



Maintenance

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The Maintenance section on the menu panel allows users with administrator rights to add and update information on schools, physicians, clinic sites, and clinicians.

Managing Schools

Administrators may enter new and update existing schools and daycare centers using the Manage Schools function. Schools entered using this function will be available for selection from a pick list on the Manage Client screen. Reports may then be generated by school.



Required fields are shown in blue type. For example, when entering information on the Add School screen, the School Name is required; thus it is shown in blue type. Input fields not shown in blue are optional.

Adding Schools

1. Click **Manage Schools** under the Maintenance section of the menu panel.
2. On the Manage Schools screen, press **ADD SCHOOL**.

The screenshot shows a form titled "Add School". The "School Name" field is highlighted in blue. Below it are "Street Address" and "Other Address" fields. To the right of "Other Address" is a "P.O. Box" field. Below these are "City", "State" (a dropdown menu showing "NE"), and "Zip" fields. Below "City" and "State" is an "Email" field. At the bottom is a "Telephone #" field with sub-fields for area code, number, and extension. "Save" and "Cancel" buttons are on the right side of the form.

3. At the Add School box, fill in the name of the school in the School Name text field. Enter any additional information you wish to supply for the school in the appropriate fields.
4. Press **SAVE**.
5. Once your school information is successfully saved, "School Added" will appear in the upper right corner of the Edit School box.
6. Press **CANCEL** twice to return to the Manage Schools screen.

Editing School Information

1. Click **Manage Schools** under the Maintenance section of the menu panel.
1. On the Manage Schools screen, choose the school whose information you would like to edit from the Select a School to Edit pick list at the top of the screen, or click the school's name in the School Listing at the bottom of the screen.

The screenshot shows a form titled "Select a School to Edit". It has a dropdown menu for "School Name" with the text "Pick a School" and a "List All" button.

3. Add or change information in the Add School box.
4. Press **SAVE**.
5. Once your changes are successfully saved, "School Updated" will appear in the upper right corner of the box.
6. Press **CANCEL** twice to return to the Manage Schools screen.

Deleting Schools

1. Click **Manage Schools** under the Maintenance section of the menu panel.
2. On the Manage Schools screen, choose the school whose information you would like to delete from the Select a School to Edit pick list at the top of the screen.
3. In the Edit School box, press **DELETE**.
4. A box will open asking if you want to delete this school. Press **OK**.
5. NESIIS will return to the Manage Schools screen and the message "School deleted" will appear at the upper right corner of the screen.

Listing All Schools

A list of all schools entered into an organization's database may be viewed by choosing **LIST ALL** on the Manage Schools screen.

Printing All Schools

To print out a list of all the schools in your organization's database, follow these steps:

1. Click **Manage Schools** under Maintenance on the menu panel.
2. Press **LIST ALL** in the Select a School to Edit box.
3. Do either of the following:
 - Choose File, then Print, from your browser's menu bar. In the Print dialog box, press **OK**.
 - Press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
 - Choose File, then Print, from your browser's menu bar.
 - In the Print dialog box, press **PROPERTIES**.
 - In the Properties box, find the section where you may specify orientation. Choose landscape.
 - Press **OK**.
 - Press **OK** in the Print dialog box.



Required fields are shown in blue type. For example, when entering information on the Add Physician screen, only the physician's last name is required; thus it is shown in blue type. All other input fields on this screen are optional.



When entering a physician or health care organization in the Add Physician screen, keep in mind that how you organize this information (by specific doctor, clinic, or both) will be a factor in how you will be able to generate recall and reminder notices for your clients.

Managing Physicians

Administrators use the Add Physician/Edit Physician screens to enter new and update existing primary care providers. Health care organizations or clinic names may also be entered in the Add Physician screen. Physicians or health care organizations entered on this screen will be available for selection as primary care providers from a pick list on the Manage Client screen. Reports may then be generated from this data.

Adding Physicians

1. Click **Manage Physicians** under the Maintenance section of the menu panel.
2. On the Manage Physicians screen, press **ADD PHYSICIAN**.
3. At the Add Physician box, fill in the required field, Last Name, plus any additional information you wish to supply about the physician. The Prefix/Title field, for example, could be filled with "Dr." and the Suffix field would then be "M.D." To add a clinic name, type the site name in the Last Name field and the location in the First Name field.

