



OSIIS

Oklahoma State Immunization Information System
OSIIS Web User Manual

[UPDATED March 21, 2016]

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Logging into OSIS

To log into OSIS, you must be a registered OSIS user and obtain a username and password. See your site's OSIS System Administrator or contact the OSIS Help Desk at (405)271-7200 for assistance.

For more information on logging into OSIS, training opportunities and other materials related to OSIS, please visit the Oklahoma State Department of Health Website by clicking [here](#).

Use the link provided below to connect directly to OSIS:

<https://osis.health.ok.gov/>

**OSIS requires Internet Explorer version 11 or higher to work optimally. Check the version on your computer and update [here](#).

At the **OSIS Log In** screen, the **Username** field is highlighted in blue.

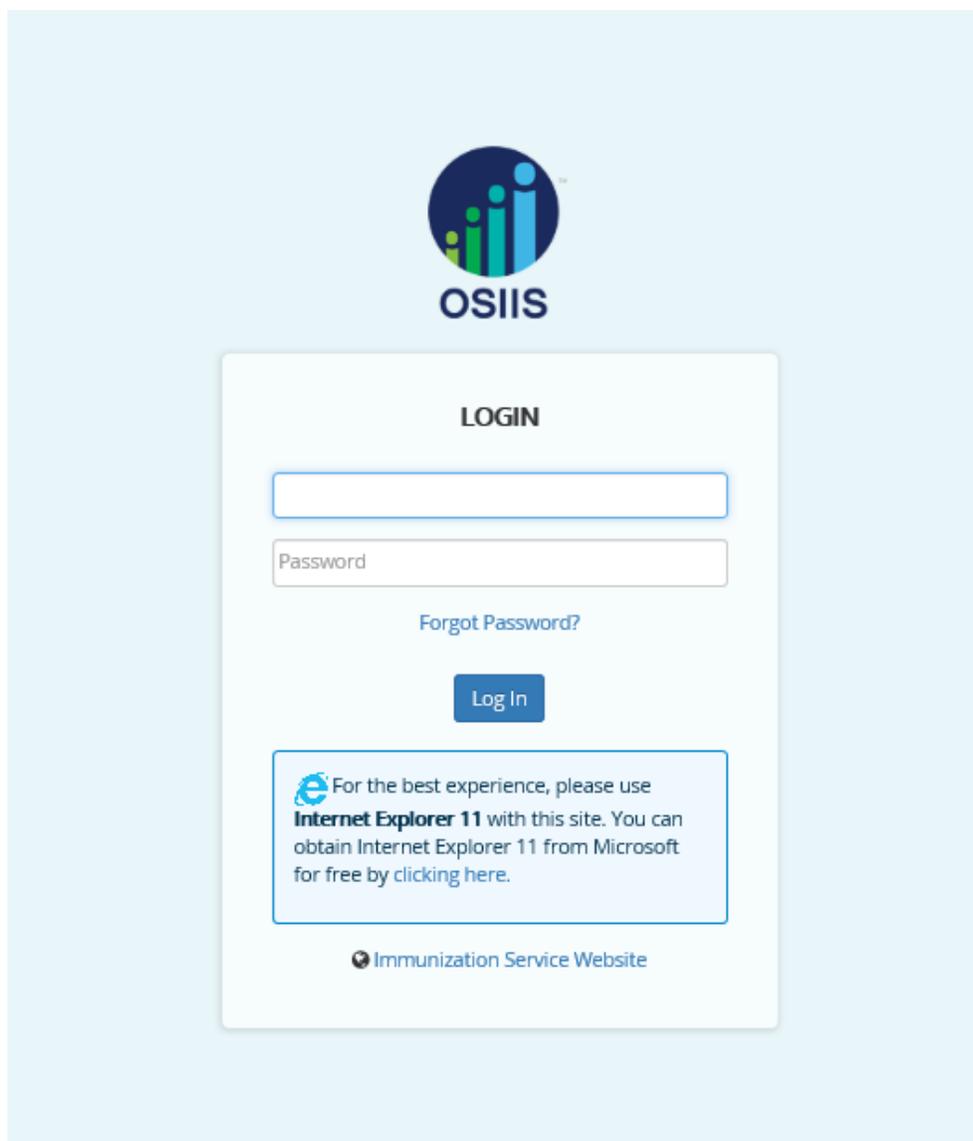


Figure 1 - OSIS Login Screen

1. Enter your **Username** in the indicated field. Usernames *are not case sensitive*.

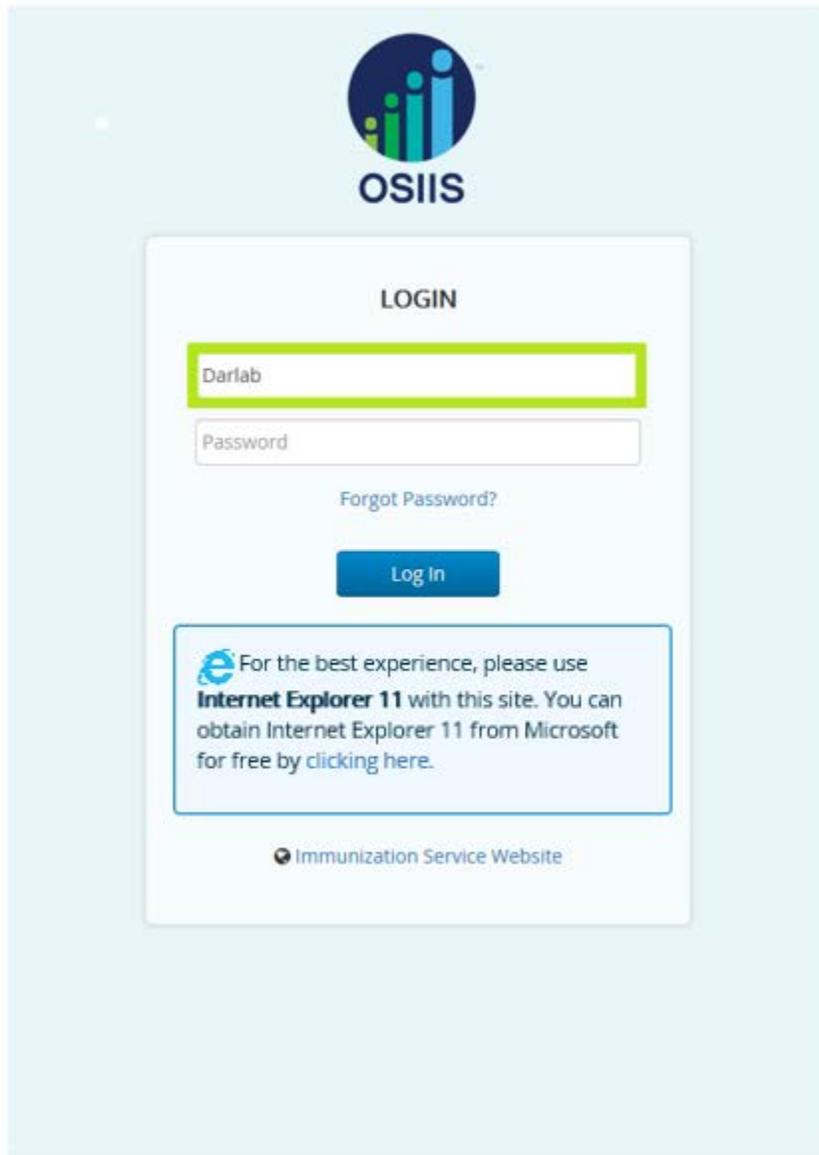


Figure 2- Username Entered

2. Press the keyboard **<Tab>** key or, click within the **Password** field to move the cursor.
3. Enter your **Password** (*case sensitive*).
 - a. First time OSIIS users will use the **default password** obtained through OSIIS System Administration to log in.

***Note:** You can easily see or verify your password by clicking on the **View** icon , located to the right of the entry.

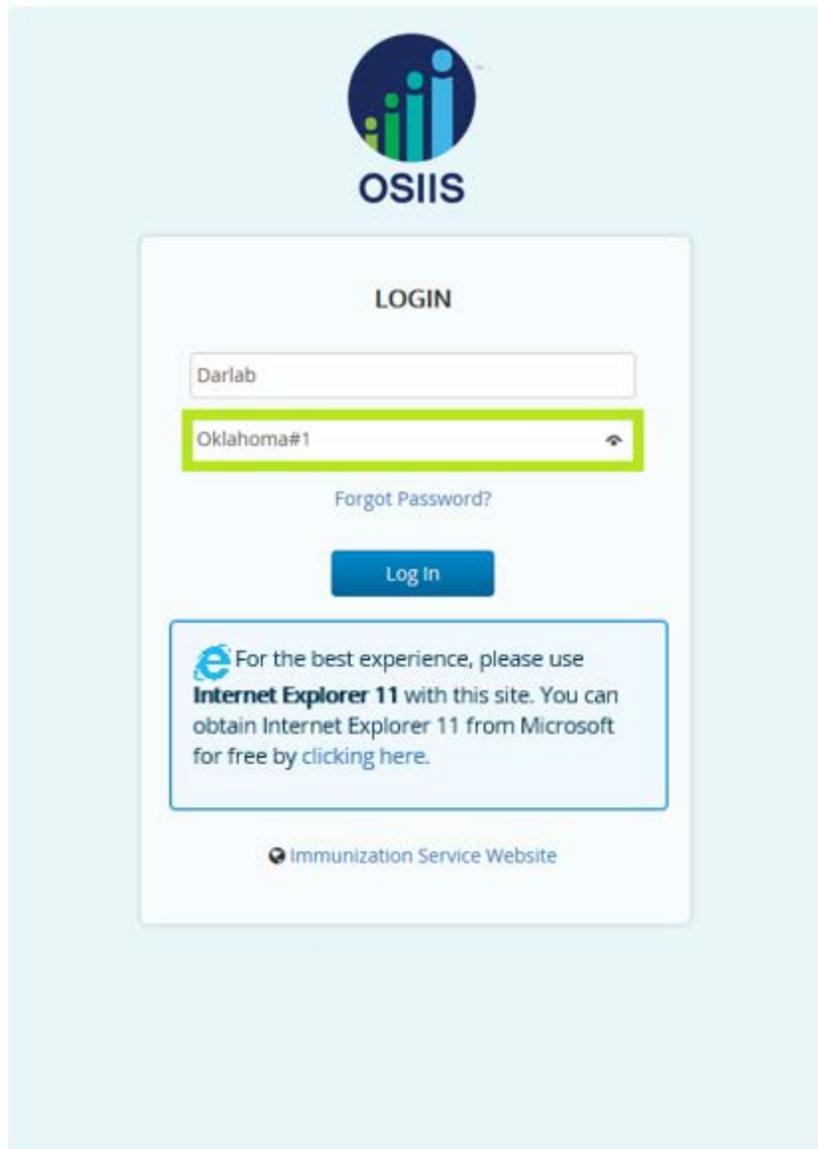
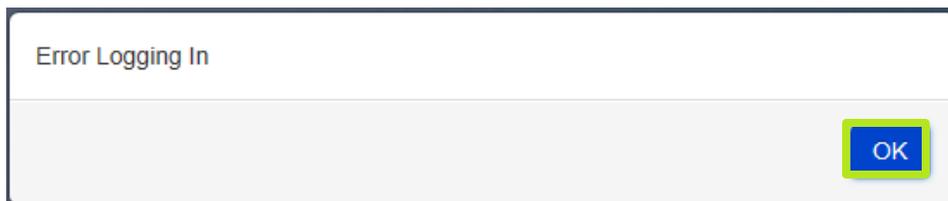


Figure 3 - Default Password

4. Click the **Log In** button  to continue.
5. If the **Username** or **password** are entered incorrectly or not found, an error message is shown:



- b. To clear the error, click the **OK** button and begin the log in sequence again. Ensure the username and password is correct before attempting to log in again.
- c. When correctly entering a valid username, a maximum of three (3) attempts are given for the user to correctly enter the password. Should this limit be exceeded, the user will be locked out of the OSIS system as a security pre-caution. The user will receive on-screen notification of their temporarily locked out status.

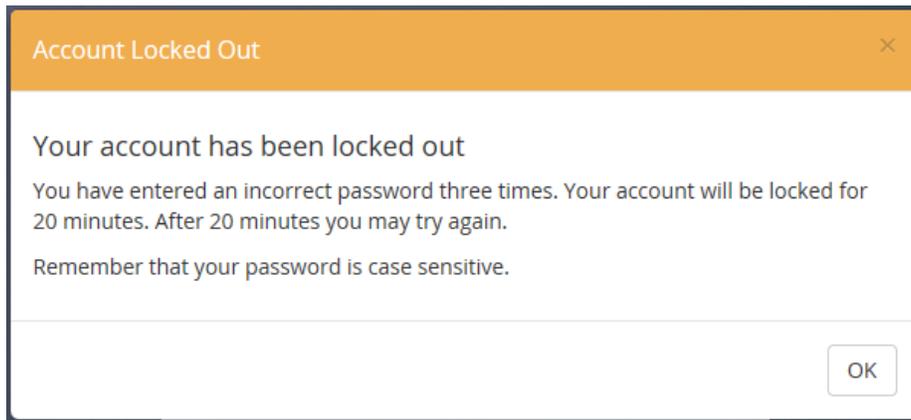


Figure 4 – Account Locked Message

- d. A system initiated waiting period of twenty (20) minutes is now in effect. Users should not attempt to log into OSIS until this time period has elapsed.
 - e. Click the **OK** button to access the **OSIS Log In** screen.
6. When successfully logged into OSIS with an unexpired **user-defined password**, users are directed to the OSIS Homepage and the login sequence is complete (Figure 5).

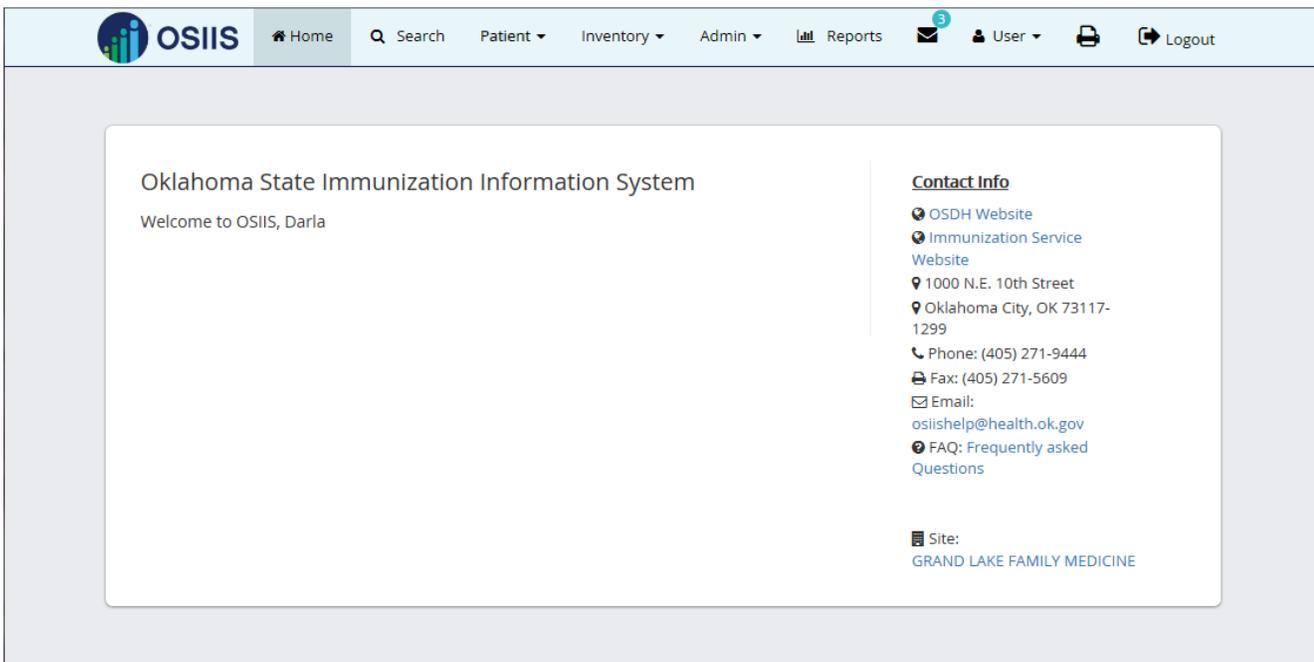


Figure 5 - OSIS Homepage

Once a user is successfully logged into the system using the **default password**, it is required that they change the default password setting to a **user-defined password**. Users will be immediately directed to the **Change Password** screen in OSIS (refer to Figure 6).

Change Password

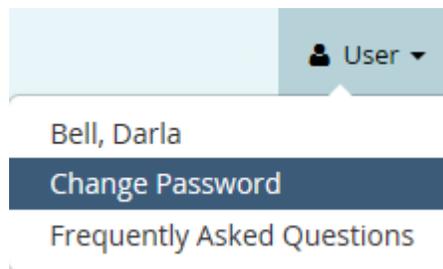
Circumstances in which a user will need to change their password include:

- Forgotten password (Password Reset)
- Change default password
- Expired password

OSIIS user guidelines require passwords to be changed every ninety (90) days. Users logging into OSIIS with a default password or expired password will be immediately directed to the Change Password screen to update their password and complete the login sequence. This also can be accomplished at any time using the **Change Password** feature.

To access the **Change Password** feature:

1. Click to open the **User** tab . Scroll down to highlight **Change Password** and click. The **Change Password** screen is now accessible (Figure 6)



To continue logging into OSIS using a **default password** or an **expired password**:

2. At the **Change OSIS Password** screen the **Username** field will be automatically populated with the previously entered log in information. Click the **password** field to highlight. Enter your current OSIS password (**default password** or **expired password**)

The screenshot shows a form titled "Change OSIS Password". It contains four input fields. The first field contains the text "DARLAJ". The second field is empty and has a blue border, indicating it is selected. The third field contains the text "new password". The fourth field contains the text "confirm new password". At the bottom of the form, there are two buttons: "Cancel" and "Change Password" (with a lock icon). A callout box points to the second field with the text "Current OSIS Password" and "Enter your current OSIS Password".

Figure 6- Change Password Screen

- Any entry can be verified by clicking the **View** icon 

The close-up shows the "Current OSIS Password" field. It contains the text "Oklahoma#1" and has a "View" icon (an eye) on the right side. A callout box points to the field with the text "Current OSIS Password" and "Enter your current OSIS Password".

- Press the keyboard **<Tab>** key, or click in the **New Password** field to continue. The screen will darken momentarily while the current password is being verified.

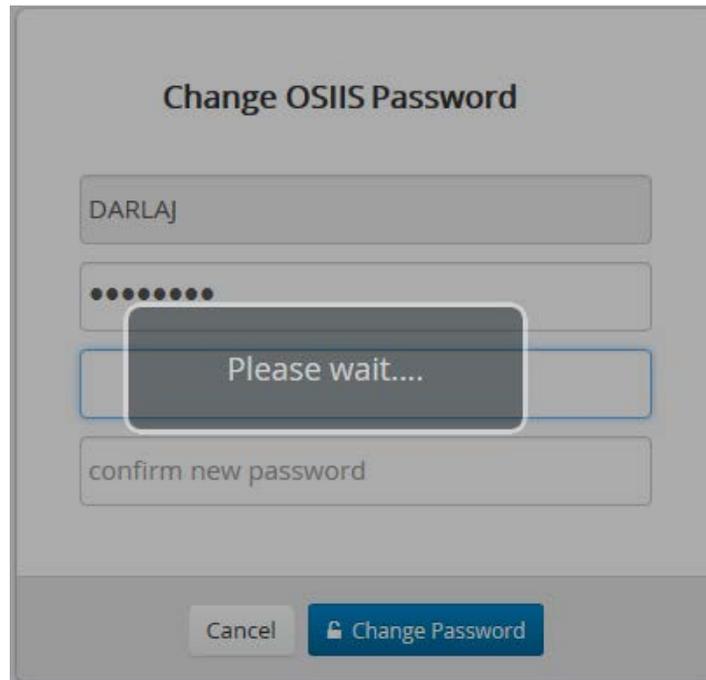


Figure 7 - Password Verification

***Note:** Pressing the <Enter> key has no effect on cursor movement

- If the current password is entered incorrectly, an error message is displayed

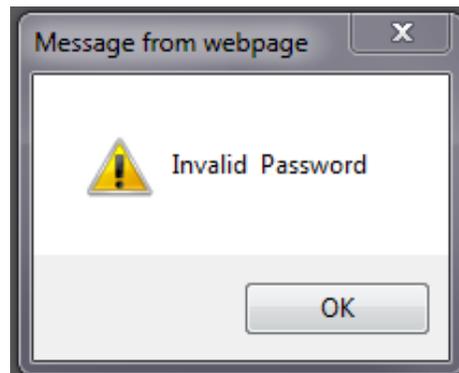


Figure 8 - Password Invalid

- Click the **OK** button. Click the **Password** field to highlight and re-enter the password
3. After the current password has been verified, enter the **New Password**. Your new password must contain:
- At least eight (8) characters
 - At least one lower case letter
 - At least one capital letter
 - At least one number
 - At least one special character

Change OSIS Password

DARLAJ

.....

D0#ickey 

confirm new password

Cancel **Change Password**

New Password
Enter your New OSIS Password

Figure 9 - New Password Entry

4. Verify the new password for compliance to password requirements and for accuracy using the **View** icon  .
 - Press the **<Tab>** key, or click the **Confirm New Password** field to continue

Change OSIS Password

DARLAJ

.....

.....

D0#ickey 

Cancel **Change Password**

Confirm New Password
Enter Your New OSIS Password Again

Figure 10- Confirm New Password

- Type the new password into the **Confirm New Password** field. Verify accuracy using the **View** icon  if needed (Figure 10).
5. Click the **Change Password** button **Change Password** .
 6. If any of the OSIS password criteria has not been met, or if the passwords do not match, an error message is displayed, indicating what should be corrected. Click **OK**  to continue.

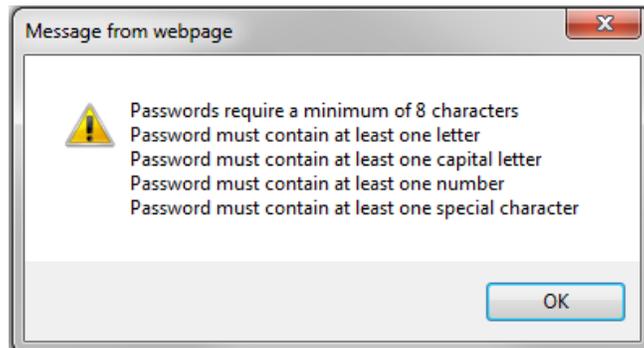


Figure 11- Password Criteria Error

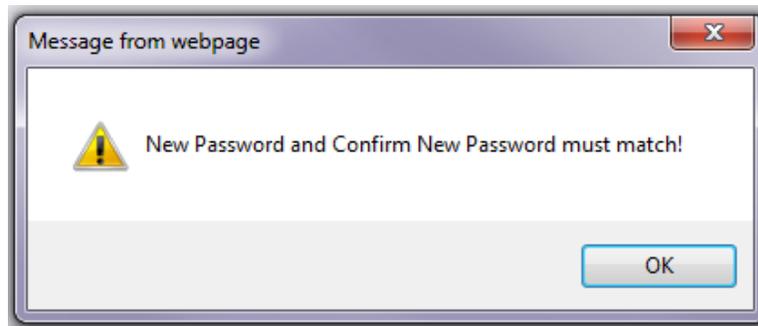


Figure 12- Password Confirmation Error

7. A password may be re-used after a 120-day period. If a user attempts to recycle a password prior to this timeframe, an error message is displayed:

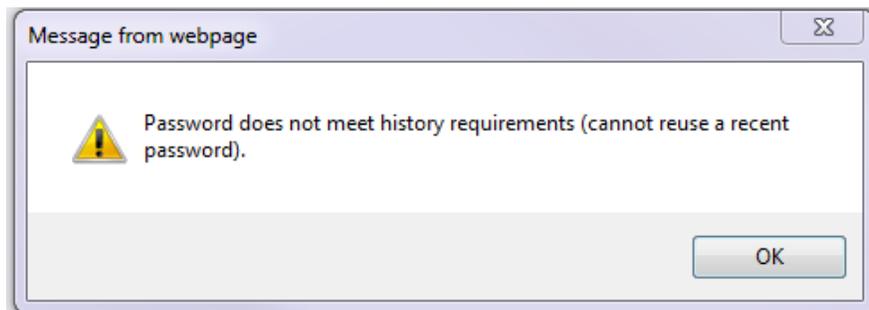


Figure 13-Password History Error

- a. Click the **OK** button to continue. Enter a **New Password** (Step 3).

8. Once completed, users are notified of a successful password change. Click **OK** to continue (Figure 14).

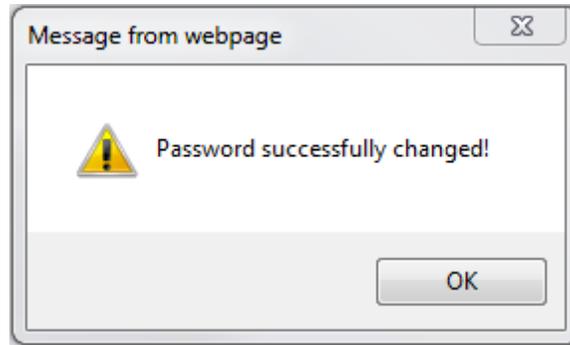


Figure 14-Password Changed Message

The user will be directed to the **OSIIS Log In** screen (Figure 1) and may now log into OSIIS with their **Username** and the newly updated **Password** (Steps 1 through 5).

The OSIIS system will also update your current password expiration date to 90 days from the current date.

Once successfully logged in, users can use the **OSIIS Homepage** to accurately manage Oklahoma's immunization resources and patients quickly and efficiently (Figure 5)!

Forgotten Password

If a user forgets their OSIS password, they can reset their password using the **Forgot Password?** hyperlink located on the OSIS login screen.

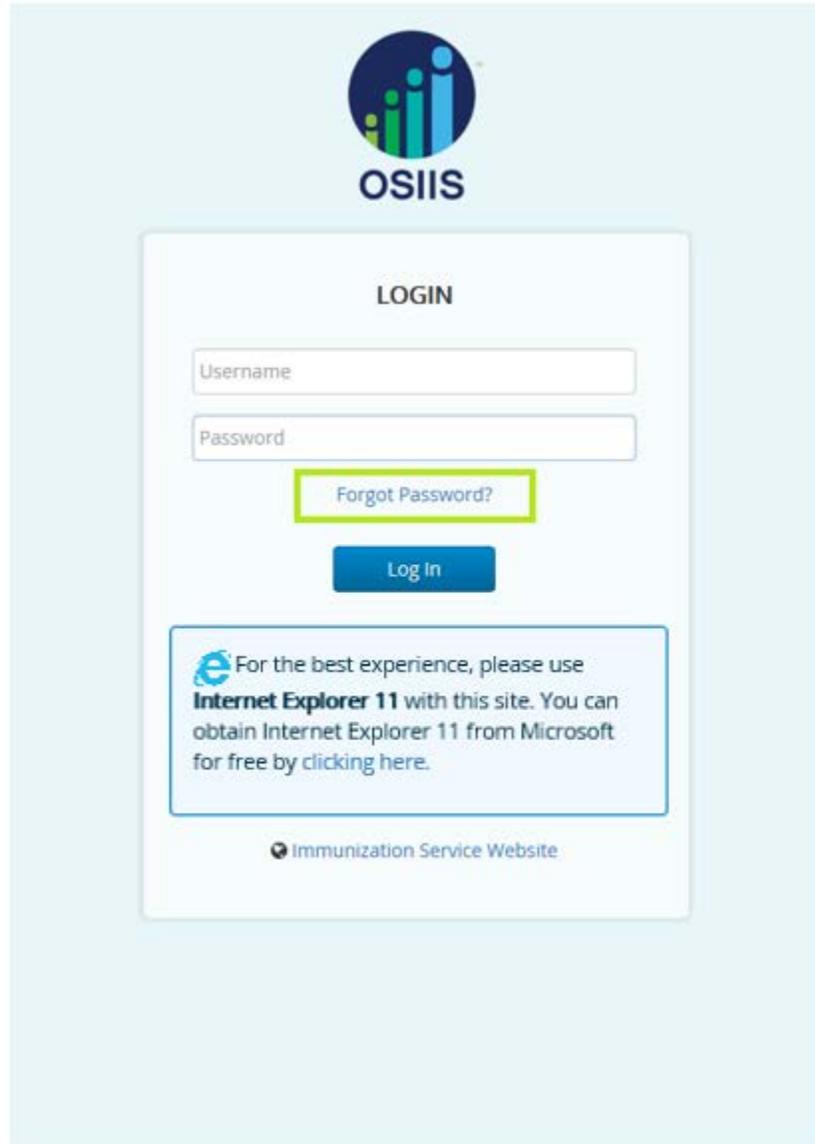


Figure 15 - Forgot Password Link

To use this feature, users must have a valid email address associated with their OSIS user account. The email address may be added or updated by contacting your OSIS Site Administrator or via the OSIS Help Desk at (405) 271-7200 or by e-mailing osiishelp@health.ok.gov.

To reset a password from the **OSIS Log In** screen:

1. Click the **Forgot Password?** Hyperlink to access the **Reset Password** window (Figure 16).

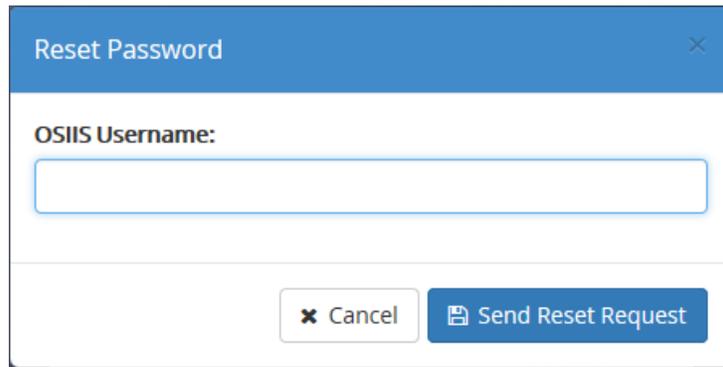


Figure 16- Reset Password Window

2. Enter the **OSIIS Username** then click the **Send Reset Request** button 
 - a. If the username is entered incorrectly or not found, an error message is displayed advising the user a valid email address **is not listed** within their OSIIS user profile

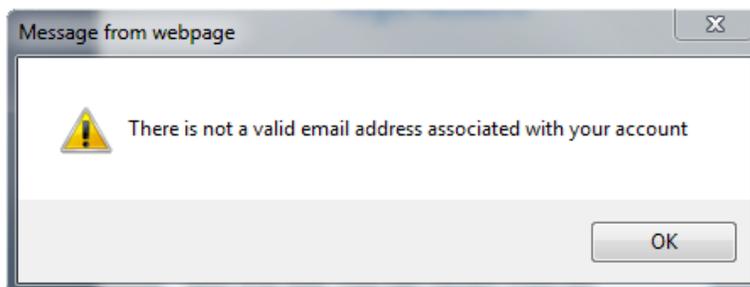


Figure 17- Email Address Error

***Note:** If the user selects the **<Enter>** key instead of **Send Reset Request**, an on-screen notification is sent indicating the login credentials are invalid

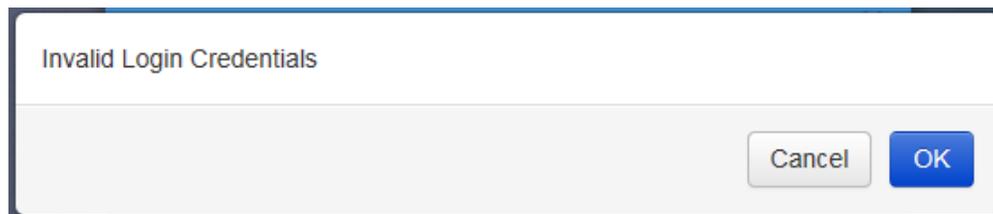


Figure 18- Invalid Login Message

Click the **OK** button to be directed back to the **Reset Password** screen. Click the **Send Reset Request** button



3. Successful entry of the username will result in a confirmation message being sent advising users to expect password reset instructions at their OSIIS-associated email address.

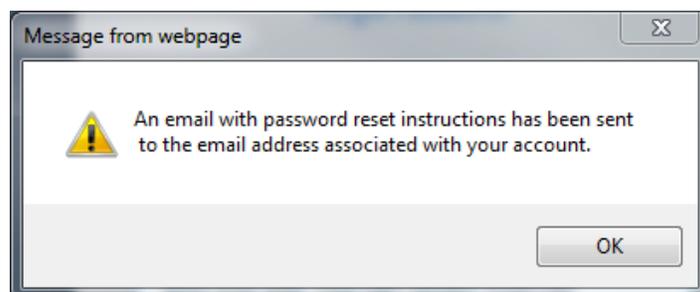


Figure 19- Reset Email Sent Message

4. Click the **OK** button to return to the login screen
5. Users will receive an email containing the link and URL to reset their password.

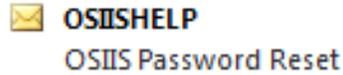


Figure 20 – OSISHelp Password Reset Email

6. Open the email and select '**Click Here**' to be directed to the **Reset OSIIS Password** screen

Hello ,

You (or someone pretending to be you) requested that your OSIISnet password be reset.

If you didn't make this request then ignore this email, no changes have yet been made.

If you did make this request, then [Click Here](#) to reset your password.

Reset URL: http://web-mws20-340/OSIISNet_Stage/SSReset.aspx?resetid=b34b4bac065b40578ffc7ec6a4b6be2a

Figure 21- OSIIS Reset Password Link

***Note:** The link within the **OSIIS Password Reset** email expires after **20 minutes**. Prompt attention to this email is therefore strongly recommended. Should the user attempt to use an expired password reset link, they will receive an error message through a webpage message:

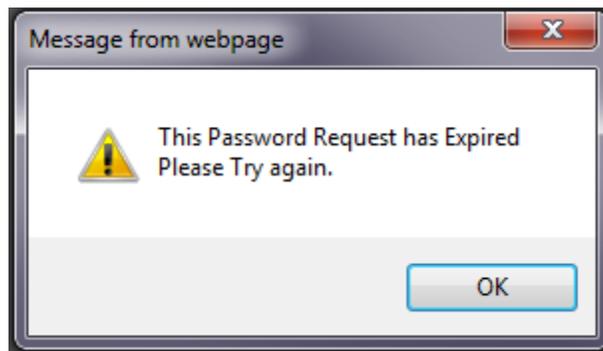


Figure 22- Password Reset Expired Error

7. At the **Reset OSIIS Password** screen, the **Username** field will be auto populated.

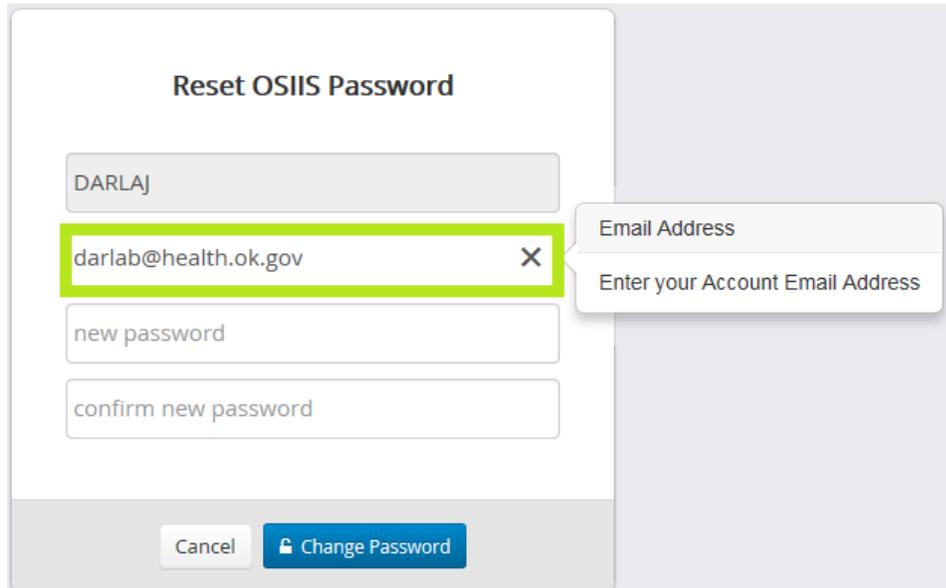


Figure 23- Reset OSiIS Password Screen

8. Enter the **Email Address** associated with your OSiIS account. Press the keyboard **<Tab>** key or click the **New Password** field to continue
9. Enter the **New Password**. Your new password must contain:
 - At least eight (8) characters
 - At least one lower case letter
 - At least one capital letter
 - At least one number
 - At least one special character
10. Verify the new password for rule adherence and accuracy using the **View** icon 

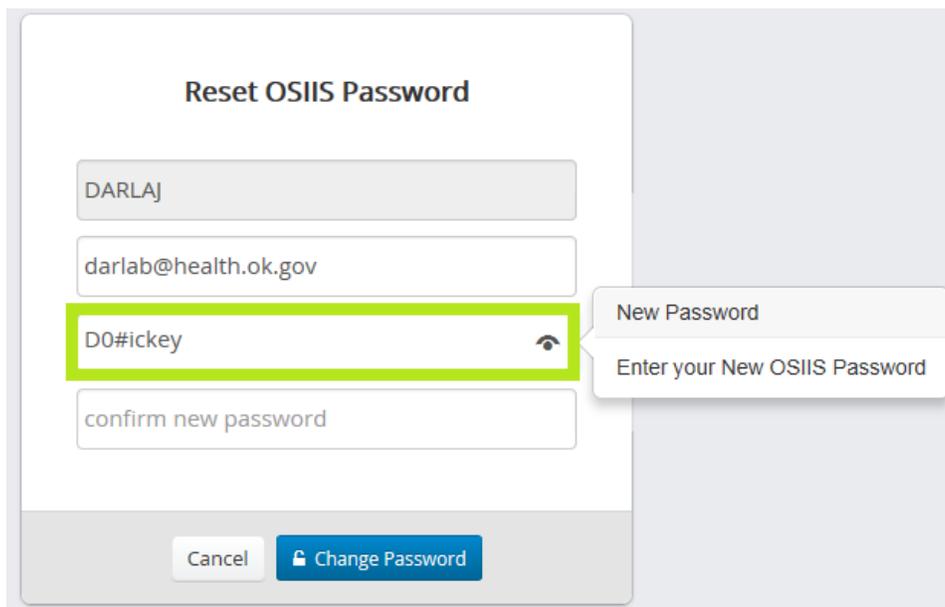


Figure 24- Reset OSiIS New Password

11. Press the **<Tab>** key, or click the **Confirm New Password** field to continue
 - a. Type the new password into the **Confirm New Password** field. Verify accuracy using the **View** icon  if needed.

