NJIIS Data Entry: Best Practices for Providers

Practice these habits to ensure proper reporting of vaccine dose administration data for your facility.

- Report all doses administered to NJIIS. Remember that reporting of all VFC and 317 doses is required.
- Create an office policy for manual data entry if needed.
- If entered manually, ensure records are entered in a timely fashion.
- If EMR Interface downloads data into NJIIS, double-check to ensure it's synced properly.
- Train new staff on EMR and NJIIS, and offer refresher training as needed.
- Contact NJIIS staff for help if needed: njiis.nj.gov/
Best Practices for Providers to Improve Adolescent Immunization Rates

Practice these habits to ensure proper vaccine dose administration.

- Review immunization history and assess vaccination needs at every patient encounter.
- Educate patients, parents, and/or guardians on the importance of timely vaccination.
- Schedule appointments for next vaccines due during routine well visits or other appointments.
- Run the reminder recall report in NJIIS leading up to the appointment.
- Stay up-to-date with vaccine schedule changes.
- Contact NJDOH Vaccine Preventable Disease Program for questions: nj.gov/health/cd/vpdp.shtml