DISTRICT OF COLUMBIA **IMMUNIZATION INFORMATION SYSTEM**

A guide to using the District of Columbia Immunization Information System (DOCIIS)

(Version 3.0)

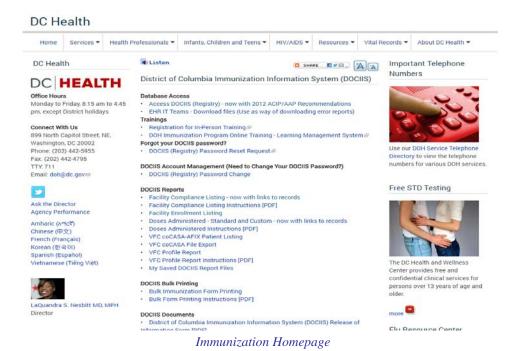DC | HEALTH   GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

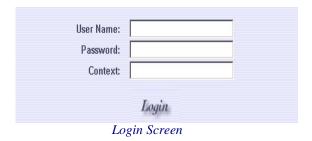# Section I: Starting DOCIIS

        To use the District of Columbia Immunization Information System (DOCIIS), you must first connect to the Internet. Once you are connected to the Internet, point your web browser to D.C. Immunization Program's home page at https://dchealth.dc.gov/dociis (make sure that there is an *s* at the end of *https*).

        Your web browser should now look like this:

Immunization Homepage

        Under "Database Access," click on "Access DOCIIS (Registry) – now with 2012 ACIP/Recommendations." This will take you to a new window that will allow you to log into DOCIIS. Each user will be given a unique *User Name*, *Password*, and *Context*. You will need to type this information into the appropriate box. (Note: The password is case sensitive, so the password must be typed with the correct lower case and capitalization.) Once you have entered all of the information, then click on the "Login" button. This will log you into DOCIIS and take you to the search page to search for immunization records.

Login Screen

Section II: Searching DOCIIS for an Immunization Record

You can search for a record using the patient's *last name*, *first name*, *middle name*, *date of birth*, or any combination of these. Please refer to section 3, "Searching Tips and Techniques," to learn about the easiest and most effective ways of searching the Immunization DOCIIS.

Search Box

To search for a patient's record, simply type the information that you will use for the search into the appropriate boxes. Once the information is typed into the boxes, then click on the "Submit" button to begin the search. For instance, typing *Green* into the last name box and then clicking on the "Submit" box will list all of the records in the DOCIIS whose last name is *Green*. However, it will also list all records whose last name begins with *Green*, such as *Greene* or *Greenwood*. Since the results are sorted alphabetically by last name, all of the *Green*'s will be listed first, followed by the *Greene*'s and then the *Greenwood*'s.

The *Last Name*, *First Name*, and *Middle Name* boxes are not case sensitive, so it does not matter if the characters typed into the search boxes are capital or lowercase letters. The *Date of Birth* must be in the format mm/dd/yyyy with a 4 digit year and with forward slashes separating the month, day, and year.

Search Results

Never use spaces or any symbols (such as hyphens, apostrophes, or accents marks) in a search. Spaces are never used in DOCIIS, and symbols are used *only* to hyphenate two last names. Using a space or a symbol in a search will produce no matching records. Simply type the name without any spaces or symbols, regardless of how strange it may look. For instance, the last name *de los Santos* is listed in DOCIIS as *Delossantos* and the first name *D' Von* is listed as *Dvon*.

If a search produces more than 200 matches, only the first 200 matched records will be listed. If a search produces no matches, then no records will be listed. Resulting records from a search are listed alphabetically by last name, then first name, and finally by middle name.

Section III: Searching Tips and Techniques

What is the best way to search for a record?

It is strongly recommended that you begin a search by using *only* the patient's date of birth. Searching by a patient's first name can be inaccurate because of variations in spelling. For instance, if you search for a patient named *Britany Doe*, you will not find the record if that person is in DOCIIS under *Brittany Doe*. Last names can also be misleading, as many patients use two last names. If you use the last name to search for a patient named *John Smith*, you will not find him if he is in DOCIIS under the name *John Doe-Smith*. The best way to find a record is to perform a search with only the patients date of birth, which will pull up every patient's record whose birth date matches the birth date of the patient you are searching for. The matching records are sorted by last name, so it is easy to find a particular record. If you do not see the patient under his/her last name, then look at all of the search results to see if the patient is listed with either a hyphenated name or with a different last name.

