

View Only User Access in OSIIS Shortcut for Schools and Child Care

1) Access the **OSIIS Log In Page** at <https://osiis.health.ok.gov>

Finding a Patient (Child) Record

2) Select the **Search** drop-down from the **OSIIS Toolbar**.

3) The **Search OSIIS Patients** window will appear.

4) You may search for a patient using one of the five search categories:

- Demographics ID
- **Last Name, First Name, Date of Birth**
- Social Security Number
- Phone Number
- Street Address and Zip Code. ○ Only one result should be returned. If multiple results are returned you can select the correct patient (child). ▪ You will then be taken directly to the Patient Summary screen for that individual.

• From the Summary and the Immunizations screens, you may choose to print the patient's Schedule or Shot Record. To do so, select either option in the upper right hand corner of the Patient screen. A new tab will open allowing you to view or print.

Claiming a Patient (Child) Record

5) After searching for and successfully locating the patient's record, you can "Own/Claim a Record" for an individual so that you may run a report to see who in your site is up to date on immunizations. a. If you have only one result returned and are already on the **Immunizations** screen for the correct individual, either: i. Select "**Demographics**" from the **Patient** drop-down; ii. Or select the **Demographics** tab.

6) Once on the **Demographics** screen, scroll to **Site Status** and it will have your site in parentheses next to **Site Status**.

7) From the **Site Status** drop-down, select "**Active.**"

- 8) Scroll down and select the **Save Patient** button.
- 9) Once you have completed steps 2 – 8 for all the necessary patient records, select **Reports** from the **OSIIS Toolbar**.
- 10) From the list of **Available Reports**, select **Student Immunization Report**. *Note: This report only shows children in need of immunizations.*
- 11) Your site will show up automatically in the **Report Parameters – Site** list. Select whether you would like to view the results in a PDF list or as an Excel Spreadsheet.
- 12) The report will open in a new window.

Un-Claim a child

- 13) When a child leaves your facility repeat steps 1 through 6.
- 14) From the **Site Status** drop-down, select “**Inactive.**”
- 15) Scroll to the bottom of the screen and select the **Save Patient** button.

****For more detailed instructions please see the [OSIIS User Manual](#)****