

General Immunization Upload Using the Spreadsheet Template

MIIC USER GUIDANCE TRAINING RESOURCE

Organizations can use the general immunization spreadsheet template feature to load immunization data for a group of clients in the Minnesota Immunization Information Connection (MIIC). This spreadsheet should only be used for 20 or more clients. If you are entering immunizations for less than 20 clients, follow the [Adding Immunizations Not Using Inventory](http://www.health.state.mn.us/people/immunize/miic/train/addnoinv.pdf) (www.health.state.mn.us/people/immunize/miic/train/addnoinv.pdf) user guide for more information on direct data entry.

Follow this guide to use the spreadsheet and to upload immunizations in MIIC. If you want to submit immunization data via electronic data exchange, review the resources at [Submitting and Exchanging Data with MIIC](http://www.health.state.mn.us/people/immunize/miic/data/codes.html) (www.health.state.mn.us/people/immunize/miic/data/codes.html).

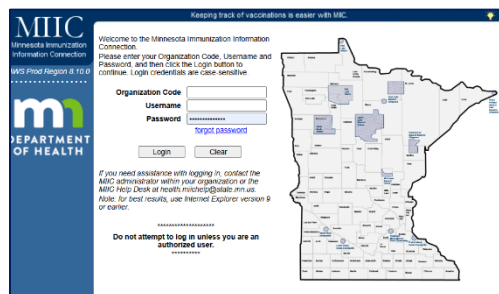
The data you enter on this spreadsheet will update your client’s record. Review your data carefully before submitting the spreadsheet. The organization is responsible for submitting the spreadsheet to ensure the data entered is accurate.

Contents

General Immunization Upload Using the Spreadsheet Template	1
Log in to MIIC	1
Downloading the immunization spreadsheet.....	2
Entering data into the spreadsheet	2
Uploading the immunization spreadsheet	5
Checking the spreadsheet upload status.....	5
MIIC help	6

Log in to MIIC

1. Go to [MIIC Login Screen \(https://miic.health.state.mn.us\)](https://miic.health.state.mn.us).



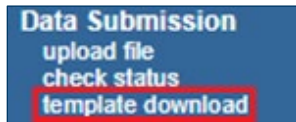
2. Enter your **organization code**, **username**, and **password** information.

3. Hit **Enter** on your keyboard or click the **Login** button.

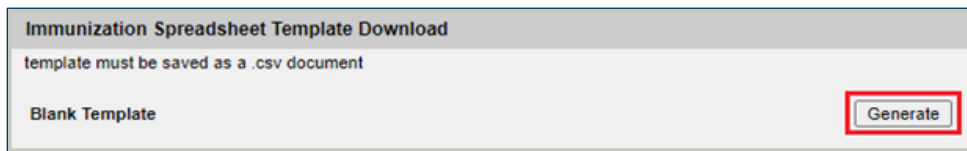
Note: If you cannot log in to MIIC, contact your organizational administrator first. If they are unable to help, email the MIIC Help Desk health.miichelp@state.mn.us with your Organization Code for assistance.

Downloading the immunization spreadsheet

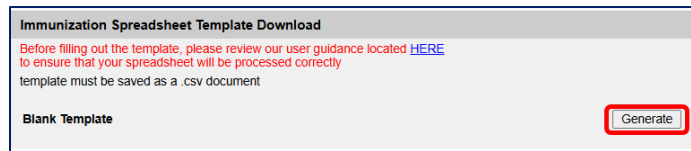
1. After logging in, select the **template download** option, which is typically found under the **Imm Spreadsheet** section in the left-side navigation bar. Depending on your MIIC user role, this option may appear in other sections



2. On the “Immunization Spreadsheet Template Download” screen, create a blank template by clicking “Generate”.



3. Create a blank template on the **Immunization Spreadsheet Template Download** screen by clicking **Generate**.



4. The file should automatically open in Microsoft Excel.

- If the file does not open automatically and you are using a PC, right-click on the file, choose **Open With**, and then select **Excel**.
- If the file does not open automatically and you are using a MAC, control-click the file, choose **Open With**, and then select **Excel**.