Reset OSIS Password

DARLAJ

darlab@health.ok.gov

.....

D0#ickey

New Password Again

Enter your new OSIS Password Again

Cancel Change Password

Figure 25- OSIS Confirm New Password

12. Click the **Change Password** button .

The new password(s) will be verified for matching and compliance purposes. If any of the OSIS password and history criteria has not been met, an error message is displayed, indicating what should be corrected (refer to Figures 11 – 13). Users will need to click **OK** to continue and correct the indicated error(s).

Once the new password criteria have been satisfied, users are notified of a successful password change (refer to Figure 14). Click the **OK** button to continue. Users are then directed to the **OSIS Log In** screen (refer to Figure 1) and may now log into OSIS with their **Username** and the newly updated **Password** (Refer to Logging In section, steps 1-6).

OSIIS Homepage

The OSIIS **Homepage** serves as the system's central reference point. It is the gateway to the Oklahoma State Immunization Information System (OSIIS), the newest immunization information and vaccine management system developed for the State of Oklahoma.

The OSIIS **Homepage** performs a variety of functions. Once successfully logged in to OSIIS, users are directed to the homepage. Here, the user's default provider **Site** is identified. (Figure 26).

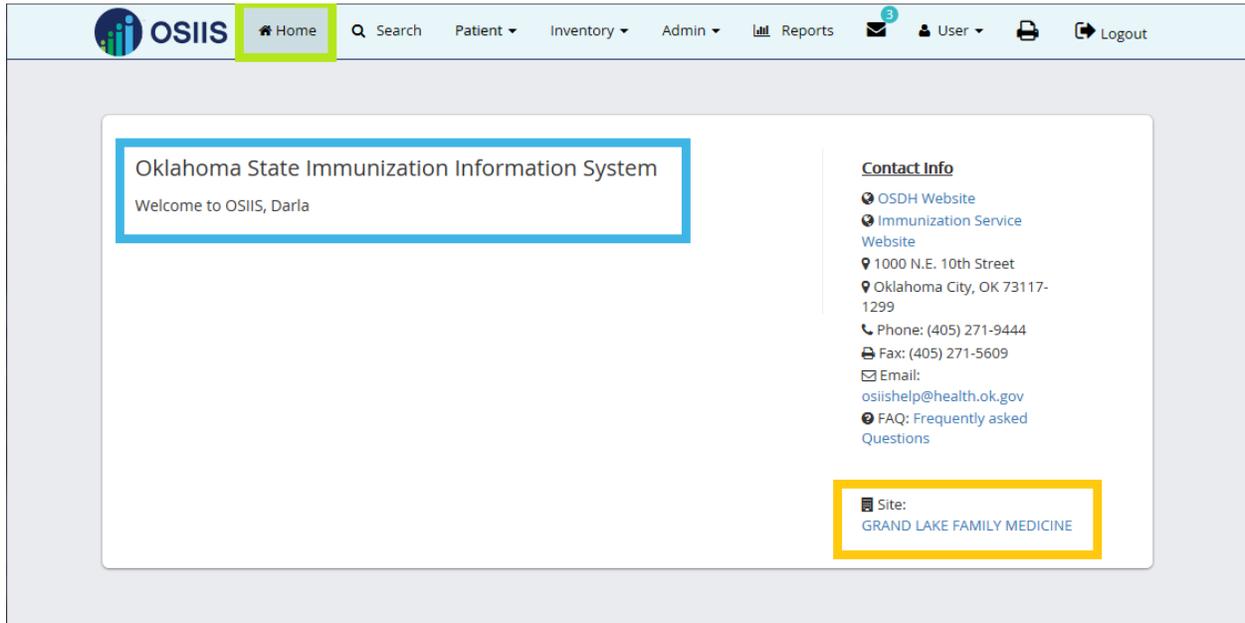


Figure 26- OSIIS Homepage- Default Site

The **Contact Information** section of the homepage offers easy access to hyperlinks for the **OSDH Website** and **Immunization Service Website** along with the OSIIS Help physical address, email, phone number and fax information. Also, a link to the **OSIIS FAQs** (Frequently Asked Questions) is featured in **Contact Info** and can offer users an additional resource to questions concerning OSIIS (Figure 27).

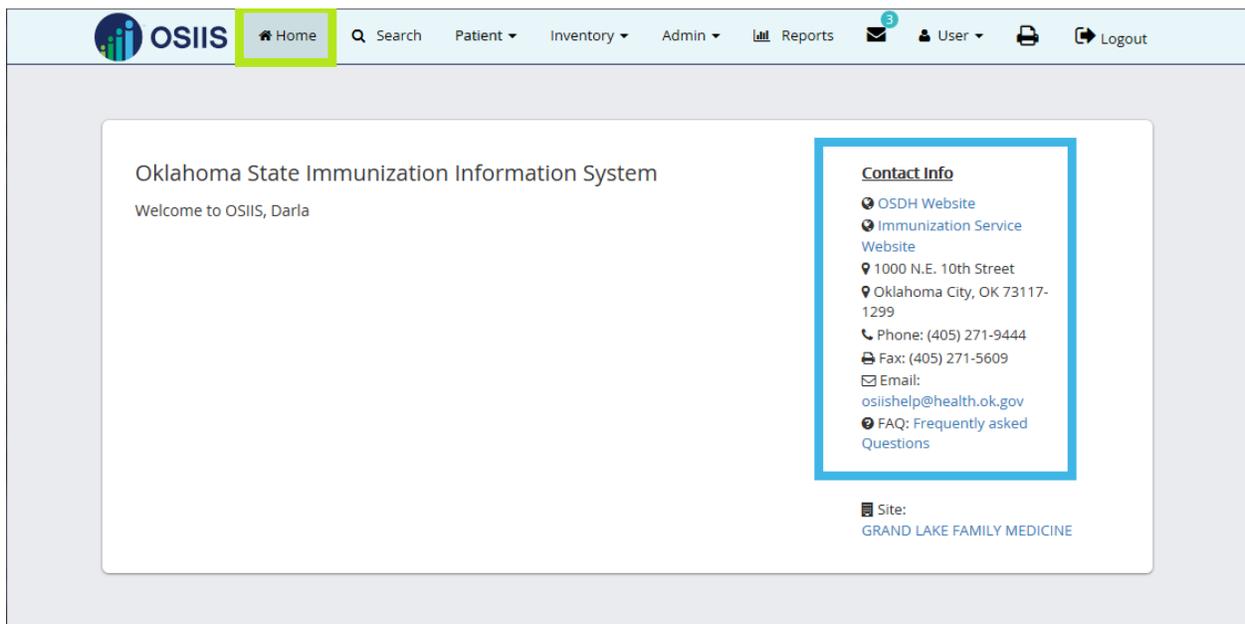


Figure 27 - OSIIS Homepage- Contact Information

OSIIS Toolbar

The **OSIIS Toolbar** allows the user to navigate through each function with clarity and ease. The user moves the cursor within the toolbar to highlight the drop-down list and then click the appropriate function

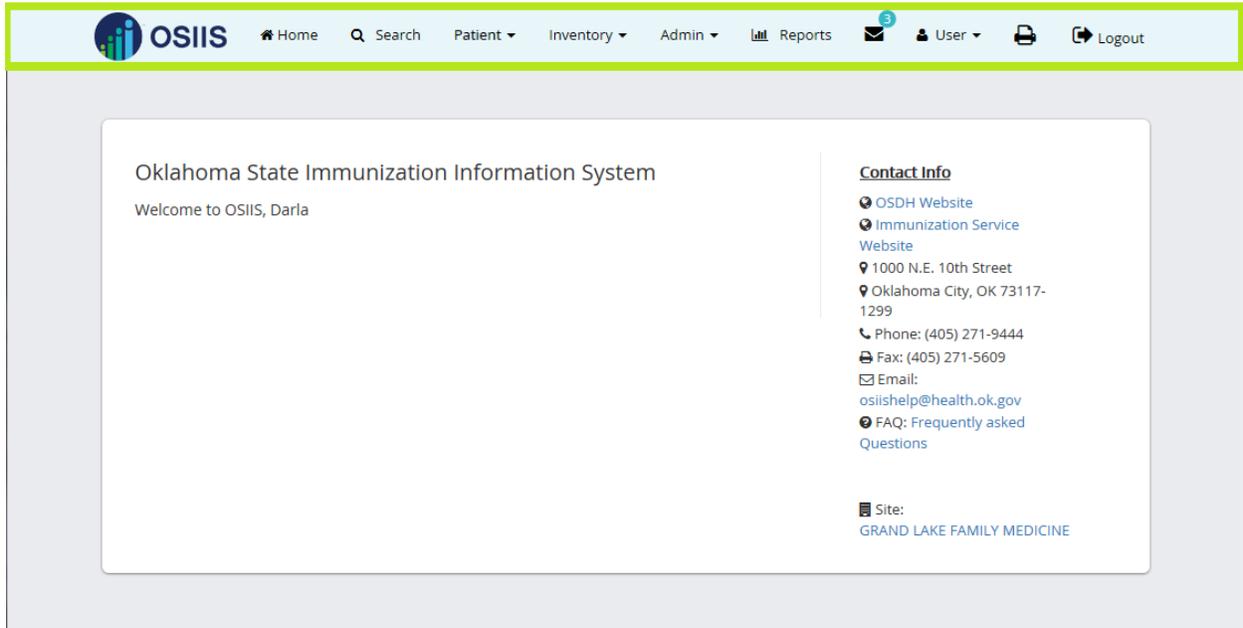


Figure 28 - OSIIS Homepage Toolbar

Modules displaying a down arrow  feature a drop-down menu of selectable functions (Figure 29).



Figure 29 - Patient Menu

Minimized Toolbar

Should the screen width of the **OSIIS Homepage** be reduced to less than 10 inches, the **Toolbar** appearance will change to a minimized format (Figure 30).

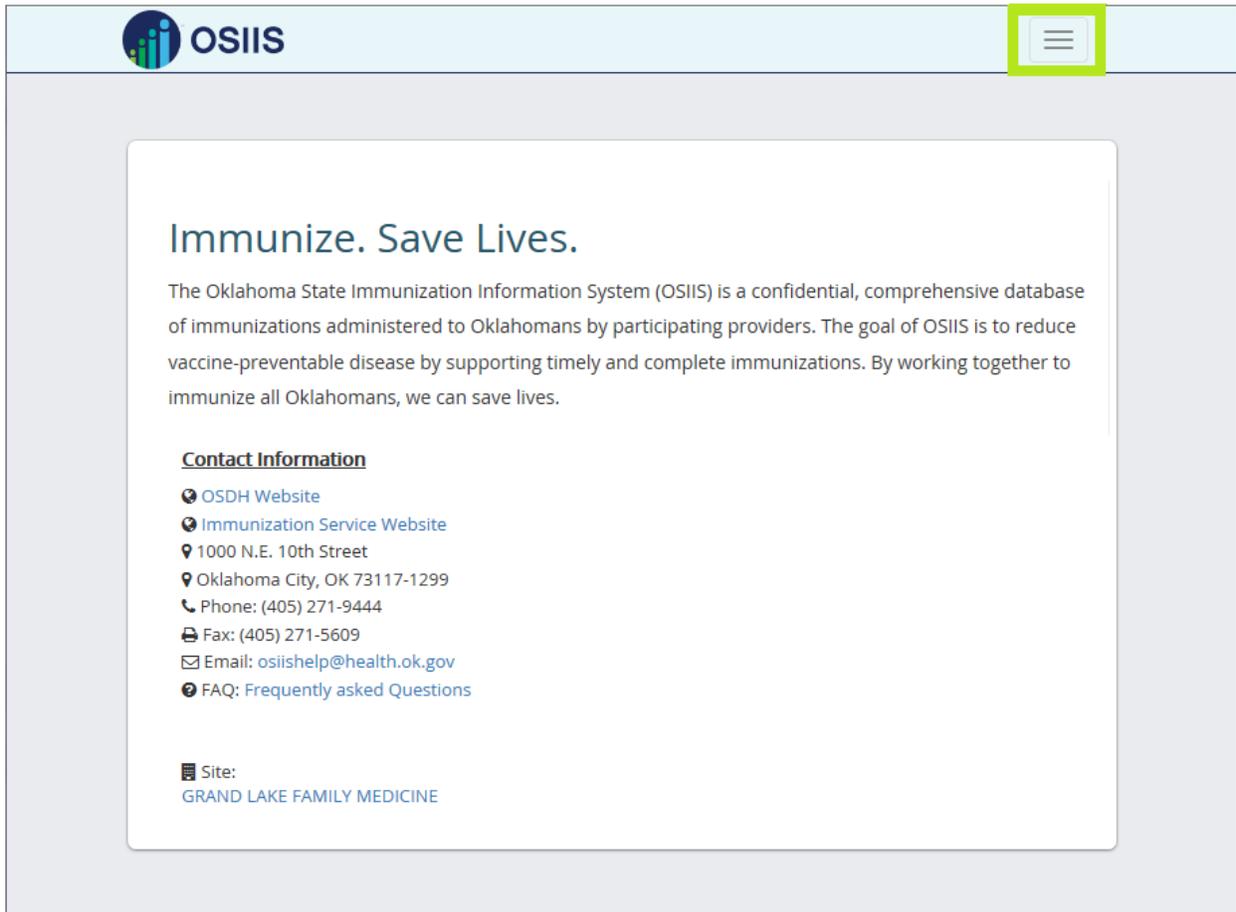


Figure 30 - Minimized Homepage – Toolbar Icon

In the minimized format, the Toolbar functions are accessed by clicking the highlighted Toolbar icon  (Figure 31).

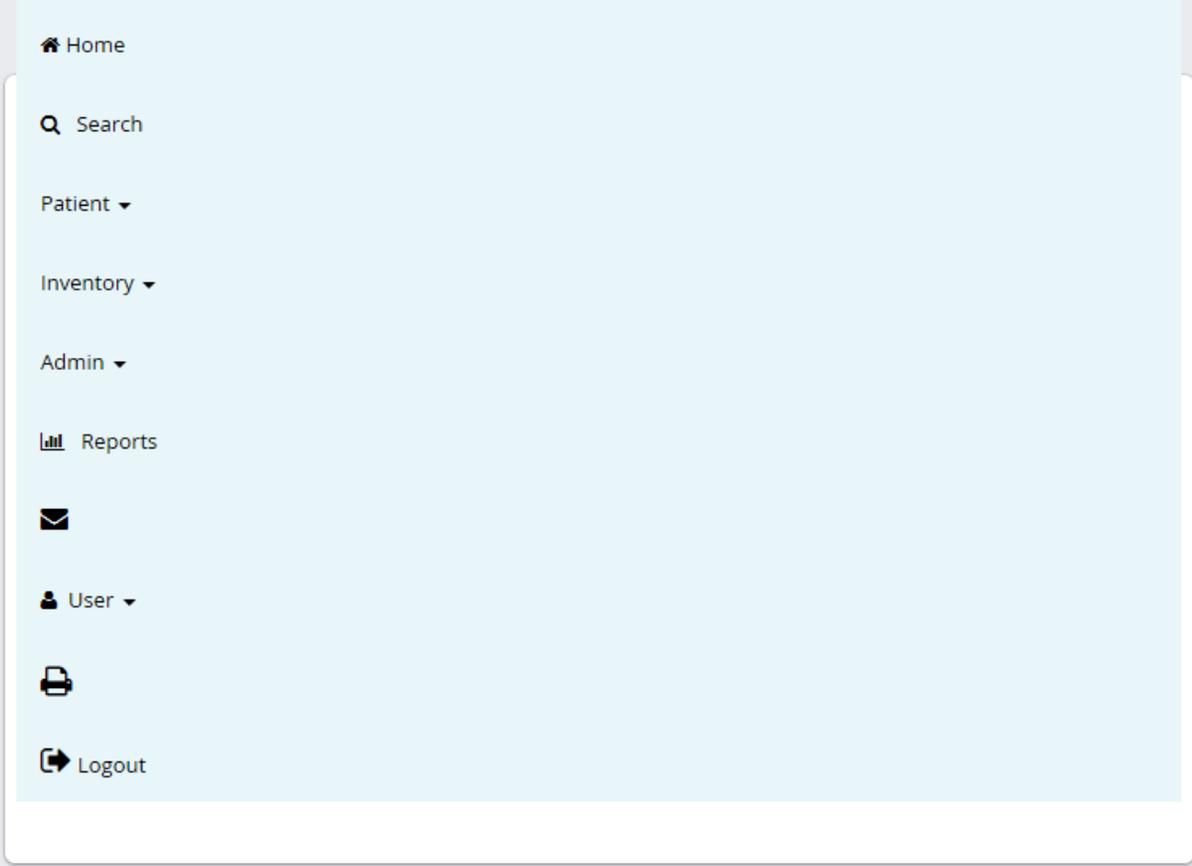
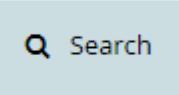


Figure 31 - Minimized Homepage Toolbar

- Table 1 lists each Icon/Feature and gives a brief description of its function on the OSIIS **Homepage**

Icon /Feature	How to access	Function
<p>Home</p> 	Left click on tab.	<p>Directs user to OSIIS Homepage. Features hyperlinks in Contact Info to the following: OSDH Website, Immunization Service Website, OSIS Helpdesk email address, Frequently Asked Questions (FAQ) and Site Profile. The Site Profile link provides a convenient resource to view various site parameters including but not limited to site users, type, address, status and shipping frequency.</p>
<p>Minimized Toolbar Icon</p> 	<p>Left click on Homepage Toolbar icon.</p> <p>Select functions using left click.</p>	Viewable when OSIIS viewing pane is less than 10.5 inches wide.
<p>Search</p> 	Left click on button.	Initiates OSIIS patient search and allows access to Search OSIIS Patients window

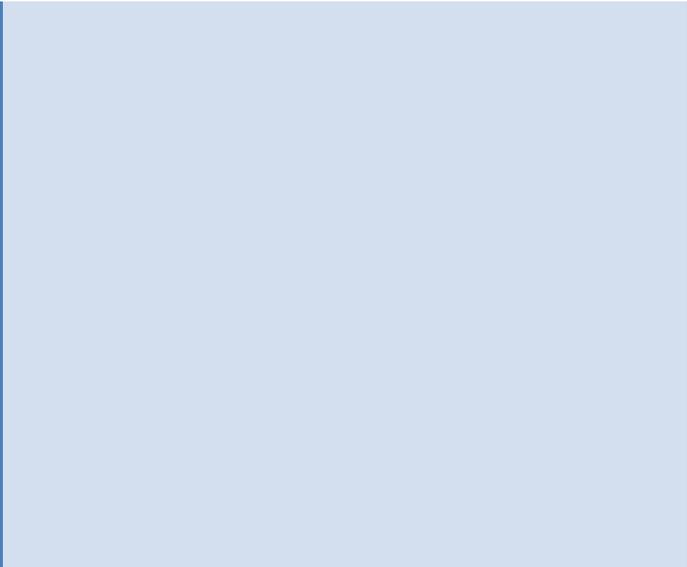
Demographics ID:



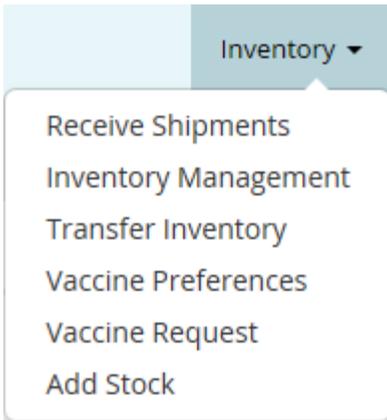
Patient



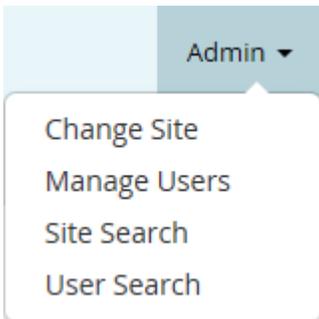
Inventory



—	System generated sequential identification number assigned to each OSIS patient
Left click on button	Allows user to search database using a methodology based on what a word sounds like, not just its spelling
Left click on button. Select functions using left click.	Drop-down menu enabling user to access patient specific functions within OSIS Add New Patient to a site, view and edit Patient Summary data, Demographics , Immunizations , History Shots and Progress Notes .
Left click on button. Select functions using left click.	Drop-down menu enabling users to access vaccine inventory specific functions within OSIS Receive Shipments , Inventory Management , Transfer Inventory , Vaccine Preferences , Vaccine Request and Add Stock



Admin



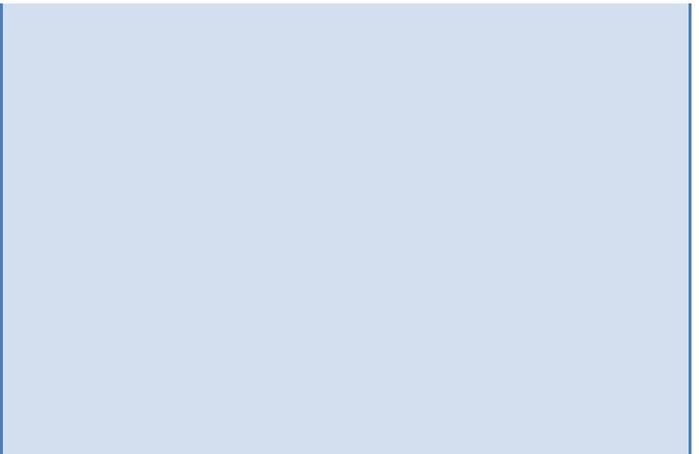
OSIIS Reports



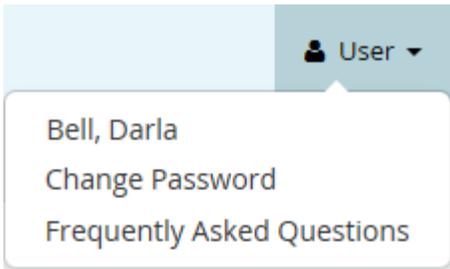
OSIIS Notifications Icon



User Profile



<p>Left click on Admin button.</p> <p>Select functions using left click.</p>	<p>Drop-down menu enabling user to access Administrative functions within OSIIS including the ability to Change Site, Manage Users, conduct a Site Search, and User Search.</p>
<p>Left click on tab. Select report to be generated from list provided. All-inclusive reports generally require a date range to collect data from. Site specific reports requirements vary according to report content.</p>	<p>Provides user access to generate 29 OSIIS reports; 11 all-inclusive site reports and 18 site specific reports</p>
<p>Left click on icon to access message window.</p>	<p>Advises users of number of pending notifications using four icons</p> <ul style="list-style-type: none"> System  Web User  Site  Shipping 
<p>Left click on tab See User Profile Outline</p>	<p>Identifies logged in user Allows access to view</p>



Print Icon



Log Out Icon



User Profile and Frequently Asked Questions. Users can also Change Password.	
Left click on tab	Allows user to print screen
Left click on tab	Logs user out of OSIS

Figure 32- OSIS Homepage Icons Functions

Search

The **Search**  feature gives OSIS users the capability to search for patient records throughout the OSIS database. Users may initiate a search by selecting the **Search** from the OSIS **Toolbar**.

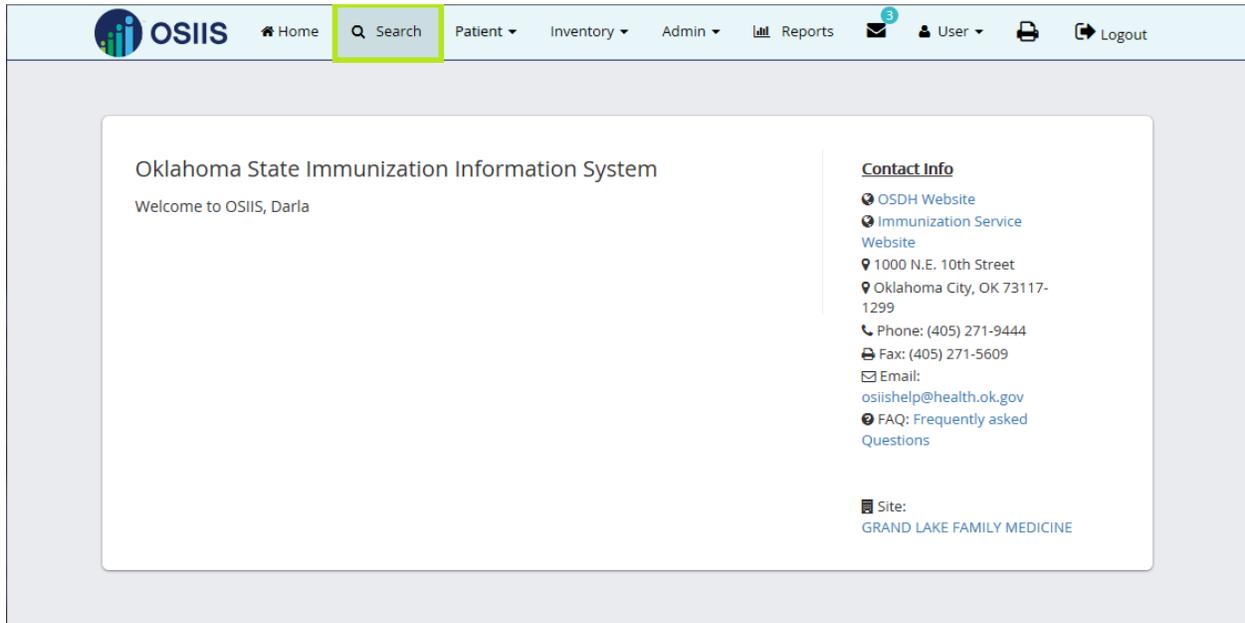


Figure 32 - OSIS Homepage- Search Tab

With the **Search OSIS Patient** window, users find patient records by searching through different categories of patient demographic data. Users can choose **one** of five searchable categories.

- **Demographics ID**
- **Last Name, First Name, Date of Birth**
- **Social Security Number**
- **Phone Number**
- **Street Address and Zip Code.**

Once the data is entered and the **Search** button  selected, a patient search is conducted throughout the OSIS database.

Three (3) types of results could be generated:

- No matches found;
- A single record match;
- List containing multiple possible patient matches.

***Note: Searches resulting in greater than 100 possible matching records are not listed. Users are instead instructed to refine their search criteria and begin again (Figure 34).**

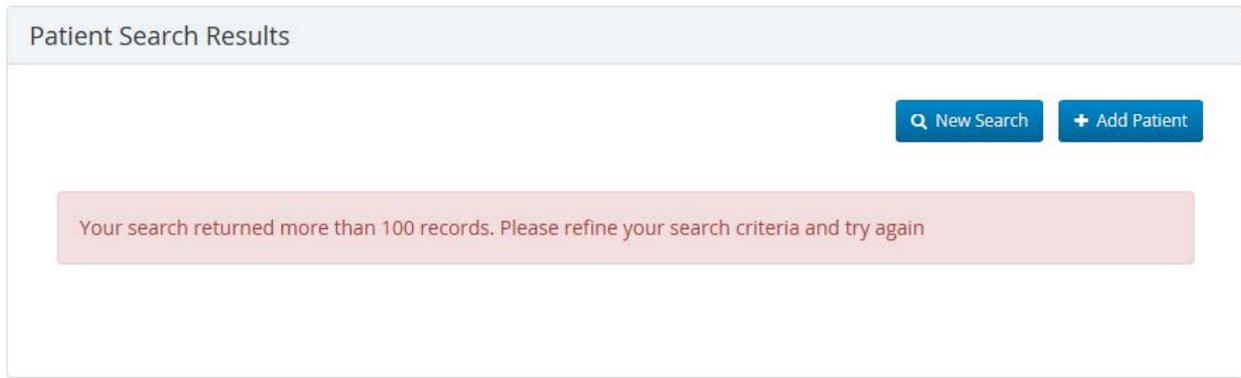


Figure 33 - Refine Patient Search

When only one matching record results from the search, the record is displayed on screen using the **Patient Summary** tab (Figure 36). Searches resulting in two or more possible matches are listed alphabetically (Figure 38).

Demographics ID

The **Demographics ID** is a unique, system-generated identifier assigned to the patient. Using this number will result in a single patient record being returned. The patient's record is then displayed in the **Patient Summary** tab (Figure 35).

- Enter the patient's **Demographic ID**

The image shows a dialog box titled "Search OSIS Patients". The "Demographics ID" field is highlighted with a green border and contains the value "522042". Below this field is an "OR" separator. There are several other input fields: "Last Name" (placeholder: last name), "First Name" (placeholder: first name), "DOB" (placeholder: mm-dd-yyyy), "SSN" (placeholder: #####), "Phone" (placeholder: #####), "Street" (placeholder: street address), and "Zip Code" (placeholder: #####). At the bottom of the dialog, there are four buttons: "Reset", "Cancel", "Search with Soundex", and "Search". The "Search" button is highlighted with a green border.

Figure 34- Search OSIS Patients- Demographics ID

1. Click the **Search** button or press the **Enter** key on the keyboard. The patient record matching the entered **Demographics ID** will be displayed (Figure 36).

Patient MITCHELL, DANA E, L DOB: 2/8/1980 Age: 35 y 10 m 10 d Demographics ID: 522042 Schedules Shot Record

Summary Demographics Immunizations History Shots Progress Notes

Patient Summary

Last Update			
November 20th 2015, 5:40:16 pm			
Demographics ID	Last Name	First Name	Middle Name
522042	MITCHELL	DANA E	L
DOB		Status	
2/8/1980		Active	
Suffix	Gender	SSN	
	F	XXX-XX-8388	
Birth State	Language	Mother's Maiden Name	
	English		
Race			
White			
County			
OKLAHOMA			
Comments			
FILE CLOSED TO 4201 ON 1-18-09			

Patient Addresses

Client Addresses				
Street	City	State	Zip	Actions
8001 BLACKBIRD LN	EDMOND	OK	73034-9030	

Patient Guardians

Client Guardians				
Last Name	First Name	Middle	Relation Type	Actions

Patient Contacts

Client Contacts			
Priority	Contact Type	Contact Number	Actions
1	Cell Phone	4053141094	
2	Message Phone	4056580052	

Figure 35 - Demographics ID Search Result

Last Name, First Name, DOB

Using the **Last Name, First Name, DOB** (date of birth) search criteria, users have some flexibility. A partial **Last Name** or **First Name** can be utilized, a full name with no **DOB** or the **DOB** alone. Searching in this manner however, may result in numerous possible matching records. To decrease the quantity of possible matches, use the following guidelines:

- Use the **DOB** whenever possible
- Use entire **Last Name** and **First Name**
- Ensure patient's **Last Name** and **First Name** are spelled correctly

For example, the following search used the patient's **Last and First Name** without the **DOB** (Figure 37)

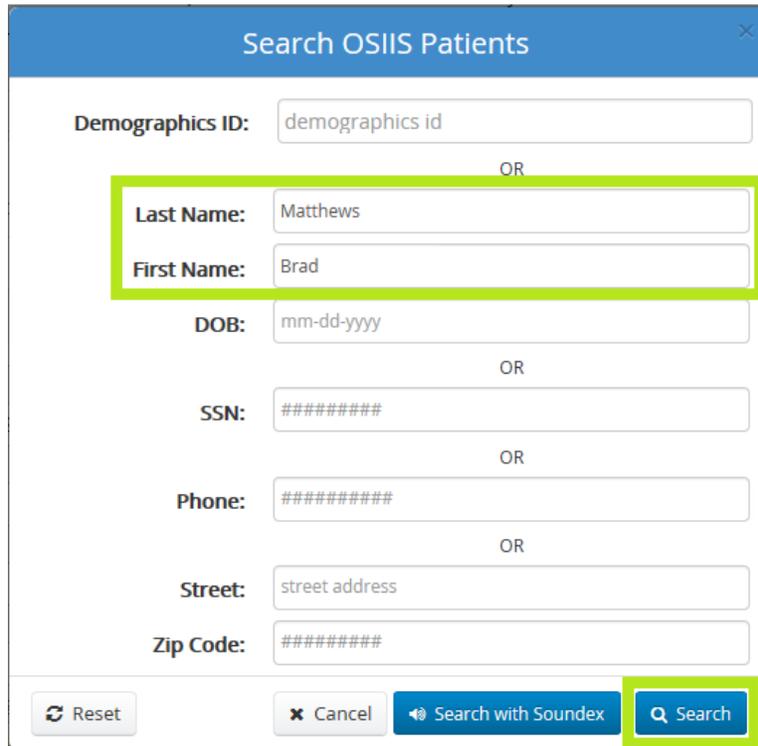


Figure 36-Search OSIS Patients - Last and First Name Only

Results for this search include three possible matching records. Since the character string for the **Last Name** and **First Name** are determined, but the **DOB** was not entered, the **Patient Search Results** will list all possible matching records with **Last Name** character string 'Matthews', and **First Name** character string 'Brad' with any **DOB** (Figure 38).

Patient Search Results

10 records per page Search:

DemographicsID	First	Last	Middle	DOB	Gender	SSN	Mothers Maiden	Status	Multi-Birth	Actions
1377073	BRADLEY	MATTHEW		10/12/1987	M	null	null	1	false	   
290907	BRAD	MATTHEWS	W	5/15/1969	M	null	null	1	false	   
252893	BRADELYN	MATTHEWS	R	5/14/1996	F	XXX-XX-7351	HOXXXXX	1	false	   
1603859	BRADY	MATTHEWS	L	5/9/1994	M	null	null	1	false	   

Showing 1 to 4 of 4 entries

Figure 37 - Patient Results List - No DOB

The Patient Summary for any record listed in the **Patient Search Results** can be viewed by selecting the **View** icon , located in the **Actions** column.

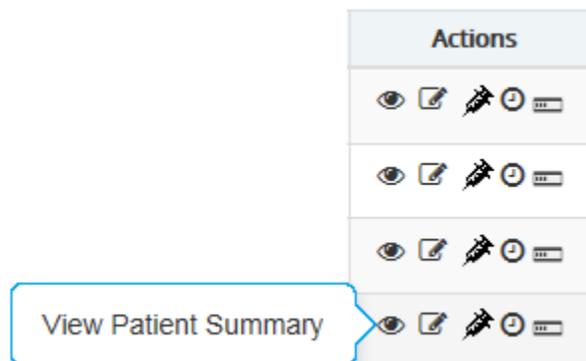


Figure 38 -View Patient Summary

Viewing the **Patient Summary** can greatly assist in determining an accurate record match since additional patient demographic data can be verified, such as the patient’s address or phone number.

To return to the previously generated search results, use your browser window’s Back button .

Soundex Search

Users may also employ the **Search with Soundex** button  to find a patient record. This search method can be helpful if the spelling of a patient’s **Last Name** is unknown. The **Soundex** method filters results based on what a name sounds like.

***Note:** Using a **Soundex** search can generate numerous possible matches. The number of possible matching results that can be returned is limited to 100 patient records.

To search using Soundex (Figure 39):

- Enter the patient’s **Last Name**, *Quack* and **First Name**, *Don*.
- Click the **Search with Soundex** button

Figure 39- Search OSIS Patient with Soundex

In this example, results from the patient search generated three possible matches. The patient, Dan Quach’s record is listed (Figure 41).

Patient Search Results

10 records per page Search:

DemographicsID	First	Last	Middle	DOB	Gender	SSN	Mothers Maiden	Status	Multi-Birth	Actions
1163934	DAN	QUACH	N H	12/25/1993	M	null	null	1	false	
1616702	DUYEN	QUACH	THI	4/24/1984	F	null	UNXXXXX	1	false	
1689647	DIANA	QUICK	J	1/7/1939	M	XXX-XX-7663	SMXXXXX	1	false	

Showing 1 to 3 of 3 entries

Figure 40 - Soundex Patient Results

Social Security Number (SSN)

Using a patient’s Social Security Number will result in a single record match. Although only the last 4 digits of the SSN are viewable on the **Patient Summary** (Figure 42), the entire number is utilized within the search to generate a match.

- Enter the patient’s **Social Security Number** in the format shown.

Search OSIS Patients

Demographics ID: demographics id

OR

Last Name: last name

First Name: first name

DOB: mm-dd-yyyy

OR

SSN: 382648216

OR

Phone: #####

OR

Street: street address

Zip Code: #####

Reset Cancel Search with Soundex Search

Figure 41 – Search OSIS Patient- SSN

- Click the **Search** button or press the <Enter> key on the keyboard. The patient record matching the entered **Social Security Number** will be displayed (Figure 43).

