MyVaxIndiana – CHIRP quick User Guide

This guide is for <u>existing</u> CHIRP users that have a user account.

If you need any assistance with this or other processes concerning CHIRP or MyVaxIndiana please call 1-888-227-4439 or email CHIRP@isdh.in.gov If you would like to receive a PIN please contact your medical provider or county Health Department.

1. Using the *Patient Search* selection from your menu, look-up your patient's record.

2. The <u>first step</u> is to verify the parent or guardian is listed as the contact under ***Family & Contact (patient demographics screen)*** as seen below. This will insure 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.

**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:
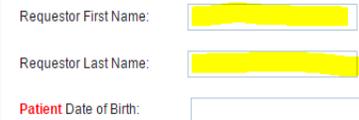
3. At the bottom of the *Patient Demographic* screen, below the record look for the button *Update Programs* and choose it.

4. In the new screen, use the drop down under *Patient Programs Add/Remove* to select MyVaxIndiana. If they are already enrolled in the program it will be indicated as seen here:
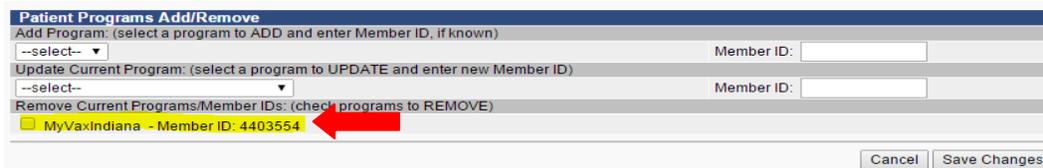
5. Click *Save changes* once you have either added them or seen they are added to MyVaxIndiana program.

6. You can now click the button for *MyVaxIndiana* [MyVaxIndiana] which will load the patient instruction screen.

7. Print this screen and provide to your patient/guardian or select **Email** to send these instructions via email. Note the email address on file for the record in the *Patient Demographic* screen will be used for the email.

If you need support during any of these steps or if you are experiencing any issues please reach out to us here at CHIRP.
If you have patients or guardians that have any questions about MyVaxIndiana, please have them contact us at: myvaxindiana@isdh.in.gov,
Or through the CHIRP Help Desk chirp@isdh.in.gov

Important MyVaxIndiana FAQ's

Who should I give access to MyVaxIndiana?

MyVaxIndiana is an extension of the printable vaccine record that is already found. Any person that you would feel comfortable giving a printed vaccine record to, you could also give access to MyVaxIndiana.

Should I give access to every patient in my clinic/facility?

MyVaxIndiana may not be for everyone, but ISDH wanted to create an innovative way to connect individuals with their vaccine history. Some of your patients may still want just a printed vaccine record. MyVaxIndiana should be considered an extension of the printed vaccine record, and provides patients additional options for them.

Is this mandatory to participate?

No, use of MyVaxIndiana is optional. We just ask that you consider it if you have any patients that do specifically request access.

Who or where do we get the direct information and who will do the training?

There is a one page quick reference guide and expanded user guide available on the CHIRP home page. In total there are about six steps to use MyVaxIndiana. The Help Desk can also walk users through the process to use MyVaxIndiana. If additional training is needed, please feel free to contact us.

What do I do about a confidential address, or a person whose information needs to be kept private?

Please do not enter the address of a person that is in protective care into the registry. If need be, just use your facility address for this person.

Can I as a provider access MyVaxIndiana?

No, only the individual or guardian of a record should access MyVaxIndiana. Providers have direct access to CHIRP, and do not need access to MyVaxIndiana.