

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 <u>myvaxindiana@isdh.in.gov</u>

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.

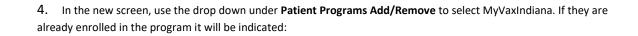
- Family & Contact		
Guardian 1 First:		
Guardian 1 Middle:		Guardian 2 First:
Guardian 1 Last:		Guardian 2 Last:
Phone Number	Phone Use Code	Equipment Type

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		
	Edit High Risk Categories	Update Programs Back Edit
Patient Address History		





Patient Programs Add/Remove		
Add Program: (select a program to ADD and enter Member ID, if known)		
MyVaxIndiana 🗸	Member ID:	
Update Current Program: (select a program to UPDATE and enter new Men	nber ID)	
select V	Member ID:	
Remove Current Programs/Member IDs: (check programs to REMOVE)		
(none)		
		Cancel Save Changes

Patient Programs Add/Remove			
Add Program: (select a program to ADD and enter Member ID, if known)			
select V			
Update Current Program: (select a program to UPDATE and enter new Member ID)			
select V			
Remove Current Programs/Member IDs: (check programs to REMOVE)			
MyVaxIndiana - Member ID: 2406639			

5. <u>Fill and print this Instruction Guide</u>, 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 <u>MyVaxIndiana portal</u>

Last Name:	First Name:	Date of Birth:	PIN#

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