Patient

LEWIS, CEDRIC, BANDERA DOB: 7/9/1959 Age: 56 y 5 m 12 d Demographics ID: 3340433 Schedules Shot Record

Summary Demographics Immunizations History Shots Progress Notes

Patient Summary

Last Update			
November 24th 2015, 3:35:33 pm			
Demographics ID	Last Name	First Name	Middle Name
3340433	LEWIS	CEDRIC	BANDERA
DOB		Status	
7/9/1959		Active	
Suffix	Gender	SSN	
Jr	M	XXX-XX-8216	
Birth State	Language	Mother's Maiden Name	
MS	English	CRXXXXX	
Race			
Black/African American			
County			
OKLAHOMA			
Comments			

Patient Addresses

Client Addresses				
Street	City	State	Zip	Actions
1211 W HEFNER RD% 23269	OKLAHOMA CITY	OK	73114	👁

Patient Guardians

Client Guardians				
Last Name	First Name	Middle	Relation Type	Actions

Patient Contacts

Client Contacts			
Priority	Contact Type	Contact Number	Actions

Figure 42- SSN Search Results

***Note:** The patient's entire SSN is viewable within the Demographics tab

Phone Number

A phone number search can accurately in locating the patient's record, provided the number was associated to the patient's record when it was created or last updated. Multiple possible matching records can be returned when:

- Phone number is used for multiple related patients (family members)
- Phone number has been redistributed by phone carrier

To initiate a patient search using the patient's phone number:

- Enter the patient's **Phone Number** in the format shown (Figure 44).

Search OSIS Patients

Demographics ID:

OR

Last Name:

First Name:

DOB:

OR

SSN:

OR

Phone:

OR

Street:

Zip Code:

Figure 43 - Search OSIS Patient - Phone Number

- Click the **Search** button or press the **Enter** key on the keyboard. The patient record matching the entered **Phone Number** will be displayed (Figure 45).

Patient BOYD, C., L DOB: 1/5/1965 Age: 50 y 11 m 16 d Demographics ID: 3340435 Schedules Shot Record

Summary Demographics Immunizations History Shots Progress Notes

Patient Summary

Last Update
December 8th 2015, 8:26:48 am

Demographics ID	Last Name	First Name	Middle Name
3340435	BOYD	C.	L

DOB: 1/5/1965 Status: Active

Suffix: Gender: M SSN:

Birth State: TX Language: English Mother's Maiden Name: SHXXXX

Race: Black/African American

County: OKLAHOMA

Comments:

Patient Addresses

Client Addresses				
Street	City	State	Zip	Actions
653 NW 116TH ST	OKLAHOMA CITY	OK	73114	

Patient Guardians

Client Guardians				
Last Name	First Name	Middle	Relation Type	Actions

Patient Contacts

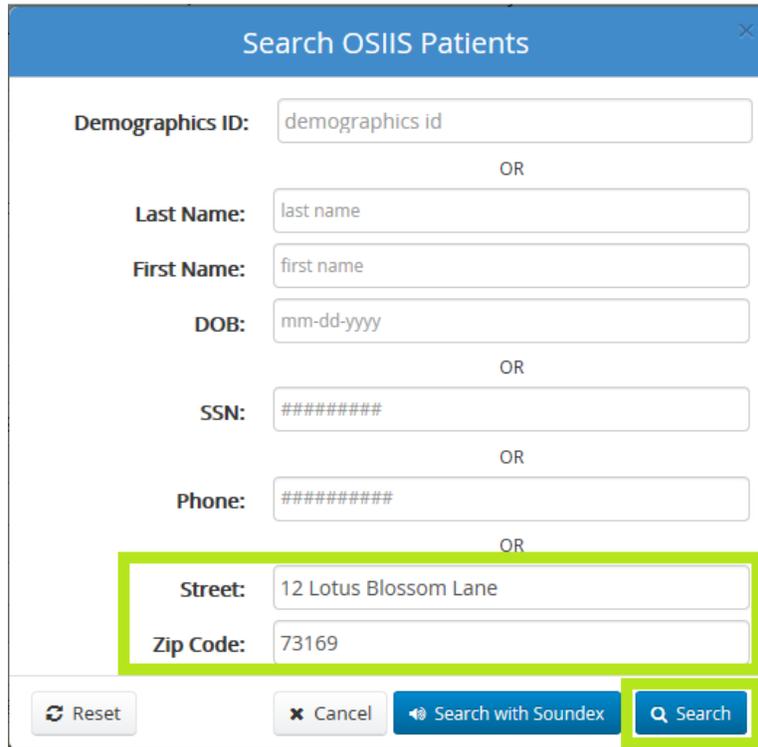
Client Contacts			
Priority	Contact Type	Contact Number	Actions
1	Home Phone	4053817265	

Figure 44 –Phone Number Search Result

Street Address and Zip Code

The patient's **Street Address** and **Zip Code** or **PO Box** can also be used to locate matching records in OSIS. These two should always be used in tandem to minimize the number of possible matching records generated from repetitive street names. Using the patient's apartment number, if applicable, helps to more accurately pin point a patient's record, since most apartment buildings use the same numerical address.

- Enter the patient's **Street Address** and **Zip Code** (Figure 46)



Search OSIS Patients

Demographics ID: demographics id

OR

Last Name: last name

First Name: first name

DOB: mm-dd-yyyy

OR

SSN: #####

OR

Phone: #####

OR

Street: 12 Lotus Blossom Lane

Zip Code: 73169

Reset Cancel Search with Soundex Search

Figure 45 - Search OSIS Patients - Street Address and Zip Code

- Click the **Search** button  or press the <Enter> key on the keyboard. The patient record matching the entered **Street Address** and **Zip Code** will be displayed (Figure 47).

Patient KILMAN, MARCUS, LEE DOB: 7/9/1959 Age: 56 y 5 m 13 d Demographics ID: 3340467 Schedules Shot Record

Summary **Demographics** Immunizations History Shots Progress Notes

Patient Summary

Last Update			
December 22nd 2015, 9:33:24 am			
Demographics ID	Last Name	First Name	Middle Name
3340467	KILMAN	MARCUS	LEE
DOB		Status	
7/9/1959		Active	
Suffix	Gender	SSN	
	M	XXX-XX-1854	
Birth State	Language	Mother's Maiden Name	
CA	English	LEXXXX	
Race			
Black/African American			
County			
CLEVELAND			
Comments			

Patient Addresses

Client Addresses				
Street	City	State	Zip	Actions
12 LOTUS BLOSSOM LANE	NORMAN	OK	73169	

Patient Guardians

Client Guardians				
Last Name	First Name	Middle	Relation Type	Actions

Patient Contacts

Client Contacts			
Priority	Contact Type	Contact Number	Actions
1	Home Phone	4052545469	

Figure 46 – Street Address and Zip Code Search Results

- If no patient record matches the search criteria provided, the patient search results will indicate that no records were found (Figure 48).

Patient Search Results

New Search + Add Patient

Your search returned 0 records. Please refine your search criteria and try again

Figure 47 – Search OSIS Patients - Zero Results Found

Patient

Add New Patient

To prevent duplication and maximize the integrity of the OSIS patient database, a Patient Search is required before a new patient can be added into the system, a **Patient Search** is the initial process to be completed *prior* to adding a new patient into OSIS. Incorporating this feature as a precursor to adding a new patient reduces the number of duplicate records inadvertently created.

Once the patient search is completed without any positive matches, the user can then select the **Add Patient** button, located on the **Patient Search Results** window, directs users to the **Patient Demographics** screen. Here, essential and required patient information (marked with a red asterisk *****) is captured.

Once saved, the patient record is created and assigned a **Demographics ID**. The patient's record is displayed in a tabular format and consists of the **Patient Summary, Demographics, Immunizations, History Shots** and **Progress Notes**. Users may also print a patient's **Shot Record** and **Schedules**. Adding a new patient can be cancelled at any time prior to saving by selecting the **Cancel** button.

For detailed instructions on use of the **Search** feature, please refer to the **Search** section of this User Guide.

From the **OSIS Homepage** screen:

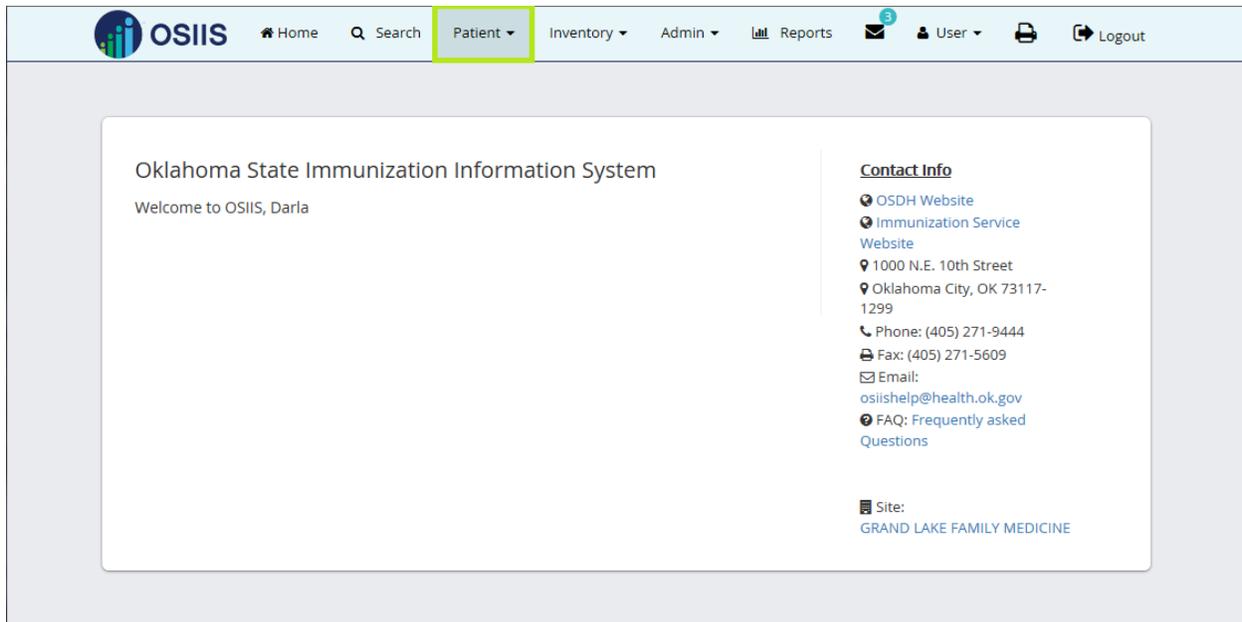


Figure 48 - OSIS Homepage- Patient Tab

To begin adding a New Patient:

1. On the main menu toolbar, click **Patient** and select **Add New Patient** (Figure 50).



Figure 49 - Patient Menu - Add New Patient

2. Search the OSIS patient database using **one** of the four search criteria:
 - **Last Name and First Name and Date of Birth**
 - Enter patient's name and DOB as indicated. Proceed to **Step 3**.

A screenshot of the "Search OSIS Patients" form. The form has a blue header with the title "Search OSIS Patients" and a close button. Below the header, there are several search criteria sections separated by "OR" labels. The first section is "Demographics ID:" with a text input field containing "demographics id". The second section, highlighted with a yellow border, contains "Last Name:" (input: "last name"), "First Name:" (input: "first name"), and "DOB:" (input: "mm-dd-yyyy"). The third section is "SSN:" (input: "#####"). The fourth section is "Phone:" (input: "#####"). The fifth section is "Street:" (input: "street address") and "Zip Code:" (input: "#####"). At the bottom, there are four buttons: "Reset", "Cancel", "Search with Soundex", and "Search".

Figure 50 - Patient Search-Last Name, First Name, DOB

- **or Social Security Number**
 - Enter patient's SSN without dashes. Proceed to **Step 3**.

The screenshot shows a web form titled "Search OSIS Patients" with a blue header and a close button (X) in the top right. The form contains several input fields for patient information, separated by "OR" labels. The fields are: Demographics ID (placeholder: demographics id), Last Name (placeholder: last name), First Name (placeholder: first name), and DOB (placeholder: mm-dd-yyyy). The SSN field (placeholder: #####) is highlighted with a green border. Below it are the Phone (placeholder: #####), Street (placeholder: street address), and Zip Code (placeholder: #####) fields. At the bottom, there are four buttons: "Reset" (with a refresh icon), "Cancel" (with an X icon), "Search with Soundex" (with a speaker icon), and "Search" (with a magnifying glass icon).

Figure 51 - Patient Search - SSN

or Phone Number

- Enter the patient's 10-digit phone number without spaces or special characters. Proceed to **Step 3.**

This screenshot is identical to Figure 51, showing the "Search OSIS Patients" form. In this version, the "Phone" field (placeholder: #####) is highlighted with a green border, while the SSN field is not. All other fields and buttons remain the same as in Figure 51.

Figure 52 - Patient Search - Phone Number

- **or Street Address and Zip Code**

- Enter the patient's address and 5-digit zip code where indicated.

Figure 53 - Patient Search - Street Address and Zip Code

3. Click the **Search** button .

- If the **Last Name, First Name, DOB** search option is employed and the spelling of a patient's name is uncertain, using the **Search with Soundex**  button can be more helpful. This search method filters results based on what a name sounds like.

Note: Using **Search with Soundex can generate numerous possible matches. The number of results returned is limited up to 100 records.*

Once the patient search results in no possible matching records, users may add the patient to the OSIS database (Figure 55).

Figure 54 – Search OSIS Patients - Zero Results Found

4. Click the **Add Patient** button . User will be directed to a blank **Demographics** form where the new patient's immunization record is created.

Demographics

Users can access an existing patient’s **Demographics** by selecting **Patient > Demographics** from the **OSIIS Homepage** toolbar (Figure 56). From this point, the OSIIS **Search** feature is engaged to locate the patient’s record (for detailed instructions on use, refer to the **Search** section of this User Guide).

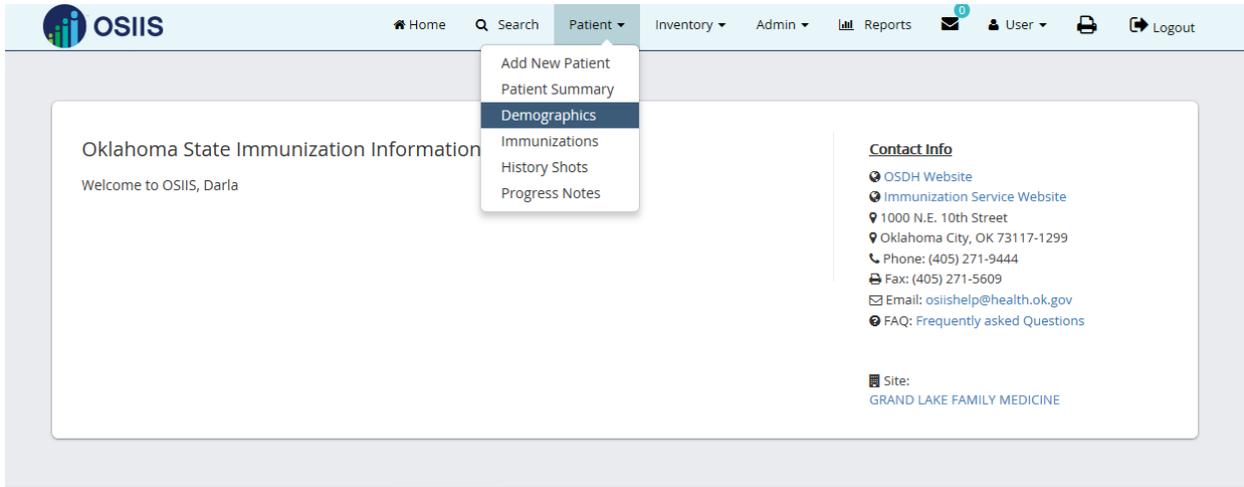


Figure 55 - OSIIS Homepage –Demographics

If the **Search** criteria used to locate a patient’s record results in a single match, the **Demographics** tab is displayed (Figure 57).

Patient MATTHEWS, BRADY, L DOB: 5/9/1994 Age: 21 y 7 m 14 d Demographics ID: 1603859 Schedules Shot Record

Summary **Demographics** Immunizations History Shots Progress Notes

Patient Demographics

***= Required Field**

Demographics ID: 1603859 Last Update: Friday, November 20, 2015 5:53:51 PM

Last Name: * MATTHEWS **First Name: *** BRADY **Middle Name: *** L No Middle Name

Suffix: -Select- **DOB: *** 5/9/1994 **Gender: *** Male

Birth Country: * U.S.A. **Birth State: *** Oklahoma **SSN:** ssn

Language: * English Multiple Birth? **Ethnicity: *** Not of Hispanic or Latino Orig

Patient Status: * Active **Mothers Maiden Name: *** mothers maiden name Maiden Name Unknown

Medicaid Number: medicaid # **Medicaid Last Name:** medicaid last name **Medicaid First Name:** medicaid first name

Race: *
 American Indian/Alaskan Native Asian Black/African American Native Hawaiian/Other Pacific Islander White
 Race Was Not Self Declared Foster Child

Site Status (GRAND LAKE FAMILY MEDICINE): -Select-

Street 1: * 108 WACO RD **Street 2:** street 2

City: * ANDARKO **State: *** Oklahoma **Zip: *** 73005 **County:** CADDO

Allow Contact Bad Address **Birth Facility:** birth facility

Comments:
 Comments

Patient Contacts

Client Contact Numbers						
Priority	Type	Name	Phone Number/Email	Extension	Allow Contact	Actions
1	Home Phone		(405) 247-6839		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Patient Guardians

Client Contact Guardians			
Last Name	First Name	Relation Type	Actions
HADDON	JILL	Legal Guardian	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Figure 56 - Demographics Search Results

Two or more possible matching results are displayed in a list format (Figure 58). To view the patient’s demographics information, click the **Edit** icon  .

Patient Search Results

records per page
 Search:

DemographicsID	First	Last	Middle	DOB	Gender	SSN	Mothers Maiden	Status	Multi-Birth	Actions
290907	BRAD	MATTHEWS	W	5/15/1969	M	null	null	1	false	   
252893	BRADELYN	MATTHEWS	R	5/14/1996	F	XXX-XX-7351	HOXXXXX	1		Edit Patient Demographics
1603859	BRADY	MATTHEWS	L	5/9/1994	M	null	null	1	false	   

Showing 1 to 3 of 3 entries

Figure 57 -Multiple Results -Demographics Icon

New patient records are created in OSIS by initially conducting a patient search. Once it has been established the patient has no existing record, users may enter the required patient information into a blank Demographics form (Figure 59).

Patient

Summary **Demographics** Immunizations History Shots Progress Notes

Patient Demographics

***= Required Field**

Demographics ID: Last Update:

Last Name: * **First Name: *** **Middle Name: *** No Middle Name

last name first name middle name

Suffix: **DOB: *** **Gender: ***

-Select- date of birth -Select-

Birth Country: * **Birth State: *** **SSN:**

-Select- -Select- ssn

Language: * Multiple Birth? **Ethnicity: ***

-Select- -Select-

Patient Status: * **Mothers Maiden Name: *** Maiden Name Unknown

-Select- mothers maiden name

Medicaid Number: **Medicaid Last Name:** **Medicaid First Name:**

medicaid # medicaid last name medicaid first name

Race: *

American Indian/Alaskan Native Asian Black/African American Native Hawaiian/Other Pacific Islander White

Race Was Not Self Declared Foster Child **Site Status (DARLAS TEST CLINIC):**

-Select-

Street 1: * **Street 2:**

street 1 street 2

City: * **State: *** **Zip: *** **County:**

city -Select- zip -Select-

Allow Contact Bad Address **Birth Facility:**

birth facility

Comments:

Comments

Patient Contacts

Patient Guardians

Figure 58 –Add New Patient Demographics

Add New Patient

***Note:** Advance the cursor to the appropriate field using the <Tab> key or click on the field to highlight.

- All fields with a red asterisk * are required and must be filled in

- Enter **Last Name, First Name and Middle Name**

Last Name: * First Name: * Middle Name: *

last name first name middle name

- If patient has no **Middle Name**, check box indicating No Middle Name

6. Add **Suffix**, if applicable

Suffix:

-Select- ▲

-Select-

II

III

IV

V

Jr

Sr

7. Enter the **Date of Birth** using format MMDDYYYY or,

- Click the calendar  to select the birth year. The current year is highlighted.

< 2010-2019 >

2009 2010 2011 2012

2013 2014 2015 2016

2017 2018 2019 2020

- Use the left arrow button  to descend until the 10-year span containing patient's birth year appears. Click on year to select.

< 1970-1979 >

1969 1970 1971 1972

1973 1974 1975 1976

1977 1978 1979 1980

- Click on birth month to select



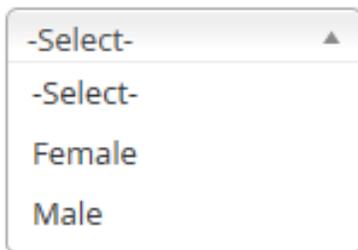
- Click on patient birthday



- Date is now entered in **DOB** field

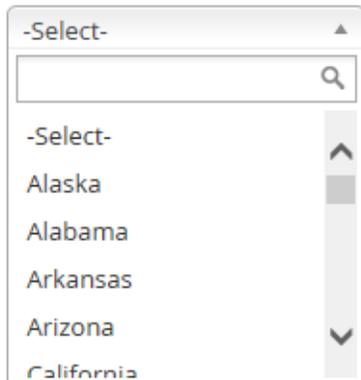
8. Select patient's **Gender**

Gender: *



9. **Birth State** can be easily located by typing one or two characters of the state name in the search field . Click to select from the options provided

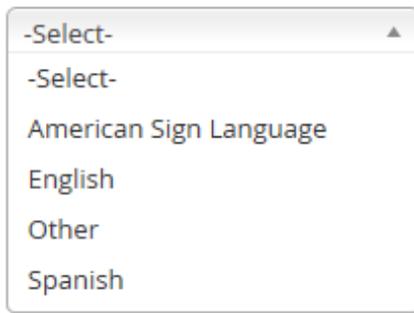
Birth State: *



10. Add patient's **Social Security Number** (no dashes required), if available.

11. Select **Language** from drop-down menu.

Language: *



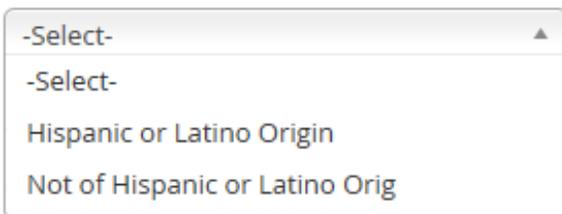
A dropdown menu for language selection. The menu is open, showing the following options: -Select-, -Select-, American Sign Language, English, Other, and Spanish.

12. Check **Multiple Birth?** box as applicable

Multiple Birth?

13. Select **Ethnicity** from drop-down menu

Ethnicity: *



A dropdown menu for ethnicity selection. The menu is open, showing the following options: -Select-, -Select-, Hispanic or Latino Origin, and Not of Hispanic or Latino Orig.

14. Select **Patient Status** from the drop-down menu. This refers to the individual's status in OSIS as a whole. Patients will typically be designated as **Active**, barring extenuating and explicitly-known circumstances.

15. Enter patient's **Mothers Maiden Name**

Maiden Name Unknown

o If **Maiden Name Unknown**, select checkbox

16. Fields for **Medicaid Number, Medicaid Last Name and Medicaid First Name** are inaccessible (grayed) and not used to add a patient.

Medicaid Number:

medicaid #

Medicaid Last Name:

medicaid last name

Medicaid First Name:

medicaid first name

17. Check applicable box for patient's **Race**

Race: *

American Indian/Alaskan Native Asian Black/African American Native Hawaiian/Other Pacific Islander

White

o If patient's **Race Was Not Self-Declared**, check the applicable box (not required)

Race Was Not Self Declared

18. If patient is a **Foster Child**, check box as appropriate Foster Child (not required)

19. Select the **Site Status** form the drop-down menu. This refers to the Patient's Status at **your site**.

Site Status (DARLAS TEST CLINIC):

- Select- ▲
- Select-
- Select-
- Active
- Active - No Recall
- Deceased
- Inactive
- Inactive - MOGE

20. Enter patient’s address in **Street 1** field. If additional space needed, use **Street 2**

Street 1: * Street 2:

21. Enter **City** name, select **State** and **Zip Code**

City: * State: * Zip: *

22. **County** can be easily located by typing one or two characters of the county name in the search field . Click to select from the options provided

County:

- Select- ▲
-
- Select-
- ADAIR
- ALFALFA
- ATOKA
- BEAVER
- BECKHAM

23. As applicable, check the **Allow Contact** and **Bad Address** boxes (not required)

Allow Contact Bad Address

24. Enter patient’s **Birth Facility** if given

Birth Facility:

25. Enter **Comments** if necessary, in field provided

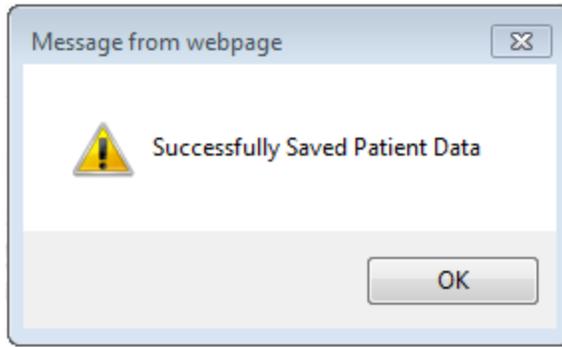
Comments:

***Note: Patient Contacts or Patient Guardian are added once the patient has been successfully saved.**



26. Click the **Save Patient** button

27. The system sends confirmation that the patient record was accepted and within the database:



28. The new patient's data record with its newly assigned **Demographics ID** is now viewable (Figure).60).

Patient LAMB, MARY, HADA DOB: 3/29/1945 Age: 70 y 5 m 27 d Demographics ID: 2163400 Schedules Shot Record

Summary **Demographics** Immunizations History Shots Progress Notes

Patient Demographics

*= Required Field

Demographics ID: 2163400 Last Update: 9/25/2015 9:50:16 AM

Last Name: * LAMB First Name: * MARY Middle Name: * HADA No Middle Name

Suffix: -Select- DOB: * 3/29/1945 Gender: * Female

Birth Country: * U.S.A. Birth State: * Maryland SSN: ssn

Language: * English Multiple Birth? Ethnicity: * Not of Hispanic or Latino O...

Patient Status: * Active Mothers Maiden Name: * mothers maiden name Maiden Name Unknown

Medicaid Number: medicaid # Medicaid Last Name: medicaid last name Medicaid First Name: medicaid first name

Race: * American Indian/Alaskan Native Asian Black/African American Native Hawaiian/Other Pacific Islander White

Race Was Not Self Declared Foster Child Site Status (DARLAS TEST CLINIC): Active

Street 1: * 450 LULLABY LANE Street 2: street 2

City: * EDMOND State: * Oklahoma Zip: * 73123 County: * OKLAHOMA

Allow Contact Bad Address Birth Facility: birth facility

Comments: Comments

Patient Contacts

Client Contact Numbers						
Priority	Type	Name	Phone Number/Email	Extension	Allow Contact	Actions

Patient Guardians

Client Contact Guardians			
Last Name	First Name	Relation Type	Actions

Figure 59 - Newly Added Patient

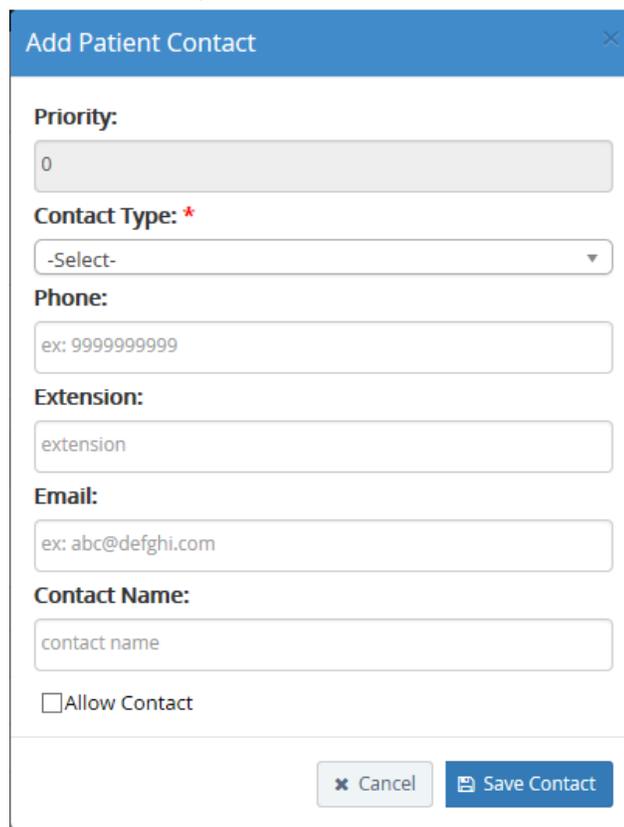
Patient Contacts / Patient Guardians

Once the patient has been added to the OSIS database, the **Demographics** page can be used to add **Patient Contacts** and **Patient Guardians** (Figure 60).

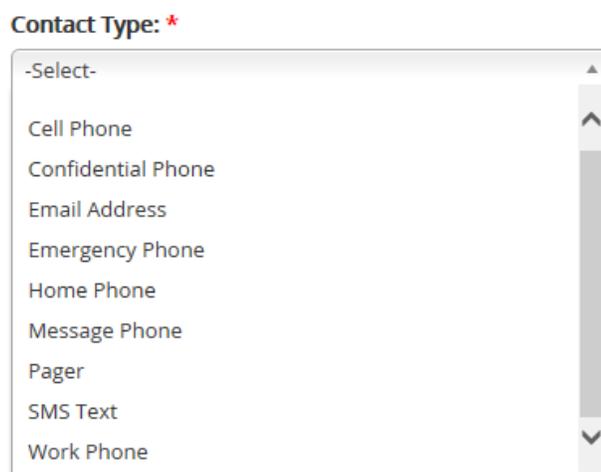
***Note:** Any fields appearing gray are inaccessible and are not required.

To add **Patient Contacts**:

1. Click the **Add Contact** button  to open the **Add Patient Contact** window.



2. Highlight the **Contact Type** to be added from the drop-down menu and click to select.



***Note:** Each contact type must be added separately. For example, if adding a phone number, only the phone field will be accessible:

Add Patient Contact [X]

Priority:
0

Contact Type: *
Cell Phone

Phone:
4058173452

Extension:
extension

Email:
ex: abc@defghi.com

Contact Name:
Sarah Lee

Allow Contact

[X] Cancel [Save Contact]

3. Enter the **Contact Name**

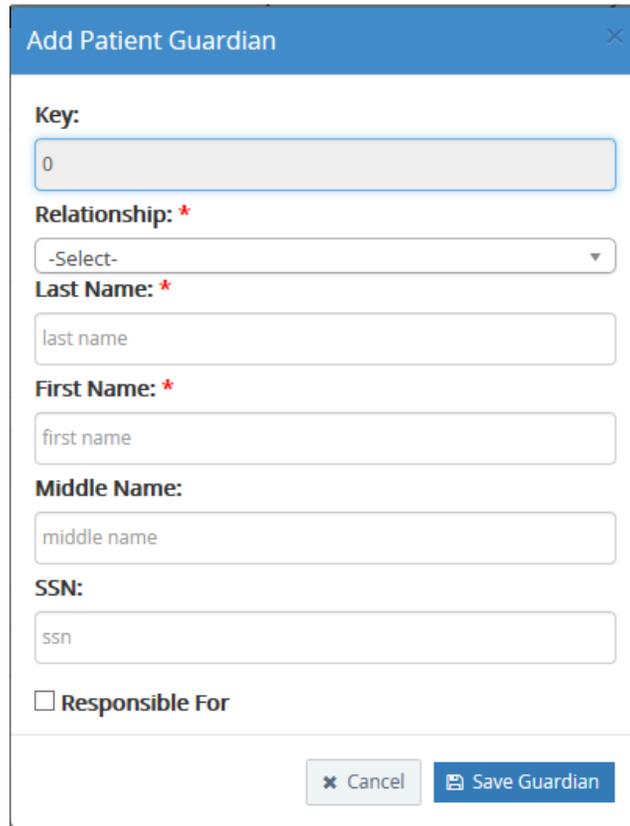
4. Check the **Allow Contact** box Allow Contact

5. Click the **Save Contact** button to complete. To cancel adding the contact type, click the **Cancel** button



To add a **Patient Guardians**:

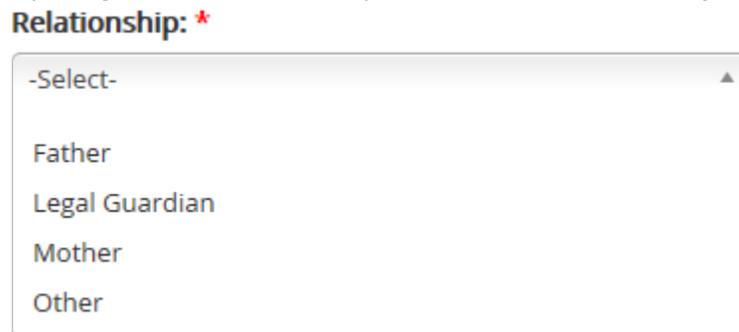
6. Click the **Add Guardian** button .



The dialog box titled "Add Patient Guardian" contains the following fields and controls:

- Key:** A text input field containing the value "0".
- Relationship: *** A dropdown menu currently showing "-Select-".
- Last Name: *** A text input field containing the placeholder "last name".
- First Name: *** A text input field containing the placeholder "first name".
- Middle Name:** A text input field containing the placeholder "middle name".
- SSN:** A text input field containing the placeholder "ssn".
- Responsible For**
- Buttons: and

7. Select the type of relationship the guardian has with the patient from the **Relationship** menu.



The dropdown menu for "Relationship: *" is open, showing the following options:

- Select-
- Father
- Legal Guardian
- Mother
- Other

8. Enter guardian's **Last Name** and **First Name** (required).
9. Enter the guardian's **Middle Name** and **SSN** (if available)
10. If the guardian is also responsible for patient click the **Responsible For** checkbox **Responsible For**

11. Click the **Save Guardian** button  to add the guardian to the patient's record. To cancel adding the guardian, click the **Cancel** button .

Add Patient Guardian

Key:
0

Relationship: *
Father

Last Name: *
Kilman

First Name: *
John

Middle Name:
middle name

SSN:
411763320

Responsible For

Both the newly added **Patient Contacts** and **Patient Guardians** are viewable on the Patient Summary tab (Figure 61).

Patient KILMAN, MARCUS, LEE DOB: 7/9/1959 Age: 56 y 5 m 13 d Demographics ID: 3340467 Schedules Shot Record

Summary **Demographics** Immunizations History Shots Progress Notes

Patient Summary

Last Update
December 22nd 2015, 3:27:40 pm

Demographics ID	Last Name	First Name	Middle Name
3340467	KILMAN	MARCUS	LEE

DOB: 7/9/1959 Status: Active

Suffix	Gender	SSN
	M	XXX-XX-1854

Birth State: CA Language: English Mother's Maiden Name: LEXXXX

Race: Black/African American

County: CLEVELAND

Comments:

Patient Addresses

Client Addresses				
Street	City	State	Zip	Actions
12 LOTUS BLOSSOM LANE	NORMAN	OK	73169	

Patient Guardians

Client Guardians				
Last Name	First Name	Middle	Relation Type	Actions
KILMAN	JOHN		Father	

Patient Contacts

Client Contacts			
Priority	Contact Type	Contact Number	Actions
1	Cell Phone	4058173452	

Figure 60 - Patient Contact and Guardian

To edit or delete a guardian, users must do so in **Patient Demographics** within the appropriate section using the **Edit** or **Delete** icon within the **Actions** column (Figure 62).

Patient Contacts + Add Contact

Client Contact Numbers						
Priority	Type	Name	Phone Number/Email	Extension	Allow Contact	Actions
1	Cell Phone	Sarah Lee	(405) 817-3452		✓	

Patient Guardians + Add Guardian

Client Contact Guardians			
Last Name	First Name	Relation Type	Actions
KILMAN	JOHN	Father	

Figure 61 - Edit/Delete Patient Contact or Guardian

Immunizations

Immunizations administered through an OSIS provider or added through OSIS **History Shots** can be viewed using the **Immunizations** feature. Providers can also view the forecasted vaccine schedules of all ACIP approved immunizations,

update patient immunization records and record any vaccine refusals. A link to the VAERS (Vaccine Adverse Event Report System) website is also available through **Immunizations**, providing users the ability to report any patient reactions to vaccine to the appropriate authorities.

Selecting **Immunizations** from the **Patient Tab** on the **OSIS Homepage** will bring up the **OSIS Patient Search** window. Users must first locate the patient record by utilizing one of patient search methods. Once the record is located, users are then directed to the **Immunization Schedules** screen.

From the **Immunizations Schedules** screen and by selecting the appropriate options, providers are directed to **View All Immunizations**, **Add Immunizations** or update vaccine **Refusals**.

