



NJHIS: Beyond the Basics

Insights for the Active User

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Presentation Overview

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- DOCKET

Introduction to NJIIS

- What is NJIIS?
 - Repository of Immunization records collected from multiple health care facilities (entered manually or via EHR Interface)
 - Currently over 12 million active records of patients within NJIIS with over 132 million doses of vaccine in patient records. NJIIS also has over 111,000 refusals of vaccines recorded in patient records.
- Who uses NJIIS?
 - Vaccine for Children Providers, 317 Adult Providers
 - Pediatric, Family Health Care, Specialist and Internal Medicine Providers
 - Pharmacist and Health Departments
 - School Entities
- What are the benefits to using the Registry?
 - Avoid under- and over-vaccinated populations
 - Rapid outbreak response and Public Health Initiatives
 - Improve treatment rates for vaccine-preventable diseases
 - Patients can retrieve their vaccination information through the Docket® mobile app

Introduction to NJIIS (cont'd)

- State Mandate for children < 7 years of age
 - Beginning December 31, 1998, any medical provider administering vaccines to patients < 7 years of age must participate in NJIIS and enter any/all vaccines being administered in their facility
- Patient Consent
 - Patients born prior to January 1, 1998: must consent to be part of NJIIS
 - Patients born in/after 1998: no consent required
- NJIIS and COVID-19 vaccines
 - Patients born prior to 1998 did not need to provide consent to be included in NJIIS if they received the COVID-19 vaccine in New Jersey
 - Once administered to patients, the COVID-19 vaccine must be entered into patient's record in NJIIS
- NJIIS and NJ Birthing Hospitals
 - Children born at a NJ birthing hospital beginning in 2004 were automatically entered into NJIIS through Vital Statistics.
 - The patients name on their birth certificate is how they are named in NJIIS.
 - Patient demographic information, newborn hearing screening results and Hep B vaccine, if administered in the birth hospital are also entered into patient record.

Multi-factor Authentication

NJIS has implemented multi-factor authentication (MFA) for logging into the NJIS system. MFA provides additional security for NJIS users.



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Bulletin Board

May, 2024
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Penbraya is now available for provider ordering in NJIS.

INDICATION

PENBRAYA is indicated for active immunization to prevent invasive

Health Care Providers

- Obtain a complete and accurate immunization history for a new or continuing patient
- Produce immunization records

Please enter the MFA code that has been sent to your email

MFA Code *

[Validate](#) [Resend Code](#)

NJIIS Trainings

Training Registration		
TYPE	DESCRIPTION	ENROLLMENT
Vaccine Ordering & Management in NJIIS	This training is a requirement for all primary and back-up VFC and 317 Coordinators and any other practice members who will be using the New Jersey Immunization Information System (NJIIS) to place VFC/317 orders. Providers will not be able to place VFC and 317 vaccine orders without this training. This tutorial will provide an overview of the NJIIS features that apply to vaccine ordering and inventory management. This training does not meet the annual education requirement for the VFC and 317 Programs.	Registration
Understanding VFC and 317	This training is a requirement for new VFC and 317 providers. This training does not cover any COVID-19 criteria or education. This training can also be utilized to meet the annual training requirement for VFC. During this hour-long training, you will learn about patient eligibility, ordering, required documentation, required programmatic visits, staff roles, storage and handling, vaccine transport and other topics.	Registration
NJIIS Fundamentals Training	This training is intended for healthcare providers that will manually log into NJIIS and enter immunization information into NJIIS. This training provides an overview of how to utilize NJIIS, review inventory, add patients, and run reports.	Pre-Registration
NJIIS Read Only Webinar	The NJIIS Read Only webinar will teach the user how to navigate the NJIIS system, review patients online Immunization History and address information. Read Only access to NJIIS is restricted to viewing information only. Using NJIIS to verify patient immunization status is permitted. NJIIS is not permitted to be used to verify Staff or Employee vaccination status.	Pre-Registration
NJIIS School Nurse Training	This training is intended for school nurses who will be utilizing NJIIS. This tutorial will give an overview of how to search and review students Immunization Records to ensure compliance with the Immunization State Requirements. In addition, this training will review school nurse related reports.	Please contact Linda Appgar Phone: 609-826-4861 Fax: 609-826-4866 Email: linda.appgar@doh.nj.gov
Health Plan User Webinar	This training is intended for health care user that will be utilizing HEDIS reports in NJIIS. This training goes over how to upload their patients' information to NJIIS via a specified input file format. The process matches patients from the input file to the NJIIS database and generates an output file that includes immunization data for their plan's participating patients found in NJIIS.	Pre-Registration
Interface Webinar	This training is intended for healthcare providers that have established a production interface with NJIIS. This training provides an overview of how to run interface related reports and reviews various troubleshooting scenarios that may occur while interfacing with NJIIS.	Pre-Registration

NJIS Inactive NJIS Users

Effective **March 19, 2025**, NJIS' IT department will revoke use access to users that have not logged in for 365 days.

