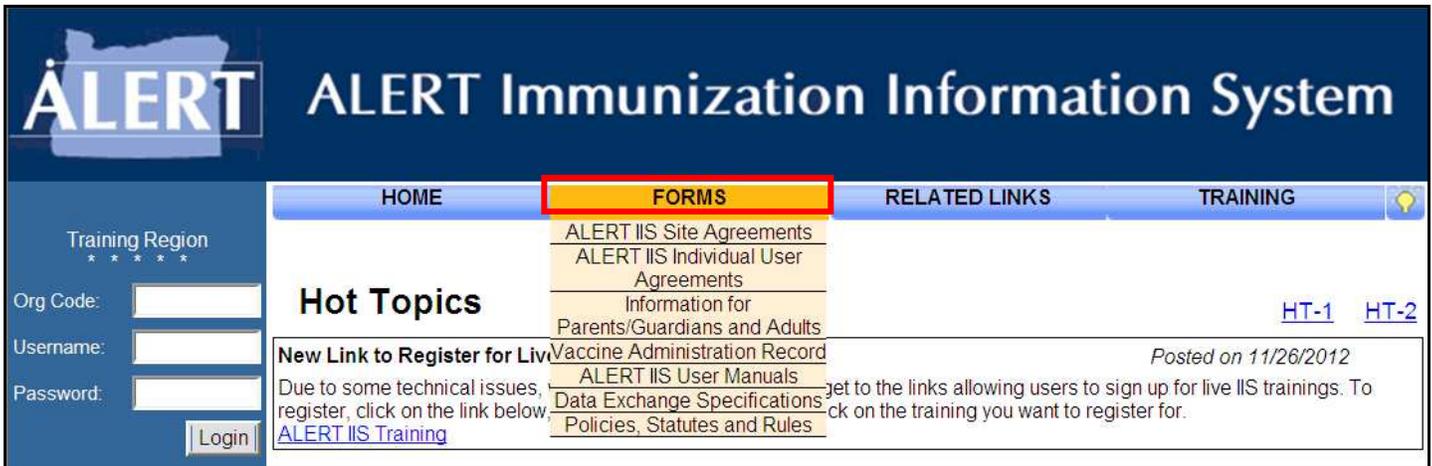


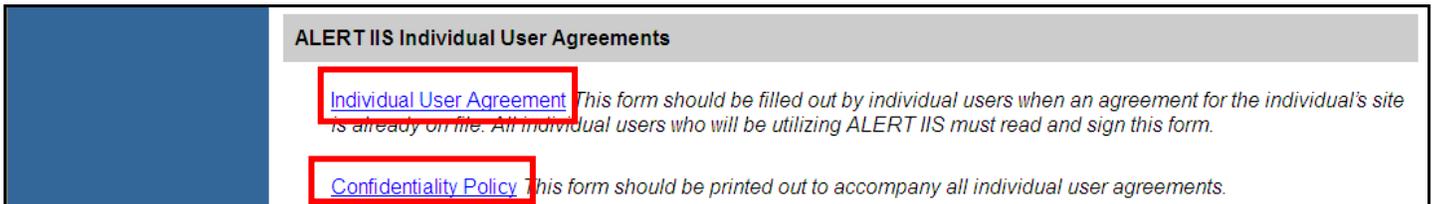
2014 Training Guide for ALERT IIS Query Only Role

Note: All organizations must complete an ALERT IIS Site Agreement before individual users can gain access to the system.

1. ALERT Immunization Information System website is www.alertiis.org
2. Complete the ALERT IIS Individual User Agreement
 - a. Click on **Forms** tab



- b. Read the **Confidentiality Policy** document



- c. Print and complete the **ALERT IIS Individual User Agreement**
 - Give completed Individual User Agreement and quiz located at the end of this guide to your organization's Super User.
 - If your organization has no Super User please fax or email the completed Individual User Agreement and quiz located at the end of this guide to the ALERT IIS Help Desk:

ALERT IIS Help Desk
1-800-980-9431
Fax: 971-673-0276
alertiis@state.or.us

3. How to login to ALERT IIS?

- a. You will receive your **Organization Code (Org Code)**, **Username and Temporary Password** from your Super User or the ALERT IIS Help Desk once your Individual User Agreement and completed quiz are both received.