To access **Immunizations** from the **OSIS Homepage** screen:

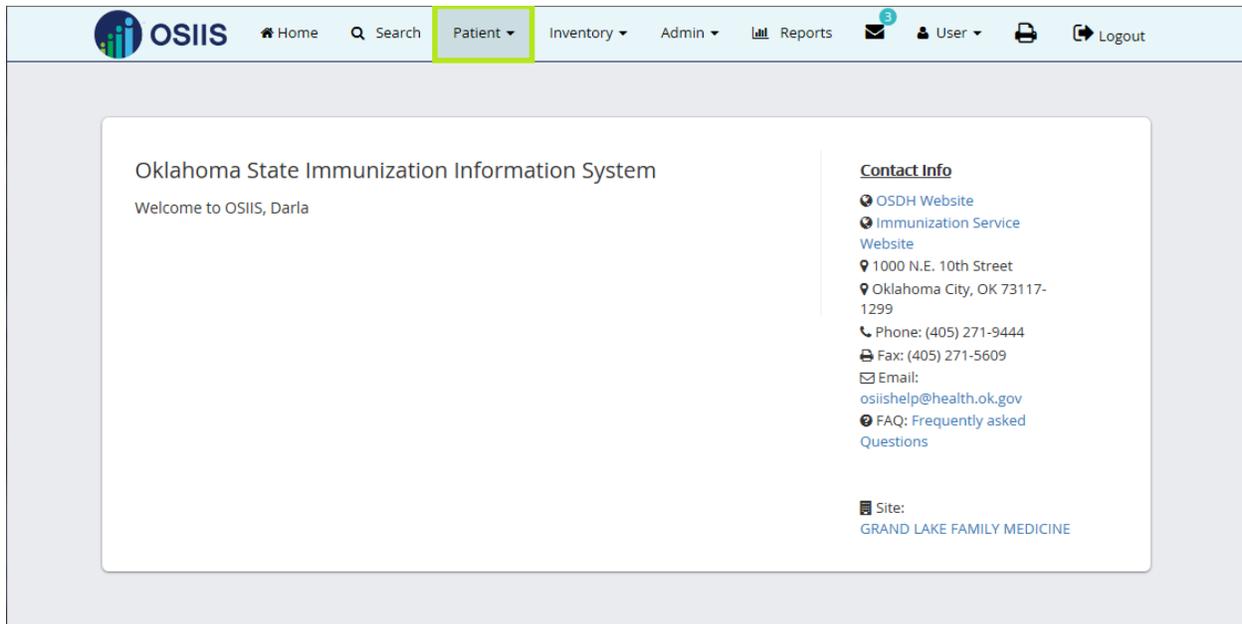


Figure 62 - OSIS Homepage- Patient

1. At the main menu toolbar, click **Patient** and select **Immunizations**.

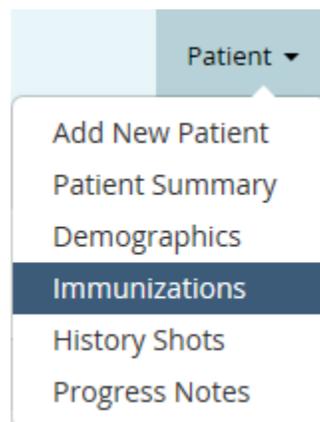


Figure 63 - Patient Menu – Immunizations

2. Search the OSIS patient database using one of the search criteria:
 - **Demographics ID**
 - Enter patient’s ID number. Proceed to **Step 7**.

Search OSIS Patients

Demographics ID: demographics id

OR

Last Name: last name

First Name: first name

DOB: mm-dd-yyyy

OR

SSN: #####

OR

Phone: #####

OR

Street: street address

Zip Code: #####

Reset Cancel Search with Soundex Search

Figure 64 - Search OSIS Patients - Demographics ID

- or **Last Name** and **First Name** and **Date of Birth**
 - Enter patient's name and DOB as indicated. Proceed to **Step 7**.

Search OSIS Patients

Demographics ID: demographics id

OR

Last Name: last name

First Name: first name

DOB: mm-dd-yyyy

OR

SSN: #####

OR

Phone: #####

OR

Street: street address

Zip Code: #####

Reset Cancel Search with Soundex Search

Figure 65 - Patient Search-Last Name, First Name, DOB

- or **Social Security Number**
 - Enter patient's SSN without dashes. Proceed to **Step 3**.

The screenshot shows a web form titled "Search OSIS Patients" with a blue header and a close button (X) in the top right. The form contains several input fields: "Demographics ID:" (placeholder: demographics id), "Last Name:" (placeholder: last name), "First Name:" (placeholder: first name), "DOB:" (placeholder: mm-dd-yyyy), "SSN:" (placeholder: #####), "Phone:" (placeholder: #####), "Street:" (placeholder: street address), and "Zip Code:" (placeholder: #####). The "OR" text is centered between the "Demographics ID" and "Last Name" fields, and between the "DOB" and "SSN" fields. At the bottom, there are four buttons: "Reset" (with a circular arrow icon), "Cancel" (with an X icon), "Search with Soundex" (with a speaker icon), and "Search" (with a magnifying glass icon). The "SSN:" input field is highlighted with a green border.

Figure 66 - Patient Search - SSN

- **or Phone Number**

- Enter the patient's 10-digit phone number without spaces or special characters. Proceed to **Step 7**.

This screenshot is identical to Figure 66, showing the "Search OSIS Patients" form. In this version, the "Phone:" input field (with placeholder #####) is highlighted with a green border, while the "SSN:" field is not. All other elements, including the "OR" text and the bottom buttons, remain the same.

Figure 67 - Patient Search - Phone Number

- **or Street Address and Zip Code**

- Enter the patient's address and 5-digit zip code where indicated.

Figure 68 - Patient Search - Street Address and Zip Code

3. Click the **Search** button .

- If the **Last Name, First Name, DOB** search option is employed and the spelling of a patient’s name is uncertain, using the **Search with Soundex**  button can be more helpful. This search method filters results based on what a name sounds like.

Note: Using **Search with Soundex can generate numerous possible matches. The number of results returned is limited up to 100 records.*

If the patient has received any immunizations in the State of Oklahoma but the record was not located, please contact the OSIS Helpdesk at (405) 271-7200 for further assistance. Additional contact information is featured on the **OSIS Homepage** (refer to Figure 5).

Once the patient’s record is located, the **Immunizations Schedules** screen is displayed. The patient’s **Name, DOB, Age,** and **Demographics ID** are shown at the top of the record (Figure 70)

Patient BROWN, COLTON, L DOB: 6/28/2000 Age: 15 y 5 m 10 d Demographics ID: 20977 Schedules Shot Record

Summary Demographics **Immunizations** History Shots Progress Notes

Immunization Schedules

[View All Immunizations](#) [+ Add Immunization](#) [Refusals](#)

Vaccination Schedules								
	Series Name	Last Given Date	Recommended Date	Earliest Date	Past Due Date	Status	Refusals	Reactions
✓	DTaP/DT	8/3/2004	8/15/2022	8/15/2017	9/14/2022	Current		
⊗	Rotavirus					Not Indicated		
✓	Pneumo Conjugate (PCV)	10/22/2001				Complete		
✓	HPV	10/2/2015				Complete		
✓	Meningococcal	8/15/2012	6/28/2016	6/28/2016	6/28/2019	Current		
✓	Tdap	8/15/2012				Complete		
⚠	Flu		12/28/2000	12/28/2000	1/27/2001	Past Due		
✓	MMR	8/3/2004				Complete		
✓	Hib	10/22/2001				Complete		
✓	Polio	8/3/2004				Complete		
✓	Varicella	8/15/2012				Complete		
✓	Hep-B	1/4/2001				Complete		
✓	Hep - A	8/3/2004				Complete		

VAERS - Vaccine Adverse Event Reporting System

Figure 69 Immunizations – Immunization Schedules

Immunization Schedules

In **Immunization Schedules**, users are able to view the list of ACIP (Advisory Committee on Immunization Practices) recommended vaccines and the last known date the patient received a vaccine (**Last Given Date**). The **Recommended Date**, **Earliest Date** and **Past Due Date** forecast future immunizations. **Status** gives provider sites a clear indication of which vaccinations should be administered to keep the patient current (Figure 71). A quick reference for each **Status** icon is provided in **Table 1**, below.

Immunization Schedules

View All Immunizations

Add Immunization

Refusals

Vaccination Schedules								
	Series Name	Last Given Date	Recommended Date	Earliest Date	Past Due Date	Status	Refusals	Reactions
	DTaP/DT	8/3/2004	8/15/2022	8/15/2017	9/14/2022	Current		
	Rotavirus					Not Indicated		
	Pneumo Conjugate (PCV)	10/22/2001				Complete		
	HPV	10/2/2015				Complete		
	Meningococcal	8/15/2012	6/28/2016	6/28/2016	6/28/2019	Current		
	Tdap	8/15/2012				Complete		
	Flu		12/28/2000	12/28/2000	1/27/2001	Past Due		
	MMR	8/3/2004				Complete		
	Hib	10/22/2001				Complete		
	Polio	8/3/2004				Complete		
	Varicella	8/15/2012				Complete		
	Hep-B	1/4/2001				Complete		
	Hep - A	8/3/2004				Complete		

VAERS - Vaccine Adverse Event Reporting System

Figure 70 – Forecasted Vaccination Intervals and Status

STATUS	ICON	DEFINITION
Current		Meets forecasted immunization date
Complete		Requires no additional immunization
Not Indicated		No information available
Due		Within forecasted immunization date
Past Due		Exceeded forecasted immunization date

Table 1- Vaccine Status Icons

Any **Refusals** to having a vaccine administered or **Reactions** to a vaccine are indicated by a check within the appropriate column (Figure 72).

Immunization Schedules

[View All Immunizations](#)
[+ Add Immunization](#)
[Refusals](#)

Vaccination Schedules								
	Series Name	Last Given Date	Recommended Date	Earliest Date	Past Due Date	Status	Refusals	Reactions
	DTaP/DT	8/3/2004	8/15/2022	8/15/2017	9/14/2022	Current		
	Rotavirus					Not Indicated		
	Pneumo Conjugate (PCV)	10/22/2001				Complete		
	HPV	10/2/2015				Complete		
	Meningococcal	8/15/2012	6/28/2016	6/28/2016	6/28/2019	Current		
	Tdap	8/15/2012				Complete		
	Flu		12/28/2000	12/28/2000	1/27/2001	Past Due		
	MMR	8/3/2004				Complete		
	Hib	10/22/2001				Complete		
	Polio	8/3/2004				Complete		
	Varicella	8/15/2012				Complete		
	Hep-B	1/4/2001				Complete		
	Hep - A	8/3/2004				Complete		

Figure 71 - Vaccination Schedules- Refusals and Reactions

View Immunizations

The **Immunization Schedules** screen allows users to view a patient’s immunizations by the vaccine name or collectively.

To view immunizations by name, click on the vaccine located in the **Series Name** column. A drop-down menu will display all of the patient’s immunizations within the series (Figure 73).

View All Immunizations
+ Add Immunization
Refusals

Vaccination Schedules

Series Name	Last Given Date	Recommended Date	Earliest Date	Past Due Date	Status	Refusals	Reactions
<input checked="" type="checkbox"/> DTaP/DT	8/3/2004	8/15/2022	8/15/2017	9/14/2022	Current		

Date Given	Vaccine	Brand Name	Dose#	Lot#	Given By	Site	Valid?	History	Reactions
8/3/2004	DTaP, 5 pertussis antigens	HISTORY	5	DTPA630A2		LD-Left Deltoid	✓	✓	
10/22/2001	DTaP, 5 pertussis antigens	HISTORY	4				✓	✓	
1/4/2001	DTaP, 5 pertussis antigens	HISTORY	3	DTPA961A2		LVL-Left Vastus Lateralis	✓	✓	
10/27/2000	DTaP, 5 pertussis antigens	HISTORY	2				✓	✓	
8/18/2000	DTaP, 5 pertussis antigens	HISTORY	1	DTPA961A2			✓	✓	

Rotavirus							Not Indicated		
Pneumo Conjugate (PCV)	10/22/2001						Complete		
HPV	10/2/2015						Complete		
<input checked="" type="checkbox"/> Meningococcal	8/15/2012	6/28/2016	6/28/2016	6/28/2016	6/28/2019		Current		
Tdap	8/15/2012						Complete		
Flu		12/28/2000	12/28/2000	1/27/2001			Past Due		
MMR	8/3/2004						Complete		
Hib	10/22/2001						Complete		
Polio	8/3/2004						Complete		
Varicella	8/15/2012						Complete		
Hep-B	1/4/2001						Complete		
Hep - A	8/3/2004						Complete		

[VAERS - Vaccine Adverse Event Reporting System](#)

Figure 72 - View Immunization - Series Name

Table 2 gives users a description of the information provided for each dose within a vaccine series.

PARAMETER	DESCRIPTION
Date Given	Date vaccine given to patient
Vaccine	Name of vaccine patient received
Brand Name <i>(View Series only)</i>	Vaccine manufacturer's name
Dose #	Sequence in which vaccine was given
Lot #	Lot Number of vaccine
Given By	Name of provider administering vaccine
Site	Location on body vaccine was administered to
Valid	<input checked="" type="checkbox"/> Dose valid through forecaster
	<input type="checkbox"/> Dose invalid
History	If checked, <input checked="" type="checkbox"/> the vaccine was updated to patient's immunization record using History Shots
Reactions	If checked, <input checked="" type="checkbox"/> patient experienced an adverse reaction to vaccine reportable through VAERS
Actions <i>(Available in View All Only)</i>	 Delete vaccine. Users must confirm any action by selecting the OK button. To cancel the action, click the Cancel button

Table 2 – Vaccine Schedule

To view the entire list of immunizations received, click the **View All Immunizations** button. Vaccines are displayed alphabetically, beginning with the most recent (Figure 74).



Patient Immunizations

 View Schedules

Date Given	Vaccine	Lot Number	Given By	Imm Site	Valid?	History	Actions
8/3/2004	DTaP, 5 pertussis antigens	DTPA630A2		LD-Left Deltoid	✓	✓	
10/22/2001	DTaP, 5 pertussis antigens				✓	✓	
1/4/2001	DTaP, 5 pertussis antigens	DTPA961A2		LVL-Left Vastus Lateralis	✓	✓	
10/27/2000	DTaP, 5 pertussis antigens				✓	✓	
8/18/2000	DTaP, 5 pertussis antigens	DTPA961A2			✓	✓	
8/3/2004	Hep A, ped/adol, 2 dose	VHA814A2		LD-Left Deltoid	✓	✓	
7/24/2002	Hep A, ped/adol, 2 dose				✓	✓	
6/28/2000	Hep B, adolescent or pediatric	0316K			✓	✓	
10/22/2001	Hib (HbOC)				✓	✓	
1/4/2001	Hib-Hep B	0290K		RVL-Right Vastus Lateralis		✓	
10/27/2000	Hib-Hep B					✓	
8/18/2000	Hib-Hep B	0290K				✓	
10/2/2015	HPV, quadrivalent	L007560		LD-Left Deltoid	✓		
8/8/2014	HPV, quadrivalent	J009243		LD-Left Deltoid	✓		
12/27/2013	HPV, quadrivalent				✓	✓	
8/3/2004	IPV	X0707-2		RD-Right Deltoid	✓	✓	
1/4/2001	IPV	R1251-2			✓	✓	
10/27/2000	IPV				✓	✓	
8/18/2000	IPV	R1346-2			✓	✓	
8/15/2012	Meningococcal MCV40	M10050A-NONVFC		LD-Left Deltoid	✓	✓	
8/3/2004	MMR	0040P		RA-Right Upper Arm	✓	✓	
10/22/2001	MMR				✓	✓	
10/22/2001	Pneumococcal conjugate PCV 7				✓	✓	
4/17/2001	Pneumococcal conjugate PCV 7	472-550			✓	✓	
8/18/2000	Pneumococcal conjugate PCV 7				✓	✓	
8/15/2012	Tdap	U4393BA-NONVFC		LD-Left Deltoid	✓	✓	
8/15/2012	Varicella	G007461-NONVFC		RA-Right Upper Arm	✓	✓	
7/10/2001	Varicella				✓	✓	

Figure 73 – Patient Immunizations - View All

*Note: A vaccine can be deleted in **View All immunizations** by clicking the **Delete** icon 

Users must confirm the delete by selecting the **OK** button. To cancel the action, click the **Cancel** button.

Information

Are you sure you want to delete this immunization?

Figure 74 - Delete Immunization Confirmation

Click the **View Schedules** button  **View Schedules** to return to the **Immunization Schedules** (Figure 72).

Add Immunizations

Immunizations administered to a patient by an OSIS provider are added to the patient's record using the **Add**

Immunizations button  located in the upper, lefthand corner of the **Immunizations Schedules** screen.

Users are then directed to the access **Add/Edit Immunizations** screen (Figure 76). All fields with the exception of **Has Reaction** checkbox **Has Reaction** are required.

Providers will select the vaccine given from the site's available vaccine inventory. Once the immunization is saved, OSIS will reflect the patient's updated records and changes to the site's vaccine inventory. Should any error be incurred when adding a patient, it can easily be corrected once the required information is entered. Table xx lists the most commonly encountered errors and how they can be addressed.

To cancel adding an immunization, click the **Cancel** button . Users will be returned to **Immunization Schedules** Screen (Figure xx).

***Note:** To progress to the next field, use the keyboard **<Tab>** key to highlight the field, or click on the field to highlight. To make a selection for a field containing a down arrow , click the arrow to access the drop-down list of available choices. Move the cursor over the selection to highlight and click to select.

To begin adding an immunization, from the **Add/Edit Immunization** screen (Figure 76):

Patient WELLS, DECOREY, SEMAJ DOB: 12/10/2015 Age: 0 y 0 m 1 d Demographics ID: 3340452 Schedules Shot Record

Summary Demographics **Immunizations** History Shots Progress Notes

Add/Edit Immunization

Date Given: 12/11/2015 **Has Reaction**

Given By: -Select- **Ordering Authority:** -Select-

Vaccine Given: -Select-

Funding Source: -Select- **VIS Given Date:** 12/11/2015

Eligibility: -Select- **Route:** -Select- **Administration Site:** -Select-

Figure 75 – Add /Edit Immunization

1. Verify the **Date Given** is correct. It is auto-populated to the current date. User may enter the date using the mm/dd/yyyy format or use the calendar icon  to select a date from the calendar.
2. **Has Reaction** – **Has Reaction** Selected only if patient has a reaction.
3. **Given By** – Select from the list of site-specific individuals. Move cursor over selection to highlight and click to select.

Given By:

-Select-

-Select-

BELL, JANE, DO

4. **Ordering Authority** – Choose the ordering authority by moving the cursor over the name to highlight and click to select.

Ordering Authority:

-Select-
-Select-
MICHAEL D DAVID DO
JOSEPH J GELINAS APRN-CNP
AUNNA HERBST DO
MATTHEW B MOTE DO

5. **Vaccine Given** – Use the vertical scroll bar to browse the list of vaccines available within the site’s inventory. Highlight and click to select.

Vaccine Given:

-Select-
Hep A, unspecified formulation
Hep B, adolescent or pediatric
Hib (PRP-OMP)
Hib (PRP-T)
HPV, quadrivalent
Influenza, unspecified formulation
IPV
MMR
MMRV
Rotavirus, pentavalent

Or, enter the first letter of the vaccine name in the search field  . Click to select from the listed vaccines.

Vaccine Given:

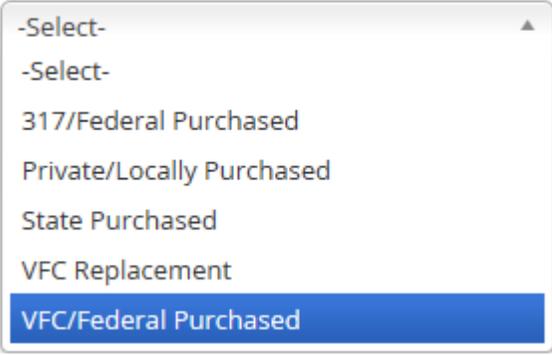
-Select-
H
Hep A, unspecified formulation
Hep B, adolescent or pediatric
Hib (PRP-OMP)
Hib (PRP-T)
HPV, quadrivalent

6. Once the **Vaccine Given** is selected, user must select the **VIS Version** of the vaccine. Move cursor over selection to highlight and click to select.

ID	Schedule Name	VIS Version	Max Dose
4	Hep-B	-Select- -Select- 2/2/2012 - Hepatitis B-Adult 2/2/2012 - Hepatitis B Pediatric/Adolescent	0

7. **Funding Source** - Move cursor to select the Funding Source for the vaccine and click to select.

Funding Source:

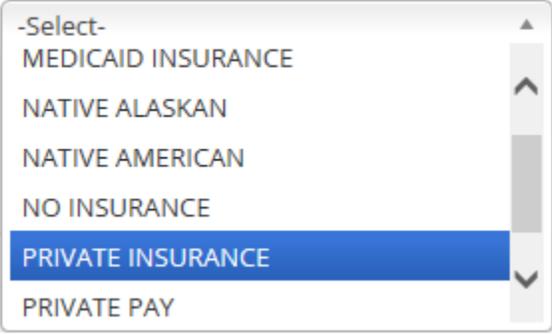


A dropdown menu with a light gray background and a thin border. The menu is open, showing a list of options. The top two options are '-Select-'. Below them are '317/Federal Purchased', 'Private/Locally Purchased', 'State Purchased', 'VFC Replacement', and 'VFC/Federal Purchased'. The 'VFC/Federal Purchased' option is highlighted with a blue background. A small upward-pointing triangle is visible at the top right of the menu.

***Note:** The **Funding Source** selected **must** correlate to the selected vaccine's funding source. You can check the site's vaccine inventory information using the OSIS Toolbar and select Inventory>Inventory Management.

8. **VIS Given Date** - Verify the **VIS Given Date** is correct. It is auto-populated to the current date. User may enter the date using the mm/dd/yyyy format or use the calendar icon  to select the date from the calendar.
9. **Eligibility** – Select the patient's insurance eligibility from the list of options.

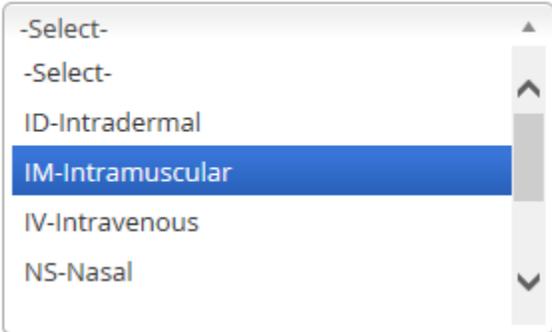
Eligibility:



A dropdown menu with a light gray background and a thin border. The menu is open, showing a list of options: '-Select-', 'MEDICAID INSURANCE', 'NATIVE ALASKAN', 'NATIVE AMERICAN', 'NO INSURANCE', 'PRIVATE INSURANCE', and 'PRIVATE PAY'. The 'PRIVATE INSURANCE' option is highlighted with a blue background. A vertical scrollbar is visible on the right side of the menu.

10. **Route** –Select method vaccine was given.

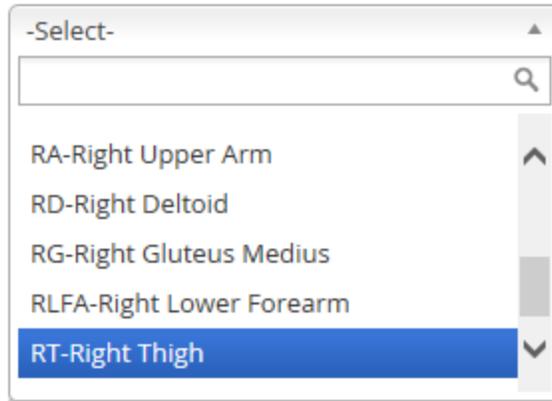
Route:



A dropdown menu with a light gray background and a thin border. The menu is open, showing a list of options: '-Select-', '-Select-', 'ID-Intradermal', 'IM-Intramuscular', 'IV-Intravenous', and 'NS-Nasal'. The 'IM-Intramuscular' option is highlighted with a blue background. A vertical scrollbar is visible on the right side of the menu.

11. **Administration Site** - Select where on patient's body vaccine was given using either the vertical scroll bar

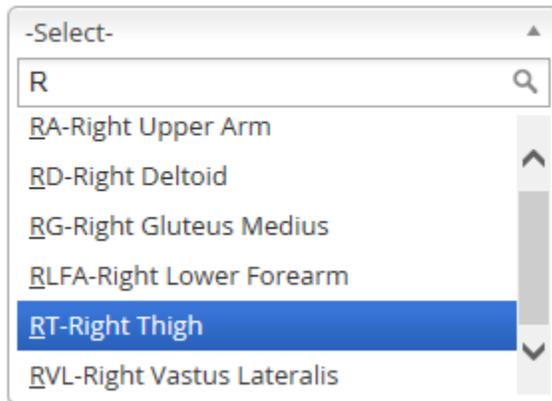
Administration Site:



A dropdown menu titled "Administration Site:" with a search field at the top. The search field is empty. Below the search field, a list of administration sites is displayed: RA-Right Upper Arm, RD-Right Deltoid, RG-Right Gluteus Medius, RLFA-Right Lower Forearm, and RT-Right Thigh. The RT-Right Thigh option is highlighted in blue. A magnifying glass icon is positioned to the right of the search field.

or by entering the first letter of the proposed administration site in the **Search** field . Click to select from the listed administration sites.

Administration Site:



A dropdown menu titled "Administration Site:" with a search field at the top. The search field contains the letter "R". Below the search field, a list of administration sites is displayed: RA-Right Upper Arm, RD-Right Deltoid, RG-Right Gluteus Medius, RLFA-Right Lower Forearm, RT-Right Thigh, and RVL-Right Vastus Lateralis. The RT-Right Thigh option is highlighted in blue.

11. Once form is completed, click the **Save Immunization** button  to add the immunization to the patient's shot record.

Patient: WELLS, DECOREY, SEMAJ | DOB: 12/10/2015 | Age: 0 y 0 m 1 d | Demographics ID: 3340452 | Schedules | Shot Record

Summary | Demographics | **Immunizations** | History Shots | Progress Notes

Add/Edit Immunization

Date Given: 12/11/2015 Has Reaction

Given By: BELL, JANE, DO **Ordering Authority:** MICHAEL D DAVID DO

Vaccine Given: Hep B, adolescent or pediatric

ID	Schedule Name	VIS Version	Max Dose
4	Hep-B	2/2/2012 - Hepatitis B Pediatric/Adolescent	0

Funding Source: VFC/Federal Purchased **VIS Given Date:** 12/11/2015

Eligibility: PRIVATE INSURANCE **Route:** IM-Intramuscular **Administration Site:** RT-Right Thigh

Figure 76 - Completed Add Immunization Form ID 3340452

12. Upon successfully adding the immunization to the patient’s record, a confirmation message is displayed at the

upper, right hand corner of the screen Successfully saved immunization.

- a. Users must also acknowledge if another immunization will be added. Select to stay on the **Add/Edit immunization** screen or to return to the **Immunizations Schedules** screen.

Add Another Immunization? ✕

Do you want to add another immunization?

The newly added immunization is reflected throughout OSiIS and is viewable in the patient’s **Immunization Schedules** (Figure 78), **Immunization Status Report** (Figure 79) and **Immunization Record** (Figure 80).

Immunization Schedules

[View All Immunizations](#)

[+ Add Immunization](#)

[Refusals](#)

Vaccination Schedules							
Series Name	Last Given Date	Recommended Date	Earliest Date	Past Due Date	Status	Refusals	Reactions
<input checked="" type="checkbox"/> DTaP/DT		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/> Rotavirus		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/> Pneumo Conjugate (PCV)		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/> HPV		12/10/2026	12/10/2024	12/10/2028	Current		
<input type="checkbox"/> Tdap					Not Indicated		
<input checked="" type="checkbox"/> Flu		6/10/2016	6/10/2016	7/10/2016	Current		
<input checked="" type="checkbox"/> MMR		12/10/2016	12/10/2016	4/10/2017	Current		
<input checked="" type="checkbox"/> Hib		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/> Polio		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/> Varicella		12/10/2016	12/10/2016	4/10/2017	Current		
<input checked="" type="checkbox"/> Hep-B	12/11/2015	1/11/2016	1/8/2016	4/10/2016	Current		
<input checked="" type="checkbox"/> Hep - A		12/10/2016	12/10/2016	12/10/2017	Current		

VAERS - Vaccine Adverse Event Reporting System

Figure 77 - Updated Immunization Schedules



OSIIS Immunization Schedule Status Report

This form was created using the Oklahoma State Immunization Information System(OSIIS)
Oklahoma State Department of Health(OSDH)

By law, your child must meet Oklahoma immunization requirements to be enrolled in school or child care.

The status screen is based on the ACIP recommended schedule and the data entered by end users. This screen displays only valid doses. Doses administered at less than the minimum interval or minimum age will not be displayed on this screen. If no history shots have been entered, then the system has to assume that no other shots have been given.

Name: WELLS, DECOREY S.	Date Of Birth: 12/10/2015	Gender: M	Client ID: 3340452
Exemptions: None			

Series Name	Last Given Date	Recommended Date	Earliest Next Date	Past Due Date	Status
DTaP/DT		2/10/2016	1/21/2016	3/11/2016	Current
Rotavirus		2/10/2016	1/21/2016	3/11/2016	Current
Pneumo Conjugate (PCV)		2/10/2016	1/21/2016	3/11/2016	Current
HPV		12/10/2026	12/10/2024	12/10/2028	Current
Tdap					Not Indicated
Flu		6/10/2016	6/10/2016	7/10/2016	Current
MMR		12/10/2016	12/10/2016	4/10/2017	Current
Hib		2/10/2016	1/21/2016	3/11/2016	Current
Polio		2/10/2016	1/21/2016	3/11/2016	Current
Varicella		12/10/2016	12/10/2016	4/10/2017	Current
Hep-B	12/11/2015	1/8/2016	1/11/2016	4/10/2016	Current
Hep - A		12/10/2016	12/10/2016	12/10/2017	Current

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Page 1 of 1

Oklahoma State Department of Health - Immunization Service
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Oklahoma City, OK 73117-1299

(800) 234 - 6196

Form Revised July 2012

Print Date: 12/16/2015 2:58 PM

Figure 78- Updated Immunization Status Report



State of Oklahoma Official Immunization Record

This form was created using the Oklahoma State Immunization Information System(OSIIS)
Oklahoma State Department of Health(OSDH)

By law, your child must meet Oklahoma immunization requirements to be enrolled in school or child care.

Name: WELLS, DECOREY S.	Date Of Birth: 12/10/2015	Gender: M	Client ID: 3340452
Allergies: None			
Reactions: None			
Refusals: None			
Exemptions: None			

Vaccine Name	Date Given	Given By	Vaccine Name	Date Given	Given By
--------------	------------	----------	--------------	------------	----------

	DTaP/DT		
	Rotavirus		
	Pneumo Conjugate (PCV)		
	HPV		
	Meningococcal		
	Tdap		
	Flu		
	MMR		
	Hib		
	Polio		
	Varicella		
	Hep-B		
1	Hep B, adolescent or pediatric	12/11/2015	GRAND LAKE FAMILY MEDICINE

	Hep - A		

Legend : ⊖=Invalid dose.

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Signature: _____ Date: _____

Clinic Stamp

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(800) 234 - 6196

Form Revised July 2012

Print Date 12/16/2015 2:34 PM

Figure 79 - Updated Immunization Record

The quantity of available vaccine from the selected vaccine lot number will decrease and is viewable via **Inventory Management**.

Refusals

Clicking Refusals button takes user to **Vaccine Refusal** screen (Figure 81).

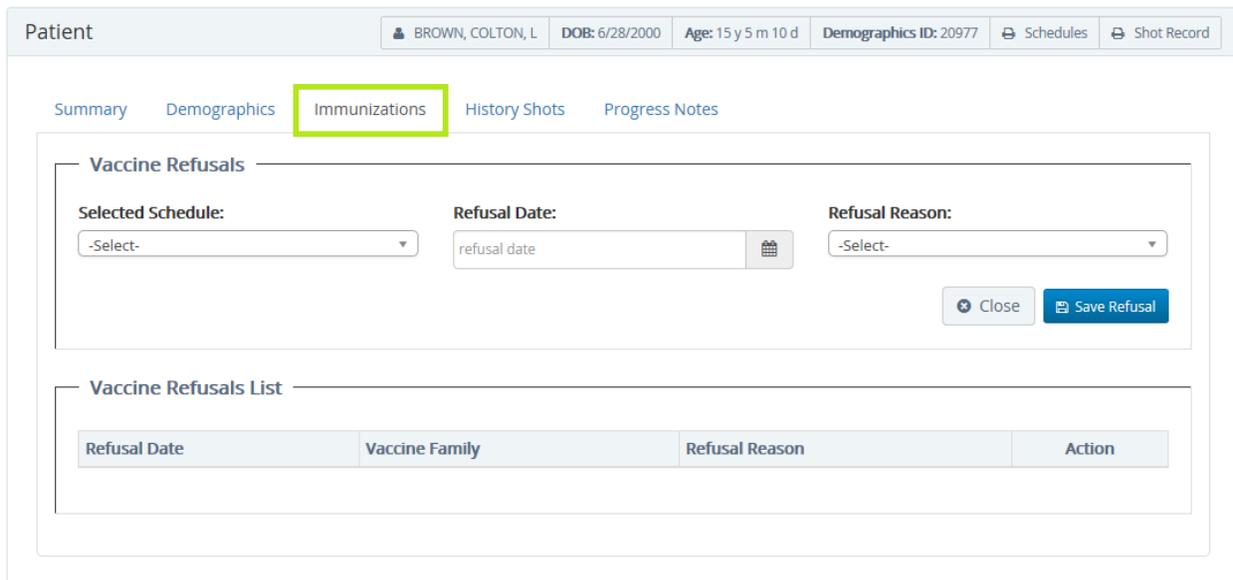
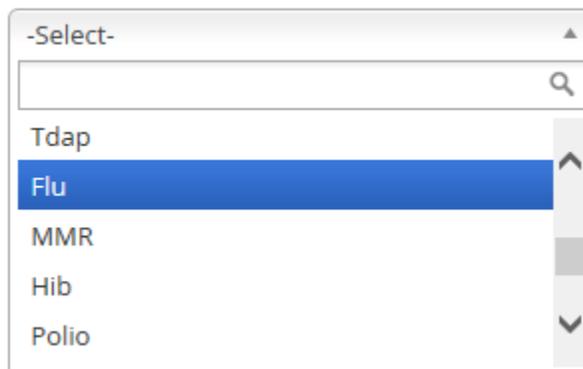


Figure 80 - Vaccine Refusal Screen

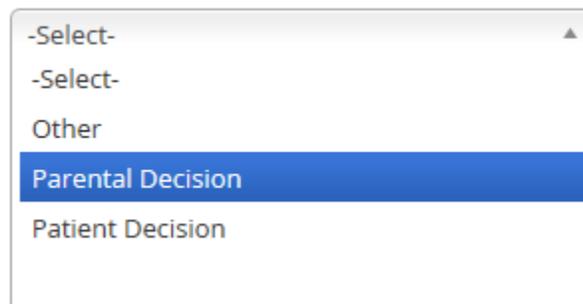
1. **Select Schedule** – drop-down menu of vaccine patient does not wish to have administered

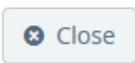
Selected Schedule:



2. **Refusal Date** – add date using calendar  or by typing in mm/dd/yyyy format.
3. **Refusal Reason** – drop-down menu to select from three reasons: Patient Decision, Parent Decision, Other

Refusal Reason:



4. Click **Save Refusal** button  to update the **Vaccine Refusal List** or **Close** button  to return to **Immunization Schedules**.

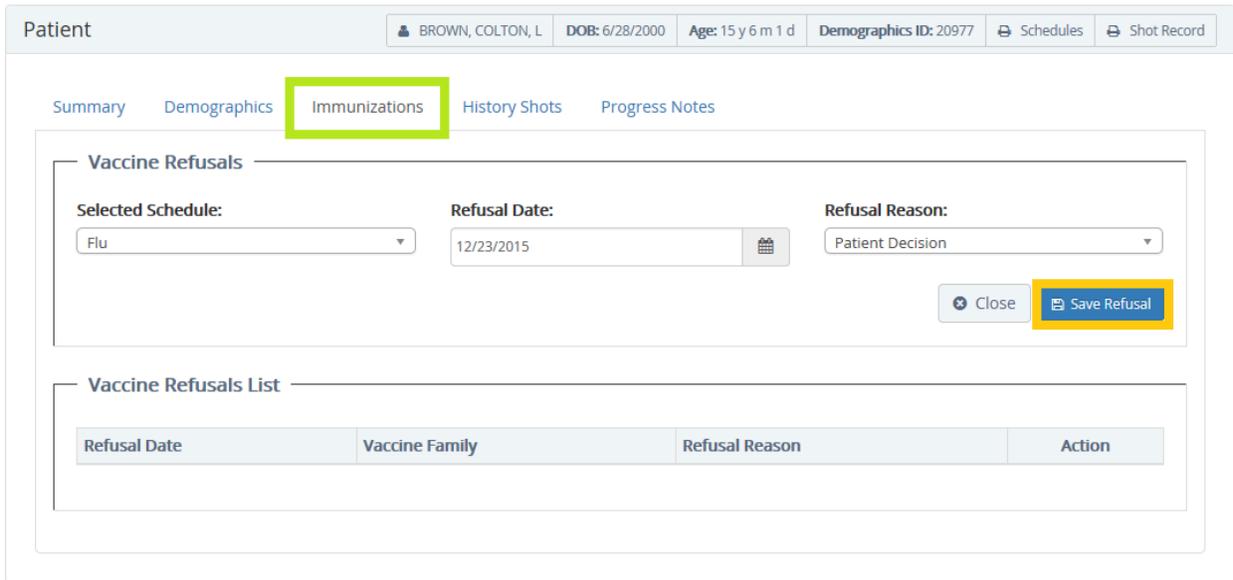


Figure 81 - Flu Vaccine Refusal Demo ID 20977

- A confirmation of the successful addition of the refusal is broadcast in the upper right hand corner of the screen. The **Vaccine Refusal List** is also updated (Figure 83).

