

MyVaxIndiana – Activating Patients from CHIRP

This guide is for **existing** 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. MyVaxIndiana PINs can be activated by a **medical provider** or the **County Health Department**.

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



Family & Contact

Contact 1 First: [] Contact 2 First: []

Contact 1 Middle: []

Contact 1 Last: []

Work Phone: []

+ Alias

+ Secondary Patient Demographics

+ School

+ Primary Insurance

+ Medical Home Facility

+ Birth & Death

Print VaxCare Consent MyVaxIndiana

Edit High Risk Categories

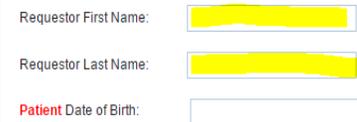
Update Programs

Back Edit

Patient Address History

On the MyVaxIndiana web site this is what the end user sees:

Step 1: Enter Your Information

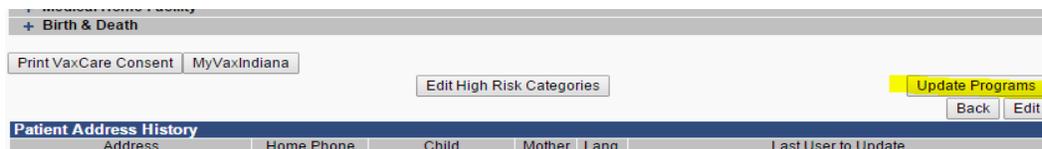


Requestor First Name: []

Requestor Last Name: []

Patient Date of Birth: []

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



+ Birth & Death

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Edit High Risk Categories

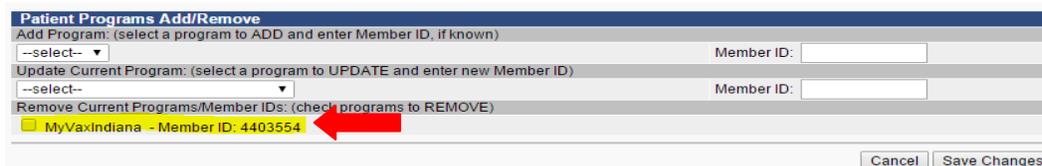
Update Programs

Back Edit

Patient Address History

Address	Home Phone	Child	Mother	Lang.	Last User to Update

- 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:



Patient Programs Add/Remove

Add Program: (select a program to ADD and enter Member ID, if known)

--select-- Member ID: []

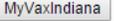
Update Current Program: (select a program to UPDATE and enter new Member ID)

--select-- Member ID: []

Remove Current Programs/Member IDs: (check programs to REMOVE)

MyVaxIndiana -- Member ID: 4403554

Cancel Save Changes

- Click **Save changes** once you have either added them or seen they are added to MyVaxIndiana program.
- You can now click the button for **MyVaxIndiana**  which will load the patient instruction screen.
- 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.