Tennessee Immunization Information System (TennIIS) Quick Reference Guide

Management of Patient Ownership and Active/Inactive Status

What is included in this guide?

1. How do you change a patient status from active to inactive (or vice versa)?
2. How do you add a vaccine to a patient's record *without* taking ownership?

What is "patient ownership?"

- The "owner" of a patient is the last facility to **administer a vaccine** to that patient, or the facility that created that patient record (if no vaccinations are associated).

- Reports and reminder-recall can be run by ownership so all patients on that list will be included to calculate data about the facility.

- A patient can owned by **only one** facility.

Who can own a patient in TennIIS?

- Healthcare providers who **administer vaccines** can own a patient in TennIIS.

- Schools, pharmacies, and health departments **CANNOT** own a patient in TennIIS (except for a few school-based clinics that can own patients).

Who is this Quick Reference Guide for?

This guide is meant for those who do either of the following:

- Enter patient data in TennIIS

- Run patient reports in TennIIS

*Note: the business rules in this guide apply specifically to providers who can own a patient in TennIIS. Providers who have ownership blocked may see different results.

What is Patient Status?

- A patient's status represents whether they are "active" or "inactive" in a facility.

- A patient's status should be "active" for a facility if the facility has created the patient, administered a vaccine, added historical vaccines, or changed patient demographics.

- Patients can be marked "inactive" by a provider for the following reasons:

    - No longer a patient
    - Lost to follow-up
    - Deceased

- Patients can be active in **multiple** facilities.

Why do we care about ownership and patient status?

- When going through the AFIX process, running reports, or sending reminder-recall notifications, an up-to-date patient list is needed to accurately assess a patient population.

    - Understanding ownership and patient status will help decide the parameters to use when running reports. It will also help interpret the results.

- Maintaining patient active/inactive status is important because reports should only be run on active patients, so providers should be inactivating patients when appropriate.
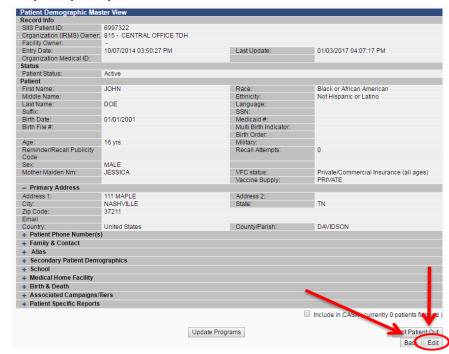
Management of Patient Ownership and Active/Inactive Status

How do you change a patient's status to from active to inactive (or vice versa)?

1. Open up the patient's record in TennIIS and click on the "Edit" button.

2. Go to the line that says "Patient Status" and select the most appropriate reason from the drop-down menu.

3. Click "Save" on the bottom of the screen.

Note: Patients marked as inactive can be reactivated (if the reason for inactivation is not that the patient is deceased). If a patient's record is incorrectly marked as deceased, please contact the **STC HelpDesk** at:

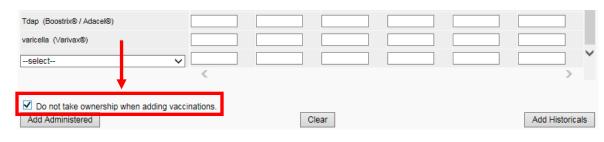**Email:** TennIIS.Help@tn.gov

Phone: (844) 206-9927

Management of Patient Ownership and Active/Inactive Status

How do you add an administered vaccine to a patient's record *without* taking ownership?

1. Open up the patient's vaccinations in TennIIS and enter the vaccinations you'd like to add.

2. Check the "Do not take ownership of this record" box at the bottom of the page.

3. Click "Add Administered."

4. Complete the process by adding in the patient's VFC eligibility and any other required vaccine information.

The administered vaccine will be added to the patient's record without ownership being transferred to your facility. This only applies to organizations that can own patients in TennIIS (healthcare providers who administer vaccines, excluding schools/pharmacies/health departments).