The screenshot shows a web form titled "Add Physician". It contains the following fields: Prefix/Title, First Name, Middle Name, Last Name (text is blue), Suffix, Street Address, Other Address, P.O. Box, City, State (dropdown menu with "NE" selected), Zip, and Email. There are "Save" and "Cancel" buttons in the top right corner.

4. Press **SAVE**.
5. Once the physician is successfully saved, "Physician Added" will appear in the upper right corner of the Edit Physician box.
6. Press **CANCEL** twice to return to the Manage Physicians screen.

Editing Physician Information

1. Click Manage Physicians under the Maintenance section of the menu panel.
1. On the Manage Physicians screen, choose the physician whose information you would like to edit from the Physician Name pick list at the top of the screen, or click the physician's name in the Physician Listing at the bottom of the screen.

Select a Physician to Edit

Physician Name

Physician Listing

Name	Street	City/State/ZIP	Email
MOUSE, MICKEY A.	100 Main St Room 420 PO Box 9999	LINCOLN, NE 68509 - 9999	mouse@ppp
Test_Michale	555 Memory Lane PO Box 55555	LINCOLN, NE 68509	test@aaa.com
Test_Keren			

3. Add or change information in the Edit Physician box.
4. Press **SAVE**.
5. Once your changes are successfully saved, "Physician Updated" will appear in the upper right corner of the Edit Physician box.
6. Press **CANCEL** twice to return to the Manage Physicians screen.

Deleting Physicians

1. Click **Manage Physicians** under the Maintenance section of the menu panel.
2. On the Manage Physicians screen, choose the physician whose information you would like to delete from the Physician Name pick list at the top of the screen, or click on the physician's name in the Physician Listing at the bottom of the screen.
3. In the Edit Physician box, press **DELETE**.
4. A box will open asking if you want to delete this physician. Press **OK**.
5. Once your changes are successfully saved, "Physician Deleted" will appear in the upper right corner of the Manage Physicians screen.

Listing All Physicians

A list of all physicians entered into an organization's database may be viewed by pressing **LIST ALL** on the Select a Physician to Edit screen.

Printing All Physicians

To print out a list of all the primary care providers in your organization's database, follow these steps:

1. Click **Manage Physicians** under Maintenance in the menu panel.
2. Press **LIST ALL** in the Select a Physician to Edit box.
3. Do either of the following:
Choose File, then Print, from your browser's menu bar. In the Print dialog box, press **OK**.
Press the printer icon on your browser's toolbar.

4. If your printout is cut off, try setting your printer to landscape. To do this:
 - Choose **F**ile, then **P**rint, from your browser's menu bar.
 - In the Print dialog box, press **PROPERTIES**.
 - In the Properties box, find the section where you may specify orientation. Choose landscape.
 - Press **OK**.
 - Press **OK** in the Print dialog box.

Managing Sites

Administrators use the Manage Site screens to add new or update existing sites that provide immunizations within their organizations. Once a site is added to NESIIS, it is available from several pick lists used for immunization recording and reporting.

Adding Sites

1. Click Manage Sites under the Maintenance section of the menu panel.
2. On the Manage Sites screen, press **ADD SITE**.



Required fields are shown in blue type. For example, when entering information on the Add Site screen the Site Name is required; thus it is shown in blue type. Input fields not shown in blue are optional.

3. Within the Add Site box, fill in the following information:

- Enter the site name in the required field.
 - Indicate whether the site maintains its own vaccine inventory or whether it draws inventory from another source by clicking the Yes or No radio button under Has Inventory. If the site draws inventory from another source, choose the source from the Draw Inv From pick list. All sites with inventory *must* be created prior to setting a site that draws from another.
 - Complete any additional information you wish to supply on the site.
4. Press **SAVE**.
 5. Once your site has been successfully saved, “Site Added” will appear in the upper right corner of the Edit Site box.
 6. Press **CANCEL** twice to return to the Manage Sites screen.

