



Indiana Department of Health Children and Hoosiers Immunization Registry Program – MyVaxIndiana

Activating MyVaxIndiana Access for Your Patients

This guide provides a step by step process on how providers can activate MyVaxIndiana access for their patients in CHIRP. If you need any assistance with this or other processes concerning MyVaxIndiana please email myvaxindiana@isdh.in.gov

1. Login into CHIRP and using the **Patient Search** selection from your menu, look-up your patient's record.
2. The **first step** is to verify the parent or guardian is listed as the contact under **Family & Contact (patient demographics screen)** as seen below. This will ensure they can get the record from the site, this name is going to be the Requestor's name on MyVaxIndiana (depending on age: 18 and under would have their legal guardian's name 19+ would have their own name): Choose **Edit** to add this information if it is not already entered.

- Family & Contact		
Guardian 1 First:		Guardian 2 First:
Guardian 1 Middle:		Guardian 2 Last:
Guardian 1 Last:		Equipment Type
Phone Number	Phone Use Code	

On the MyVaxIndiana web site this is what the end user sees:

Step 1: Enter Your Information

Requestor First Name:

Requestor Last Name:

Patient Date of Birth:

3. At the bottom of the **Patient Demographic** screen, below the record look for the button **Update Programs** and choose it.

+ Birth & Death
+ Patient Specific Reports
<input type="button" value="Edit High Risk Categories"/>
<input type="button" value="Update Programs"/>
<input type="button" value="Back"/> <input type="button" value="Edit"/>
Patient Address History



- In the new screen, use the drop down under **Patient Programs Add/Remove** to select MyVaxIndiana. If they are already enrolled in the program it will be indicated:

Patient Programs Add/Remove	
Add Program: (select a program to ADD and enter Member ID, if known)	Member ID: <input type="text"/>
<input type="text" value="MyVaxIndiana"/>	
Update Current Program: (select a program to UPDATE and enter new Member ID)	Member ID: <input type="text"/>
<input type="text" value="--select--"/>	
Remove Current Programs/Member IDs: (check programs to REMOVE)	
(none)	
<input type="button" value="Cancel"/> <input type="button" value="Save Changes"/>	

Patient Programs Add/Remove	
Add Program: (select a program to ADD and enter Member ID, if known)	
<input type="text" value="--select--"/>	
Update Current Program: (select a program to UPDATE and enter new Member ID)	
<input type="text" value="--select--"/>	
Remove Current Programs/Member IDs: (check programs to REMOVE)	
<input type="checkbox"/> MyVaxIndiana - Member ID: 2406639	

- Fill and print this [Instruction Guide](#), with the SIIS Patient ID in the PIN# field along with patient demographic information to give to the patient on how to access, retrieve , and download their vaccination records the from the [MyVaxIndiana portal](#)

Last Name:	First Name:	Date of Birth:	PIN #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Note: The MyVaxIndiana Instruction Guide for parents can be found on the LMS Quick Reference Guide under the MyVaxIndiana portion.