration date. If you use return code 9, you will need to explain the reason for return in the box above the chart.

7) Please review the following page regarding “What Not to Return to McKesson” before returning any vaccine.

8) Fax a copy of this form to the Immunization Program immediately 1-304-957-7591.

9) Include a copy of this form with the vaccine you returning to McKesson
   ** You must dispose of your own private stock vaccine **

10) Keep a copy of the RVF for your records

11) If you have questions about completing this form call the VFC program at (304) 558-2188 or 1-800-642-3634
**NONViable Vaccine Returns**

**What NOT to Return to McKesson**

The following items should *NEVER* be returned to McKesson:

- Used syringes, with or without needles
- Broken vials
- Wasted products such as a syringe that was drawn up but not used
- Any multidose vial from which some doses have been withdrawn
- IG, HBIG, PPD
- Diluent (expired or not expired); or
- Private-purchased vaccine.

The items listed above should be disposed of according to usual medical biosafety procedures, and according to your immunization program’s procedures.

**What Should be Returned to McKesson**

The following items should be returned to McKesson:

- Spoiled or expired product in its original vial or manufacturer prefilled syringe.
- Unused manufacturer pre-filled syringes with an NDC printed on them.

Federal excise tax (FET) credits can only be processed for unopened vials and for unopened manufacturer pre-filled syringes. Returns of product other than these are not eligible for FET credit.

**Reminder:** You must contact your VFC program office before returning any vaccines to McKesson Specialty Distribution.
Return Vaccine Form
West Virginia Division of Immunization Services
Phone: (800) 642-3634 Fax: 1-304-957-7591

<table>
<thead>
<tr>
<th>Date: ______________________</th>
<th>Pin Number: ______________________</th>
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</thead>
</table>

Provider Name: ____________________________________________________________

Phone #: ______________________ Fax #: ______________________

Contact Person: __________________________________________________________ 

Return Reason Codes:
1. Expired
2. Natural Disaster/power outage
3. Refrigerator temperature too warm
4. Refrigerator temperature too cold
5. Failure to store properly upon receipt
6. Vaccine spoiled in transit
7. Mechanical Failure
8. Spoiled
9. Other

*Required Vaccine Information*

Explanation of 9 - Other, if applicable

PLEASE PRINT CLEARLY

<table>
<thead>
<tr>
<th>Return Code</th>
<th>Vaccine</th>
<th>Doses</th>
<th>Manufacturer</th>
<th>Lot #</th>
<th>Syringe or Vial</th>
<th>Expiration Date</th>
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Return only State-Supplied Vaccines

You must dispose of your private stock yourself. Fax a copy of this form to the Division of Immunization Services at 1-304-957-7591. McKesson recommends that you keep one or two empty shipping boxes for expired vaccine returns. Please recycle any additional boxes that you receive.
COVID-19 Vaccine Wastage Report Form
West Virginia Division of Immunization Services
Phone: (800) 642-3634

Date: ______________________  Pin Number: _________________________

Provider Name: __________________________________________________________

Phone #: ______________________ Fax #: ____________________________

Contact Person: __________________________________________________________

Wastage Reason Codes:
1. Pfizer vial provided 5 doses or fewer
2. Expired
3. Natural Disaster/power outage
4. Refrigerator temperature too warm
5. Refrigerator temperature too cold
6. Failure to store properly upon receipt
7. Vaccine spoiled in transit
8. Mechanical Failure
9. Spoiled
10. Other

Explanation of 10 - Other, if applicable

PLEASE PRINT CLEARLY

<table>
<thead>
<tr>
<th>Wastage Code</th>
<th>Doses</th>
<th>Manufacturer</th>
<th>Lot #</th>
<th>Expiration Date</th>
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<tbody>
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Please email the completed copy of this form to COVIDVaccinationprog@wv.gov Providers are responsible for disposing of vaccines in accordance with West Virginia Infectious Medical Waste Rule 64CSR56