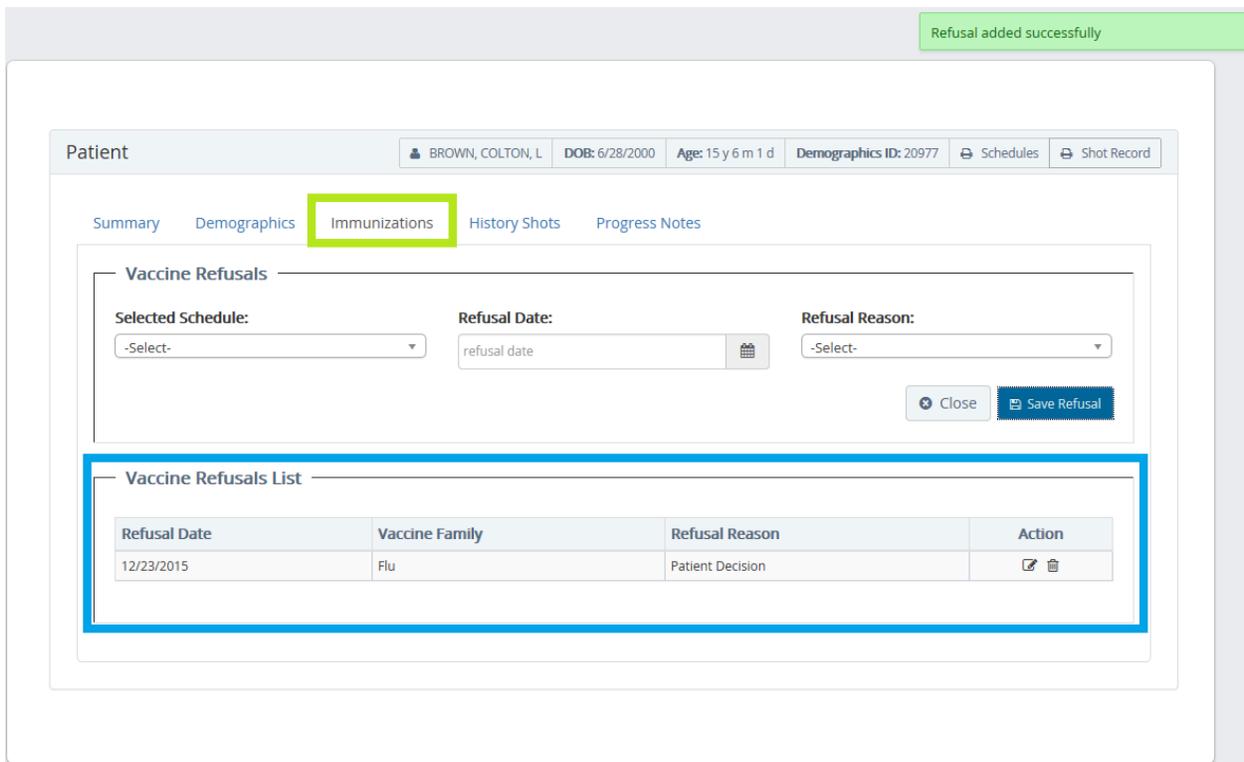


Figure 82- Vaccine Refusals List

- Select the **Close** button  to return to the **Immunizations Schedules**. The vaccine **Refusals** column will indicate the newly added refusal (Figure 84).

Patient BROWN, COLTON, L DOB: 6/28/2000 Age: 15 y 6 m 1 d Demographics ID: 20977 Schedules Shot Record

Summary Demographics **Immunizations** History Shots Progress Notes

Immunization Schedules

[View All Immunizations](#) [+ Add Immunization](#) [Refusals](#)

Vaccination Schedules								
	Series Name	Last Given Date	Recommended Date	Earliest Date	Past Due Date	Status	Refusals	Reactions
<input checked="" type="checkbox"/>	DTaP/DT	8/3/2004	8/15/2022	8/15/2017	9/14/2022	Current		
<input type="checkbox"/>	Rotavirus					Not Indicated		
<input checked="" type="checkbox"/>	Pneumo Conjugate (PCV)	10/22/2001				Complete		
<input checked="" type="checkbox"/>	HPV	10/2/2015				Complete		
<input checked="" type="checkbox"/>	Meningococcal	8/15/2012	6/28/2016	6/28/2016	6/28/2019	Current		
<input checked="" type="checkbox"/>	Tdap	8/15/2012				Complete		
<input type="checkbox"/>	Flu		12/28/2000	12/28/2000	1/27/2001	Past Due	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	MMR	8/3/2004				Complete		
<input checked="" type="checkbox"/>	Hib	10/22/2001				Complete		
<input checked="" type="checkbox"/>	Polio	8/3/2004				Complete		
<input checked="" type="checkbox"/>	Varicella	8/15/2012				Complete		
<input checked="" type="checkbox"/>	Hep-B	1/4/2001				Complete		
<input checked="" type="checkbox"/>	Hep - A	8/3/2004				Complete		

[VAERS - Vaccine Adverse Event Reporting System](#)

Figure 83 - Immunization Schedules

Reactions

A reaction to a vaccine can be added to the patient’s record in OSiS by editing that particular immunization. Users must have the appropriate permissions in OSiS to perform this task.

The **Immunization Schedules** screen provides a hyperlink to the **Vaccine Adverse Event Reporting System (VAERS)** website [VAERS - Vaccine Adverse Event Reporting System](#) giving users the capability to report vaccine reactions from the patient’s record as appropriate.

From the **Immunizations Schedules**:

1. Click the **View All Immunizations** button  to access the list of the patient’s immunizations (Figure 85).

Patient: WELLS, DECOREY, SEMAJ | DOB: 12/10/2015 | Age: 0 y 0 m 1 d | Demographics ID: 3340452 | Schedules | Shot Record

Summary | Demographics | **Immunizations** | History Shots | Progress Notes

Immunization Schedules

[View All Immunizations](#) [+ Add Immunization](#) [Refusals](#)

Vaccination Schedules								
	Series Name	Last Given Date	Recommended Date	Earliest Date	Past Due Date	Status	Refusals	Reactions
<input checked="" type="checkbox"/>	DTaP/DT		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/>	Rotavirus		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/>	Pneumo Conjugate (PCV)		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/>	HPV		12/10/2026	12/10/2024	12/10/2028	Current		
<input type="checkbox"/>	Tdap					Not Indicated		
<input checked="" type="checkbox"/>	Flu		6/10/2016	6/10/2016	7/10/2016	Current		
<input checked="" type="checkbox"/>	MMR		12/10/2016	12/10/2016	4/10/2017	Current		
<input checked="" type="checkbox"/>	Hib		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/>	Polio		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/>	Varicella		12/10/2016	12/10/2016	4/10/2017	Current		
<input checked="" type="checkbox"/>	Hep-B	12/11/2015	1/11/2016	1/8/2016	4/10/2016	Current		
<input checked="" type="checkbox"/>	Hep - A		12/10/2016	12/10/2016	12/10/2017	Current		

VAERS - Vaccine Adverse Event Reporting System

Figure 84 - Immunizations Schedule

- At the **Patient Immunizations** screen select the Caution icon  for the vaccine the patient had a reaction to (Figure 86).

Patient: PATIENT, TEST | DOB: 9/10/2007 | Age: 8 y 6 m 11 d | Demographics ID: 3389161 | Schedules | Shot Record

Summary | Demographics | **Immunizations** | History Shots | Progress Notes

Patient Immunizations

[View Schedules](#)

Date Given	Vaccine	Lot Number	Given By	Imm Site	Valid?	History	Actions
3/17/2016	DTaP-Hep B-IPV	332211	RUSS WAGNER-BARK	LD-Left Deltoid			 

Figure 85 – DTaP Hep B-IPV Immunization

- Click to check the reaction experienced by the patient from the **Immunization Reactions** window and then click the **Save Reactions** button (Figure 87).

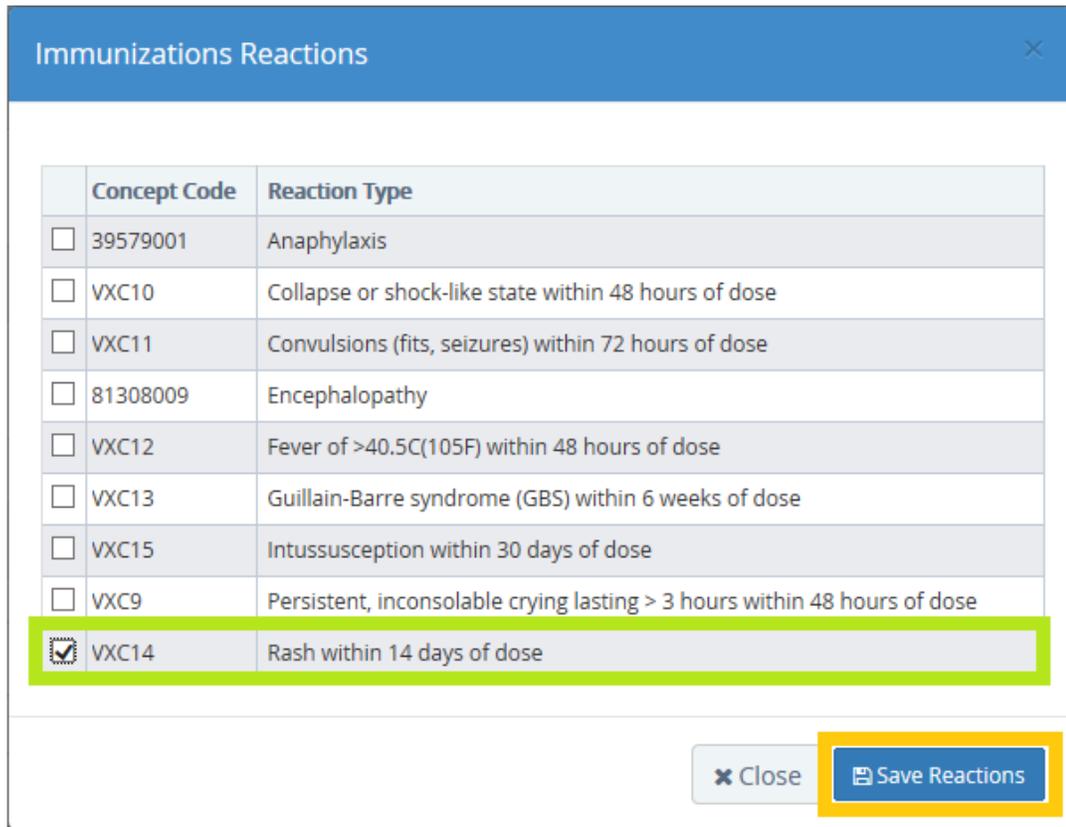


Figure 86 - Immunizations Reactions

4. At the **Add/Edit Immunizations** screen click the **Save Immunization** button  to

complete adding the reaction. Select the **Cancel** button  if the reaction no longer needs to be added.

Patient WELLS, DECOREY, SEMAJ DOB: 12/10/2015 Age: 0 y 0 m 1 d Demographics ID: 3340452 Schedules Shot Record

Summary Demographics **Immunizations** History Shots Progress Notes

Add/Edit Immunization

Date Given: 12/11/2015 **Has Reaction**

Given By: BELL, JANE, DO **Ordering Authority:** MICHAEL D DAVID DO

Vaccine Given: Hep B, adolescent or pediatric

ID	Schedule Name	VIS Version	Max Dose
4	Hep-B	2/2/2012 - Hepatitis B Pediatric/Adolescent	1

Funding Source: VFC/Federal Purchased **VIS Given Date:** 12/11/2015

	ID	Manufacturer	Lot Number	Expires	Qty
<input checked="" type="checkbox"/>	26295	GLAXOSMITHKLINE	D7447	1/31/2016	7

Eligibility: PRIVATE INSURANCE **Route:** IM-Intramuscular **Administration Site:** RT-Right Thigh

Figure 87 – Hep B Reaction Patient 3340452

- Once saved, users are returned to the **Immunizations Schedules** screen where a checkmark in the **Reactions** column confirms the reaction has been added to the patient's record (Figure 89).

Immunization Schedules

[View All Immunizations](#)
[+ Add Immunization](#)
[Refusals](#)

Vaccination Schedules								
	Series Name	Last Given Date	Recommended Date	Earliest Date	Past Due Date	Status	Refusals	Reactions
<input checked="" type="checkbox"/>	DTaP/DT		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/>	Rotavirus		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/>	Pneumo Conjugate (PCV)		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/>	HPV		12/10/2026	12/10/2024	12/10/2028	Current		
<input type="checkbox"/>	Tdap					Not Indicated		
<input checked="" type="checkbox"/>	Flu		6/10/2016	6/10/2016	7/10/2016	Current		
<input checked="" type="checkbox"/>	MMR		12/10/2016	12/10/2016	4/10/2017	Current		
<input checked="" type="checkbox"/>	Hib		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/>	Polio		2/10/2016	1/21/2016	3/11/2016	Current		
<input checked="" type="checkbox"/>	Varicella		12/10/2016	12/10/2016	4/10/2017	Current		
<input checked="" type="checkbox"/>	Hep-B	12/11/2015	1/11/2016	1/8/2016	4/10/2016	Current		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Hep - A		12/10/2016	12/10/2016	12/10/2017	Current		

VAERS - Vaccine Adverse Event Reporting System

Figure 88 – Updated immunization Schedules

6. When viewing the **Patient Immunizations** the **Actions** column now displays the **Caution** icon  noting a reaction to the vaccine (Figure 90). The patient's immunization record will also reflect the reaction (Figure 91)

Patient

WELLS, DECOREY, SEMAJ |
 DOB: 12/10/2015 |
 Age: 0 y 0 m 7 d |
 Demographics ID: 3340452 |
 Schedules |
 Shot Record

[Summary](#)
[Demographics](#)
[Immunizations](#)
[History Shots](#)
[Progress Notes](#)

Patient Immunizations

[View Schedules](#)

Date Given	Vaccine	Lot Number	Given By	Imm Site	Valid?	History	View Reactions
12/11/2015	Hep B, adolescent or pediatric	D7447	JANE BELL, DO	RT-Right Thigh	<input checked="" type="checkbox"/>		

Figure 89 - Updated Hep B Immunizations Patient 3340452



State of Oklahoma Official Immunization Record

This form was created using the Oklahoma State Immunization Information System(OSIIS)
Oklahoma State Department of Health(OSDH)

By law, your child must meet Oklahoma immunization requirements to be enrolled in school or child care.

Name: WELLS, DECOREY S.	Date Of Birth: 12/10/2015	Gender: M	Client ID: 3340452
Allergies: None			
Reactions: 12/11/2015: Hep-B			
Refusals: None			
Exemptions: None			

Vaccine Name	Date Given	Given By
--------------	------------	----------

Vaccine Name	Date Given	Given By
--------------	------------	----------

	DTaP/DT		
	Rotavirus		
	Pneumo Conjugate (PCV)		
	HPV		
	Meningococcal		
	Tdap		
	Flu		
	MMR		
	Hib		
	Polio		
	Varicella		
	Hep-B		
1	Hep B, adolescent or pediatric	12/11/2015	GRAND LAKE FAMILY MEDICINE

	Hep - A		

Legend : ⊖=Invalid dose.

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Signature: _____ Date: _____

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Oklahoma City, OK 73117-1299

(800) 234 - 6196

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Figure 90 - Updated Shot Record Reaction Hep B

History Shots

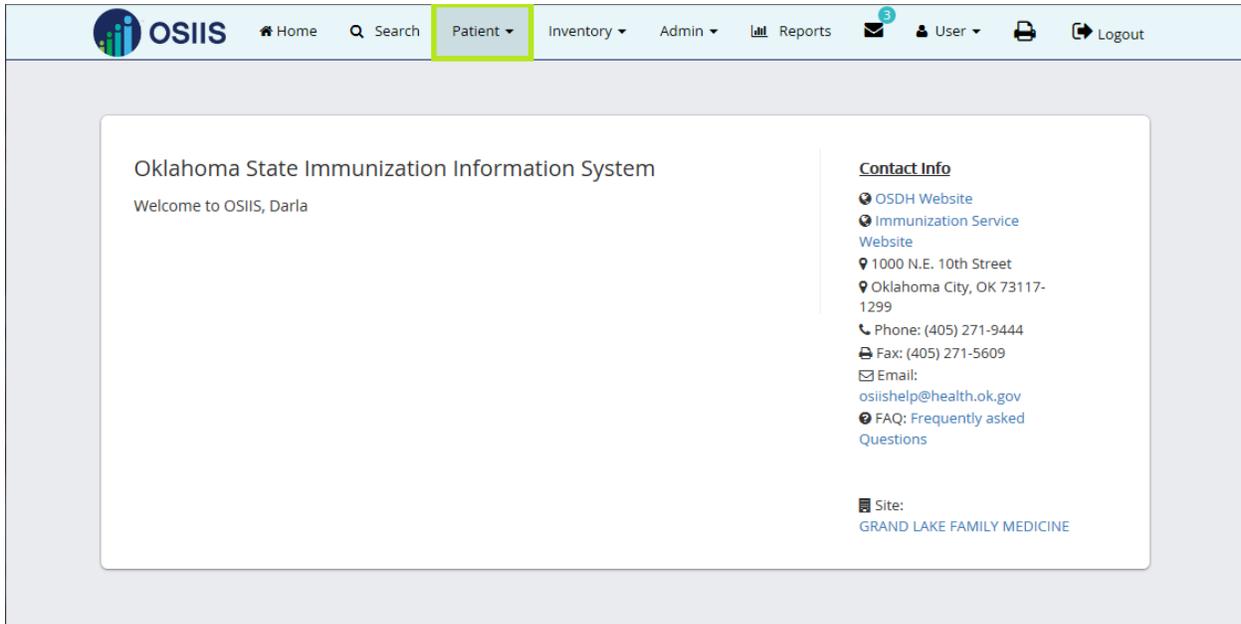


Figure 91 - OSIS Homepage- Patient Tab

To begin updating a patient's shot record:

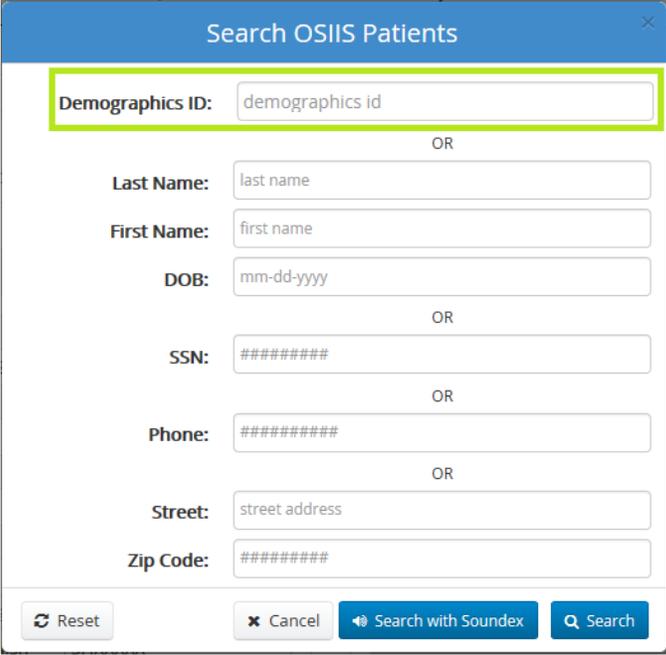
1. At OSIS **Homepage** main menu **Toolbar**, click **Patient** tab and select **History Shots**.



Figure 92 - Patient Menu – History Shots

2. Search the OSIS patient database using **one** of the search criteria:

- **Demographics ID**
 - Enter patient's ID number. Proceed to **Step 3**.



The screenshot shows a web form titled "Search OSIS Patients" with a blue header and a close button (X) in the top right. The form contains several input fields for patient information, separated by "OR" labels. The "Demographics ID" field at the top is highlighted with a green border and contains the text "demographics id". Below it are fields for "Last Name" (placeholder: "last name"), "First Name" (placeholder: "first name"), "DOB" (placeholder: "mm-dd-yyyy"), "SSN" (placeholder: "#####"), "Phone" (placeholder: "#####"), "Street" (placeholder: "street address"), and "Zip Code" (placeholder: "#####"). At the bottom of the form are four buttons: "Reset" (with a circular arrow icon), "Cancel" (with an X icon), "Search with Soundex" (with a speaker icon), and "Search" (with a magnifying glass icon).

Figure 93 - Search OSIS Patients - Demographics ID

- **or Last Name and First Name and Date of Birth**
 - Enter patient's name and DOB as indicated. Proceed to **Step 3**.



The screenshot shows the same "Search OSIS Patients" form as in Figure 93. In this version, the "Demographics ID" field is not highlighted. Instead, the "Last Name", "First Name", and "DOB" fields are highlighted with a green border. The "Last Name" field contains "last name", the "First Name" field contains "first name", and the "DOB" field contains "mm-dd-yyyy". All other fields and buttons remain the same as in Figure 93.

Figure 94 - Patient Search-Last Name, First Name, DOB

- **or Social Security Number**
 - Enter patient's SSN without dashes. Proceed to **Step 3**.

Search OSIS Patients ✕

Demographics ID:

OR

Last Name:

First Name:

DOB:

OR

SSN:

OR

Phone:

OR

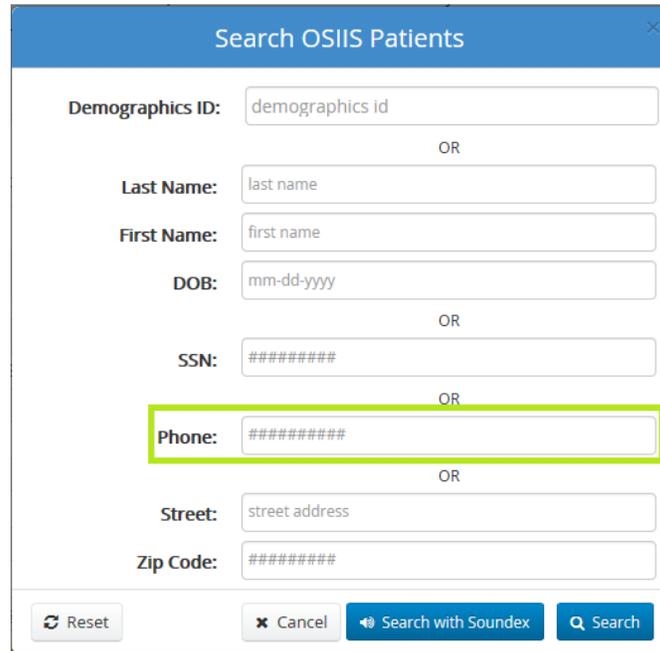
Street:

Zip Code:

Figure 95 - Patient Search - SSN

- **or Phone Number**

- Enter the patient's 10-digit phone number without spaces or special characters. Proceed to **Step 3**.

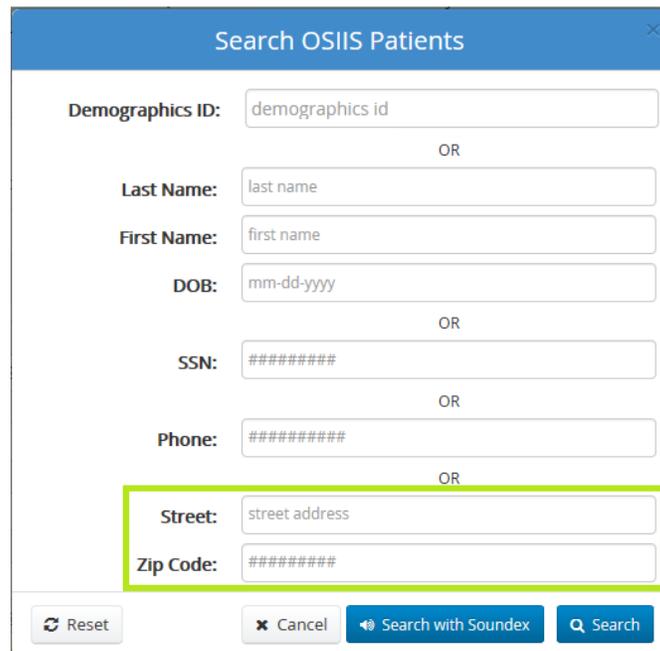


The screenshot shows a web form titled "Search OSIS Patients" with a close button (X) in the top right corner. The form contains several input fields: "Demographics ID:" (placeholder: demographics id), "Last Name:" (placeholder: last name), "First Name:" (placeholder: first name), "DOB:" (placeholder: mm-dd-yyyy), "SSN:" (placeholder: #####), "Phone:" (placeholder: #####), "Street:" (placeholder: street address), and "Zip Code:" (placeholder: #####). The "Phone:" field is highlighted with a green border. Below the fields are four buttons: "Reset", "Cancel", "Search with Soundex", and "Search".

Figure 96 - Patient Search - Phone Number

- **or Street Address and Zip Code**

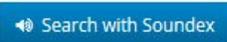
- Enter the patient's address and 5-digit zip code where indicated.



The screenshot shows the same "Search OSIS Patients" form as Figure 96. In this version, the "Street:" and "Zip Code:" fields are highlighted with a green border. The "Phone:" field is no longer highlighted. All other fields and buttons remain the same.

Figure 97 - Patient Search - Street Address and Zip Code

3. Click the **Search** button  .

- If the spelling of a patient's **Last Name** is uncertain, using the **Search with Soundex**  button can be more useful. This search method filters results based on what a name sounds like.

Note: Using **Search with Soundex can generate numerous possible matches. The number of results returned is limited up to 100 records.*

4. Once the patient's record is located, the **History Shots** screen is displayed and vaccines can be added to the patient's immunization record (Figure 99).

Patient **BOYD, C, L** DOB: 1/5/1965 Age: 50 y 10 m 30 d Demographics ID: 3340435 Schedules Shot Record

Summary Demographics Immunizations **History Shots** Progress Notes

History Shots

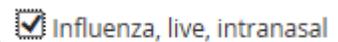
Date Administered (optional):

Vaccines		
<input type="checkbox"/> Adenovirus, unspecified formulation	<input type="checkbox"/> Influenza, injectable, quadrivalent	<input type="checkbox"/> Pneumococcal conjugate PCV 7
<input type="checkbox"/> Anthrax	<input type="checkbox"/> Influenza, injectable, quadrivalent, preservative free	<input type="checkbox"/> Pneumococcal Conjugate, unspecified formulation
<input type="checkbox"/> BCG	<input type="checkbox"/> Influenza, injectable, quadrivalent, preservative free, pediatric	<input type="checkbox"/> Pneumococcal polysaccharide PPSV23
<input type="checkbox"/> Cholera	<input type="checkbox"/> Influenza, intradermal, quadrivalent, preservative free	<input type="checkbox"/> Pneumococcal, unspecified formulation
<input type="checkbox"/> CMVIG	<input type="checkbox"/> Influenza, live, intranasal	<input type="checkbox"/> Polio, unspecified formulation
<input type="checkbox"/> DT (pediatric)	<input type="checkbox"/> Influenza, live, intranasal, quadrivalent	<input type="checkbox"/> Rabies, unspecified formulation
<input type="checkbox"/> DTaP, unspecified formulation	<input type="checkbox"/> Influenza, recombinant, injectable, preservative free	<input type="checkbox"/> Rho(D) - Unspecified formulation
<input type="checkbox"/> DTaP-Hep B-IPV	<input type="checkbox"/> Influenza, seasonal, injectable	<input type="checkbox"/> RIG
<input type="checkbox"/> DTaP-Hib	<input type="checkbox"/> Influenza, seasonal, injectable, preservative free	<input type="checkbox"/> Rotavirus, monovalent
<input type="checkbox"/> DTaP-Hib-IPV	<input type="checkbox"/> Influenza, seasonal, intradermal, preservative free	<input type="checkbox"/> Rotavirus, pentavalent
<input type="checkbox"/> DTaP-IPV	<input type="checkbox"/> Influenza, split (incl. purified surface antigen)	<input type="checkbox"/> Rotavirus, tetravalent
<input type="checkbox"/> DTaP-IPV-HIB-HEP B, historical	<input type="checkbox"/> Influenza, unspecified formulation	<input type="checkbox"/> Rotavirus, unspecified formulation
<input type="checkbox"/> DTP	<input type="checkbox"/> Influenza, whole	<input type="checkbox"/> RSV-IGIV
<input type="checkbox"/> DTP-Hib	<input type="checkbox"/> IPV	<input type="checkbox"/> RSV-Mab
<input type="checkbox"/> HBIG	<input type="checkbox"/> Japanese Encephalitis, unspecified formulation	<input type="checkbox"/> RSV-Mab (new)
<input type="checkbox"/> Hep A, adult	<input type="checkbox"/> M/R	<input type="checkbox"/> Rubella
<input type="checkbox"/> Hep A, pediatric, unspecified formulation	<input type="checkbox"/> Measles	<input type="checkbox"/> Rubella/mumps
<input type="checkbox"/> Hep A, unspecified formulation	<input type="checkbox"/> Meningococcal B, OMV	<input type="checkbox"/> Td (adult)
<input type="checkbox"/> Hep A-Hep B	<input type="checkbox"/> Meningococcal B, recombinant	<input type="checkbox"/> Td (adult) preservative free
<input type="checkbox"/> Hep B, adolescent or pediatric	<input type="checkbox"/> Meningococcal B, unspecified	<input type="checkbox"/> Td (adult), adsorbed
<input type="checkbox"/> Hep B, adult	<input type="checkbox"/> Meningococcal C conjugate	<input type="checkbox"/> Td(adult) unspecified formulation
<input type="checkbox"/> Hep B, unspecified formulation	<input type="checkbox"/> Meningococcal C/Y-HIB PRP	<input type="checkbox"/> Tdap
<input type="checkbox"/> Hib (HbOC)	<input type="checkbox"/> Meningococcal MCV4, unspecified formulation	<input type="checkbox"/> Tetanus toxoid, unspecified formulation
<input type="checkbox"/> Hib (PRP-D)	<input type="checkbox"/> Meningococcal MCV4O	<input type="checkbox"/> Tick-borne encephalitis
<input type="checkbox"/> Hib (PRP-OMP)	<input type="checkbox"/> Meningococcal MCV4P	<input type="checkbox"/> TST, unspecified formulation
<input type="checkbox"/> Hib (PRP-T)	<input type="checkbox"/> Meningococcal MPSV4	<input type="checkbox"/> TST-OT tine test
<input type="checkbox"/> Hib, unspecified formulation	<input type="checkbox"/> Meningococcal, unspecified formulation	<input type="checkbox"/> TST-PPD intradermal
<input type="checkbox"/> Hib-Hep B	<input type="checkbox"/> MMR	<input type="checkbox"/> TST-PPD tine test
<input type="checkbox"/> HPV, bivalent	<input type="checkbox"/> MMRV	<input type="checkbox"/> Tularemia vaccine
<input type="checkbox"/> HPV, quadrivalent	<input type="checkbox"/> Mumps	<input type="checkbox"/> Typhoid, unspecified formulation
<input type="checkbox"/> HPV, unspecified formulation	<input type="checkbox"/> Novel influenza-H1N1-09	<input type="checkbox"/> Typhus, historical
<input type="checkbox"/> HPV9	<input type="checkbox"/> Novel Influenza-H1N1-09, all formulations	<input type="checkbox"/> Vaccinia (smallpox)
<input type="checkbox"/> IG, unspecified formulation	<input type="checkbox"/> Novel influenza-H1N1-09, nasal	<input type="checkbox"/> Vaccinia immune globulin
<input type="checkbox"/> Influenza A monovalent (H5N1), ADJUVANTED-2013	<input type="checkbox"/> Novel influenza-H1N1-09, preservative-free	<input type="checkbox"/> Varicella
<input type="checkbox"/> Influenza nasal, unspecified formulation	<input type="checkbox"/> OPV	<input type="checkbox"/> VEE, unspecified formulation
<input type="checkbox"/> Influenza, H5N1-1203	<input type="checkbox"/> Parainfluenza-3	<input type="checkbox"/> VZIG
<input type="checkbox"/> Influenza, high dose seasonal	<input type="checkbox"/> Pertussis	<input type="checkbox"/> Zoster
<input type="checkbox"/> Influenza, injectable, MDCK, preservative free	<input type="checkbox"/> Pneumococcal conjugate PCV 13	

Site: GRAND LAKE FAMILY MEDICINE - 20641

Figure 98 - History Shots Vaccine List

5. Click the checkbox to the left of the vaccine to be entered from list provided



6. Enter the date immunization was administered using the calendar or type in using the mm/dd/yyyy format.

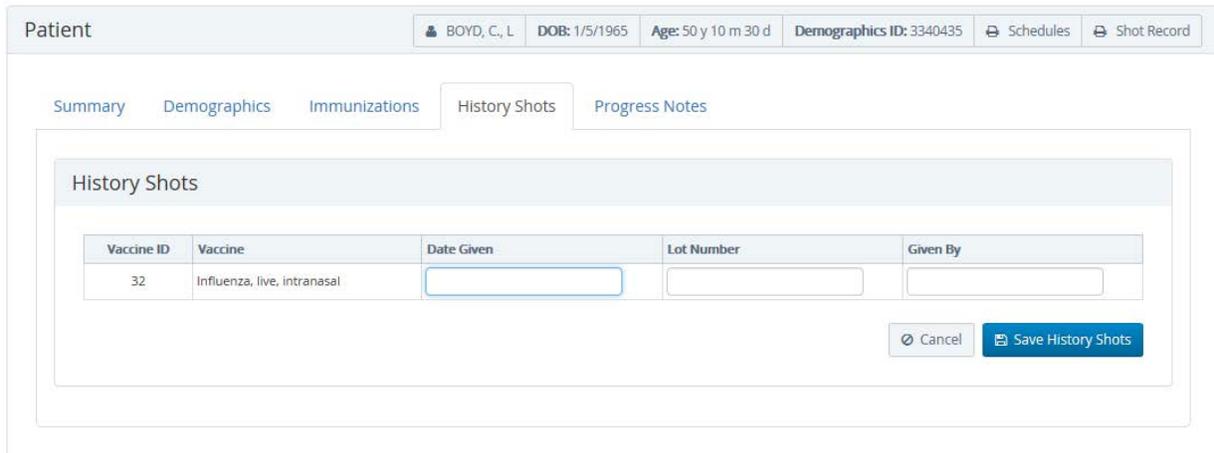
7. Click the **Enter Shots** button . All selected vaccine(s) will now be listed in the **Save History Shots** window (Figure 93).

- If no vaccine has been selected, an error message is broadcast in the top, right corner of the screen



. Ensure the vaccine to be added is checked and repeat

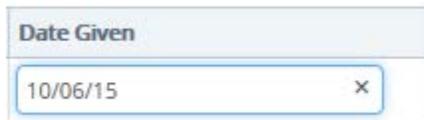
Step 3.



Vaccine ID	Vaccine	Date Given	Lot Number	Given By
32	Influenza, live, intranasal			

Figure 99 – Selected History Shots

8. Enter date the immunization was given



- If no date provided history shot will not be save and error message broadcast in the top, right corner of the screen (Figure 101).

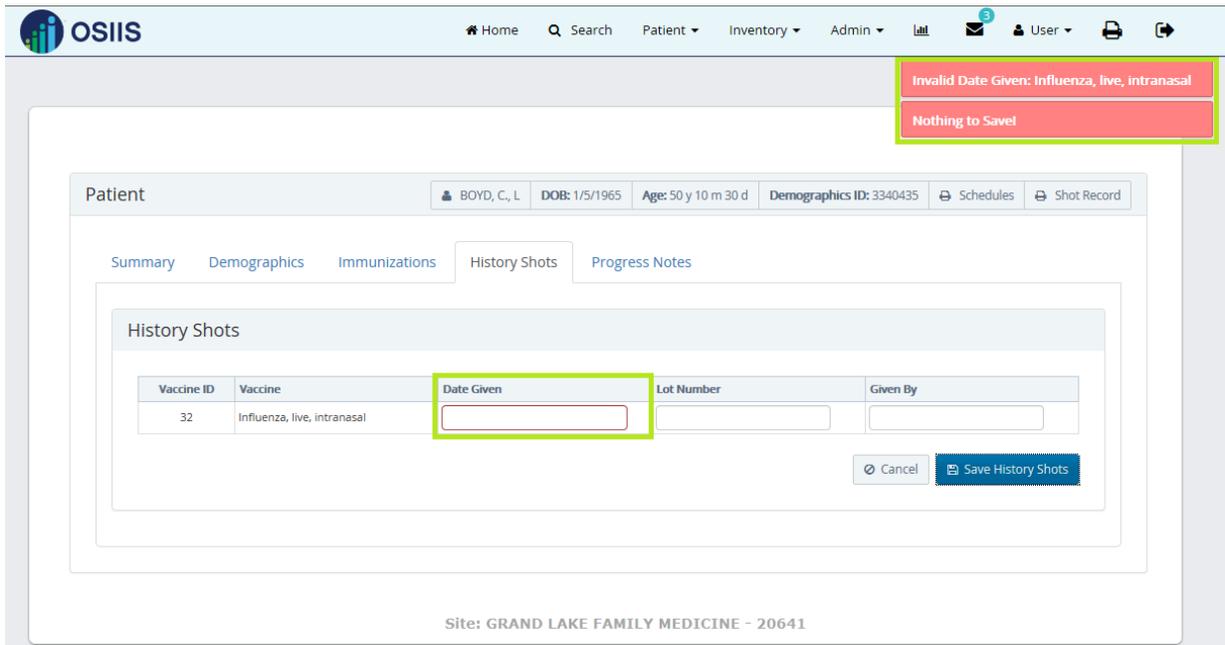


Figure 100 - History Shots Error- No Date

9. Enter the vaccine **Lot Number** if available (optional).

Lot Number

10. Enter the name of the facility where vaccine was administered **Given By** (optional).

Given By

Save History Shots

11. Click **Save History Shots** button

12. Once saved, a confirmation of the successful save is broadcast in the upper, right hand corner of the **History Shots** screen.