User Security Authorization/Password Reset

- IMM 29, Request for change of user security authorization/request for password reset:
 - NJIIS User ID is your username.
 - Authorized username is your full name
 - Site Name is the facility you work for.
- Purposes:
 - Password reset, form to be submitted by user
 - Deactivate, when authorized users of NJIIS for your facility have left
 - Reactivate, when authorized users of NJIIS come back to your employ
 - **This form cannot be used to reassign users**
- What to do with the form?
 - Fax directly to Quality Assurance OR.
 - Attach to your ticket when you Submit A Request.

New Jersey Department of Health
Vaccine Preventable Disease Program
P.O. Box 369, Trenton, NJ 08625-0369
609-826-4860
www.njis.nj.gov

**NEW JERSEY IMMUNIZATION INFORMATION SYSTEM (NJIIS)
REQUEST FOR CHANGE OF USER SECURITY AUTHORIZATION/
REQUEST FOR PASSWORD RESET**

Please use this form for security access level for an authorized user at your NJIIS Site. Fax the completed form to Central Jersey Family Health Consortium (CJFHC) - NJIIS QA Unit at 732-659-9180.

AUTHORIZED USER AND NJIIS SITE INFORMATION

NJIIS User ID: _____
Authorized User Name: _____ Telephone No.: _____
Title: _____ Fax Number: _____
Site Name: _____
Site Address: _____
City, State, Zip Code: _____
County: _____ Email Address: _____

To be completed by Site Administrator:
Please check (✓) the appropriate level of access for above authorized user.

Password Reset

Deactivate above authorized user.

Reactivate above authorized user.

General Reader:
Access to view patient information and to run standard reports.

General User:
General Reader access and access to modify or add information to existing patient records, add new patients, perform inventory and perform outreach functions to patients for whom the designated agent's NJIIS site has primary responsibility.

Site Manager:
General User access and access to modify critical fields and maintain inventory control records.

School/College General Reader:
Access to view student information and to run standard reports.

School/College General User:
General Reader access and access to modify or add information to existing student's immunization records, add new students, and perform outreach functions to students for whom the designated agent's NJIIS site has primary responsibility.

VFC Data Entry:
Access assigned by the VFC Program for vaccine accountability.

Site Administrator Name (Print): _____ Email Address: _____
Site Administrator Signature: _____ Date: _____

FOR NJIIS USE ONLY

User ID: _____ Assigned By: _____
Date Set Up or Access Changed: _____
Date Deactivated: _____ Date Password Reset: _____
Other: _____

IMM-29
DEC 22

User Enrollment/Reassignment

- IMM 41, NJIIS User Enrollment and Training Request:
 - Part 1 is the staff member information.
 - Part 2 is the site information
 - Level of access will be selected
 - Facility Admin will sign form
- Purposes:
 - Enrolling a new user
 - Updating information on a current user
 - Adding additional sites to user profile
 - **This form CAN be used to reassign users**
- What to do with the form?
 - Fax to the Trainer for the region.

**New Jersey Department of Health
Vaccine Preventable Disease Program
P.O. Box 369, Trenton, NJ 08625-0369
609-826-4860 (Fax 609-826-4866)
www.njiis.nj.gov**

**NEW JERSEY IMMUNIZATION INFORMATION SYSTEM (NJIIS)
USER ENROLLMENT AND TRAINING REQUEST**

Complete one (1) form per individual attending training.
Part 1 should be filled out by the individual attending training; Part 2 should be filled out by a Site Administrator.
All personnel to be trained must be pre-registered. Please print legibly or type.
Fax or mail the completed form to your local Maternal and Child Health Consortia (MCHC) office or the Vaccine Preventable Disease Program, at the address listed above. Information for the local MCHC for your county can be found at www.njiis.nj.gov/njiis/isp/trainingschedule.