Entering data into the spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Organization Name:																			
2	Organization Code:																			
3	Contact:																			
4	E-mail:																			
5	User guidance, CPT, CVX & DLE codes: https://www.health.state.mn.us/people/immunize/miic/data/index.html																			
6	Click on appropriate dropdowns																			
7	For assistance contact the MIIC Help Desk at health.miichelp@state.mn.us																			
8	MINIMUM REQUIRED FIELDS: Last Name (A), First Name (B), Birth Date- MM/DD/YYYY (D)																			
9																				
10	Last name	First name	Middle	Birth date	Street Address	City	State	Zip Code	Ph. Number	Race	Ethnicity	Vacc date	CPT	CVX	Lot Number	Manufacturer code	Dose-level	Did org administer dose?	Comment date	Comment code
11																				
12																				
13																				

Note: This is a .csv template and cannot contain any special characters. **Do not use** commas, parentheses, asterisks, etc., anywhere on the file, including the address and phone number columns. If your file includes special characters, it will be rejected.

1. Please fill out the client’s information beginning on row 11 in the spreadsheet. The minimum required fields for uploading immunization data are:

- The minimum required client fields are:
 - Last name – Column A
 - First name – Column B
 - Date of birth – Column D
- Additional fields (if you provide data in these fields MIIC will update the clients record to what you provide – do not use nicknames, do not enter **not applicable** or zeros in the fields):
 - Middle name – Column C
 - Street address – Column E
 - Each client can only have one address.
 - City – Column F
 - State – Column G
 - Use two letter abbreviations such as **MN**.
 - Zip code – Column H
 - Phone number – Column I
 - 555-555-5555 or 5555555555 formats only.
 - Race – Column J
 - Refer to MIIC client codes in the MIIC codes link note below. Multi-race codes are **NOT** accepted.
 - Ethnicity – Column K
 - See MIIC client codes in the MIIC codes link note below. Multi-ethnicity codes are **NOT** accepted.

Note: Providers **should** include address information and any available race and ethnicity data for individuals listed on the spreadsheet.

2. Complete the vaccination information, listing one immunization on each row.

- Required fields:
 - Vaccination date – Column L.
 - MM/DD/YYYY format.

GENERAL IMMUNIZATION UPLOAD USING THE SPREADSHEET TEMPLATE

- If you have a vaccination date, you must provide at least a CPT and/or CVX code.
 - Vaccine CPT code – Column M
 - If you enter a CPT code, it must also have a corresponding vaccination date.
 - Vaccine CVX code – Column N
 - The CVX code must match the CPT code.
 - Submit both CVX and CPT codes for product-specific immunizations like Meningitis B and COVID-19.
 - Additional vaccine information fields:
 - Lot number – Column O
 - Manufacturer code – Column P
 - Must be a valid code, do not enter full vaccine name.
 - Dose-level eligibility code – Column Q
 - Did org administer the dose? Y/N – Column R
 - If this field is blank, it will default to **N**.
3. To report client comments, complete the comment information fields.
- Comment date – Column S
 - If you put a **Comment Date**, you must also enter a comment code in column T.
 - Comment code – Column T
 - If you put a **Comment Code**, you must enter a **Comment Date**.
 - Flat file codes should be used for comment codes. See MIIC client codes in the MIIC codes link note below.

Note: Refer to the [MIIC Codes for Data Submission and Exchange \(www.health.state.mn.us/people/immunize/miic/data/codes.html\)](http://www.health.state.mn.us/people/immunize/miic/data/codes.html) for more information on the immunization spreadsheet codes. You must use the correct codes provided in the code sets. If the correct codes are not used, your file will be rejected.

4. **Do not change/add/remove any columns** or rows in the spreadsheet. This creates errors on the spreadsheet. You may be asked to correct data and resubmit your spreadsheet which could result in untimely reporting. At the top of the spreadsheet, enter your facility's information in column C, rows 1, 2, 3, and 4.