Updates from the History Shots will appear on the patient's official State of Oklahoma **Immunization Record** (Figure 97) and **Immunization Schedule Status Report** (Figure 98).

13. To view and or print the patient's **Immunization Record**, click the **Shot Record** button

Shot Record



State of Oklahoma Official Immunization Record

This form was created using the Oklahoma State Immunization Information System(OSIIS)
Oklahoma State Department of Health(OSDH)

By law, your child must meet Oklahoma immunization requirements to be enrolled in school or child care.

Name: BOYD, C. L.	Date Of Birth: 01/05/1965	Gender: M	Client ID: 3340435
Allergies: None			
Reactions: None			
Refusals: None			
Exemptions: None			

Vaccine Name	Date Given	Given By
--------------	------------	----------

Vaccine Name	Date Given	Given By
--------------	------------	----------

	DTaP/DT		
	Rotavirus		
	Pneumo Conjugate (PCV)		
	HPV		
	Meningococcal		
	Tdap		
1	Td (adult), adsorbed	11/18/2015	HISTORY
	Flu		
1	Influenza, live, intranasal	10/06/2015	HISTORY
	MMR		
	Hib		
	Polio		
	Varicella		

	Hep-B		
	Hep - A		

Legend : ⊖=Invalid dose.

Printed By: 20641 - GRAND LAKE FAMILY MEDICINE - GROVE

Signature: _____ Date: _____

Clinic Stamp

Oklahoma State Department of Health - Immunization Service
1000 N.E. 10th Street, Room 911
Oklahoma City, OK 73117-1299

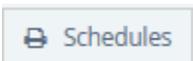
(800) 234 - 6196

Form Revised July 2012

Print Date 12/4/2015 4:25 PM

Figure 101 - History Shots - Updated Immunization Record

14. To view and or print the patient's **Immunization Schedule Status Report**, click the **Schedules** button





Immunization Schedule Status Report

This form was created using the Oklahoma State Immunization Information System(OSIIS)
Oklahoma State Department of Health(OSDH)

By law, your child must meet Oklahoma immunization requirements to be enrolled in school or child care.

The status screen is based on the ACIP recommended schedule and the data entered by end users. This screen displays only valid doses. Doses administered at less than the minimum interval or minimum age will not be displayed on this screen. If no history shots have been entered, then the system has to assume that no other shots have been given.

Name: BOYD, C. L.	Date Of Birth: 01/05/1965	Gender: M	Client ID: 3340435
Exemptions: None			

Series Name	Last Given Date	Recommended Date	Earliest Next Date	Past Due Date	Status
DTaP/DT					Not Indicated
Rotavirus					Not Indicated
Pneumo Conjugate (PCV)					Not Indicated
HPV					Not Indicated
Tdap	11/18/2015				Complete
Flu	10/6/2015	10/1/2016	8/1/2016	10/31/2016	Current
MMR		11/3/2015	11/3/2015	12/3/2015	Past Due
Hib					Not Indicated
Polio					Not Indicated
Varicella					Not Indicated
Hep-B		1/1/1986	1/1/1986	1/31/1986	Past Due
Hep - A		1/1/1996	1/1/1996	1/31/1996	Past Due

Printed From: 20641 - GRAND LAKE FAMILY MEDICINE - GROVE

Page 1 of 1

Oklahoma State Department of Health - Immunization Service
1000 N.E. 10th Street, Room 911
Oklahoma City, OK 73117-1299

(800) 234 - 6196

Form Revised July 2012

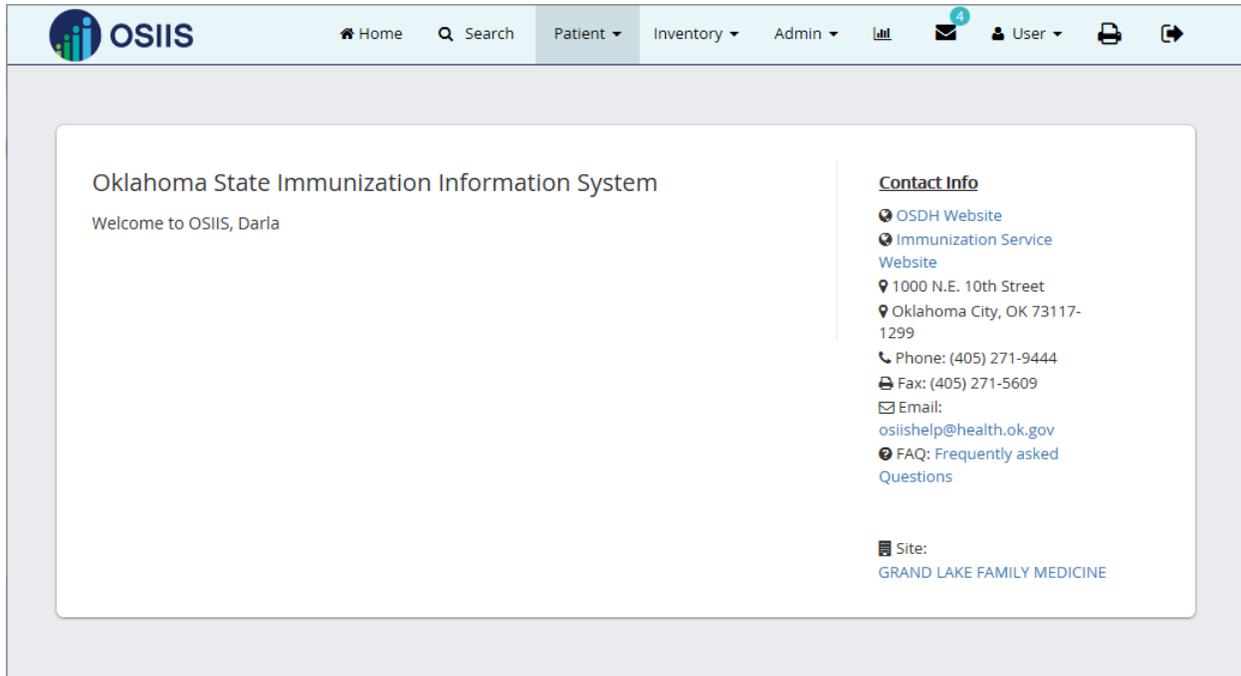
Print Date: 12/7/2015 9:28 AM

Figure 102 – History Shots –Updated Immunization Status Report

Progress Notes

The **Progress Notes** feature in OSIS allows users to annotate a patient's records as necessary and view notes entered by other providers.

To begin adding patient **Progress Notes** from the **OSIS Homepage**:



1. Click **Patient** tab. Scroll down and click to select **Progress Notes**.



2. Conduct a patient search using **one** of the five following search categories:

- **Demographics ID**
 - Click on the **Demographics** field. Enter patient's ID number. Proceed to **Step 3**.

The screenshot shows a web form titled "Search OSIS Patients". At the top, there is a blue header with the title and a close button. Below the header, the form contains several input fields. The first field, "Demographics ID:", is highlighted with a green border and contains the text "demographics id". Below this field is an "OR" separator. The next three fields are "Last Name:" (containing "last name"), "First Name:" (containing "first name"), and "DOB:" (containing "mm-dd-yyyy"). Below these is another "OR" separator. The next three fields are "SSN:" (containing "#####"), "Phone:" (containing "#####"), and "Street:" (containing "street address"). Below these is a third "OR" separator. The final field is "Zip Code:" (containing "#####"). At the bottom of the form, there are four buttons: "Reset", "Cancel", "Search with Soundex", and "Search".

Figure 103 - Search OSIS Patients - Demographics ID

- *or* **Last Name** and **First Name** and **Date of Birth**
 - Enter patient's name and DOB as indicated. Proceed to **Step 3**.

This screenshot is identical to Figure 103, but the "Last Name:", "First Name:", and "DOB:" fields and their respective input boxes are highlighted with a green border. The "Demographics ID" field is no longer highlighted.

Figure 104 - Patient Search-Last Name, First Name, DOB

- *or* **Social Security Number**
 - Enter patient's SSN without dashes. Proceed to **Step 3**.

The screenshot shows a web form titled "Search OSIS Patients" with a blue header and a close button (X) in the top right. The form contains several input fields for patient information, each with a label and a placeholder text. The fields are: "Demographics ID:" with placeholder "demographics id", "Last Name:" with "last name", "First Name:" with "first name", "DOB:" with "mm-dd-yyyy", "SSN:" with "#####", "Phone:" with "#####", "Street:" with "street address", and "Zip Code:" with "#####". The "OR" text is centered between the "Demographics ID:" and "Last Name:" fields, and between the "DOB:" and "SSN:" fields. The "SSN:" field is highlighted with a green border. At the bottom of the form, there are four buttons: "Reset" (with a circular arrow icon), "Cancel" (with an X icon), "Search with Soundex" (with a speaker icon), and "Search" (with a magnifying glass icon).

Figure 105 - Patient Search - SSN

- or **Phone Number**
 - Enter the patient’s 10-digit phone number without spaces or special characters. Proceed to **Step 3.**

This screenshot is identical to Figure 105, showing the "Search OSIS Patients" form. In this version, the "Phone:" field, which contains the placeholder "#####", is highlighted with a green border. All other elements, including labels, placeholders, "OR" text, and buttons, are the same as in Figure 105.

Figure 106 - Patient Search - Phone Number

- or **Street Address and Zip Code**
 - Enter the patient’s address and 5-digit zip code where indicated. Proceed to **Step 3.**

Figure 107 - Patient Search - Street Address and Zip Code

3. Click the **Search** button



- If the **Last Name, First Name, DOB** search option is employed and the spelling of a patient’s name is uncertain, using the **Search with Soundex** button can be more helpful. This search method filters results based on what a name sounds like.



***Note:** Using **Search with Soundex** can generate numerous possible matches. The number of results returned is limited up to 100 records. For detailed instructions refer to the **Search** section of this user guide.

Once a single record is returned, users are directed to the patient’s Progress Notes Screen (Figure 109).

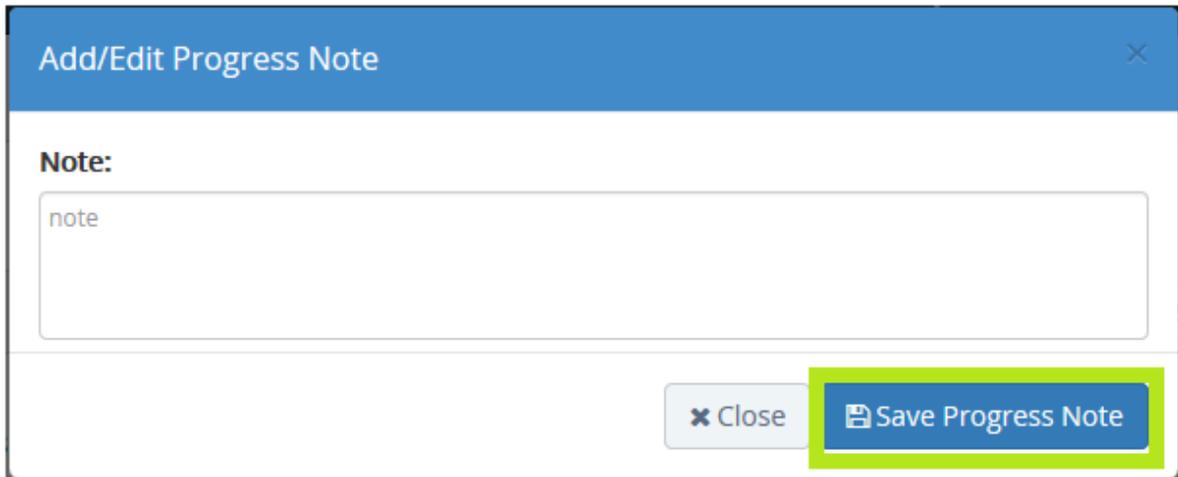
Patient Progress Notes				
Change Date	Entry User	Is Public	Note Details	Actions

Figure 108 - Progress Notes

4. Click the **Add Progress Notes** button



to access the **Add/Edit Notes** window.



5. Add the text to the **Note** field

6. Click the **Save Progress Note** button  to complete or click the **Close** button

 to cancel the progress note.

The successful addition of the **Progress Note** is broadcast to the top, right corner of the screen (Figure 110).

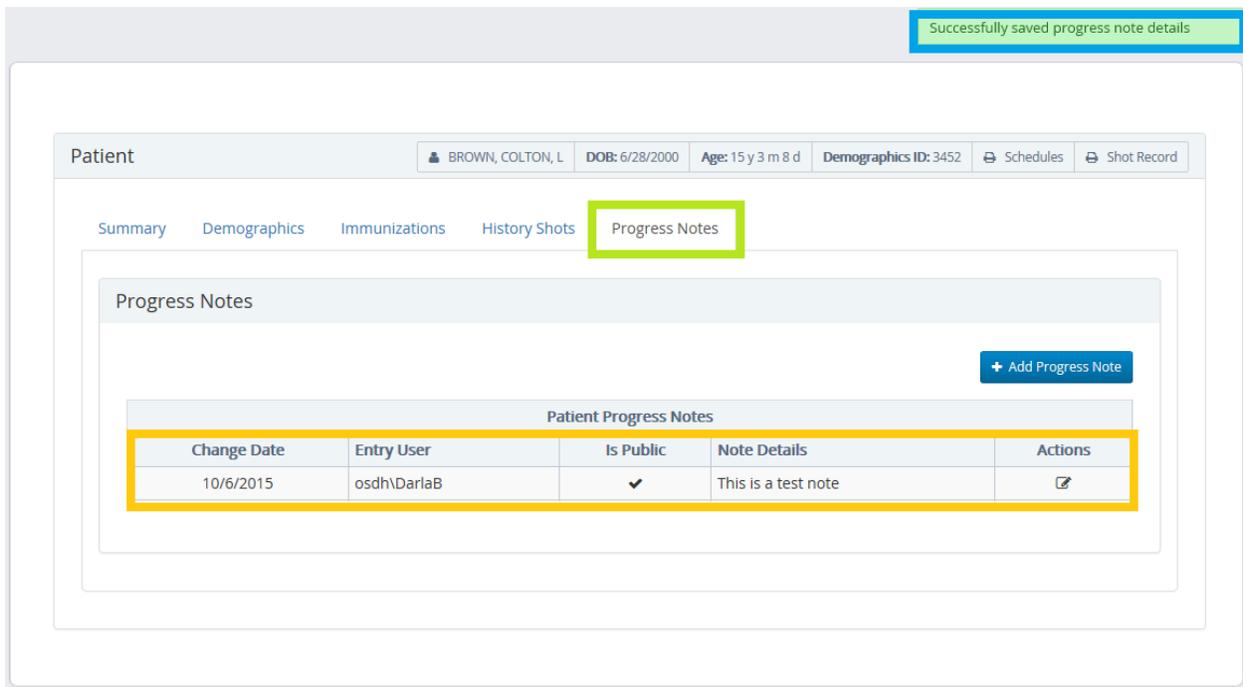


Figure 109 - Progress Note Added

Table 3 gives a brief explanation of the information auto- populated to the Progress Note when saved.

FIELD	DESCRIPTION
Change Date	Date progress note entry is made/updated
Is Public (Default)	Check mark indicates progress note will be seen by all users

Entry User	User ID of progress note creator
Actions	 Edit

Table 3 -Progress Notes Field Description

Inventory

The **Inventory** module allows OSIS users to control and monitor the site’s vaccine quantities. Specific functions include:

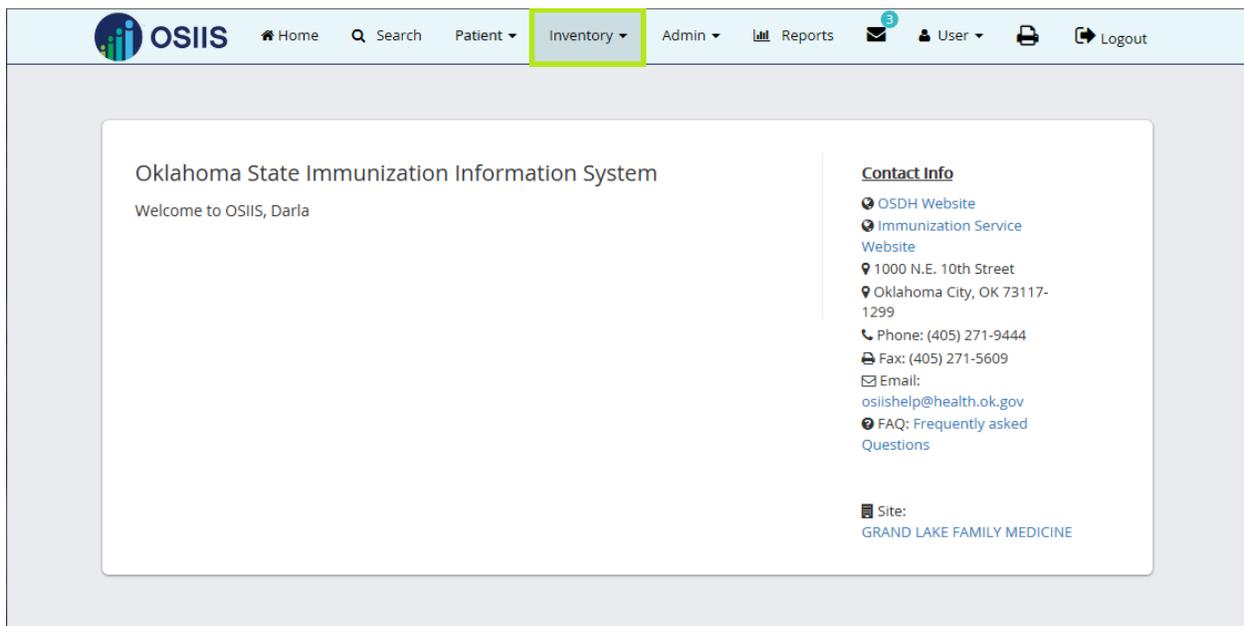
- **Receive Shipments**
- **Manage Inventory**
- **Transfer Inventory**
- **Vaccine Preferences**
- **Vaccine Request**
- **Add Stock**

Receive Shipments

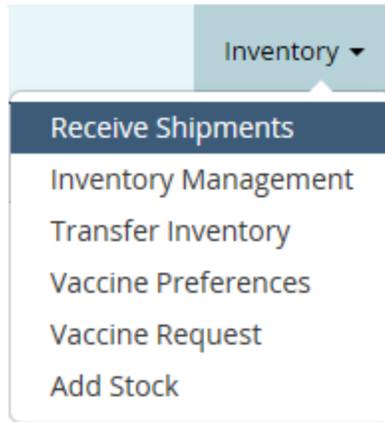
Prior to any physical vaccine quantities being reflected in the site’s inventory, it must first be received electronically through OSIS. Providers will receive a notification of vaccine inventory being shipped as indicated through the OSIS



notification system. Shipments available to be received are listed at the **Receive Shipments** screen (Figure 111). Users can verify all information pertaining to the shipment by checking the **Shipment ID, Shipment Type, Inventory ID, Item Description, Quantity Shipped** and **Shipped Date** to the physical package.



1. At the main menu toolbar, click **Inventory** tab and select **Receive Shipments**



Under Actions column, click the Receive Items icon

Site Inventory

Receive Shipments Manage Inventory Transfer Vacc. Preferences Vacc. Request Add Stock

Receive Shipments

Shipment Items to Receive						
ShipmentID	Shipment Type	Inventory ID	Item Description	Quantity Shipped	Shipped Date	Actions
538	OSDH Transfer	2627	HPV - SDV Gardasil (MERCK)	5	7/21/2015	

Site: DARLAS TEST CLINIC - 331

Figure 110 - Receive Shipments Site 331

- In the Receive Items window, user will enter the **Lot Number** for the items received

3. Enter the quantity accepted Qty Accepted
 - If items are damaged or not included, **this is not where you correct that**
4. Click the Verify Receive Shipment button
 - A confirmation message will broadcast, click **OK** to continue

- If received successfully, confirmation of receipt will appear and list will no longer contain the shipment
5. Shipment can now be viewed as part of the site's current inventory
 - Click **Manage Inventory** tab to access the **Current Inventory** screen
 - Under the **Description** column locate the vaccine, then click the **View Transaction** icon 

Site Inventory

Receive Shipments Manage Inventory Transfer Vacc. Preferences Vacc. Request Add Stock

Current Inventory

Excel PDF

10 records per page Search:

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	4	SANO4141	2/1/2017	317/Federal Purchased	Dose		
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	20	PLAYA123	2/11/2018	VFC/Federal Purchased	Each	49281051005	
FLUVIRIN 4-18Y-VFC	20	123456	10/9/2015	Private/Locally Purchased	Dose		
HPV - SDV Gardasil (MERCK)	15	ABC123	12/31/2061	VFC/Federal Purchased	Dose	00006404541	
MMRV - SDV Proquad (Merck)	10	PLAYA789	2/11/2016	VFC/Federal Purchased	Each	00006499900	
Varicella - SDV Varivax (Merck)	20	789987	12/1/2015	Private/Locally Purchased	Each	123456789001111	
Varicella - SDV Varivax (Merck)	10	SPLIT124	4/15/2016	VFC/Federal Purchased	Each	123456789001111	

View Item Transactions

Figure 111 - Updated Current Inventory

6. The received inventory is then stored and posted as a transaction

View Inventory Item Transactions

Description	Type	Site	Qty	Comments	User	Date
HPV - SDV Gardasil (MERCK)	Receive Inventory	DARLAS TEST CLINIC	10	Received on order 3711	OSDH\MARISAP	7/9/2015
HPV - SDV Gardasil (MERCK)	Receive Inventory	DARLAS TEST CLINIC	5	Received transfer from MARISA TEST SITE	DARLAB	10/9/2015

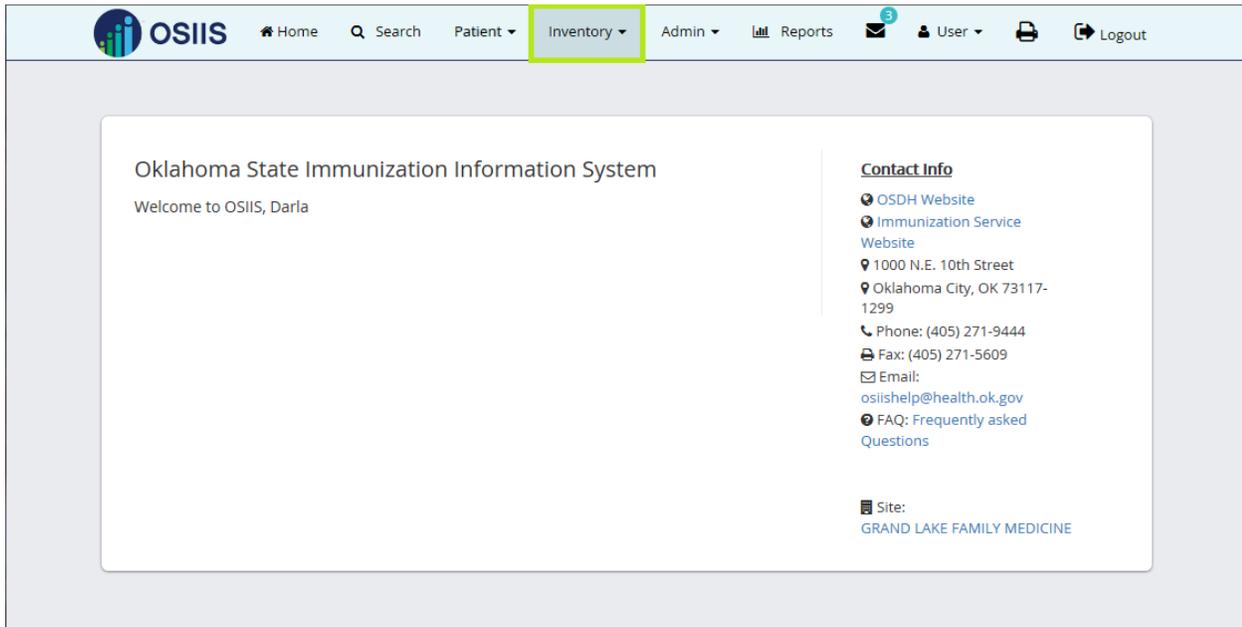
Close

Figure 112 - Received Shipment Transaction

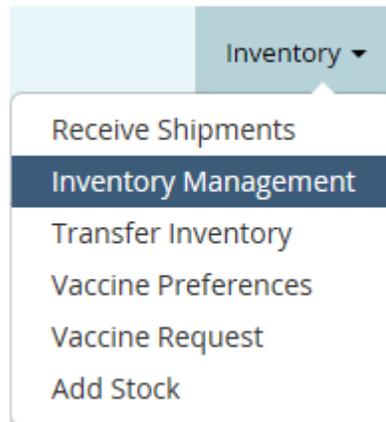
7. Click the Close button  to return to the **Current Inventory** screen

Inventory Management

The **Inventory Management** tab indicates the site's current vaccine stock. To view these quantities from the **OSIIS Homepage**:



1. Click the **Inventory** tab and select **Inventory Management** from the drop-down menu. Users are directed to the **Current Inventory** window.



At the **Current Inventory** screen, users can modify and adjust the quantity of a site's vaccine inventory. Vaccine that is approaching its expiration date is indicated using the **Almost Expired** icon  and appears 30 days prior to expiration. Vaccine that has expired is indicated using the **Expired** icon  (Figure 114).

Site Inventory

Receive Shipments **Manage Inventory** Transfer Vacc. Preferences Vacc. Request Add Stock

Current Inventory

10 records per page Search:

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	4	SANO4141	2/1/2017	317/Federal Purchased	Dose		
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	20	PLAYA123	2/11/2018	VFC/Federal Purchased	Each	49281051005	
FLUVIRIN 4-18Y-VFC	20	123456	10/8/2015	Private/Locally Purchased	Dose		
HPV - SDV Gardasil (MERCK)	10	ABC123	12/31/2061	VFC/Federal Purchased	Dose	00006404541	
MMRV - SDV Proquad (Merck)	10	PLAYA789	2/11/2016	VFC/Federal Purchased	Each	00006499900	
Varicella - SDV Varivax (Merck)	20	789987	12/1/2015	Private/Locally Purchased	Each	123456789001111	
Varicella - SDV Varivax (Merck)	10	SPLIT124	4/15/2016	VFC/Federal Purchased	Each	123456789001111	

Showing 1 to 7 of 7 entries

← Previous 1 Next →

Site: DARLAS TEST CLINIC - 331

Figure 113 - Current Inventory Site 331

Inventory Adjustments can be made due to:

- o **Excess** –when a multi-dose vial contains more vaccine than it should. For example, getting 11 doses out of a 10 dose vial of IPV
- o **Expired** –when a vaccine has exceeded the printed expiration date
- o **Spoiled** – used when vaccine is left out on counter or non-viable due to temperature excursion or other quality concerns
- o **VFC Replacement** – used to replace VFC vaccine that was incorrectly used with Privately Purchased or Locally Purchased Vaccine

To make a vaccine adjustment:

1. Click the **Inventory Adjustments** icon for the vaccine to be adjusted. The **Local Qty** for DTAP-SDV Daptacel (SANOFI) is **4**.

Site Inventory

Receive Shipments **Manage Inventory** Transfer Vacc. Preferences Vacc. Request Add Stock

Current Inventory

Excel PDF

10 records per page

Search:

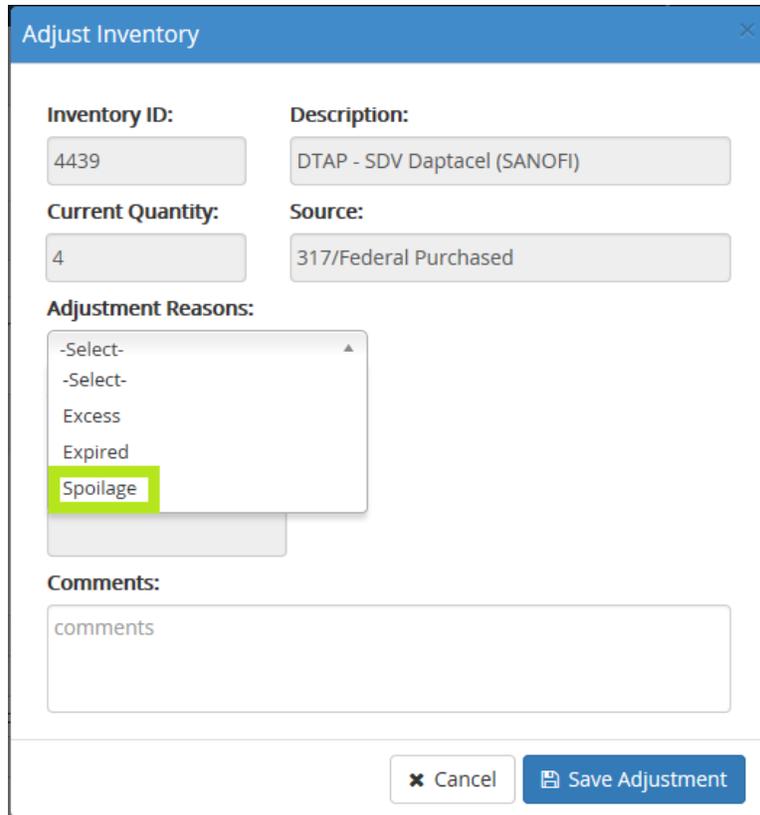
Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	4	SANO4141	2/1/2017	317/Federal Purchased	Dose		 
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	20	PLAYA123	2/11/2018	VFC/Federal Purchased	Each	49281051005	 
FLUVIRIN 4-18Y-VFC	20	123456	10/8/2015 	Private/Locally Purchased	Dose		  
HPV - SDV Gardasil (MERCK)	10	ABC123	12/31/2061	VFC/Federal Purchased	Dose	00006404541	 
MMRV - SDV Proquad (Merck)	10	PLAYA789	2/11/2016	VFC/Federal Purchased	Each	00006499900	 
Varicella - SDV Varivax (Merck)	20	789987	12/1/2015	Private/Locally Purchased	Each	123456789001111	  
Varicella - SDV Varivax (Merck)	10	SPLIT124	4/15/2016	VFC/Federal Purchased	Each	123456789001111	 

Showing 1 to 7 of 7 entries

← Previous 1 Next →

Site: DARLAS TEST CLINIC - 331

2. In the **Adjust Inventory** window, click the down arrow at **Adjustment Reasons** menu to select a reason the **Current Quantity** of the vaccine requires modification. Press the keyboard **<Tab>** key to move to the next field.



The screenshot shows a window titled "Adjust Inventory" with a close button in the top right corner. The window contains several input fields and a dropdown menu:

- Inventory ID:** 4439
- Description:** DTAP - SDV Daptacel (SANOFI)
- Current Quantity:** 4
- Source:** 317/Federal Purchased
- Adjustment Reasons:** A dropdown menu is open, showing options: -Select-, -Select-, Excess, Expired, and Spoilage. The "Spoilage" option is highlighted with a green border.
- Comments:** A text area containing the word "comments".

At the bottom right of the window, there are two buttons: "Cancel" (with a close icon) and "Save Adjustment" (with a save icon).

3. In the **Adjustment Quantity** field, enter the quantity of vaccine. This is the number of vaccine that will be **subtracted** from the **Current Quantity** since the reason for adjustment is **Spoilage**.
4. Press the Tab key or click the left mouse button. The **Adjustment Quantity** will be automatically updated to a negative number, as in this example, **2**.

***Note:** Adjustment Reasons **Expired**, and **VFC Replacement** also subtract from the **Current Quantity** of the vaccine.

Adjust Inventory

Inventory ID: 4439 **Description:** DTAP - SDV Daptacel (SANOFI)

Current Quantity: 4 **Source:** 317/Federal Purchased

Adjustment Reasons: Spoilage

Adjustment Quantity: -2

Quantity after Adjustment: 2

Comments: comments

✕ Cancel Save Adjustment

- The **Quantity after Adjustment** field is also automatically populated to the correct quantity of vaccine that will be available once the adjustment is saved.

5. Click the Comments field to add a comment (required)
6. Click the **Save Adjustment** button to complete the adjustment

Adjust Inventory

Inventory ID: 4439

Description: DTAP - SDV Daptacel (SANOFI)

Current Quantity: 4

Source: 317/Federal Purchased

Adjustment Reasons: Spoilage

Adjustment Quantity: -2

Quantity after Adjustment: 2

Comments: Temperature excursion

✕ Cancel **Save Adjustment**

7. The **Manage Inventory** screen will now update to show a new **Local Qty 2** for DTAP-SDV Daptacel (SANOFI) vaccine.

Site Inventory

Receive Shipments Manage Inventory Transfer Vacc. Preferences Vacc. Request Add Stock

Current Inventory

Excel PDF

10 records per page Search:

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	2	SANO4141	2/1/2017	317/Federal Purchased	Dose		
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	20	PLAYA123	2/11/2018	VFC/Federal Purchased	Each	49281051005	
FLUVIRIN 4-18Y-VFC	15	123456	10/20/2015	Private/Locally Purchased	Dose		
FLUVIRIN 4-18Y-VFC	5	123456	10/20/2015	VFC Replacement	Dose		
HPV - SDV Gardasil (MERCK)	15	ABC123	12/31/2061	VFC/Federal Purchased	Dose	00006404541	
MMRV - SDV Proquad (Merck)	10	PLAYA789	2/11/2016	VFC/Federal Purchased	Each	00006499900	
Varicella - SDV Varivax (Merck)	20	789987	12/1/2015	Private/Locally Purchased	Each	123456789001111	
Varicella - SDV Varivax (Merck)	10	SPLIT124	4/15/2016	VFC/Federal Purchased	Each	123456789001111	

Showing 1 to 8 of 8 entries

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Site: DARLAS TEST CLINIC - 331

The completed transaction is now viewable in the vaccine's **View Items Transactions** window. To view:

1. Click the **View Items Transactions** icon

Site Inventory

Receive Shipments Manage Inventory Transfer Vacc. Preferences Vacc. Request Add Stock

Current Inventory

Excel PDF

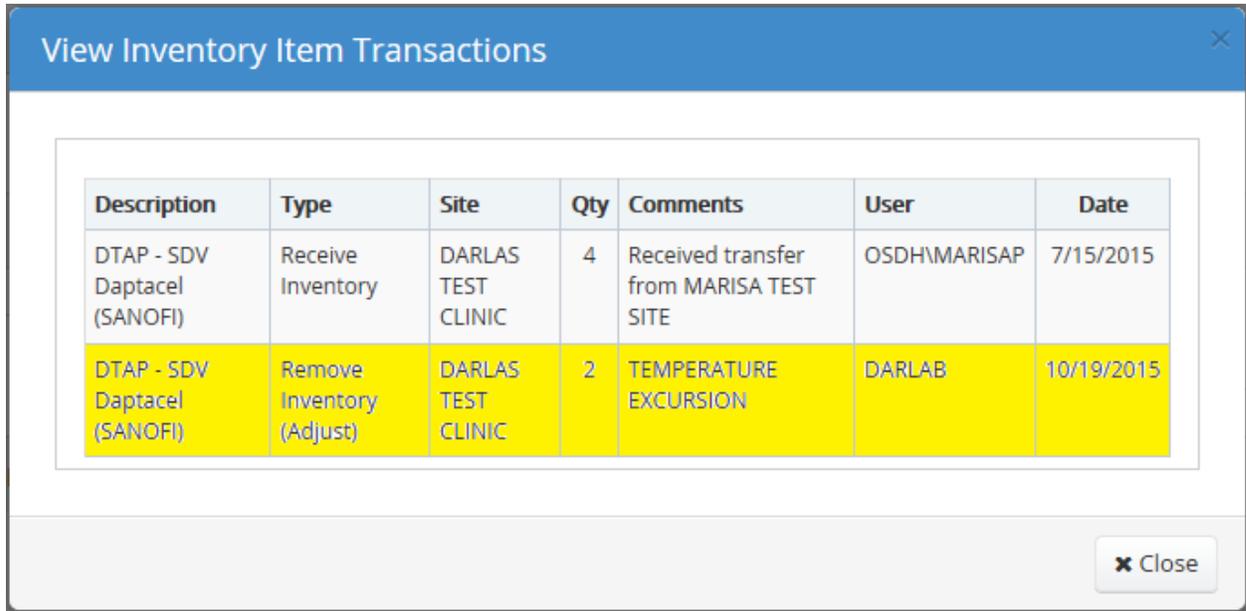
10 records per page Search:

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	2	SANO4141	2/1/2017	317/Federal Purchased	Dose		
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	20	PLAYA123	2/11/2018	VFC/Federal Purchased	Each	49281051005	

View Item Transactions

2. The **View Inventory Item Transactions** window displays details for the decreased quantity of vaccine DTAP-SDV

Daptacel (SANOFI). Click the **Close** button  to return the **Current Inventory** screen.



Description	Type	Site	Qty	Comments	User	Date
DTAP - SDV Daptacel (SANOFI)	Receive Inventory	DARLAS TEST CLINIC	4	Received transfer from MARISA TEST SITE	OSDH\MARISAP	7/15/2015
DTAP - SDV Daptacel (SANOFI)	Remove Inventory (Adjust)	DARLAS TEST CLINIC	2	TEMPERATURE EXCURSION	DARLAB	10/19/2015

The **Modify Inventory Item** icon  is used to correct any typographical errors in the vaccine **Lot Number** or to correct the vaccine **Expiration Date**.

This feature is available only for vaccines whose funding source is indicated as **Private/Locally Purchased. Any vaccine previously administered to a patient and subsequently corrected using **Modify Inventory Item**, will also be automatically updated through OSIS. Patient records will be maintained using the most up to date vaccine information available.