- **Note:** Each site will have its own Org Code
 - Org Code will always have **"AL" capitalized** followed by the unique 4 digits
- All three login fields are **case sensitive**
- *Please contact your Super User when changes to an account are needed.*
 - **Note:** If you do not have a Super User, contact the ALERT IIS Help Desk when changes to an account are needed.
 - General ALERT IIS questions can still be directed to the ALERT IIS Help Desk. (Contact information listed on the previous page.)

4. **The first time you login you will have two extra steps to take.**
- When the Security Notification appears, agree to the **ALERT IIS Confidentiality Policy**.
 - This is the same policy you read and agreed to with the ALERT IIS Individual User Agreement.

- c. The system will take you to the **Change Password** page
- d. Type your new password twice (passwords are valid for 90 days)
 - Note: Your account will become locked after 30 days of inactivity. If your account becomes locked, you can either contact one of your Super Users or the ALERT IIS Help Desk (800) 980-9431, Monday through Friday, 8am to 5pm to reactivate your account.
- e. Click **Save**

Training Region

Welcome
Query Only User
[Logout](#)

Validation Errors

- Your password has expired. Please update before continuing.

Change Password

User Query Only User

Username Query Only User

* New Password

* Confirm New Password

Save **Cancel**

- f. Look for red text **“Password Updated”**

Training Region

Welcome
Query Only User
[Logout](#)

Change Password

**** Password Updated ****

User Query Only User

Username Query Only User

* New Password

* Confirm New Password

Save **Cancel**

- g. Click on **ALERT IIS** on left-side menu column under the Applications section.
- h. Your organization name should be listed as a hyperlink.
- i. Click on your **organization name**

Training Region

Welcome
Query Only User
[Logout](#)

Applications
ALERT IIS

Manage My Account
Edit My User Account

HOME FORMS RELATED LINKS TRAINING

[Amjen Medical Clinic](#)

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5. Home Screen/Main Page of ALERT IIS

- a. Organization staff will have **Patient Query Only** role in ALERT IIS
 - Please double check your organization name
 - If something is incorrect, please contact either your Super User or the ALERT IIS Help Desk.
- b. **Announcements:** Contains important information on enhancements and maintenance related to ALERT IIS
 - Announcements that have not been viewed will be marked with “NEW”
 - All planned system down time will be announced in this section
- c. **Release Notes:** Contains information regarding system updates of ALERT IIS.
- d. Click on the Home tab to navigate back to this screen.

organization Amjen Medical Clinic • user Query Only User • role Patient Query Only

announcements:

- NEW** 11/20/2012 ~ [New State-Supplied Vaccine Ordering Functionality](#)
- NEW** 04/13/2011 ~ [ALERT IIS Manual Coming Soon](#)
- NEW** 11/06/2010 ~ [Welcome](#)

release notes:

- NEW** 02/22/2014 ~ [Release Version 3.6.0](#) Release Version 3.6.0 - CIS revised
[more release notes](#)

6. Manage Access/Account:

Navigates you to the Manage Access/Account page where you can manage your account by:

- a. Editing your user account information (please verify email address)
- b. Changing your password

organization Amjen Medical Clinic • user Query Only User • role Patient Query Only

announcements:

ALERT IIS

HOME

Training Region

Welcome
Query Only User

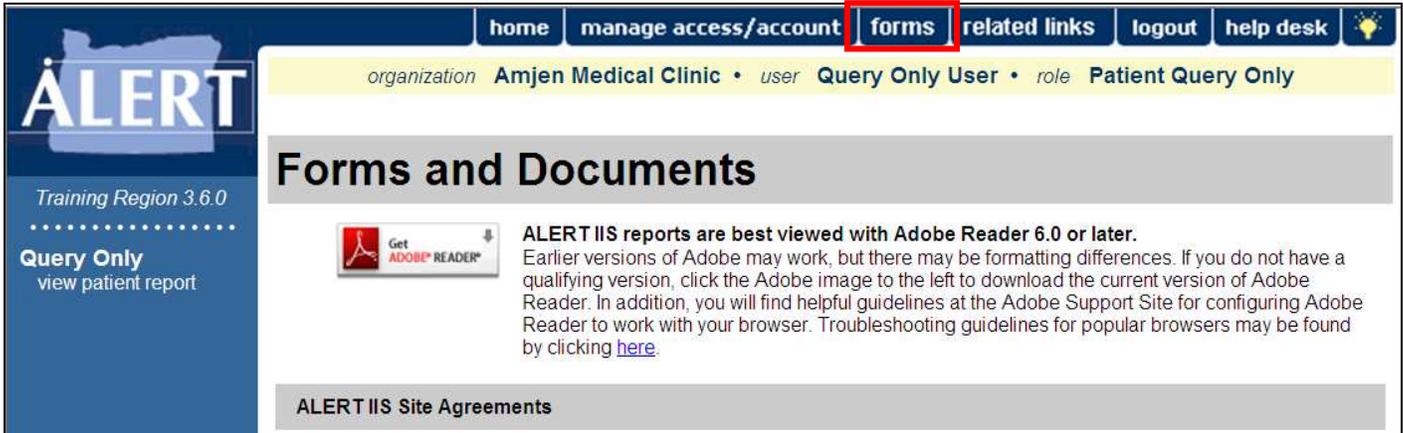
[Amjen Medical Clinic](#)

Logout

Applications
ALERT IIS

Manage My Account
Edit My User Account
Change My Password

7. **Forms:** Navigates to a page that displays a list of hyperlinks for printing blank forms and supporting documentations such as the following:
- User Agreements
 - Information for Parents/Guardians
 - ALERT IIS user manual
 - Data exchange specifications
 - Policies, statutes, and rules



8. **Related Links:** Navigates to a page that displays links to other websites that contain information of interest to the immunization community.



9. **Log Out:** To log out of current ALERT IIS session.



10. **Help Desk:** Navigates to a page with contact information for the ALERT IIS Help Desk.

home manage access/account forms related links logout **help desk**

organization Amjen Medical Clinic • user Query Only User • role Patient Query Only

ALERT IIS Help Desk

If you are experiencing difficulties or have questions regarding ALERT IIS, please contact the ALERT Help Desk. The Help Desk is staffed by experienced customer support and technical staff who can address and/or refer questions about the ALERT IIS.

The ALERT IIS Help Desk Hours are 8am to 5pm Monday through Friday.

Phone: 800-980-9431
Fax: 971-673-0276
Email: alertiis@state.or.us

11. **Online Help:** Clicking on the light bulb icon will bring up a pop-up help page window that is page-specific to the current ALERT IIS page.

home manage access/account forms related links logout **help desk**

organization Amjen Medical Clinic • user Query Only User • role Patient Query Only

announcements:

[Show](#)

- NEW** 11/20/2012
- NEW** 04/13/2011
- NEW** 11/06/2010

release notes:

- NEW** 02/22/2014 [more release](#)

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Help Contents

Main Screen

Purpose

The **Main** screen is used to inform users of information relating to the system. Such events may include application changes/upgrades, system downtime, usability tips, system administrator notes, or relevant resources/events. The **Main** screen will always be the first screen displayed after a successful login. It is important to review the posting of any new announcements each time when logging in to the system.

- [Announcements](#)
- [Release Notes](#)

12. Search for patient

- Click on **View Patient Report** under Query Only on the left-side menu column
- Search by **Patient** (must include **Date of Birth and one other field**) or search by **Patient ID**.
 - Patient ID is the same ID ALERT IIS receives from your organization's electronic file
- When searching by patient and multiple choices are found, click on hyperlink of appropriate patient.

organization Amjen Medical Clinic • user Query Only User • role Patient Query Only

Patient Search Criteria

Search by Patient
Minimum search criteria includes exact birth date and one additional field.

Last Name Mother's First Name
First Name Phone - -
Middle Name
* Birth Date

Search by Patient ID
* Patient ID

Possible Matches: 2

Last Name	First Name	Middle Name	Birth Date	Primary Patient Identifier	Mother's First	Gender	Status
SAMPLE	SID		05/10/2009	123123	SARA	F	A
	AKA: SAMPLE,SIDNEY						
SAMPLETON	FRED		05/10/2009		JANE	M	A
	AKA: SAMPLETON,FREDRICK						
	AKA: SAMPLETON,FREDDIE						

- Verify patient information to ensure that this is the correct patient

organization Amjen Medical Clinic • user Query Only User • role Patient Query Only