PART 1. USER INFORMATION	
Name: _____	Telephone No.: _____
Title: _____	Email Address: _____
Address: _____	
City, State, Zip Code: _____	
How do this user's job tasks relate to NJIIS? _____	

NOTE: Prior to attending a NJIIS training session, all users should have basic computer skills which include use of the keyboard and mouse and also have a basic understanding of Windows and the Internet.

PART 2. NJIIS SITE INFORMATION	
Site Name: _____	County: _____
Site Address: _____	
Site City, State, Zip: _____	
Telephone No.: _____	Fax: _____

To be completed by Site Administrator:
Please check (✓) the appropriate level of access for above authorized user.

General Reader:
Access to view patient information and to run standard reports.

General User:
General Reader access and access to modify or add information to existing patient records, add new patients, perform inventory and perform outreach functions to patients for whom the designated agent's NJIIS site has primary responsibility.

Site Manager:
General User access and access to modify critical fields and maintain inventory control records.

School/College General Reader:
Access to view student information and to run standard reports.

School/College General User:
General Reader access and access to modify or add information to existing student's records, add new students, and perform outreach functions to students for whom the designated agent's NJIIS site has primary responsibility.

VFC Data Entry Only:
Access assigned by VFC Program only for vaccine accountability.

Site Administrator Name (Print): _____ Email Address: _____
Site Administrator Signature: _____ Date: _____

FOR NJIIS USE ONLY	
User ID: _____	Assigned By: _____
Initial Password: _____	Date Set Up: _____
Date Trained: _____	Other: _____

IRM 41
DEC 22

When to Inactivate Patients

- When patients no longer come to your facility, due to moving out of state, you may inactivate them in NJIIS.
 - To edit critical information, your facility must be listed as the primary facility
 - Do not inactivate patients who no longer come to your facility but still live in New Jersey.

✓ Patient Personal / Critical Information Close

Patient Medical Facility [REDACTED] NOTE: NJ RESIDENT

RegistryId [REDACTED]	Last Name * [REDACTED]	First Name * [REDACTED]	Middle Name MIDDLE NAME	Suffix SUFFIX	DOB * 10/05/2008
Age 16 yr(s) 5 month(s)	Gender * MALE	Status * INACTIVE	Reason * Moved out of st...	<input checked="" type="checkbox"/> Reminder Recall	<input type="checkbox"/> High Risk Disease Complications
VFC Eligibility * Not Available	Insurance Type * UNKNOWN	Insurance Name * UNKNOWN	<input type="text" value=""/>		

*denotes mandatory fields

Edit Critical Information Save Reset Cancel

When to Unclaim Patients

- When patients no longer visit your facility, they can be unclaimed by following these steps:
 1. Go to the Patient Information tab.
 2. Click on the Medical Facility sub-tab
 3. Select your facility from the list by clicking on your facility name
 4. Uncheck the box labeled Primary Medical Facility and follow the instructions

The screenshot shows the 'Medical Facility' sub-tab in a patient information system. The 'Update Patient Medical Facility' form is displayed, featuring fields for 'Medical Facility Name', 'Patient Id', and 'Medical Facility Phone'. A checkbox labeled 'Patient Medical Facility' is checked, and a green box highlights it. Another green box highlights the 'Save' button. Below the form, there is a filter input field and a table with columns for 'Medical Facility Name', 'Patient Id', 'Medical Facility Phone', 'Patient Facility', and 'Patient Claimed Date'. The 'Patient Facility' column is highlighted in blue.

Adding Additional Shipment of Private Vaccines

- When receiving a new shipment of an existing private lot number, tracked in NJIS, follow these steps:

Inventory - Vaccine Listing

Display Options All ✕ ▼ Add New

ui7748aab PDF X Print

Vaccine Id ↑	Lot Number ↑	NDC Code ↑	Funding Source ↑	Ord Int ↑	Brand ↑	Manufacturer ↑	Date Recd ↑	Doses Recd ↑	Doses Admn ↑	Inv on Hand ↑	Default Flag ↑	Exp Date ↑
Flu	UI7748AAB		PRIVATE	PEDIATRIC		MERCK AND CO., INC.	02/27/2025	5	5	0	N	06/30/2025

1 - 1 of 1 << < 1 > >> ▼

Additional Shipment of Private Vaccines (cont'd)

- To add the additional shipment to the existing lot number, follow these steps:

Edit Inventory / Inventory Transaction Details Back

Medical Facility [REDACTED]

Vaccine Id	Funding Source	Ordering Intention	VFC PIN	Device	NDC Code	Brand Name	Lot Number	Expiration Date	Date Received	Doses In Stock	Doses Administered	Date Posted	Manufacturer
Flu	PRIVATE	PEDIATRIC	[REDACTED]	SYRINGE			UI7748AAB	06/30/2025	02/27/2025	0	5	02/27/2025	MSD

Default Lot Lot Recalled

Edit Lot **Add Shipment** Transactions Transfer

Doses Received * **Date Received *** **Comments**

*denotes mandatory fields Add Shipment Reset

Reports in NJIIS

- Whether your facility is manually entering vaccines **or** interfacing, NJIIS offers reports to assist you with data issues. It is strongly recommended someone in your facility run reports periodically to avoid any issues with inventory.
 - Reports that can assist with troubleshooting inventory issues:
 - Immunization listing by lot number
 - Interface File Details
 - Added vaccination
 - Report that can assist with patient master listing:
 - Patient Master Listing
 - Unclaimed Patient Report
- Your facility should also be monitoring the inventory module to ensure doses of vaccine in NJIIS match your actual/in stock vaccine inventory.

Reports in NJIIS

- Immunization Listing by Lot Number
 - Select Report on left navigation, then Inventory Reports
 - The report will generate a list of patients who received the selected vaccine and lot number

Inventory Reports

Immunization Listing by Lot Number

Immunization Listing By Lot Number Report

Vaccine Id *

Lot Number *

*denotes mandatory fields

27BN7
2DB5X
9455T
A12345
ABC1234

Reports in NJIIS

- Interface File Details
 - Select Report on left navigation, then Interface Reports
 - The report will generate the patients and vaccine data sent to NJIIS during a specific time frame
 - Once generated, download to Excel

The screenshot displays the NJIIS interface. At the top, a dropdown menu titled 'Interface Reports' is open, showing 'Interface File Details' as the selected option. Below this, the 'Interface File Detail Report' section is visible. It includes a 'Specify the Date Range' section with two date input fields: 'From Date *' (set to 01/01/2025) and 'To Date *' (set to 01/31/2025). Both date fields have calendar icons. At the bottom right of the form, there are 'View' and 'Reset' buttons. A note at the bottom left states '*denotes mandatory fields'.

Best Practice While Interfacing with NJIIS

- Interface File Details report should be run weekly to avoid inventory issues
 - Review for multi-match patients, doses not entered into NJIIS, inventory not matching
- Claiming patients in NJIIS (manually)
- Updating insurance information (manually)
- Inventory monitoring



Reports in NJIIS

- Added vaccination
 - Select Report on left navigation, then Facility Reports
 - The report will generate the patients and vaccine information entered within a 1-year timeframe
 - The selections are available for specific vaccines from the drop down or ALL
 - Report options available are by date added into NJIIS or by vaccination date

