

HOW TO ACTIVATE/INACTIVATE PATIENTS

How does a record become “Active” to my practice?

1. You can manually set the patient status to “Active” by updating the status directly in VIIS.
2. When you manually update or add an immunization to a patient’s VIIS record.
3. When you electronically update or add an immunization via your electronic medical record (EMR). Please note: For electronic updates, your practice must have a live connection setup between your EMR and VIIS.
4. You create a new patient record directly in VIIS.

How does a record become “Inactive” to my practice?

5. You **MUST** manually update the status to “Inactive” directly in VIIS.

Why do I need to change the status to “Inactive”?

Inactivating patients in VIIS will give you a more realistic assessment of the immunization rates for your organization.

When should a patient’s status be changed to “Inactive”? When a patient meets the criteria of one of the following statuses:

1. **Inactive – Lost to Follow Up**
2. **Inactive – MOGE** (Moved or Gone Elsewhere)
3. **Inactive – MOOSA** (Moved Out of Service Area)
4. **Inactive – One Time Only** (Received an immunization once but is not a regular patient)
5. **Inactive – Other**
6. **Inactive – Permanently Deceased**
7. **Inactive – Unknown** (A patient is made Unknown in VIIS when only the demographic and historical data are sent and without a specific status selected. This can occur when providers are sending data electronically).

4. The Status of the patient record is listed under Organization Information.

The screenshot shows a web application interface for updating patient information. At the top, there is a navigation bar with links: home, manage access/account, user manual, related links, logout, and help desk. Below this, a yellow banner displays the user's session information: organization Test Patel Pediatrics/PATP, user Rochelle Green, and role IR Administrator.

The main section is titled "Update Patient". It is divided into two primary sections: "Personal Information" and "Organization Information".

Personal Information: This section contains several input fields:

- * Last Name: MOUSE
- * First Name: MICKEY
- Middle Name: D
- Suffix: (dropdown menu)
- * Birth Date: 06/09/1965 (with a calendar icon)
- Mother's Maiden Last Name: (input field)
- Mother's First Name: (input field)
- * Gender: Male (dropdown menu)
- VIIS ID: 20122682
- Birth Order: (input field) (for multiple births)
- Birth Country: UNITED STATES (dropdown menu)
- Birth State: (dropdown menu)
- Birth County: (dropdown menu)
- Medical Record Number: (input field)

On the right side of the Personal Information section, there are four buttons: Save, History/Recommend, Reports, and Cancel.

Organization Information: This section includes:

- [back to top] link
- Status: ACTIVE (dropdown menu)
- Provider- PCP: (dropdown menu)
- * Tracking Schedule: ACIP (dropdown menu)
- Allow Sharing of Immunization Data: Yes (dropdown menu)
- Allow Reminder and Recall Contact?: Yes (dropdown menu)
- Last Notice: (input field)

At the bottom of the Organization Information section, there is a sub-section for "Medical Record Numbers" with a "Remove MRN" button and a "No Medical Record Number" message.

5. Select the appropriate status from the "Status" dropdown box.


This screenshot provides a close-up view of the "Status" dropdown menu within the "Organization Information" section. A red arrow points to the dropdown arrow icon. The dropdown menu is open, showing a list of status options:

- ACTIVE
- INACTIVE-OTHER
- INACTIVE-LOST TO FOLLOW UP
- INACTIVE-MOGE
- INACTIVE-ONE TIME ONLY
- INACTIVE-PERMANENTLY (DECEASED)
- INACTIVE-MOOSA
- INACTIVE-UNKNOWN

The "ACTIVE" option is currently selected. Other visible elements in the background include the "Provider- PCP" dropdown, "Tracking Schedule" dropdown, and "Allow Sharing of Immunization Data" and "Allow Reminder and Recall Contact?" checkboxes.

6. After making the status selection, click the “**SAVE**” button located in the top right corner of the screen.

Personal Information	
* Last Name	MOUSE
* First Name	MICKEY
Middle Name	D
Suffix	
* Birth Date	06/09/1965
Mother's Maiden Last	
Mother's First Name	
* Gender	Male
VIIS ID	20122682
Birth Order	(for multiple births)
Birth Country	UNITED STATES
Birth State	
Birth County	
Medical Record Number	

Save 

History/Recommend

Reports

Cancel

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Organization Information	
[back to top]	Allow Sharing of Immunization Data <input type="button" value="Yes"/>
Status <input type="button" value="INACTIVE-ONE TIME ONLY"/>	Allow Reminder and Recall Contact? <input type="button" value="Yes"/>
Provider- PCP	Last Notice
* Tracking Schedule <input type="button" value="ACIP"/>	