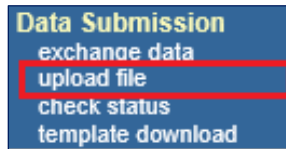
GENERAL IMMUNIZATION UPLOAD USING THE SPREADSHEET TEMPLATE

	A	B	C	D	E
1	Organization Name:		FACILITY NAME		
2	Organization Code:		MIIC ORGANIZATION CODE		
3	Contact:		NAME OF CONTACT		
4	E-mail:		EMAIL CONTACT		
5	User guidance, CPT, CVX & DLE codes:			https://ww	
6	Click on appropriate dropdowns				
7	For assistance contact the MIIC Help Desk at health.mn				
8	MINIMUM REQUIRED FIELDS: Last Name (A), First Nam				
9	ROW 9 NOTES SECTION				
10	Last name	First nam	Middle na	Birth date	Street Ad
11					

- If you want to leave a note for the MIIC staff or for your own reference, you can enter that in row 9 on the spreadsheet.
5. Save your spreadsheet to your computer once finished.
 - The spreadsheet **MUST** be saved as a .csv (comma separated value) file.

Uploading the immunization spreadsheet

1. Log back into [MIIC \(https://miic.health.state.mn.us\)](https://miic.health.state.mn.us).
2. Select the **spreadsheet upload** option under the **imm spreadsheet** section in the left-side navigation bar.



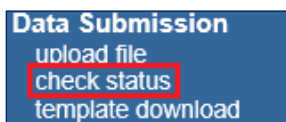
3. The **File Upload** screen will appear. Fill in the desired **Job Name** in the blank space and then select the **Choose File** button to locate and open your file. When finished, click the **Upload button**.

A form titled "FluSafe Upload CSV File" with a "Job Name" input field and an "Upload" button. Below the input field is a note: "NOTE: If Job Name is blank, today's date will be used." There is also a "CSV File Name" input field with a "Choose File" button and the text "No file chosen". At the bottom, it states: "At this time we are only accepting files with total size less than 52,428,800 bytes (50.00 MB)".

4. After a few moments, MIIC will display a message that says your file was **uploaded successfully**. This confirms that your spreadsheet was uploaded successfully.
 - MIIC staff will process your spreadsheet within 7 business days. Once it has been processed, the data you loaded will be available in MIIC.

Checking the spreadsheet upload status

1. Select the **check status** option under the **Data Submission** section in the left side navigation bar.



GENERAL IMMUNIZATION UPLOAD USING THE SPREADSHEET TEMPLATE

2. On the next screen, click on the arrow of the drop-down box next to **Job Date** and select **Past 7 Days**. This will generate any files uploaded under your organization in the chosen time frame.

Job Date	Past 7 Days
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3. To view a summary of your files, click on the blue underlined job name of the file you want to view.

Jobs	
Job Name	ID
Fake Clients	4510285
Fake Clients	4503158

4. The **Summary Information** page should now appear. You can view the details for your uploaded file in the summary table below.

Summary Information for: Org loaded 2.23.2021			
Description	Client	Immunization	Comment
Processed	12	12	0
Accepted	12	12	0
New	1	12	0
Updated	11	0	0
Deleted	-	0	-
Already in MIIC	0	0	0
Rejected	0	0	0
Non-Fixable	0	0	0
Pending	0	0	0

MIIC help

For assistance with general immunization upload using the spreadsheet template, send an email to the MIIC Help Desk using the **Help Desk** button on MIIC for any additional questions or use the light bulb icon to access additional user guidance resources.

The screenshot shows the MIIC user interface. At the top, there are navigation links: home, manage my account, logout, and help desk (highlighted with a red circle). Below these, the user's organization (MIIC) and role (Typical User) are displayed. A section titled 'announcements:' contains three items, each with a 'NEW' tag and a date: 07/08/2020 - MIIC release 7.22 is live, 03/23/2020 - COVID-19 help desk phone suspension, and 03/11/2020 - MIIC release 7.21 is live. On the left side, there is a sidebar with the MIIC logo and navigation options: Production Region 7.22, Routine Functions, manage client, and manage immunizations.

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health.miichelp@state.mn.us | www.health.state.mn.us/miic

04/09/2025

To obtain this information in a different format, call: 651-201-5207.