What if I do not see the record after searching with the birth date?

Occasionally, dates get mixed up on forms and a patient might be mistakenly entered into DOCIIS under a wrong birthday. For instance a person born 08/02/1996 might be in DOCIIS under 02/08/1996, especially if that person is from a country where the date is written with the day first and then the month. If you do not see the patient under the birth date that you have, then it is recommended that you perform a new search using the first few letters of the last name and the first few letters of the first name. By using only the first two or three letters, you will be more likely to avoid problems with alternate spellings (such as Brittany and Britany) than if you used the entire name.

Section IV: Viewing an Immunization Record

       To view a patient's immunization record, click on the last name of the patient whose record you would like to view. (The last name will be blue and underlined.) This will open the patient's immunization record which is composed of several different sections, such as *Demographics, Immunization*, and *Disease History*.

Top section of an immunization record

       The top section of the immunization record gives the patient's name, date of birth, and age in the following format: *Last, First Middle - Date of Birth - Age.* Below this information is a current assessment of the patient's immunization record. When the record is selected, the immunizations in DOCIIS that the patient has received are analyzed using the current D.C. immunization requirements. Any immunizations that are overdue and due for the patient are listed next to *OVERDUE* and *DUE* and *boxed in red.* Immunizations that are not required but may be recommended by a physician are listed next to OVERDUE, DUE, and *ALSO CONSIDER displayed in blue.* If the patient is fully up to date on his/her immunizations, then the *OVERDUE* and *DUE* lists will be blank.

       The main section of the immunization record is comprised of different "pages" with corresponding "tabs." The three most important pages are *Demographics, Immunization*, and *Disease*.

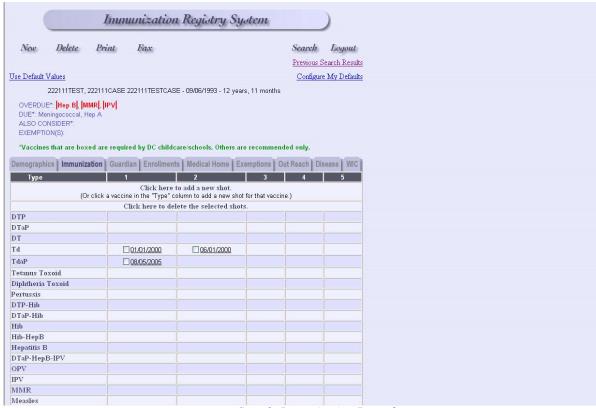## *The Demographics Page*

       When an immunization record is selected, it automatically opens to the *Demographics* page. This page lists the last name, first name, middle name, birth date, and gender of the patient.

The Immunization Page

To view the patient's actual immunization record, click on the "Immunization" tab. The vaccine types are listed on the left of the page, and the dates that these vaccines were given are listed to the right of each vaccine type. Please note that similar vaccine types (such as DTP, DTaP, DT, Td, DTP-Hib, and DTaP-Hib) are not necessarily listed together, so at first it may not be obvious if a patient has receive all of his/her immunizations. You will probably need to scroll down the page to view the entire immunization record. (Note: To view where the immunization was given, simply click on the dose itself)

In the illustration below, the patient has received 2 TD's, 1 TdaP, and 2 Influenza. According to the assessment, the patient is overdue for Hep B, MMR, and IPV. The patient is also eligible for Meningococcal and Hep A vaccinations.

Sample Immunization Record

The Guardian Page

This page records a patient's parent/guardian name and other key information.

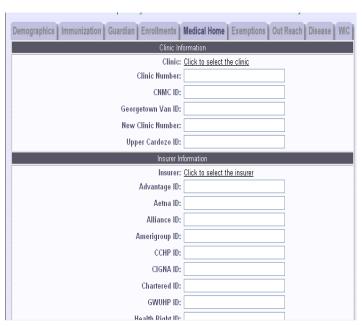*Guardian Page*

The Enrollment Page

This page records where a patient's record is affiliated with an educational institution that has a provider identifier. The provider identifier includes a listing of schools, day cares, and head starts. It also consists of current grade and WIC site.

Enrollment Page

The Medical Home Page

This page records a patient's medical provider. The providers include listings of clinics, doctors' offices, and insurers throughout the District of Columbia.