Facility Reports

Added Vaccination

Added Vaccination Report

Select the following parameter options

From Date * 01/01/2024 **To Date *** 12/31/2024

Vaccine Id *

Sele... ▼

- ALL
- DT
- Meningo Poly Penta
- COVID Unspecified
- Hep B Adult 2 Dose

Report Option *

By Date added into NJIIS

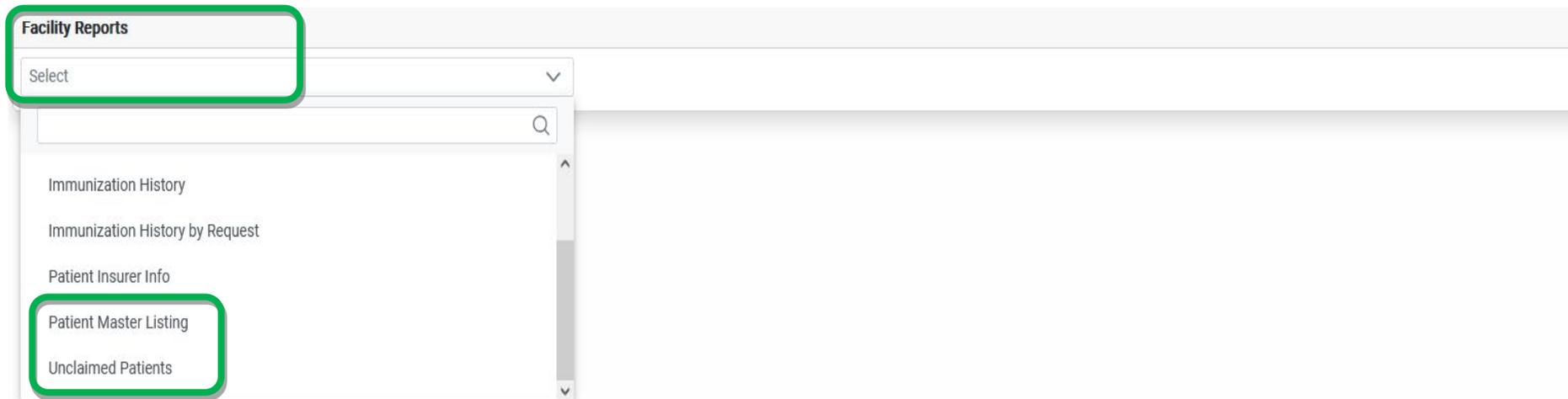
By Vaccination Date

*denotes mandatory fields

View Reset

Reports in NJIIS

- Patient Master Listing and Unclaimed Patients
 - The Master Listing report will generate a list of patients claimed by your facility
 - The Unclaimed Patients report will generate a list of patients that have vaccines added into their records, but they are not claimed by your facility. This report can assist with claiming patients into your facility



Patient Consent

- **Currently, consent is not required for individuals receiving the COVID vaccine.** All doses should be reported to the registry. If the patient wishes to opt out, please direct them to NJIIS. We are tracking opt-out requests and will honor them once we are able to process the requests.
- When administering vaccines to patients born prior to 1998 and who are not already in NJIIS, **consent is required** for inclusion in the registry *if they are receiving routine (non-COVID-19) vaccines.*
 - The patient must complete the **IMM-32 consent form.**
 - This paper form must be kept with the patient's record at your facility.
 - Either **scan the form into the patient's EHR** or **retain it in the paper chart.**
- If the patient **was born before 1998** and is **only receiving the COVID-19 vaccine, consent is not required.**
 - All COVID-19 vaccine doses must be reported to the NJIIS registry.
 - If a patient wishes to opt out, direct them to contact NJIIS directly.
 - We are tracking all opt-out requests and will honor them once we are able to process revocations.
- Where does consent get documented? Consent should be documented in your **EHR system.**
 - If unsure how or where to document this, check with your EHR vendor.
- When manually entering a patient, go to the **Create Patient** page. The consent section is at the bottom; **set the consent flag to “yes”** and enter the **current date.**

Frequently Asked Ticket Questions/Answers

- My password is not working
 - Fax the IMM 29, password reset form to Quality Assurance for processing
- How do I resolve Duplicated Patients in NJIIS
 - Fax the IMM 40, Duplicate Patient form to Quality Assurance
- How do I establish an NJIIS account
 - Existing users of NJIIS can enroll new staff members into NJIIS by going through the NJIIS Enrollment/New User Enrollment online process OR fax the IMM 41 new user form to the trainer in your region
- How do I get access to additional sites for my office
 - Fax the IMM 41, user enrollment form to the trainer in your region along with a cover sheet requesting additional site access
- How can I be reassigned if I no longer work at a facility
 - Fax the IMM 41, user enrollment form to the trainer in your region along with a cover sheet requesting site access change

Frequently Asked Ticket Questions/Answers

- I can't log into NJIIS, the message says username inactive
 - If you have not logged into NJIIS for 365 days, your username will be made inactive. Depending on when your last log into NJIIS was, you may or may not need retraining.
 - No retraining needed, submit the IMM 29, Password Reset form via fax to Quality Assurance
- I am getting a 'username invalid' message
 - NJIIS has moved to a six letter or more username log in. If your username is less than 6 letters you will need to be reissued a new username for NJIIS
- I am not receiving the Multifactor Authentication Code
 - The MFA code will be sent to your registered email address. If your email has updated/changed this will need to be updated in your NJIIS profile.