Patient Information

Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Patient ID
SID SAMPLE	05/10/2009	F	ACIP	123123
Provider (PCP)	Not on file			
School	Not on file			
Comments				

Current Age: 4 years, 10 months, 1 day

13. Print Patient Immunization Records

- a. **Print button:** To print current page, including all patient information
- b. **Print Confidential:** To print the page including only immunization information with Patient's name, DOB and Gender
- c. **Reports:** Displays link to 3 different styles of reports

The screenshot shows the ALERT system interface. At the top, there are navigation tabs: home, manage access/account, forms, related links, logout, and help desk. Below these, the user is identified as 'Query Only User' with the role 'Patient Query Only'. The main section is titled 'Patient Information' and contains a table with the following data:

Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Patient ID
SID SAMPLE	05/10/2009	F	ACIP	123123
Provider (PCP)	Not on file			
School	Not on file			
Comments				

Below the table, it states 'Current Age: 4 years, 10 months, 1 day'. A red box highlights the 'Print', 'Print Confidential', and 'Reports' buttons at the top right of the patient information section.

14. Reports Options

- a. **Immunization History:** Detailed immunization report; not recommended for patients
- b. **Immunizations Needed:** Includes immunization history and recommended vaccines; easy to understand report that is often given to patients
- c. **Certificate of Immunization Status:** Includes immunization history; official form used for elementary and high school attendance in Oregon

The screenshot shows a table titled 'Reports Available for this Patient'. The table has three columns: Report, Description, and Additional Information. The following rows are highlighted with a red box:

Report	Description	Additional Information
Vaccine Administration Record - Pediatric	Prints pediatric Vaccine Administration Record (VAR) form approved by the Oregon Immunization Program.	Language: ENGLISH
Vaccine Administration Record - Adult	Prints adult Vaccine Administration Record (VAR) form approved by the Oregon Immunization Program.	Language: ENGLISH
Immunization History Report	Displays demographics, registry data, contact information, as well as detailed immunization history.	None
Immunizations Needed	Displays demographics, contact information, immunization history, as well as immunizations needed.	None
Certificate of Immunization Status (CIS) Report	Displays demographics and immunization history for the child.	None

A red arrow points to the 'Immunization History Report' row.

15. **Immunization Record:** Table lists all reported immunizations that patient received to date. List is alphabetized by vaccine group and ordered by date administered.



Immunization Record							
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
DTP/aP	07/15/2009	1 of 5	DTaP-IPV/Hib [Pentacel ®]				Yes
	08/01/2009	NOT VALID	DTaP-IPV/Hib [Pentacel ®]				Yes
	12/01/2009	2 of 5	DTaP-IPV/Hib [Pentacel ®]				Yes
HepA	08/20/2013	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ®]	Full			
HepB	05/11/2009	1 of 3	HepB-Peds [Engerix-B Peds ®]				Yes
	09/12/2009	2 of 3	HepB-Peds [Recombivax Peds ®]				Yes
	12/01/2009	3 of 3	HepB, NOS [HepB ®]				Yes
Hib	07/15/2009	1 of 3	DTaP-IPV/Hib [Pentacel ®]				Yes
	08/01/2009	NOT VALID	DTaP-IPV/Hib [Pentacel ®]				Yes
	12/01/2009	2 of 3	DTaP-IPV/Hib [Pentacel ®]				Yes
Influenza-seasnl	08/20/2013	1 of 2	Flu trivalent nasal [FluMist ®]	Full			
MMR	08/20/2013	1 of 2	MMR [MMR II ®]	Full			
Polio	07/15/2009	1 of 3	DTaP-IPV/Hib [Pentacel ®]				Yes
	08/01/2009	NOT VALID	DTaP-IPV/Hib [Pentacel ®]				Yes
	12/01/2009	2 of 3	DTaP-IPV/Hib [Pentacel ®]				Yes

- Vaccine Group:** Lists the vaccine group name for each immunization received.
- Date Admin:** Indicates the actual day the patient was given the vaccine.
 - Click on the date hyperlink to view the "Explanation of Dose Status" pop-up for that particular immunization.
 - Pop-up window displays the tracking schedule dose rule and/or explanation of why immunization is not valid or appropriate.
- Series:** Displays sequence number within immunization series
 - Not valid:** Indicates that patient is not old enough to receive the shot or there has not been enough time that has elapsed between doses.
 - Subpotent?:** indicates that this dose was flagged as subpotent by the organization who administered the immunization and this dose may need to be repeated.