Medical Home Page

The Disease History Page

This page records a patient's history of diseases that would influence the patient's need to receive certain vaccines, such as varicella. If a patient has had an immunization-preventable disease, then the name of the disease is shown along with the word "Positive." If the exact date of the onset of the disease is known, then it appears under "History Date." Otherwise, the estimated month and year of the disease are given. When possible, the title (Physician, Mother, Father, Legal Guardian) of the person who verified the disease history is given along with his/her name.

Disease History Page

The Exemption Page

This page records a patient's exemption due to medical contradictions or religious beliefs.   If a patient has an exemption, then the name of the disease is shown along with the exemption type, reason for exemption, expiration date, report status and approval status.

Antigen	Exemption Type	Reason	Permanent	Expiration Date	Reported By	Reported By Title	Reported Date	DOH Approved By	DOH Approved By Title	DOH Approved Date
			Click here to add a new exemption.							
			Click here to delete the selected exemptions.							
Anthrax	M	Allergy to vaccine		01/31/2003	CTINID	Mother	01/20/2003	JCKL:DI	CPNP	01/20/2003
Measles	M	Receipt of blood product		01/01/2002	Doctor	MD (Physician)	02/10/2002	JCKL:DI	CPNP	02/10/2002
Diphtheria	R	Religious belief		06/30/2003	parent	Mother	03/10/2003	jc	CPNP	03/30/2003

Exemption Page

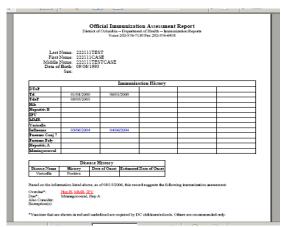# Section V: Printing an Immunization Record

        To print a patient's immunization record, click on the "Print" button on the patient record.
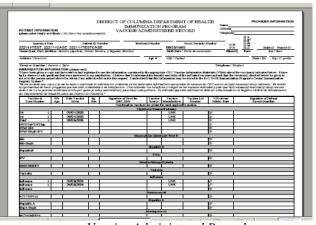
Print

Print Button

        To choose the type of printout you want, you can select an "Official Immunization Assessment Report", "Vaccine Administered Record", or a "DC Health Certificate."

Select the form you want to print.

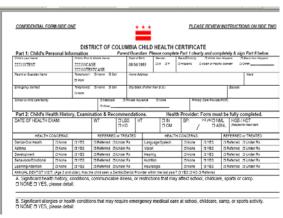| Forms |
| --- |
| ○ DC Health Certificate |
| ⦿ Official Immunization Assessment Report |
| ○ Vaccine Administered Record |

Select

        This will print the entire Immunization record as an "Official Immunization Assessment Report", "Vaccine Administered Record", or a "DC Health Certificate."
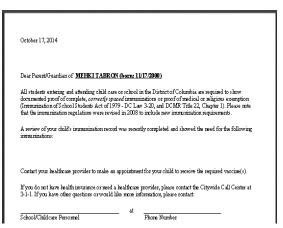

Official Immunization Report

Vaccine Administered Record

DC Health Certificate

Parental Notification Letter

Section VI: Performing a New Search

To perform a new search, simply click on the "Search" button in the middle of the top section of the web page. This will give you a blank form for a new search. Type the search information into the appropriate boxes and click the "Submit" button. *Search*

Section VII: Clearing Existing Fields

To clear existing fields for a new search, simply click on the "Clear" button at the bottom left of search box. This will give you blank fields for a new search. *Clear*

Section VIII: Performing a Previous Search

To perform a previous search, simply click on the "Previous Search" link in the upper right corner to the top section of the web page. This will take you back to your previous search results for review. *Previous Search Results*

Section IX: Exiting DOCIIS

When you have finished using DOCIIS, click the button labeled "Logout" (next to the "Search" button). You will then go to a new web page that will inform you that you have been logged out of the system. This is the proper way to exit DOCIIS. *Logout*

You can also exit DOCIIS by simply closing the Internet browser. This will also log you out of the system.

While you are logged into DOCIIS, you may visit other web sites without being automatically logged out. You can return to the Immunization web site after visiting an outside site and still be able to search for records. However, DOCIIS will automatically log you out if your account is idle for a certain length of time (i.e. no new search is performed or no new patient information is viewed).

If you are logged out, you can restart DOCIIS at any time by following the steps described in section I, "Starting DOCIIS."

Thank you for your interest in our District of Columbia Immunization Information System. We hope that you will enjoy using this system.