



# Indiana State Department of Health Children and Hoosier Immunization Registry Program - Quick Reference Guide

## MyVaxIndiana Training

### Instructions for setting up a user in MyVaxIndiana:

1. Using the **Patient Search** selection from the menu on the left, look up the patient's record.
2. Verify a parent or guardian is listed as the contact under *Family & Contact* on the **Patient Demographics** screen as seen below. This name is going to be the Requestor's name on MyVaxIndiana. A patient age 18 or younger will have a parent/guardian listed here. A patient age or older would have his/her own name. Choose **Edit** to add or update this information.

- Primary Address	
Address 1:	Address 2:
City:	State:
Zip Code:	
Email	
Country:	County/Parish:
- Family & Contact	
Guardian 1 First:	
Guardian 1 Middle:	Guardian 2 First:
Guardian 1 Last:	Guardian 2 Last:
Phone Number	Phone Use Code
	Equipment Type
+ Alias	
+ Secondary Patient Demographics	
+ School	
+ Primary Insurance	
+ Medical Home	
+ Birth & Death	
+ Patient Specific Reports	

Print VaxCare Consent | MyVaxIndiana

Edit High Risk Categories

Update Programs

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On the MyVaxIndiana portal, this is what the end user sees:

### Step 1: Enter Your Information

Requestor First Name:

Requestor Last Name:



3. At the bottom of the patient demographics screen, choose **Update Programs**.

+ Secondary Patient Demographics
+ School
+ Primary Insurance
+ Medical Home
+ Birth & Death
+ Patient Specific Reports

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4. To add MyVaxIndiana access, choose MyVaxIndiana on the **Patient Programs Add/Remove** dropdown. If they are already enrolled in the program, it will be indicated as seen here.

Patient Programs Add/Remove	
Add Program: (select a program to ADD and enter Member ID, if known)	
--select-- ▼	Member ID: <input type="text"/>
Update Current Program: (select a program to UPDATE and enter new Member ID)	
--select-- ▼	Member ID: <input type="text"/>
Remove Current Programs/Member IDs: (check programs to REMOVE)	
<input type="checkbox"/> MyVaxIndiana - Member ID:	

Cancel   Save Changes

5. Click **Save Changes** once you have added MyVaxIndiana or have seen they have already been added to the program.
6. You can now click the **MyVaxIndiana** button on the **Patient Demographics** screen, which will load the patient instructions.
7. Print the instructions and provide to the patient or parent/guardian or select **Email** to send instructions via email. The email address on file in the **Patient Demographics** screen will be used for the email.



## Frequently Asked Questions

### **Who should I give access to MyVaxIndiana?**

MyVaxIndiana is an extension of the printable vaccine record that is already found in CHIRP. Any person that you would feel comfortable giving a printed vaccine record to, you could also give access to MyVaxIndiana.

### **Should I give access to every patient in my clinic/facility?**

MyVaxIndiana may not be for everyone, but ISDH wanted to create an innovative way to connect individuals with their vaccine history. Some of your patients may still want just a printed vaccine record. MyVaxIndiana should be considered an extension of the printed vaccine record, and provides patients additional options for them.

### **Is it mandatory to participate?**

No, the use of MyVaxIndiana is optional but highly encouraged. We ask that you consider it if you have any patients that specifically request access.

### **Who or where do we get the direct information and who will do the training?**

Please refer to the training guide available on the ISDH website. The Help Desk can also walk users through the process to use MyVaxIndiana. If additional training is needed, please feel free to contact us.

### **What do I do about a confidential address, or a person whose information needs to be kept private?**

Please do not enter the address of a person that is in protective care into the registry. If need be, just use your facility address for this person.

### **Can I as a provider access MyVaxIndiana?**

No, only the individual or guardian of a record should access MyVaxIndiana. Providers have direct access to CHIRP and therefore do not need to access MyVaxIndiana.