Editing Site Information

1. Click **Manage Sites** under the Maintenance section of the menu panel.
2. On the Manage Sites screen, choose the site whose information you would like to edit from the Site Name pick list at the top of the screen, or click the site name in the Site Listing at the bottom of the screen.
3. Add or change information on the Add Site box.
4. Press **SAVE**.
5. Once your site has been successfully saved, “Site Updated” will appear in the upper right corner of the Edit Site box.
6. Press **CANCEL** twice to return to the Manage Sites screen.

Deleting Sites

1. Click **Manage Sites** under the Maintenance section of the menu panel.
2. On the Manage Sites screen, choose the site whose information you would like to delete from the Site Name pick list at the top of the screen, or click the site name in the Site Listing at the bottom of the screen.
3. In the Edit Site box, press **DELETE**.
4. A box will open asking if you want to delete this site. Press **OK**.
5. NESIIS will return to the Manage Sites screen and the message “Site Deleted” will appear at the upper right corner of the screen.



When inventory is drawn from another site, the source site must be selected from a pick list. Therefore, you will need to create all sites that maintain inventory prior to adding sites that draw from those inventories.



It is important to tie sites that draw inventory to their inventory sources. This way, the system will be able to keep an accurate count of all vaccines.



Sites that draw inventory from another site are shown indented on site pick lists in NESIIS.

Listing All Sites

A list of all sites entered into an organization's database may be viewed by choosing **LIST ALL** on the Manage Sites screen. This table lists the name of the site, the contact name and telephone number for the site, and whether the site has its own inventory or draws from another site.

Printing All Sites

To print out a list of all sites in your organization, follow these steps:

1. Click **Manage Sites** under Maintenance on the menu panel.
2. Press **LIST ALL** in the Select a Site to Edit box.
3. Do either of the following:
 - Choose **F**ile, then **P**rint, from your browser's menu bar. In the Print dialog box, press **OK**.
 - Press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
 - Choose **F**ile, then **P**rint, from your browser's menu bar.
 - In the Print dialog box, press **PROPERTIES**.
 - In the Properties box, find the section where you may specify orientation. Choose landscape.
 - Press **OK**.
 - Press **OK** in the Print dialog box.

Managing Clinicians

Clinicians are the individuals within the organization who administer and/or approve the administration of vaccines. A clinician may be associated with one or more clinic sites. The organization administrator will use the Manage Clinicians function to enter new and update existing clinicians within the organization. Clinicians added to the system through this function will be available from pick lists used for recording immunizations.

Adding Clinicians

1. Click **Manage Clinicians** under the Maintenance section of the menu panel.
1. Press **ADD CLINICIAN**.

• Record Updated

Edit Clinician Information

Role Clinician Ordering Authority / Clinician Ordering Authority Save Delete Cancel

Prefix

Last Name

First Name

Middle Name

Suffix

Complete Site Listing

Bucky's West Side Clinic	Add > Add All >> < Remove << Remove All	Bucky's East Side Clinic
CAROL'S PED FLR		Capitol Square
Suchon First Clinic Has Inventory		
Suchon Second Site doesn't have inven		
WIR Physicians		
WIR Physicians - SNS Testing Site		

Selected Sites

Address Information

Street 1

Street 2

PO Box

City

State

Zip -

Email

Area Code Phone Number - Ext.

Signature Information

Signature not on file.



Required fields are shown in blue type. For example, when entering information on the Managing Clinicians screen, the Last Name field is required; thus it is shown in blue type. Input fields not shown in blue are optional.



When entering clinician site information on the Add Clinician Information screen, you may move the sites in the field in the middle of the screen from left to right simply by double-clicking them.

- At the Add Clinician Information screen, choose a role for the clinician. Definitions of these roles are as follows:
 - Clinician:** The clinician is the person who administers the vaccination.
 - Ordering Authority:** In a public health department, the ordering authority is the medical director. In private practice, the ordering authority is the client's pediatrician or primary care physician.
 - Ordering Authority/Clinician:** Check this option if the person both authorizes and administers vaccines, such as a pediatrician.
- Fill in the required field, Last Name, and any other fields you wish to complete. The Prefix field, for example, might be filled with "Dr." and the Suffix field would then be "M.D."