To make a modification to a vaccine:

1. In the **Action** column, click the **Modify Inventory Item** icon  within the row of the vaccine to be modified. The **Modify Inventory Item** window will be displayed.

Receive Shipments | **Manage Inventory** | Transfer | Vacc. Preferences | Vacc. Request | Add Stock

Current Inventory

Excel PDF

10 records per page Search:

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	2	SANO4141	2/1/2017	317/Federal Purchased	Dose		 
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	20	PLAYA123	2/11/2018	VFC/Federal Purchased	Each	49281051005	 
FLUVIRIN 4-18Y-VFC	15	123456	10/20/2015 	Private/Locally Purchased	Dose		  
FLUVIRIN 4-18Y-VFC	5	123456	10/20/2015 	VFC Replacement	Dose		 
HPV - SDV Gardasil (MERCK)	15	ABC123	12/31/2061	VFC/Federal Purchased	Dose	00006404541	 
MMRV - SDV Proquad (Merck)	10	PLAYA789	2/11/2016	VFC/Federal Purchased	Each	00006499900	 
Varicella - SDV Varivax (Merck)	20	789987	12/1/2015	Private/Locally Purchased	Each	123456789001111	  
Varicella - SDV Varivax (Merck)	10	SPLIT124	4/15/2016	VFC/Federal Purchased	Each	123456789001111	 

Showing 1 to 8 of 8 entries

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Modify Inventory Item

- At the **Modify Inventory Item** window, only the vaccine **Lot Number** and the **Expiration Date** fields can be edited, all other fields are grayed and inaccessible.
- Move cursor to the field to be modified and click the left mouse button. Use the keyboard **Backspace** key to delete entry or highlight entry and press the **Delete** key.
- Enter the new **Lot Number** or **Expiration Date** in the format shown. The date can also be selected using the **Date Picker** calendar icon .

- Click the **Save Modification** button  to complete. The modifications will be reflected on the **Current Inventory** screen and within any patient records who received an immunization from the previous Lot Number. A confirmation message will also appear briefly, verifying successful completion of the modifications.

Successfully saved modified inventory item

10 records per page Search:

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	2	SANO4141	2/1/2017	317/Federal Purchased	Dose		
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	20	PLAYA123	2/11/2018	VFC/Federal Purchased	Each	49281051005	
FLUVIRIN 4-18Y-VFC	15	123456	10/21/2015	Private/Locally Purchased	Dose		
FLUVIRIN 4-18Y-VFC	5	123456	10/21/2015	VFC Replacement	Dose		
HPV - SDV Gardasil (MERCK)	15	ABC123	12/31/2061	VFC/Federal Purchased	Dose	00006404541	
MMRV - SDV Proquad (Merck)	10	PLAYA789	2/11/2016	VFC/Federal Purchased	Each	00006499900	
Varicella - SDV Varivax (Merck)	20	345678	1/15/2016	Private/Locally Purchased	Each	123456789001111	
Varicella - SDV Varivax (Merck)	10	SPLIT124	4/15/2016	VFC/Federal Purchased	Each	123456789001111	

Showing 1 to 8 of 8 entries ← Previous **1** Next →

Figure 114 -Modified Varicella Vaccine

The **Current Inventory** page can also be exported from OSIS in two formats, **EXCEL** or **PDF**. Users can select either format by clicking on the Excel or PDF button located in the upper right hand corner of the screen.

Receive Shipments | Manage Inventory | Transfer | Vacc. Preferences | Vacc. Request | Add Stock

Current Inventory

Excel PDF

10 records per page Search:

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	2	SANO4141	2/1/2017	317/Federal Purchased	Dose		
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	20	PLAYA123	2/11/2018	VFC/Federal Purchased	Each	49281051005	
FLUVIRIN 4-18Y-VFC	15	123456	10/21/2015	Private/Locally Purchased	Dose		
FLUVIRIN 4-18Y-VFC	5	123456	10/21/2015	VFC Replacement	Dose		
HPV - SDV Gardasil (MERCK)	15	ABC123	12/31/2061	VFC/Federal Purchased	Dose	00006404541	
MMRV - SDV Proquad (Merck)	10	PLAYA789	2/11/2016	VFC/Federal Purchased	Each	00006499900	
Varicella - SDV Varivax (Merck)	20	345678	1/15/2016	Private/Locally Purchased	Each	123456789001111	
Varicella - SDV Varivax (Merck)	10	SPLIT124	4/15/2016	VFC/Federal Purchased	Each	123456789001111	

Showing 1 to 8 of 8 entries

← Previous 1 Next →

EXCEL FORMAT

OSISnet - Oklahoma State Immunization Information System.csv - Microsoft Excel

	A	B	C	D	E	F	G	H
1	Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
2	DTAP - SDV Daptacel (SANOFI)	2	SANO4141	2/1/2017	317/Federal Purchased	Dose		
3	DTaP-IPV-Hib - SDV Pentacel (Sanofi)	20	PLAYA123	2/11/2018	VFC/Federal Purchased	Each	49281051005	
4	FLUVIRIN 4-18Y-VFC	15	123456	10/21/2015	Private/Locally Purchased	Dose		
5	FLUVIRIN 4-18Y-VFC	5	123456	10/21/2015	VFC Replacement	Dose		
6	HPV - SDV Gardasil (MERCK)	15	ABC123	12/31/2061	VFC/Federal Purchased	Dose	6404541	
7	MMRV - SDV Proquad (Merck)	10	PLAYA789	2/11/2016	VFC/Federal Purchased	Each	6499900	
8	Varicella - SDV Varivax (Merck)	20	345678	1/15/2016	Private/Locally Purchased	Each	1.23457E+14	
9	Varicella - SDV Varivax (Merck)	10	SPLIT124	4/15/2016	VFC/Federal Purchased	Each	1.23457E+14	

PDF FORMAT

OSISnet - Oklahoma State Immunization Information System

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	2	SANO4141	2/1/2017	317/Federal Purchased	Dose		
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	20	PLAYA123	2/11/2018	VFC/Federal Purchased	Each	49281051005	
FLUVIRIN 4-18Y-VFC	15	123456	10/21/2015	Private/Locally Purchased	Dose		
FLUVIRIN 4-18Y-VFC	5	123456	10/21/2015	VFC Replacement	Dose		
HPV - SDV Gardasil (MERCK)	15	ABC123	12/31/2061	VFC/Federal Purchased	Dose	00006404541	
MMRV - SDV Proquad (Merck)	10	PLAYA789	2/11/2016	VFC/Federal Purchased	Each	00006499900	
Varicella - SDV Varivax (Merck)	20	345678	1/15/2016	Private/Locally Purchased	Each	123456789001111	
Varicella - SDV Varivax (Merck)	10	SPLIT124	4/15/2016	VFC/Federal Purchased	Each	123456789001111	

Users can choose how to display the current vaccine inventory, depending upon the amount of vaccine available at the site.

Site Inventory

Receive Shipments
Manage Inventory
Transfer
Vacc. Preferences
Vacc. Request
Add Stock

Current Inventory

Excel PDF

10 records per page
Search:

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	8	C4452AA	11/27/2015	VFC/Federal Purchased	Dose	49281-0286-10	🔍 👁
DTAP - SDV Daptacel (SANOFI)	10	C4781AA	7/25/2017	VFC/Federal Purchased	Dose	49281-0286-10	🔍 👁
DTaP-Hep B-IPV - SYR Pediarix (GSK)	5	J9M54	2/4/2016	VFC/Federal Purchased	Dose	58160-0811-52	🔍 👁
DTaP-Hep B-IPV - SYR Pediarix (GSK)	3	7537C	4/17/2016	VFC/Federal Purchased	Dose	58160-0811-52	🔍 👁
DTaP-IPV - SDV Kinrix (GSK)	3	23MJ7-VFCRP	10/22/2015	VFC Replacement	Each	58160-0812-11	🔍 👁
DTaP-IPV - SDV Kinrix (GSK)	10	3N7Y7	5/27/2017	VFC/Federal Purchased	Each	58160-0812-11	🔍 👁
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	4	C4679AA-VFCRP	11/6/2015	VFC Replacement	Each	49281-0510-05	🔍 👁
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	5	C4788AA	4/8/2016	VFC/Federal Purchased	Each	49281-0510-05	🔍 👁
Hep A	6	NK33P	10/9/2015	VFC/Federal Purchased	Dose		🔍 👁
Hep A	1	2B54R-VFCRP	2/12/2016	VFC Replacement	Dose		🔍 👁

Showing 1 to 10 of 28 entries

← Previous
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2
3
Next →

Site: GRAND LAKE FAMILY MEDICINE - 1656

- The records per page quantity 10 records per page is adjustable and can display **10, 25, 50** records per page, or **ALL** the records at once.

10

25

50

All

records per page

- Change the number of records displayed per page by clicking the down caret  then click the quantity to be displayed.

Site Inventory

Receive Shipments Manage Inventory Transfer Vacc. Preferences Vacc. Request Add Stock

Current Inventory

Excel PDF

25 records per page Search:

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	8	C4452AA	11/27/2015	VFC/Federal Purchased	Dose	49281-0286-10	
DTAP - SDV Daptacel (SANOFI)	10	C4781AA	7/25/2017	VFC/Federal Purchased	Dose	49281-0286-10	
DTaP-Hep B-IPV - SYR Pediarix (GSK)	5	J9MS4	2/4/2016	VFC/Federal Purchased	Dose	58160-0811-52	
DTaP-Hep B-IPV - SYR Pediarix (GSK)	3	7537C	4/17/2016	VFC/Federal Purchased	Dose	58160-0811-52	
DTaP-IPV - SDV Kinrix (GSK)	3	23MJ7-VFCRP	10/22/2015	VFC Replacement	Each	58160-0812-11	
DTaP-IPV - SDV Kinrix (GSK)	10	3N7Y7	5/27/2017	VFC/Federal Purchased	Each	58160-0812-11	
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	4	C4679AA-VFCRP	11/6/2015	VFC Replacement	Each	49281-0510-05	
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	5	C4788AA	4/8/2016	VFC/Federal Purchased	Each	49281-0510-05	
Hep A	6	NK33P	10/9/2015	VFC/Federal Purchased	Dose		
Hep A	1	2B54R-VFCRP	2/12/2016	VFC Replacement	Dose		
Hep A	10	K019560	6/2/2017	VFC/Federal Purchased	Dose		
Hep B-Ped/Adol 0.5ml - SDV Engerix-B (GSK) Duplica	8	D7447	1/31/2016	VFC/Federal Purchased	Each	58160-0820-11	
Hep B-Ped/Adol 0.5ml - SDV Recombivax HB (Merck) D	7	H017304	7/11/2015	VFC/Federal Purchased	Each	00006-4981-00	
Hib-PRP-OMP - SDV Pedvax (MERCK)	2	K001124-VFCRP	10/22/2016	VFC Replacement	Dose	00006-4897-00	
Hib-PRP-T SDV ActHIB (SANOFI)	5	UI139AAA	3/18/2016	VFC/Federal Purchased	Each	49281-0545-05	
Hib-PRP-T SDV ActHIB (SANOFI)	10	UI150AAB	5/30/2016	VFC/Federal Purchased	Each	49281-0545-05	
HPV - SDV Gardasil (MERCK)	7	J011272	4/21/2016	VFC/Federal Purchased	Dose	00006-4045-41	
HPV - SDV Gardasil (MERCK)	10	K007828	3/2/2017	VFC/Federal Purchased	Dose	00006-4045-41	
IPV	10	K1694-1	11/26/2016	VFC/Federal Purchased	Dose		
MMR - SDV M-M-R II (Merck)	9	K005174-VFCRP	4/10/2016	VFC Replacement	Each	00006-4681-00	
MMRV - SDV Proquad (Merck)	10	K018144	4/10/2016	VFC/Federal Purchased	Each	00006-4171-00	
Pneumo Conjugate	17	J20343-VFCRP	5/31/2016	VFC Replacement	Dose		
Rotavirus - Oral 10 Pack RotaTeq (Merck)	1	K001194-VFCRP	11/6/2015	VFC Replacement	Tube	00006-4047-41	
Rotavirus - Oral 10 Pack RotaTeq (Merck)	6	K001716	11/24/2015	VFC/Federal Purchased	Tube	00006-4047-41	
Rotavirus - Oral 10 Pack RotaTeq (Merck)	10	K023534	5/22/2016	VFC/Federal Purchased	Tube	00006-4047-41	

Showing 1 to 25 of 28 entries

← Previous 1 2 Next →

Site: GRAND LAKE FAMILY MEDICINE - 1656

- The vaccine inventory can also be filtered using the **Search** engine available in the upper right hand corner.

Site Inventory

Receive Shipments Manage Inventory Transfer Vacc. Preferences Vacc. Request Add Stock

Current Inventory

Excel PDF

10 records per page

Search:

Description	Local Qty	Lot Number	Exp. Date	Source	Unit	NDC#	Action
DTAP - SDV Daptacel (SANOFI)	8	C4452AA	11/27/2015	VFC/Federal Purchased	Dose	49281-0286-10	
DTAP - SDV Daptacel (SANOFI)	10	C4781AA	7/25/2017	VFC/Federal Purchased	Dose	49281-0286-10	
DTaP-Hep B-IPV - SYR Pediarix (GSK)	5	J9MS4	2/4/2016	VFC/Federal Purchased	Dose	58160-0811-52	
DTaP-Hep B-IPV - SYR Pediarix (GSK)	3	7537C	4/17/2016	VFC/Federal Purchased	Dose	58160-0811-52	
DTaP-IPV - SDV Kinrix (GSK)	3	23MJ7-VFCRP	10/22/2015	VFC Replacement	Each	58160-0812-11	
DTaP-IPV - SDV Kinrix (GSK)	10	3N7Y7	5/27/2017	VFC/Federal Purchased	Each	58160-0812-11	
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	4	C4679AA-VFCRP	11/6/2015	VFC Replacement	Each	49281-0510-05	
DTaP-IPV-Hib - SDV Pentacel (Sanofi)	5	C4788AA	4/8/2016	VFC/Federal Purchased	Each	49281-0510-05	
Hep A	6	NK33P	10/9/2015	VFC/Federal Purchased	Dose		
Hep A	1	2B54R-VFCRP	2/12/2016	VFC Replacement	Dose		

Showing 1 to 10 of 28 entries

← Previous 1 2 3 Next →

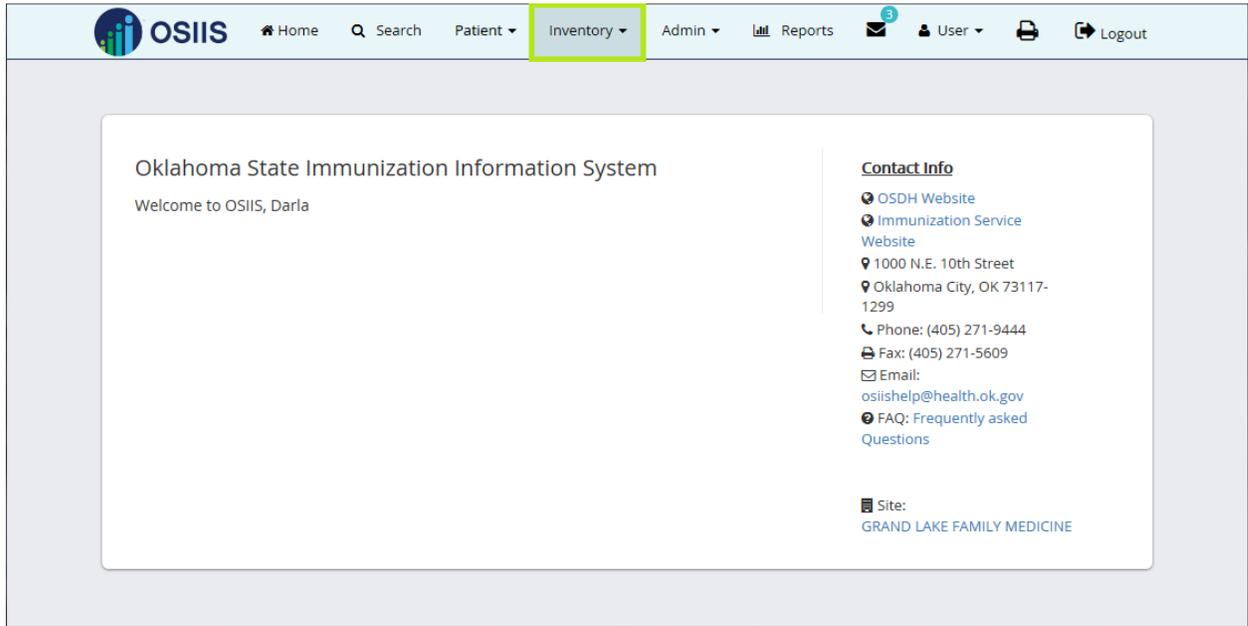
Site: GRAND LAKE FAMILY MEDICINE - 1656

- Records are returned according to characters matched from the search field to those occurring within the vaccine **Description**, **NDC #** (National Drug Code) and **Lot Number**.

Vaccine Preferences

The **Vaccine Preference** option gives site users the opportunity to select which brand of vaccine is regularly delivered to the site. Preferred vaccine choices are stored in the vaccine management system (VTrks). Vaccine preferences can be set, deleted and viewed using this option. If for some reason a preference has not been selected for a vaccine shipped through VTrks on a regular basis and more than one choice is available, vaccine management will make these choices for a sites, based on its previous order history.

To set, delete or view a vaccine preference:



1. Click the **Inventory** tab then select **Vaccine Preferences**.
2. Users will be directed to the site **Vaccine Preferences** window

Site Inventory

Receive Shipments Manage Inventory Transfer **Vacc. Preferences** Vacc. Request Add Stock

Bi-Monthly¹
 Your site will receive vaccine(s) on a bi-monthly basis.
 Your site is on the Bi-Monthly 1 schedule. Your vaccine order will be received the third or fourth week of the following months: January, March, May, July, Sept, and November.

Vaccine Preferences

10 records per page Search:

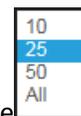
CatalogID	Catalog Description	Item Description	Actions
94	DTAP	DTAP - SDV Daptacel (SANOFI)	
95	DTaP-Hep B-IPV		
96	Hib-PRP-OMP (Pedvax)		
97	Hib-PRP-T (ActHIB/Hiberix/Pedvax)		
98	HPV(Gardasil)		
99	FLUMIST	Influenza LAIV - Nasal FLUMIST (MEDIMMUNE)	
103	DTaP-IPV-Hib	DTaP-IPV-Hib - SDV Pentacel (Sanofi)	
104	Hep A Pediatric		
105	Hep A-Hep B Adult		
106	Hep B - Adult		

Showing 1 to 10 of 30 entries ← Previous 1 2 3 Next →

Site: DARLAS TEST CLINIC - 331

- The vaccine delivery schedule is posted center screen, advising users of when and how frequently to expect vaccine shipments at their site.

Records in the vaccine preference window can be displayed increments of **10, 25, or 50** per page or **ALL** records at once. Change the number of records displayed per page by clicking the down caret then click the quantity to be displayed records per page



Site Inventory

Receive Shipments Manage Inventory Transfer **Vacc. Preferences** Vacc. Request Add Stock

Bi-Monthly1

Your site will receive vaccine(s) on a bi-monthly basis.
 Your site is on the Bi-Monthly 1 schedule. Your vaccine order will be received the third or fourth week of the following months: January, March, May, July, Sept, and November.

Vaccine Preferences

25 records per page

Search:

CatalogID	Catalog Description	Item Description	Actions
94	DTAP	DTAP - SDV Daptacel (SANOFI)	  
95	DTaP-Hep B-IPV		  
96	Hib-PRP-OMP (Pedvax)		  
97	Hib-PRP-T (ActHIB/Hiberix/Pedvax)		  
98	HPV(Gardasil)		  
99	FLUMIST	Influenza LAIV - Nasal FLUMIST (MEDIMMUNE)	  
103	DTaP-IPV-Hib	DTaP-IPV-Hib - SDV Pentacel (Sanofi)	  
104	Hep A Pediatric		  
105	Hep A-Hep B Adult		  
106	Hep B - Adult		  
108	IPV		  
109	MEN-CONJ-MCV4(Menactra)		  
110	MMR		  
111	MMRV	MMRV - SDV Proquad (Merck)	  
112	Pneumo Conjugate 13		  
113	Pneumococcal Polysaccharide PPV23		  
115	Rotavirus(Rotateq)		  
116	Tdap(Adacel)		  
117	Td		  
118	Varicella	Varicella - SDV Varivax (Merck)	  
123	MEN-CONJ-MCV4(Menveo)		  
126	Hepatitis B Pediatric/Adol 0.5ml		  
128	Hep A Adult		  
129	Influenza 6M -35M		  
140	Cholera Vaccine		  

Showing 1 to 25 of 30 entries

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Site: DARLAS TEST CLINIC - 331

Search:

Records displayed may also be filtered using the Search feature returned that match the characters entered in the **Search** field. .Vaccine records are

Users can search using both numbers and letters

Site Inventory

Receive Shipments Manage Inventory Transfer **Vacc. Preferences** Vacc. Request Add Stock

Bi-Monthly1
 Your site will receive vaccine(s) on a bi-monthly basis.
 Your site is on the Bi-Monthly 1 schedule. Your vaccine order will be received the third or fourth week of the following months: January, March, May, July, Sept, and November.

Vaccine Preferences

10 records per page Search: 5

CatalogID	Catalog Description	Item Description	Actions
95	DTaP-Hep B-IPV		
105	Hep A-Hep B Adult		
115	Rotavirus(Rotateq)		
126	Hepatitis B Pediatric/Adol 0.5ml		
129	Influenza 6M -35M		

Showing 1 to 5 of 5 entries (filtered from 30 total entries) ← Previous 1 Next →

Site: DARLAS TEST CLINIC - 331

Site Inventory

Receive Shipments Manage Inventory Transfer **Vacc. Preferences** Vacc. Request Add Stock

Bi-Monthly1
 Your site will receive vaccine(s) on a bi-monthly basis.
 Your site is on the Bi-Monthly 1 schedule. Your vaccine order will be received the third or fourth week of the following months: January, March, May, July, Sept, and November.

Vaccine Preferences

10 records per page Search: men

CatalogID	Catalog Description	Item Description	Actions
109	MEN-CONJ-MCV4(Menactra)		
123	MEN-CONJ-MCV4(Menveo)		
168	HIB-MenCY-MenHibrix		

Showing 1 to 3 of 3 entries (filtered from 30 total entries) ← Previous 1 Next →

Site: DARLAS TEST CLINIC - 331

To set a vaccine preference:

1. In the **Actions** column click the **Set Preference** icon  to display the **Set Item Preference** window.

Vaccine Preferences

10 records per page Search:

CatalogID	Catalog Description	Item Description	Actions
94	DTAP	DTAP - SDV Daptacel (SANOFI)	  
95	DTaP-Hep B-IPV		  
96	Hib-PRP-OMP (Pedvax)		  
97	Hib-PRP-T (ActHIB/Hiberix/Pedvax)		  
98	HPV(Gardasil)		  
99	FLUMIST	Influenza LAIV - Nasal FLUMIST (MEDIMMUNE)	  
103	DTaP-IPV-Hib	DTaP-IPV-Hib - SDV Pentacel (Sanofi)	  
104	Hep A Pediatric		  
105	Hep A-Hep B Adult		   Set Preference
106	Hep B - Adult		  

Showing 1 to 10 of 30 entries

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2. The previously selected preference is displayed.

Set Item Preference

Catalog: 105 **Catalog:** Hep A-Hep B Adult - 105

Preferred Item: -Select-

3. Click the down caret  to display list of vaccine(s)

Set Item Preference

Catalog: 105 **Catalog:** Hep A-Hep B Adult - 105

Preferred Item:

- Select-
- Select-
- Hep A-Hep B Adult - SDV Twinrix (GSK)
- Hep A-Hep B Adult - SYR Twinrix (GSK)**

4. Move cursor to highlight new **Preferred Item** and click to select.

Set Item Preference

Catalog: 105

Catalog: Hep A-Hep B Adult - 105

Preferred Item: Hep A-Hep B Adult - SYR Twinrix (GSK)

Cancel Set Preference

5. Click the **Set Preference** button. User is directed back to the **Vaccine Preferences** screen
6. Confirmation of the successfully saved vaccine preference will briefly appear in the top, right corner of the screen successfully saved vaccine preference.

7. The newly selected preference is now displayed on **Vaccine Preference** screen and updated.

Site Inventory

Receive Shipments
Manage Inventory
Transfer
Vacc. Preferences
Vacc. Request
Add Stock

Bi-Monthly¹
 Your site will receive vaccine(s) on a bi-monthly basis.
 Your site is on the Bi-Monthly 1 schedule. Your vaccine order will be received the third or fourth week of the following months: January, March, May, July, Sept, and November.

Vaccine Preferences

10 records per page
Search:

CatalogID	Catalog Description	Item Description	Actions
94	DTAP	DTAP - SDV Daptacel (SANOFI)	
95	DTaP-Hep B-IPV		
96	Hib-PRP-OMP (Pedvax)		
97	Hib-PRP-T (ActHIB/Hiberix/Pedvax)		
98	HPV(Gardasil)		
99	FLUMIST	Influenza LAIV - Nasal FLUMIST (MEDIMMUNE)	
103	DTaP-IPV-Hib	DTaP-IPV-Hib - SDV Pentacel (Sanofi)	
104	Hep A Pediatric		
105	Hep A-Hep B Adult	Hep A-Hep B Adult - SYR Twinrix (GSK)	
106	Hep B - Adult		

Showing 1 to 10 of 30 entries

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[Next →](#)

Site: DARLAS TEST CLINIC - 331

To view the auto order details for a vaccine:

1. In the Actions column, click the **View Auto Order Details**

Vaccine Preferences

10 records per page Search:

CatalogID	Catalog Description	Item Description	Actions
94	DTAP	DTAP - SDV Daptacel (SANOFI)	  
95	DTaP-Hep B-IPV		  
96	Hib-PRP-OMP (Pedvax)		  
97	Hib-PRP-T (ActHIB/Hiberix/Pedvax)		  
98	HPV(Gardasil)		   View Auto-Order Details
99	FLUMIST	Influenza LAIV - Nasal FLUMIST (MEDIMMUNE)	  
103	DTaP-IPV-Hib	DTaP-IPV-Hib - SDV Pentacel (Sanofi)	  
104	Hep A Pediatric		  
105	Hep A-Hep B Adult	Hep A-Hep B Adult - SYR Twinrix (GSK)	  
106	Hep B - Adult		  

Showing 1 to 10 of 30 entries ← Previous **1** 2 3 Next →

2. Automatic Reorder Details are displayed. Order details cannot be edited on this screen.

Automatic Reorder Details ✕

Catalog	Auto Orders	Preferred Itm	Qty on Hand	VFC Qty	317 Qty	State Qty	Private Qty
HPV(Gardasil)	✓		15	15	0	0	0

✕ Close

To delete a vaccine preference:

1. In the **Actions** column click the **Delete Preference** icon  for the vaccine to be deleted.

Vaccine Preferences

10 records per page Search:

CatalogID	Catalog Description	Item Description	Actions
94	DTAP	DTAP - SDV Daptacel (SANOFI)	  
95	DTaP-Hep B-IPV		  
96	Hib-PRP-OMP (Pedvax)		  
97	Hib-PRP-T (ActHIB/Hiberix/Pedvax)		  
98	HPV(Gardasil)		  
99	FLUMIST	Influenza LAIV - Nasal FLUMIST (MEDIMMUNE)	  
103	DTaP-IPV-Hib	DTaP-IPV-Hib - SDV Pentacel (Sanofi)	  
104	Hep A Pediatric		  
105	Hep A-Hep B Adult	Hep A-Hep B Adult - SYR Twinrix (GSK)	  
106	Hep B - Adult		  

Showing 1 to 10 of 30 entries ← Previous **1** 2 3 Next →

2. User must confirm intention to delete the set vaccine preference. Click **OK** to continue

Information

Are you sure remove this previously set vaccine preference?

3. Confirmation of the successfully deleted vaccine preference will briefly appear in the top, right corner of the screen

Successfully removed vaccine preference

4. Vaccine Preference is now deleted from the Vaccine Preference screen .

Vaccine Preferences

10 records per page Search:

CatalogID	Catalog Description	Item Description	Actions
94	DTAP	DTAP - SDV Daptacel (SANOFI)	  
95	DTaP-Hep B-IPV		  
96	Hib-PRP-OMP (Pedvax)		  
97	Hib-PRP-T (ActHIB/Hiberix/Pedvax)		  
98	HPV(Gardasil)		  
99	FLUMIST		  
103	DTaP-IPV-Hib	DTaP-IPV-Hib - SDV Pentacel (Sanofi)	  
104	Hep A Pediatric		  
105	Hep A-Hep B Adult	Hep A-Hep B Adult - SYR Twinrix (GSK)	  
106	Hep B - Adult		  

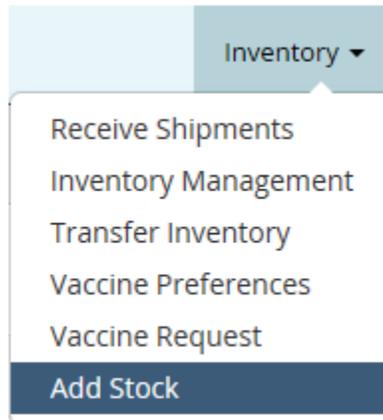
Showing 1 to 10 of 30 entries ← Previous **1** 2 3 Next →

Add Stock

The **Add Stock** feature of OSIS is used to update site inventory with vaccine quantities acquired with private or local funding. A **Vaccine Request** or regularly scheduled vaccine shipments are administered through OSIS Administration since these vaccines are funded through federal or state resources.

To update site quantities for vaccine stock purchased by private or local resources:

1. From the Homepage toolbar, click the **Inventory** tab then select **Add Stock**



2. Users will then be directed to the **Add Stock** screen

Site Inventory

Receive Shipments Manage Inventory Transfer Vacc. Preferences Vacc. Request **Add Stock**

Add Stock

Vaccine Type: **Vaccine Name:**

Lot Number: **Expiration Date:**  **Quantity:**

3. Click the **Vaccine Type** field to access the drop-down menu of vaccines.
4. Use the vertical scroll bar to browse through the alphabetized list of vaccine types, or use the Search option  to find the vaccine type

Vaccine Type:

- To perform a search, type the first letter of the vaccine. Any vaccine type containing the letter will now be listed. In this example, the letter 'F' is used to locate the vaccine type **FLUMIST**.

Vaccine Type:

- Move the cursor over vaccine type to highlight, then click to select
5. Click the **Vaccine Name** field to display all available vaccine names for the vaccine type selected

Site Inventory

Receive Shipments Manage Inventory Transfer Vacc. Preferences Vacc. Request Add Stock

Add Stock

Vaccine Type: FLUMIST **Vaccine Name:** -Select-

Lot Number: lot number **Expiration Date:** expiration date **Quantity:** quantity

Cancel Save

- Move the cursor over **Vaccine Name** to highlight, then click to select

Vaccine Name:

-Select-
-Select-
Influenza LAIV - Nasal FLUMIST
(MEDIMMUNE)

-

Note: **Vaccine Type** must be selected prior to selecting the **Vaccine Name**

- Click the **Lot Number** field to highlight and enter the vaccine lot number.

The screenshot shows the 'Add Stock' form within the 'Site Inventory' application. The form has a header with navigation tabs: 'Receive Shipments', 'Manage Inventory', 'Transfer', 'Vacc. Preferences', 'Vacc. Request', and 'Add Stock'. The 'Add Stock' tab is active. The form contains the following fields:

- Vaccine Type:** A dropdown menu with 'FLUMIST' selected.
- Vaccine Name:** A dropdown menu with 'Influenza LAIV - Nasal FLUMIST (MEDI...' selected.
- Lot Number:** A text input field containing '78342', which is highlighted in yellow.
- Expiration Date:** A date input field containing 'expiration date' and a calendar icon.
- Quantity:** A text input field containing 'quantity'.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

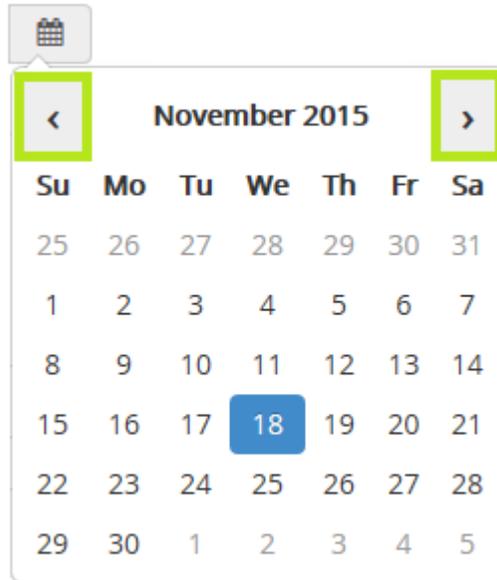
Click the **Expiration Date** field to highlight. Enter the vaccine expiration date in MMDDYYYY format (no spaces required) or use the calendar icon  to select the vaccine expiration date.

The screenshot shows the 'Add Stock' form within the 'Site Inventory' application. The form has a header with navigation tabs: 'Receive Shipments', 'Manage Inventory', 'Transfer', 'Vacc. Preferences', 'Vacc. Request', and 'Add Stock'. The 'Add Stock' tab is active. The form contains the following fields:

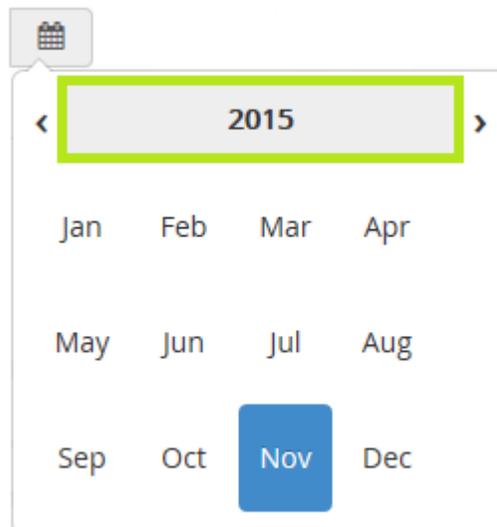
- Vaccine Type:** A dropdown menu with 'FLUMIST' selected.
- Vaccine Name:** A dropdown menu with 'Influenza LAIV - Nasal FLUMIST (MEDI...' selected.
- Lot Number:** A text input field containing '78342'.
- Expiration Date:** A date input field containing '02/17/2016', which is highlighted in yellow, and a calendar icon.
- Quantity:** A text input field containing 'quantity'.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

- To use the **calendar**, click on the icon  . The current date will be displayed



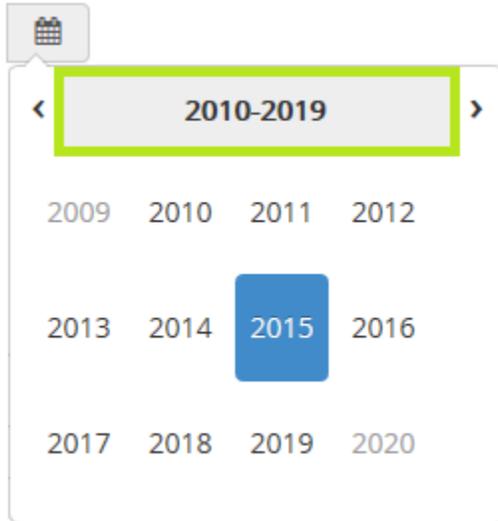
- Use the forward or backward arrow keys to view each month.
 - Move cursor over the date to highlight. Click to select.
- To view the current year, click on the month 



- Move the cursor over month to highlight, click to select
- Move the cursor over date to highlight, click to select

- To view a decade, click on the year

2015



- Move the cursor over the year to highlight, click to select
 - Move the cursor over the month to highlight, click to select
 - Move the cursor over the day to highlight, click to select
- Click the **Quantity** field to highlight and enter the amount of vaccine to be added.

Site Inventory

Receive Shipments Manage Inventory Transfer Vacc. Preferences Vacc. Request Add Stock

Add Stock

Vaccine Type: Vaccine Name:

Lot Number: Expiration Date:  Quantity:

- Click the **Save** button  to complete.

The newly added inventory is now visible by clicking the **Manage Inventory** tab

Site Inventory

Receive Shipments Manage Inventory Transfer Vacc. Preferences Vacc. Request Add Stock

Current Inventory

Excel PDF

10 records per page Search:

Description	Local Qty	Lot Number	Exp. Date	Exp. Status	Source	Unit	NDC#	Action
Influenza LAIV - Nasal FLUMIST (MEDIMMUNE)	25	78342	2/17/2016		Private/Locally Purchased	Unit	66019-0302-10	

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Admin

Change Site

Upon log in, the users default site is the normal access point to OSIIS. The Change Site feature in allows users to change from their default site to another provider site within OSIIS.

