

## How to Generate the Certificate of Immunization Status

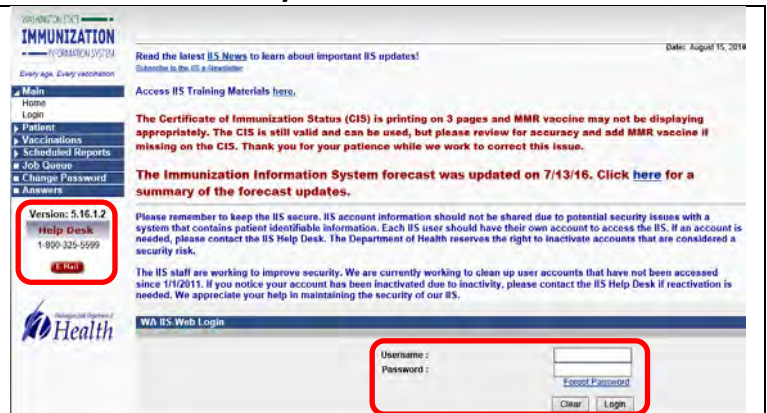
### How do I generate a Certificate of Immunization Status in the Immunization Information System?

Immunization Information System (IIS) users can generate and print the required Certificate of Immunization Status (CIS) for families so they can submit this required form for school or child care entry. The CIS generated from the IIS will show if a child meets school or child care immunization requirements.

### Step by step guide for generating a CIS in the Immunization Information System:

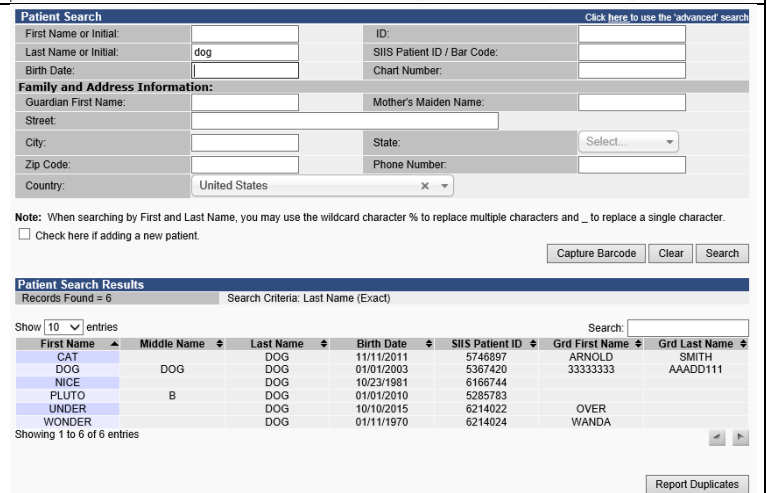
#### 1) Log In

- Go to: [www.waiis.wa.gov](http://www.waiis.wa.gov)
- Enter your **Username** and **Password**. If you forget your password you can select *Forgot Password* and reset via email. You can also contact the Help Desk via phone or email.
- Click **Login** or press **Enter** on your keyboard.



#### 2) Search for a Patient

- Click **Search/Add** under the Patient section of the main menu on the left.
- Enter information in the Patient Search fields e.g., student first and last name and birth date. The more information provided the shorter the search results.
- Click **Search** or press **Enter** on your keyboard.
- Select the correct student name by clicking once on the name. This opens **the Patient Demographic** screen.



| First Name | Middle Name | Last Name | Birth Date | SIIS Patient ID | Grd First Name | Grd Last Name |
|------------|-------------|-----------|------------|-----------------|----------------|---------------|
| CAT        |             | DOG       | 11/11/2011 | 5746897         | ARNOLD         | SMITH         |
| DOG        |             | DOG       | 01/01/2003 | 5367420         | 33333333       | AAADD111      |
| NICE       |             | DOG       | 10/23/1981 | 6166744         |                |               |
| PLUTO      |             | DOG       | 01/01/2010 | 5285783         |                |               |
| UNDER      | B           | DOG       | 10/10/2015 | 6214022         | OVER           |               |
| WONDER     |             | DOG       | 01/11/1970 | 6214024         | WANDA          |               |