5. In the Complete Site Listing field at the bottom of the screen, highlight a site with which the clinician will be associated and press **ADD**. Do this for each site at which the clinician may practice. If the clinician is associated with all the sites in the Complete Site Listing, press **ADD ALL**.
6. Press **SAVE**.
7. After the clinician is successfully saved, the message “Record Updated” will appear at the top of the screen.
8. Press **CANCEL** to return to the Manage Clinicians screen.

Editing Clinician Information

1. Click **Manage Clinicians** under the Maintenance section of the menu panel.
2. Press **FIND CLINICIAN**, or choose a health care site from the Site List and click the appropriate clinician name on the table at the bottom of the Manage Clinicians screen. If you choose this latter option, skip to Step 4.
3. At the Clinician Search screen, enter the last and first names of the clinician and press **FIND** to bring up his or her information. Then click his or her last name in the Search Results table, or leave both fields blank and press **FIND** to bring up a list of clinicians within the organization. You may then click on the last name of the clinician within the Search Results table to bring up his or her information.

Clinician Search

Last Name: First Name:

To get a complete list of clinicians, leave both fields blank and press the find button.

4. Make the desired changes or updates to the clinician’s information.
5. Press **SAVE**.
6. Once the clinician’s information is successfully updated, the message “Record Updated” will appear at the top of the screen.
7. To return to the Manage Clinicians screen, press **CANCEL**.

Merging Clinicians

Occasionally, clinicians are entered more than once in NESIIS, creating duplicate records. To eliminate extraneous records using NESIIS’s merge clinician feature, follow these steps:

1. Click **Manage Clinicians** under the Maintenance section of the menu panel.
2. Choose a health care site from the Site List and press **FIND CLINICIAN**.
3. Enter the last and first names of the clinician. Press **FIND**.
4. Select at least two clinicians from the search results table and press **MERGE**.

Clinician Search

Last Name: First Name:

To get a complete list of clinicians, leave both fields blank and press the find button.

Find Merge Cancel

Search Results **Count: 3**

Select	Clinician Name	Role	Active
<input type="checkbox"/>	brown, betty	Clinician	N
<input checked="" type="checkbox"/>	Brown, Betty	Clinician	Y
<input checked="" type="checkbox"/>	brown, betty	Clinician	Y

5. At the Clinician Merge screen, select the clinician record that you wish to keep. Press **KEEP SELECTED**.

Deleting Clinicians

1. Click **Manage Clinicians** under the Maintenance section of the menu panel.
2. On the Manage Clinicians screen, choose a health care site from the Site List.
3. Press **FIND CLINICIAN**, or click the appropriate clinician name in the table at the bottom of the Manage Clinicians screen. If you choose this latter option, skip to Step 5.
4. At the Clinician Search screen, enter the first and last name of the clinician and press **FIND** to bring up his or her information. Then click his or her last name in the Search Results table, or leave both fields blank and press **FIND** to bring up a list of clinicians within the organization. You may then click the last name of the clinician within the Search Results table to bring up his or her information.
5. At the Edit Clinician Information screen, press **DELETE**.
6. A box will open asking if you want to delete this clinician. Press **OK**.
7. NESIIS will return you to the Manage Clinicians screen.

Listing All Clinicians

1. Click **Manage Clinicians** under the Maintenance section of the menu panel.
2. On the Manage Clinicians screen, press **CLINICIAN LIST**.
3. The Clinician Listing screen will open, showing all available clinicians, their site association(s), and their role(s).
4. Press **CLOSE** to return to the Manage Clinicians screen.

Printing All Clinicians

To print out a list of all the clinicians in your organization's database, follow these steps:

1. Click **Manage Clinicians** under Maintenance in the menu panel.
2. Press **CLINICIAN LIST** at the Manage Clinicians screen.
3. Do either of the following:
 - Choose File, then Print, from your browser's menu bar. In the Print dialog box, press **OK**.
 - Press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
 - Choose File, then Print, from your browser's menu bar.
 - In the Print dialog box, press **PROPERTIES**.
 - In the Properties box, find the section where you may specify orientation. Choose landscape.
 - Press **OK**.
 - Press **OK** in the Print dialog box.