Immunization Record							
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
DTP/aP	07/15/2009	1 of 5	DTaP-IPV/Hib [Pentacel ®]				Yes
	08/01/2009	NOT VALID	DTaP-IPV/Hib [Pentacel ®]				Yes
	12/01/2009	2 of 5	DTaP-IPV/Hib [Pentacel ®]				Yes
HepA	08/20/2013	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ®]	Full			

Explanation of Status

Dose was given too soon after the previous dose.

Series: DTaP {Vaccine Group: DTP/aP}

Dose	Min Age	Min Rec Age	Min Overdue Age	Min Valid Interval	Min Interval Between	Rec Interval Between	Overdue Interval Between	Max Age
1	42 D	2 M	3 M		28 D			7 Y
2	70 D	4 M	5 M		28 D	2 M	3 M	7 Y
3	98 D	6 M	7 M		28 D	2 M	3 M	7 Y
4	12 M	12 M	19 M	116 D	177 D	6 M	7 M	7 Y
5	4 Y	4 Y	5 Y		177 D	6 M	7 M	7 Y

- Vaccine [Trade Name]**
 - NOS:** "Not Otherwise Specified" displays when trade name was not supplied
- Dose:** Displays the amount of vaccine administered to the patient. Usually shows "FULL" but may indicate a double dose (2) or half dose (HALF).

- Dose magnitude: reflects how many doses, as defined in inventory, were administered to the patient. This number is **not** dose size as measured in milliliters.
- f. **Owned?** : Displays whether or not this immunization was entered by your organization
- **Blank** column: Indicates that immunization data are owned by your organization; data was manually entered or was sent via data exchange; *this is not necessarily the organization that administered the shot*
 - **“No”**: Indicates immunization data are NOT owned by your organization; click link to view the reporting organization’s contact information

Patient Information [Print] [Print Confidential] [Reports] [Cancel]

Patient Name (First - MI - Last) SID SAMPLE DOB 05/10/2009 Gender F Tracking Schedule ACIP Patient ID

Provider (PCP) Not on file
School Not on file
Comments

Current Age: 4 years, 3 months, 20 day

Org Name: Amjen Medical Clinic
Address 1: 555 MAIN ST., COOS BAY, OR, 97222
Address 2:
Contact Name: JENNE MCKIBBEN
Phone Number: (971) 673-0300

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
DTP/aP	07/15/2009	1 of 5	DTaP-IPV/Hib [Pentacel ®]		No		Yes
	08/01/2009	NOT VALID	DTaP-IPV/Hib [Pentacel ®]		No		Yes
	12/01/2009	2 of 5	DTaP-IPV/Hib [Pentacel ®]		No		Yes

- g. **Reaction:** Reports any reactions the patient had after receiving a vaccine.
- **Blank** column: Indicates no reaction to a vaccine
 - **“Yes”**: Indicates there was a reaction. Click the link to view the reaction and an explanation of the selected reaction

Series	Vaccine [Trade Name]	Dose	Owned?	Reaction
				Reaction List - Windows Internet Explorer
				Temperature >= 105 (40.5 C) within 48 hours of immunization
				Yes

- h. **Hist?** (Historical):
- **Blank** column: Indicates that immunization was administered by the organization that owns the data and was the one who entered the data into ALERT IIS
 - **“Yes”**: Indicates that the record is historical; immunization was administered by a provider at another organization, not the organization that owns the data

16. Vaccines Recommended by Selected Tracking Schedule: Table represents all vaccinations recommended for the patient by the Advisory Committee on Immunization Practices (ACIP).

