North Dakota Immunization Information System: Looking Up an Immunization Record

1.) To access the client lookup page, click the Search hyperlink in the Client box.

2.) To search for a client’s record:
   - Enter search criteria in the basic search fields by clicking in the free-text box and typing in the correct information
     - Can also use keyboard and tab through each field
   - Click Search
     - Can also hit Enter on the keyboard to start search

The easiest way to search for a patient is by using their birthdate and the first letter of their first name.
3.) The registry will return a list of up to 100 possible matches.

4.) To view a record from the list of possible matches:
   - Highlight the correct person from the list and click **Inquire**, or
   - Double-click the correct name from the list.

5.) The system will open the record on the **Demographics** tab
   - All required fields will be marked by an asterisk (*) and must be filled in before new information can be saved.
   - Be sure to verify the client demographics at **every** visit.
6.) To access the patient’s immunization record, click on the **Immunizations** tab.

![Immunizations tab](image)

7.) The **Immunization** tab contains all of the client’s immunization information including:

- Dose date (date vaccine was administered)
- Provider who administered vaccine
- Lot number of vaccine administered
- Reaction – if the patient had any type of reaction to that dose of vaccine
- VFC eligibility status
- Vaccine name
- Historical – if this dose was administered, or entered from another record as part of the patient’s historical vaccinations
- Valid dose – was the dose valid according to ACIP recommendations