From the **OSIIS Home Page**:

OSIIS Home Search Patient Inventory Admin Reports 3 User Logout

Oklahoma State Immunization Information System

Welcome to OSIIS, Darla

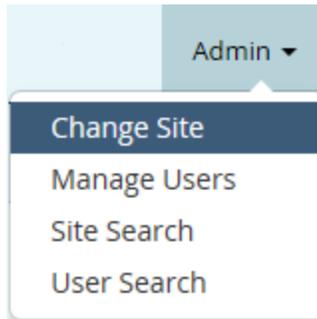
Contact Info

- OSDH Website
- Immunization Service Website
- 1000 N.E. 10th Street
- Oklahoma City, OK 73117-1299
- Phone: (405) 271-9444
- Fax: (405) 271-5609
- Email: osiishelp@health.ok.gov
- FAQ: Frequently asked Questions

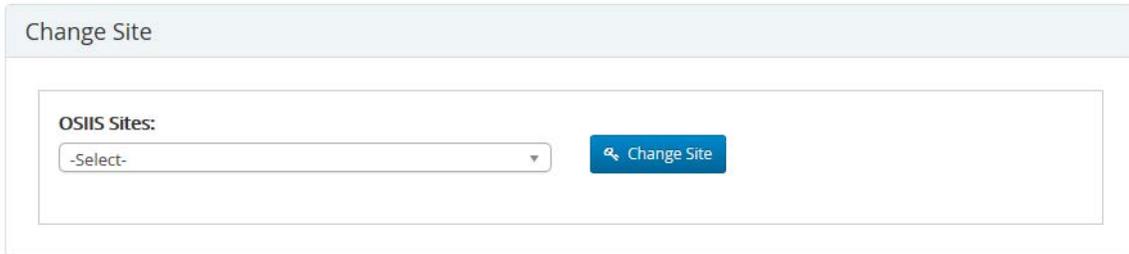
Site: GRAND LAKE FAMILY MEDICINE

Figure 115 - OSIIS - Admin Module

1. Click the **Admin** tab then select **Change Sites**

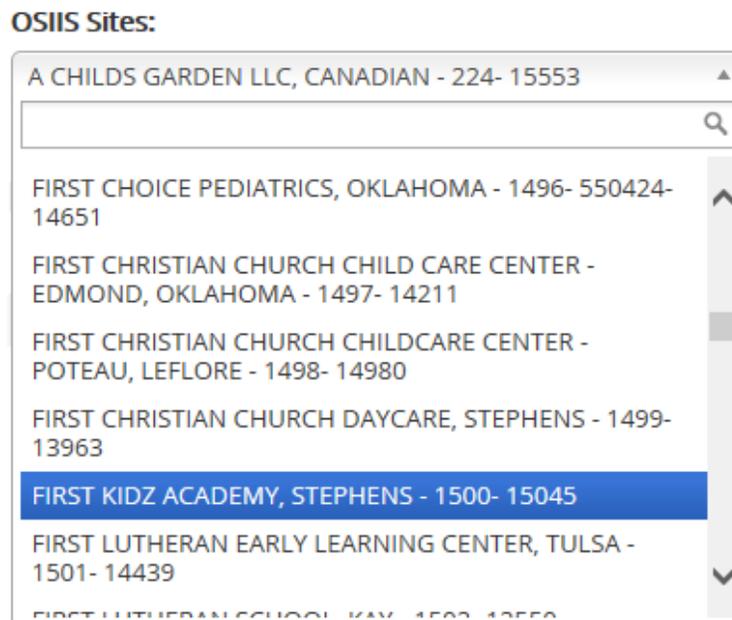


2. The **Change Site** screen allows users to select from a list of available OSIS sites using the drop-down menu.



Site: JOY FAMILY MEDICINE - 2095

3. Click the down arrow ▼ to display all available sites:



4. Use the vertical scroll bar to bring site name into viewing pane if needed. Hover the cursor over the site name to highlight and double click to select.

Change Site

OSIS Sites:

FIRST KIDZ ACADEMY, STEPHENS - 1500- 15045

Change Site

Site: JOY FAMILY MEDICINE - 2095



5. Click the **Change Site** button
 - o At the confirmation message window, select the **OK** button.

Information

Are you sure you want to change to the selected site?

Cancel OK

User will be directed to the **Home** screen. The newly selected Site's name will appear in the bottom right corner

The screenshot shows the OSIS Home screen. The navigation bar at the top includes the OSIS logo, a 'Home' button (highlighted with a green box), and various menu items like Search, Patient, Inventory, Admin, Reports, User, and Logout. The main content area features a 'Contact Information' section with details for OSDH Website, Immunization Service Website, address, phone, fax, and email. At the bottom right, a 'Site:' dropdown menu is highlighted with a green box, showing 'FIRST KIDZ ACADEMY' as the selected site.

6. User can now access patients, vaccine inventory relevant to the newly changed site.

***Note:** Site change will remain active until user logs out of OSIS.

Manage Users

The **Manage Users** tab provides the capability to add a new user to OSIS. If user's **Last Name, First Name** is added through **Manage Users** are not checked for possible duplication. Users to be added are distinguished from current OSIS users through verification of a unique **User Name** therefore duplicate user names are not permitted. It is recommended that you search users before adding an individual as a user to be sure you are not creating duplicate users.

***Note:** Current users needing access to additional sites beyond their default site must request access through OSIS Administration. Current users **should not** be added to any additional site using **Manage Users**.

From the **OSIS Home Page**

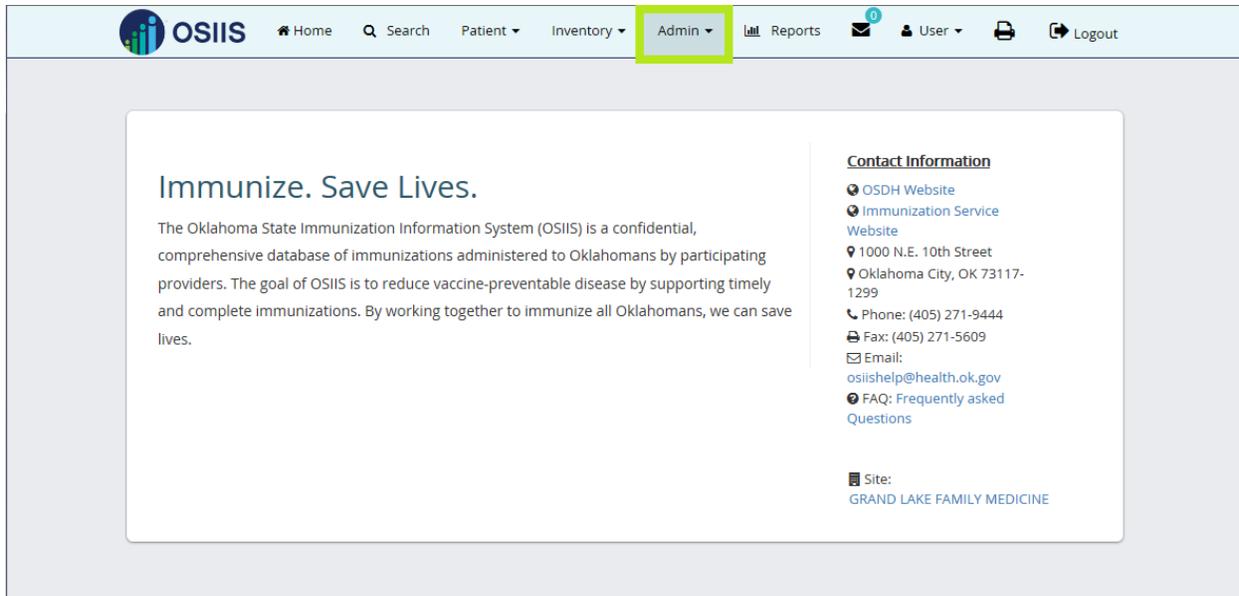
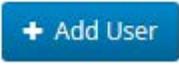


Figure 116 - OSIS Homepage-Admin

1. Click the **Admin** tab, scroll to the **Manage Users** tab to highlight and click to select.

2. At the **Manage Users** window, click the Add Users button  to access the Add User screen.



Add/Edit User

User Key:
0

Last Name: last name First Name: first name Middle Name: middle Credentials: -Select-

User Name: username Temporary Password: Oklahoma#1 Status: Active

Email Address: Email Address

User Roles

- Provider Site Admin Full
- Provider Site User View/Edit
- Provider User Site User View/Edit/Inventory
- Test
- View Only Admin

Effective Permissions

Cancel Save User

3. Click to highlight the **Last Name** field. Enter the last name. <Tab> to next field.
4. Enter the user's **First Name**. <Tab> to next field.
5. Enter the user's **Middle Name**, if provided. <Tab> to next field.
6. Enter user's **Credentials** from the drop-down list. <Tab> to next field.
7. **Username** will display based off of First and Last Names, and the system will automatically search to confirm the username does not already exist. You may enter a username manually in this field if desired.
8. **Temporary Password** is automatically Oklahoma#1
9. Select **Status** from the drop-down.
10. Enter **Email Address**.
11. Select desired **User Roles** by clicking in the box to the left of the choice in the **User Roles** list.
12. Click **Save User** to add user to the system.
13. To **Inactivate** a user click the **Admin tab**, scroll to **Manage Users** and click to select.
14. Scroll through the **OSIIS users** until you find the name you want to inactivate.
15. Click on the **Edit User** button in the **Actions** column.
16. Select **Inactive** from the **Status** box.
17. Click **Save User**.

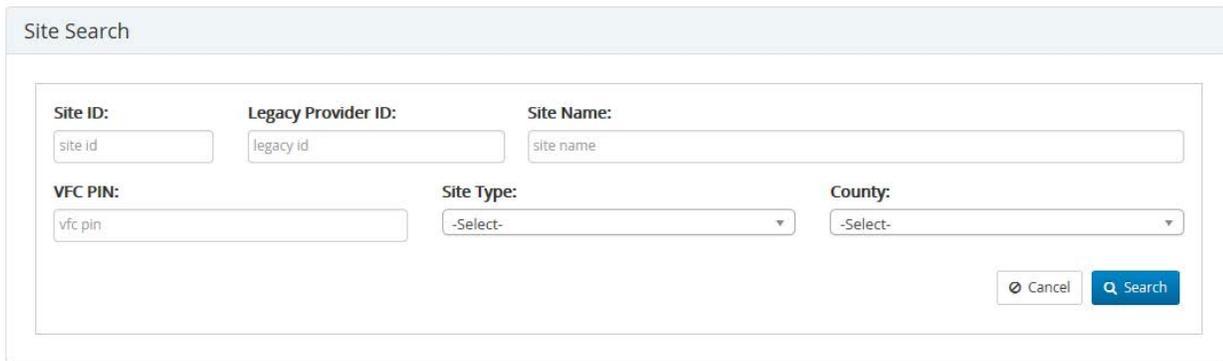
Site Search

The **Site Search** provides the capability to search the OSIS database for a particular site using any of the following site demographics:

- **Site ID** – System generated unique identification number assigned to each site upon creation through the OSIS System
- **Legacy Provider ID** – Unique identification number assigned to sites through previous systems (State ID)
- **Site Name** – Name used when site was created in OSIS
- **VFC PIN** – VFC Pin
- **Site Type** – Identifier used when site was created (i.e. CHD, daycare, school)
- **County** – County in which the site is located

To initiate a **Site Search** from the main menu toolbar:

1. Click the **Admin** tab then select **Site Search**.
2. At the **Site Search** window, users choose the field(s) through which to conduct the site search.



Using a **Site ID** number, a **Legacy Provider ID** number, or **VFC PIN** number will return either a single result or no match found. Results for searches using these demographics are generated on an exact match to the character string entered (preceding zeroes are not used). Partial ID number matches are not returned. Results from the search are listed on the **Site Search Results** screen. Users have the capability to view the **Site Profile** from this screen using the **View** icon .

If no match is found, users will be notified at the top, right corner of the screen that no results were found



Your search returned 0 results

To initiate a **Site Search**:

1. Enter the **Site ID** and click the **Search** button .
2. The results are displayed in the **Site Search Results** screen.
3. To return to the Site Search window, click the **New Search** button .

To search using the **Legacy Provider ID**:

Enter the **Legacy Provider ID** and select the **Search** button



Site Search Results					
SiteID	Site Name	Site Type	VFCPIN	Active?	Action
3209	PERKINS FAMILY CLINIC	RHC	600010	✓	



To search using the **VFC PIN**:

Enter the **VFC PIN** number in the required field, then click the **Search** button

Site Search

Site ID: Legacy Provider ID: Site Name:

VFC PIN: Site Type: County:

Site Search Results					
SiteID	Site Name	Site Type	VFCPIN	Active?	Action
3159	PARTNERS IN HEALTH MULTICARE CLINIC	Private	260008		



The **Site Name**, **Site Type** and **County** fields can be used individually or collectively to locate a particular site.

Site Search

Site ID: Legacy Provider ID: Site Name:

VFC PIN: Site Type: County:

A **Site Name** search matches results to the character string entered. Any **Site Name** containing the character string is considered a possible match, resulting in several pages of site names being returned

For example:

- Enter the character string 'Mer' in the **Site Name** field and click the **Search** button



Site Search

Site ID:
Legacy Provider ID:
Site Name:

VFC PIN:
Site Type:
County:

- Results are listed from numerous Site Names, all containing the character string 'Mer'

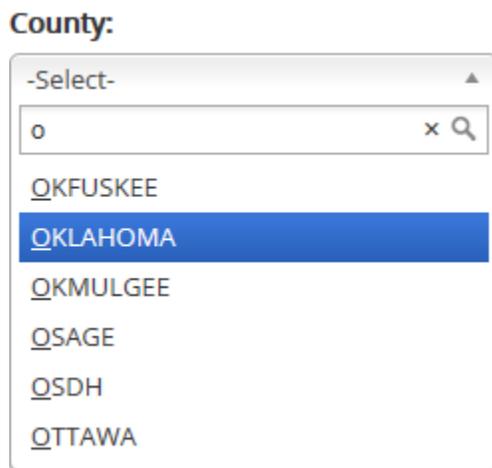
Site Search Results					
SiteID	Site Name	Site Type	VFCPIN	Active?	Action
297	ALEXANDER ELEMENTARY-COMMERCE	School		✓	
335	AMERIWORKS OCCUPATIONAL HEALTH CENTER	Private		✓	
536	BOOMER KIDS CLUB	School		✓	
641	BYNG PUBLIC SCHOOL-HOMER ELEM	School		✓	
658	CAMERON PUBLIC SCHOOL	School		✓	
659	CAMERON UNIVERSITY STUDENT WELLNESS CENTER	School		✓	
203	CCHDOC EMERSON CLINIC	CHD	550023	✓	
869	CHO-EMERGENCY ROOM	Hospital-Private			
931	CHRIST THE REDEEMER EARLY CHILDHOOD CENTER	Child Care			
1014	COMMERCE HIGH SCHOOL	School			

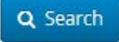
To decrease the number of possible matches, use as many characters within the site name as known **and** multiple site demographics from the **Site Search** screen

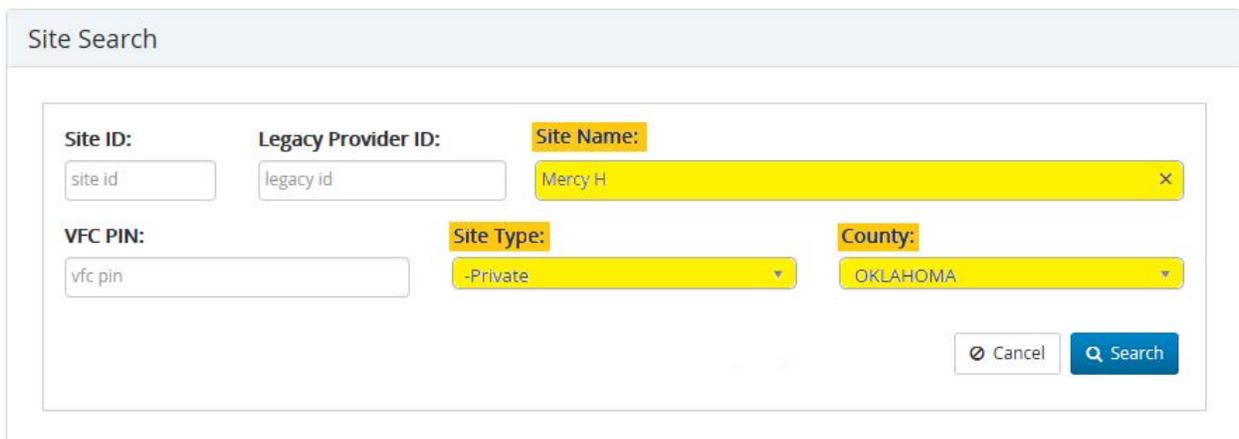
1. Enter the character string *Mercy H* in the **Site Name** field
2. Click the **Site Type** field. Type the letter 'p' to truncate Site Type list. Click to highlight **Private**



3. Click the **County** field. Type the letter 'o' to truncate the **County** list. Click to highlight **OKLAHOMA**



4. Click the **Search** button  to display the results



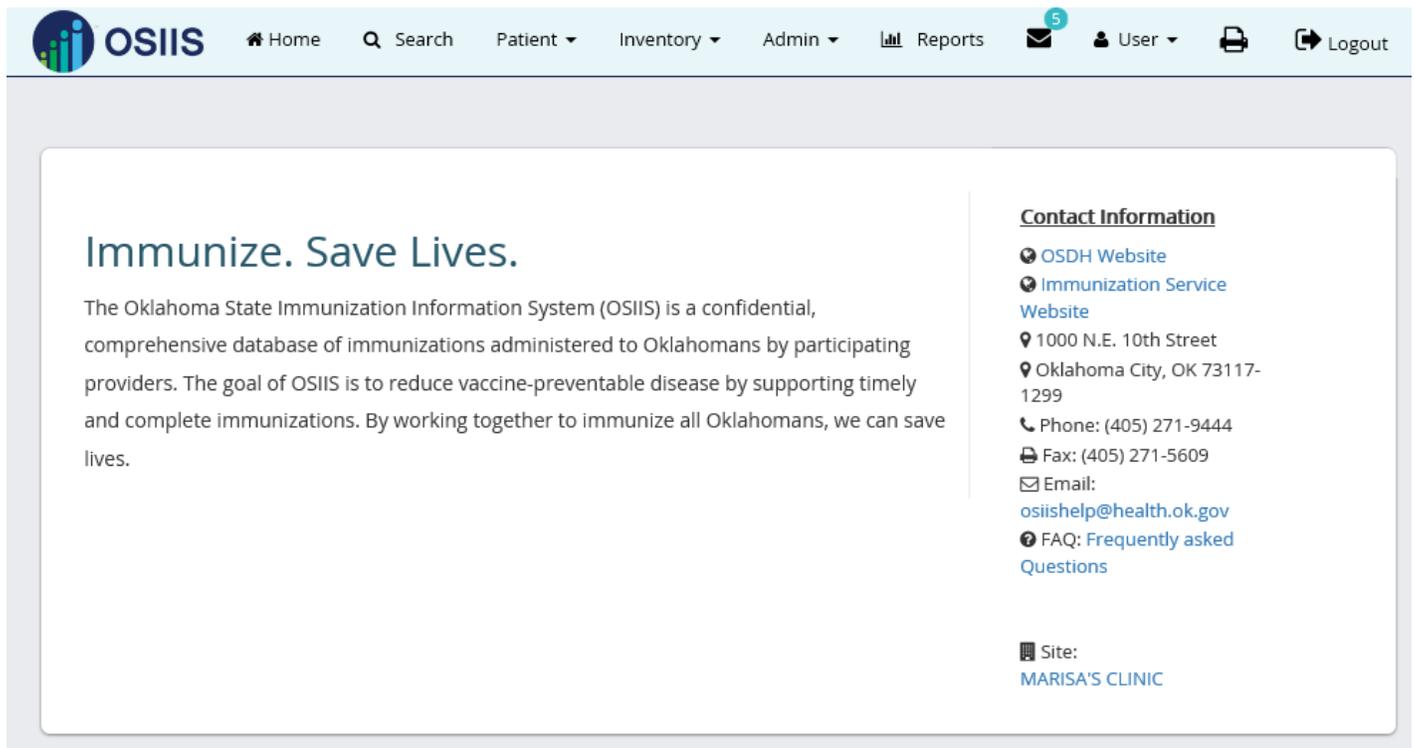
The **Site Search Results** are more manageable:

Site Search Results					
SiteID	Site Name	Site Type	VFCPIN	Active?	Action
2623	MERCY HEALTH EDMOND - RANKIN	Private	550450		
2624	MERCY HEALTH EDMOND - SANTA FE	Private	550216	✓	
2625	MERCY HEALTH EDMOND MEMORIAL	Private	550102	✓	
2626	MERCY HEALTH EDMOND WESTBROOK	Private	550317	✓	
2629	MERCY HEALTH NORTH MAY	Private	550190	✓	
2630	MERCY HEALTH NORTH MERIDIAN	Private	550169		
2631	MERCY HEALTH NORTHWEST FAMILY	Private	550230		
2632	MERCY HEALTH QUAILBROOK	Private	550316		
2634	MERCY HEALTH SIGNAL RIDGE	Private	550266	✓	

 [New Search](#)

User Search

The **User Search** provides the capability to complete a system-wide OSIIS user search. To concentrate your search criteria to a specific site, use the **Manage Users** option.



OSIIS Home Search Patient Inventory Admin Reports User Logout

Immunize. Save Lives.

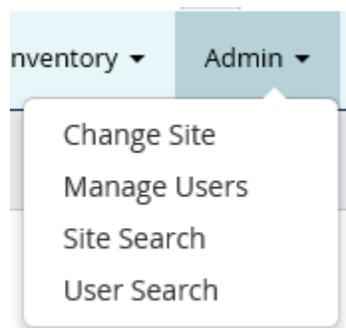
The Oklahoma State Immunization Information System (OSIIS) is a confidential, comprehensive database of immunizations administered to Oklahomans by participating providers. The goal of OSIIS is to reduce vaccine-preventable disease by supporting timely and complete immunizations. By working together to immunize all Oklahomans, we can save lives.

Contact Information

- OSDH Website
- Immunization Service Website
- 1000 N.E. 10th Street
- Oklahoma City, OK 73117-1299
- Phone: (405) 271-9444
- Fax: (405) 271-5609
- Email: osiishelp@health.ok.gov
- FAQ: [Frequently asked Questions](#)

Site: **MARISA'S CLINIC**

To Initiate a **User Search** from the OSIIS **Toolbar**, Click the **Admin** tab and select **User Search** from the drop-down:



The **User Name** is a unique character set within the OSIIS database and when used as a search parameter, it will return a single user record

1. Enter the **User Name** and select the **Search** button 

User Search

User Key: Last Name: First Name: **UserName:**

2. The **User Search Results** window will display the correct OSIS User

User Search Results

User Search Results				
UserName	Last Name	First Name	IsActive	Actions
aadair	ADAIR	AMY	true	

Conducting a search using only the users **First Name** or **Last Name** can result in multi-record results since any record matching the character set entered will be returned.

User Search

User Key: Last Name: **First Name:** UserName:

For example, searching using the **First Name** - *Amy* resulted in all users with first names containing the characters set *Amy*. This search resulted in five (5) pages of user records.

User Search Results

User Search Results				
UserName	Last Name	First Name	IsActive	Actions
aknoche	KNOCHE	AMY	true	
osdh\AmyM	MAULDIN	AMY	true	
MCQUAY33	MCQUAY	AMY	true	
osdh\AmyCM	MILLER	AMY	true	
TAMYUMI	MILLER	TAMYU	true	
osdh\AmyDN	NEASE	AMY	true	
anugent	NUGENT	AMY	true	
APEDLOW	PEDLOW	AMY	true	
POPHAM	POPHAM	AMY	true	
osdh\AmyLP	PUMPER	AMY	true	

Prev 1 2 3 4 5 Next

Using as many characters as possible **and** using both the **Last Name** field and **First Name** field greatly reduces the number of returned results.

User Search

User Key: Last Name: First Name: UserName:

The number of records found matching a **Last Name** with the character *M* and **First Name** with characters *Amy* is ten (10).

User Search Results

User Search Results				
UserName	Last Name	First Name	IsActive	Actions
AALMOND	ALMOND	AMY	true	
akimrey	KIMREY	AMY	true	
osdh\AmyM	MAULDIN	AMY	true	
MCQUAY33	MCQUAY	AMY	true	
osdh\AmyCM	MILLER	AMY	true	
TAMYUMI	MILLER	TAMYU	true	
POPHAM	POPHAM	AMY	true	
osdh\AmyLP	PUMPER	AMY	true	
osdh\AmyR	RUMSEY	AMY	true	
AMYCSMITH	SMITH	AMY	true	

Clicking the **View** icon allows the **User Profile** for that patient to be displayed

User Profile

MAULDIN, AMY

User Status: active

First Login Date:

Last Login Date:

Username: osdh\AmyM

Login Site:

Phone Number:

Access Level:

Domain: DOH.OK

Password Expires (days): n/a

Recent Activity (last 30 days)

Successful Logins	0
Unsuccessful Logins	0
Patient Searches	0
Demographics Activity	0
Immunizations Activity	0
History Shots Activity	0
Progress Notes Activity	0

Site Access

All Sites

Select the **Back** button or the browser window back arrow to return to the most recently generated search results.

To begin a new search, click the **New Search** button , or select **Admin** → **User Search** from the OSIIS toolbar.

If the user search is unable to locate any matching records, a message indicating zero results is briefly scrolled onto the

Your search returned 0 results.

top, right corner of the screen.

Reports

Report	Description
Active Providers Report – Administrative report	<ul style="list-style-type: none"> The purpose of this report is to show the total number of active OSIS providers by site type and access level (Full Service or View Only). There are no parameters needed for this report.
Clinic Volume Assessment Report	<ul style="list-style-type: none"> The purpose of this report is to show the number of clients seen and immunizations given for 3 different age groups, broken down by who gave the immunizations. The parameters are set by the end user and there is no limit to the number of months the report can be run. The report shows the name listed as “Given By” in OSIS, the number of distinct clients seen as well as the number of immunizations given for 3 age groups (0-5 years of age, 6-18 years of age, and 19 years of age and over).
CoCASA Text File Generator	<ul style="list-style-type: none"> The purpose of this report is to compile a report from OSIS of patients seen at the clinic from the selected age cohort (months or years). This information can then be uploaded into the Comprehensive Clinic Assessment Software Application, CoCASA, developed by the CDC as a tool for assessing immunization coverage rates within a provider clinic. It is designed to be used in conjunction with the Assessment, Feedback, Incentives, and eXchange (AFIX) Program. After data is imported into CoCASA, data analysis capabilities can be utilized for coverage assessment purposes providing a variety of different reports that can be utilized to pinpoint areas of strength and areas requiring improvement for a provider/clinic. Reports available in CoCASA include: adolescent coverage, invalid dose, missed opportunities, need one dose, diagnostic childhood report, etc.
Daily Possible Duplicate by Site Report	<ul style="list-style-type: none"> The purpose of this report is to show

	<p>records of possible duplicates in OSIS for each provider/clinic. This will aid in training data entry clerks and reduce the number of duplicate records entered into OSIS.</p> <ul style="list-style-type: none"> • There are no parameters needed for this report. • The report shows the demographics ID, Last Name, First Name, DOB, Sex, Mother's Maiden Name, Guardian's Last Name, and Patient's Mailing Address.
Doses Administered Report	<ul style="list-style-type: none"> • The purpose of this report is to show the number of doses administered of each vaccine type within the date parameters for each funding source available for the clinic/provider. • The funding sources available for the report will be based on the types of funding sources listed in inventory for each clinic/provider. County Health Departments will be able to run reports for state funded vaccine as well as locally purchased vaccine.
Find Patient by Lot Number Report	<ul style="list-style-type: none"> • The purpose of this report is to be able to list the patients of the clinic that have received a particular lot number within the date range entered by the end user. • Parameters that can be entered by the end user include the start and end date for the report as well as the lot number in question. • The report will list the patient's last name, first name, middle, birth date, vaccine name, given date, lot number, and given by information. • The report will also count the number of doses of that lot number given within the entered time frame.
Idle Sites Report Administrative Report	<ul style="list-style-type: none"> • The purpose of this report is to list the providers that have had no data entry into OSIS for 30 or more days. • This report assists VFC and OSIS staff with identifying those providers that may no longer need access to OSIS.
Immunization Activity Report	<ul style="list-style-type: none"> • The purpose of this report is to list all immunizations entered by a provider within the specified date range (not to exceed 2 months), using the +Add Immunization feature. This report does not include any shots recorded as a history shot. • This report includes patient identifying

	information, vaccine type, lot number, vaccinator, dose number, and VFC eligibility.
Inactive Sites Report Administrative Report	<ul style="list-style-type: none"> • The purpose of this report is to list the sites that have been marked as “Inactive” in OSIS. • There are no parameters needed for this report. This report should be an Admin only report.
Invalid Doses Report	<ul style="list-style-type: none"> • The purpose of this report is to show the provider a list of invalid doses given at the clinic within the selected time frame. • The report will show the last name, first name, date of birth, given date, given by, vaccine name, series name, and lot number of each vaccine that is considered by OSIS to be an invalid dose based on the forecaster. • The forecaster is programmed with the ACIP recommended schedule for each vaccine series.
Inventory Transactions Report	<ul style="list-style-type: none"> • The purpose of this report is to provide a list of all inventory transactions for the provider within a specific date range. • The report shows the vaccine name, transaction date, type of transaction, quantity, lot number, vendor, reason for the adjustment, comment, and entered by which OSIS user. • The comment field will contain the receiving provider information if the vaccine has been transferred to another provider.
Missed Opportunities Report	<ul style="list-style-type: none"> • The purpose of this report is to provide a list of patients that have been seen for immunizations in the clinic/provider’s office but did not receive all immunizations due or past due. • Report parameters include patient age range of <3 years of age or <6 years of age, start date, and end date. • The report cannot be run for more than 3 months at a time. • The report includes given by, last name, first name, middle name, dob, given date, immunizations, missed immunizations, and patient status.
Monthly Recall – By Site Report	<ul style="list-style-type: none"> • The purpose of this report is to provide a patient recall list for the site for patients due or past due for immunizations. • The report parameters include individual vaccine types or all of them, patient age,

	<ul style="list-style-type: none"> and vaccine schedule status. The report lists the patient id, last, first and middle name, dob, address, and phone number.
Monthly Recall – By Site Type Report	<ul style="list-style-type: none"> The purpose of this report is to provide a patient recall list by site type. The report parameters include site type, vaccine, patient age, and vaccine schedule status. The report lists the site name, last, first, and middle name, dob, address, and phone number.
Outstanding Shipments Report Administrative Report	<ul style="list-style-type: none"> The purpose of this report is to list providers who have received a vaccine shipment that has not been received into inventory. This report is under construction. Currently the report shows the # of providers, VFC Pin, provider name, provider ID, and order date. It is being revised to include more search parameters such as shipping frequency.
Patient Status Report	<ul style="list-style-type: none"> The purpose of this report is to list patients last seen at the clinic who have a status of “Inactive” or “Bad Address” in OSIIS. The report lists patient ID, last, first, middle name, dob, address, phone, mother’s first name, father’s first name, and patient status.
Required Documentation Record Review Administrative Report	<ul style="list-style-type: none"> The purpose of this report is to provide a random list of thirty patient records seen at the clinic. This report is run as part of the Compliance Site Visit. The report shows the number of records; last and first name; birth date, vaccine name, given date, vendor name, lot number, immunization site, given by and VFC eligibility entered into OSIIS. The report is used to ensure that patient eligibility is documented appropriately.
Site Immunizations by Vaccines	<ul style="list-style-type: none"> The purpose of this report is to list immunizations given at a site by vaccine type. The parameters for this report are vaccine type, start date, and end date. The report lists last name, first name, given date, given by, history, change date, change user.
Site Inventory by Funding Source Summary	<ul style="list-style-type: none"> This report should only be accessible in OSIIS Admin. The purpose of this report is to list

	<p>providers' inventory by vaccine and funding type.</p> <ul style="list-style-type: none"> • The report parameter is site type. • The report lists site by ID, name, and type; vaccine name, quantity on hand: total, 317, state, VFC, and private funding; Ostd Qty, stock qty: max and min; order qty: max and default; preferred item, and vendor.
Site Vaccine Inventory	<ul style="list-style-type: none"> • The purpose of this report is to provide a printable list of all vaccines currently in a provider's inventory. • The report lists the funding source, vaccine description, site qty, expiration date, lot number, state qty, ndc number, unit cost, create date, and item ID. • The report will also show vaccines that have expired in red and vaccines expiring within 30 days in orange.
State Vaccine Totals by Provider	<ul style="list-style-type: none"> • This report should only be accessible in OSIS Admin. • The purpose of this report is to show the vaccine types of state funded vaccine available at each site that is supplied with state vaccine (CHDs). • The report shows within the selected date range the vaccine types that have been shipped to a provider. • The report lists the site ID, site name, and vaccine type.
Student Immunization Report	<ul style="list-style-type: none"> • The purpose of this report is to provide schools with a list of students that have been "claimed" by the school that are due/past due for immunizations and what immunizations are due or past due. • The report lists the last name, first name, dob, vaccine, and status. • The report also lists the total of each vaccine type needed by students at the school.
Vaccine About to Expire – Administrative Report (This report is run by the IFCs on a monthly basis.)	<ul style="list-style-type: none"> • The purpose of this report is to list the providers with 20 doses or greater of a particular vaccine that will expire within the date range entered. • The date range entered should be future dates ranging 30 days from the current date. • The report lists the number of providers listed, VFC pin, provider name, ID, vaccine name, lot number, qty on hand, and expiration date.
Vaccine Adjust Inventory Audit –	<ul style="list-style-type: none"> • The purpose of this report is to list the

Administrative report (This report is run by the IFCs on a monthly basis.)	<p>providers who have adjusted over 20 doses of a particular vaccine out of inventory.</p> <ul style="list-style-type: none"> The report lists the # of providers, VFC Pin, provider name, ID, vaccine name, qty, transaction date and time, comments, and adjustment description.
Vaccine Inventory Cost – Administrative report (This report will be run on a yearly basis by the IFCs.)	<ul style="list-style-type: none"> The purpose of this report is to list the cost of inventory sent to the provider within the entered date range. The report lists the vaccine name, doses sent, transferred, and total received, cost both average per dose and total cost of each vaccine and a total cost for all vaccines.
Vaccine Loss Report – Administrative report	<ul style="list-style-type: none"> This report should be only accessible from OSIIS Admin. The purpose of this report is to list the providers who have sent vaccine out of their inventory to Adjust Inventory Audit. The report lists the site id, site name, vaccine, reason and quantity.
VFC Eligibility Report	<ul style="list-style-type: none"> The purpose of this report is to list the VFC Eligibility Status of patients seen at this clinic within the entered date range. The report lists the VFC status and distinct clients by age: <1 year, 1 to 6 years, and 7 to 18 years.

Notifications

Please refer to the OSIIS **Homepage** for a complete explanation of OSIIS system-generated notifications

OSIIS Notifications Icon



Left click on icon to access message window.

Advises users of number of pending notifications using four icons



System



Web User

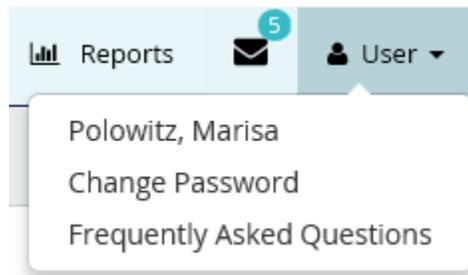


Site

User

User Profile

To view the **User Profile**, on the toolbar, click the **User** Tab  , then click on the name shown at the top of the menu. The OSIS **User Profile** screen will be displayed



The **User Profile** screen serves several purposes. It provides administrative information on the current user including:

- **User Status** -
- **First Login Date** First date user logged into OSISnet
- **Last Login Date** –Last date user logged into OSISnet
- **Username**- Name created for OSISnet sign in
- **Login Site**- Default site user accesses when logging into OSISnet
- **Phone Number**
- **Access Level**
- **Domain**
- **Password Expires (days)**

Recent Activity (last 30 days)	
Successful Logins	24
Unsuccessful Logins	0
Patient Searches	0
Demographics Activity	1
Immunizations Activity	0
History Shots Activity	1
Progress Notes Activity	1

Site Access	
All Sites	

The **User Profile** screen also provides a snapshot of recent activities an OSIS user performed within the last 30 days. These activities include:

Recent Activity (last 30 days)	
Successful Logins	24
Unsuccessful Logins	0
Patient Searches	0
Demographics Activity	1
Immunizations Activity	0
History Shots Activity	1
Progress Notes Activity	1

Site Access

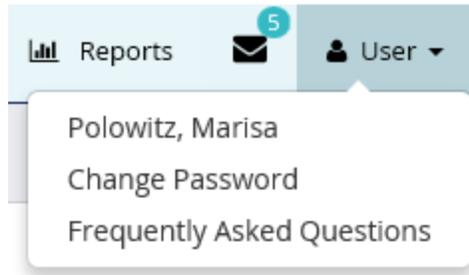
All Sites

- **Successful Logins** and **Unsuccessful Logins** – number of times a user has logged into OSIS
- **Patients Searches** – number of patient searches completed
- **Demographics Activity** – number of patients added to the OSIS database
- **Immunizations Activity** – number of immunization records updated
- **History Shots** – number of history shots updated
- **Progress Notes Activity**- number of progress notes added to patient records
- **Site Access** – determines the user’s capability to work within other OSIS sites beyond the default site

Select the **Back** button  or the browser window **BACK** arrow  to return to OSIS **Homepage**.

Frequently Asked Questions (FAQ)

From the OSIS **Toolbar**, click the **User** tab then select **Frequently Asked Questions**



The FAQ screen is composed of questions commonly asked by OSIIS users and their appropriate responses.



To access the response to a question:

Mouse over the question or the associated arrow  the user needs a response from. The question and arrow will become underlined.

Click on either the underlined question or underlined arrow. The answer will appear below the question

To close a FAQ, click again on either the underlined question or underlined arrow.

Multiple questions can be opened sequentially. Users are not required to close a question prior to opening another.

Print



Use this icon to print the screen you are currently on.

Logout



Use this to log out of OSIIS at any time. Be sure to log out at the end of every session.