- Vaccines Recommended by Selected Tracking Schedule				
Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
DTP/aP	DTaP, NOS	12/29/2009	12/29/2009	03/01/2010
HepA	HepA, NOS	02/20/2014	02/20/2014	09/20/2014
HepB	HepB, NOS	Complete		
Hib	Hib, NOS	05/10/2010	05/10/2010	12/10/2010
Influenza-seasn	Flu trivalent nasal	09/17/2013	09/17/2013	10/15/2013
MMR	MMR	09/17/2013	09/17/2013	05/10/2014
PneumoConjugate	PCV13	05/10/2011	05/10/2011	05/10/2011
Polio	Polio, NOS	05/10/2013	05/10/2013	05/10/2014
Varicella	Varicella	09/17/2013	09/17/2013	09/17/2013

- a. **Vaccine Group:** Gives the recommended vaccine group name
 - The vaccine groups listed for each patient correspond to the age of the patient
 - Click link to view the "Explanation of Dose Status" and the tracking schedule rules applied to the selected recommendation for that series
- b. **Vaccine:** Gives the recommended vaccine
- c. **Earliest Date:** Displays dates which note the earliest date the patient could receive the corresponding immunization
 - Used most often when patient is on an accelerated schedule
- d. **Recommended Date:** Displays date that the patient is recommended to have the corresponding immunization
- e. **Past Due Date:** Displays dates that the patient is past due for the corresponding immunization
 - Helps indicate when accelerated scheduling is used by ALERT IIS.
- f. **Color Indicators:**
 - Green: vaccine group highlighted in green indicates that it is appropriate to administer this vaccine today
 - Gray: series complete, contraindicated, maximum age exceeded, maximum dose met or exceeded for vaccine group, and/or immunization recorded for vaccine group

17. Complete the following quiz and submit as directed.

1. Where can a user go to get answers to their questions about ALERT IIS?
 - a. Their Super User
 - b. ALERT IIS Help Desk
 - c. Online Help
 - d. ALERT IIS User Manual
 - e. All of the above

2. How long are user passwords valid for?
 - a. 1 year
 - b. 30 days
 - c. 6 months
 - d. 90 days

3. What information is needed for a user to login into ALERT IIS?
 - a. Username
 - b. Password
 - c. Org Code
 - d. All of the above

4. After updating your password and verifying that you see the words "password updated" in red text, what two steps are needed to get to the immunization home page?
 - a. Click on ALERT IIS under Manage My Account and then click on the home tab
 - b. Click on ALERT IIS under the Applications section and then click on your store name
 - c. Logout and start over using your new password

5. What is the minimum information required to search for a patient?
 - a. Patient ID
 - b. Patient ID and Date of birth
 - c. Date of birth and one other field
 - d. Either A or C

6. Which report should be printed when a patient needs proof of immunization status for elementary or high school attendance?
 - a. Certificate of Immunization Status (CIS)
 - b. Immunizations Needed
 - c. Immunization History Report
 - d. Print Record

7. On the Immunization Record, what does it mean when "No" is indicated in the "Owned?" column?
 - a. The immunization data was submitted to ALERT IIS by your organization.

- b. A provider at your organization administered the dose of vaccine.
 - c. The immunization data was NOT submitted to ALERT IIS by your organization.
8. On the Immunization Record, what does it mean when “Yes” is indicated under the “Hist?” column?
- a. The immunization was administered by the organization that owns the data and was the one who submitted the data to ALERT IIS.
 - b. The immunization data was submitted by an organization that had proof of immunization but did not administer the vaccine to the patient.
 - c. The immunization was administered by a provider at your organization sometime before today.
9. In the Vaccines Recommended by Selected Tracking Schedule section, what is the definition of the green highlight?
- a. Any vaccine highlighted in green can be given at that time.
 - b. Any vaccine highlighted in green should NOT be given at that time.
 - c. Only vaccine highlighted in green should be given at that time.
10. After completing this quiz, what are the next steps to successfully receive ALERT IIS login information?
- a. Contact the ALERT IIS Help Desk to receive the login information.
 - b. Contact my corporate Super User for the next steps.
 - c. Complete an Individual User Agreement and fax or email with the answer page from this quiz to the Corporate Contact listed on page 1 of the ALERT IIS Training Guide.
 - d. Wait for someone to contact me for further instructions.



Query Only Quiz Answer Sheet

Please submit this answer sheet and completed Individual User Agreement to your organization's Super User. If your site does not have a Super User, please fax or email this answer sheet along with your completed Individual User Agreement to the ALERT IIS Help Desk

Print Name: _____

Print desired username: _____

Date: _____

Answers (circle one per number):

1) A B C D E

2) A B C D

3) A B C D

4) A B C

5) A B C D

6) A B C D

7) A B C

8) A B C

9) A B C

10) A B C D