Frequently Asked Ticket Questions/Answers

- The Beyfortus vaccine inventory is reducing too fast
 - Why does this happen? The rules for Beyfortus are relaxed in NJIIS. Some patients will receive the vaccine twice in one day and NJIIS was not able to receive the 2nd dose (administered same date). If your facility is interfacing, the dose will be reduced from inventory as many times as the message is sent
 - Run the Immunization listing by lot number report, determine which patients have the vaccine in their record twice and delete one of the doses.
- We gave a private vaccine to a VFC patient, how do we document that?
 - Change the patient's insurance information to Not Eligible, private and others, SAVE. When you manually enter the vaccine, you can type the lot number into the transaction. In the comment box indicate private vaccine administered to VFC patient. You cannot give a VFC to a private patient to reimburse the dose
- My vaccine inventory is not reducing
 - If your facility is interfacing with NJIIS, someone should register for/complete the NJIIS Interface Webinar
 - Run the Interface File Details report in NJIIS to determine which doses of vaccine did not reduce inventory and make correction
- My inventory in NJIIS doesn't match what I have in the refrigerator/freezer
 - When vaccines are administered to patients and entered

DOCKET



Email

Note: Remember to sign out of Docket® before closing your browser tab. Docket® will not sign you out when you close your browser tab, unless you sign out beforehand. Regardless, Docket® will log you out automatically after five (5) minutes of inactivity.

Sign-up or Log In

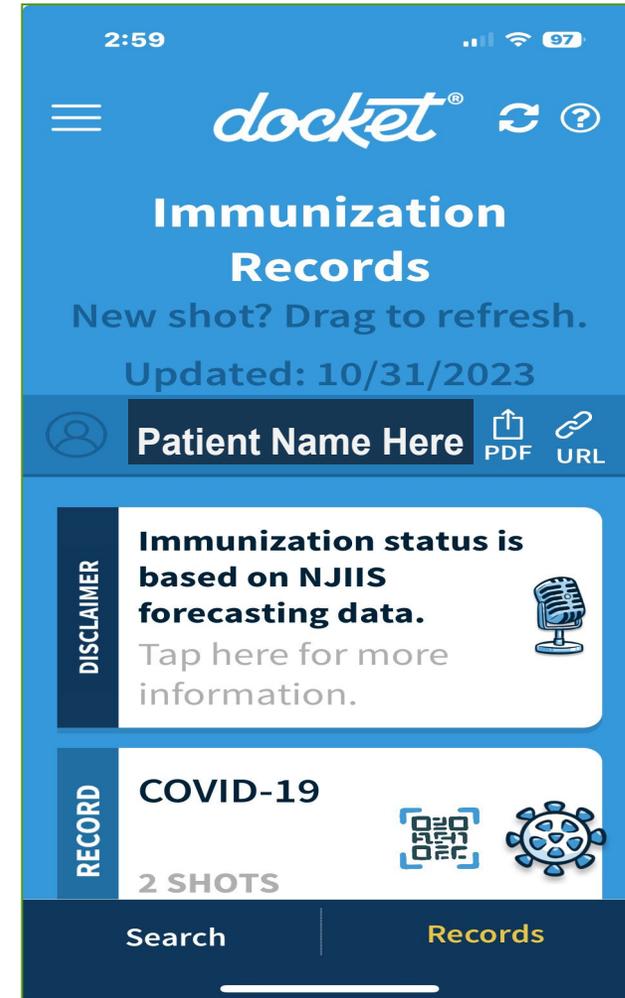
or log in with

 Google

 Apple

Log in with your state-issued credentials.

* Please allow popups



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IMMUNIZATION INFORMATION SYSTEM

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Home | Our Mission | On Time Every Time | Contact Us | **Submit a Request** | Request Immunization Record

Bulletin Board

Mar, 2025 **Temperature Monitor Update for McKesson Shipments**
Dear VFC/317 providers,
McKesson will begin using new ...
[Read More](#)

Feb, 2025 **Weather Related Shipping Delays**
Dear VFC/317 Providers,
We have received communication from McKesson that they are holding some VFC/317 orders for NJ due to extreme weather condi ...

Health Care Providers

- Obtain a complete and accurate immunization history for a new or continuing patient
- Produce immunization records
- Reduce paperwork
- Manage vaccine inventories
- Introduce new vaccines or changes in the vaccine schedule
- Help interpret the complex immunization schedule
- Provide immunization coverage data for your office, health plans, and other national organizations

Login

User Name *

Password *

[Login](#)

[Need Login help?](#)

Opening Your Ticket

- When opening a ticket please be descriptive in your comments. This will assist with troubleshooting and assisting.
- All information will be sent via email.
- You can resolve your ticket when you are satisfied with the information/result.