#### 3) Certificate of Immunization Status (CIS)

A CIS can be printed from three places in the IIS after selecting a patient:

- Demographics page**
  - Click **Demographics** under *Patient* on the Main Menu.
  - Click the + sign to the left of *Patient Specific Reports* at the bottom of the *Patient Demographics* section.
  - Click on **Certificate of Immunization Status (CIS)**.



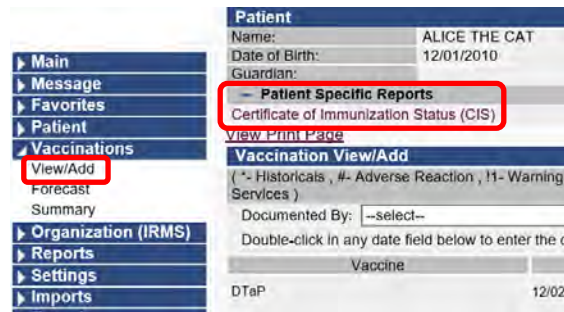
## How to Generate the Certificate of Immunization Status

### b) Vaccination View/Add page

- Click **View/Add** under *Vaccinations* on the Main Menu.
- Click the + sign to the left of *Patient Specific Reports* at the bottom of the *Patient* section.
- Click on **Certificate of Immunization Status (CIS)**.

### c) Reports

- Click **State Reports** under *Reports* on the Main Menu.
- Click **Certificate of Immunization Status (CIS)**.



## 4) Certificate Type

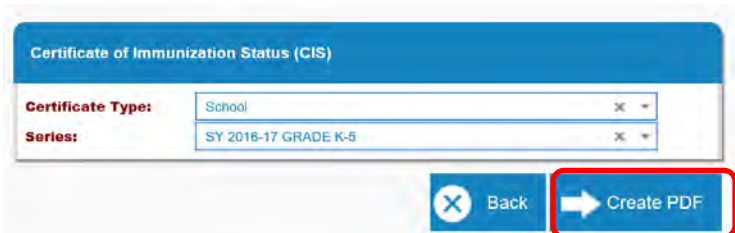
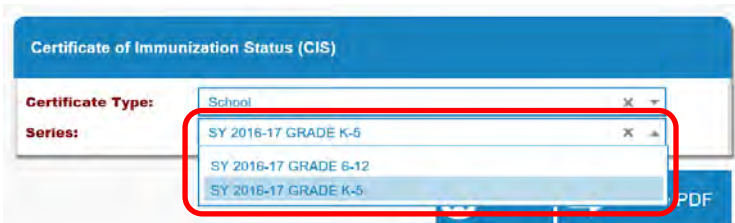
### a) Select the drop down menu under **Certificate Type**:

- Select Childcare to generate a certificate for patients in preschool or child care.
- Select School for patients in kindergarten-12<sup>th</sup> grade.

### b) Select the drop down section under **Series**:

- For Child Care:
  - ✓ Select the age that is the closest to the patient without exceeding the current age (*Example*: for a 4 month old patient select CHILD CARE BY 3 MONTHS).
- For School:
  - ✓ Select the grade range that the patient is in during the school year (SY) (*Example*: for a student going into 3<sup>rd</sup> grade during the 2016-17 school year, select SY 2016-17 GRADE K-5; for a student going into 8<sup>th</sup> during the 2016-17 school year, select SY 2016-17 GRADE 6-12).

### c) Click **Create PDF** to generate the CIS



For questions, contact 1-800-325-5599 or [WAIISHelpDesk@doh.wa.gov](mailto:WAIISHelpDesk@doh.wa.gov)