How to Generate the Certificate of Immunization Status

How do I generate a Certificate of Immunization Status in the Immunization Information System?

Immunization Information System (IIS) users can generate and print the required Certificate of Immunization Status (CIS) for families so they can submit this required form for school or child care entry. The CIS generated from the IIS will show if a child meets school or child care immunization requirements.

Step by step guide for generating a CIS in the Immunization Information System:

1) Log In
   a) Go to: www.waiis.wa.gov
   b) Enter your Username and Password. If you forget your password you can select Forgot Password and reset via email. You can also contact the Help Desk via phone or email.
   c) Click Login or press Enter on your keyboard.

2) Search for a Patient
   a) Click Search/Add under the Patient section of the main menu on the left.
   b) Enter information in the Patient Search fields e.g., student first and last name and birth date. The more information provided the shorter the search results.
   c) Click Search or press Enter on your keyboard.
   d) Select the correct student name by clicking once on the name. This opens the Patient Demographic screen.

3) Certificate of Immunization Status (CIS)
   A CIS can be printed from three places in the IIS after selecting a patient:
      a) Demographics page
         - Click Demographics under Patient on the Main Menu.
         - Click the + sign to the left of Patient Specific Reports at the bottom of the Patient Demographics section.
         - Click on Certificate of Immunization Status (CIS).
b) Vaccination View/Add page
   - Click View/Add under Vaccinations on the Main Menu.
   - Click the + sign to the left of Patient Specific Reports at the bottom of the Patient section.
   - Click on Certificate of Immunization Status (CIS).

   c) Reports
      - Click State Reports under Reports on the Main Menu.
      - Click Certificate of Immunization Status (CIS).

4) Certificate Type
   a) Select the drop down menu under Certificate Type:
      - Select Childcare to generate a certificate for patients in preschool or child care.
      - Select School for patients in kindergarten-12th grade.
   b) Select the drop down section under Series:
      - For Child Care:
        ✓ Select the age that is the closest to the patient without exceeding the current age (Example: for a 4 month old patient select CHILD CARE BY 3 MONTHS).
      - For School:
        ✓ Select the grade range that the patient is in during the school year (SY) (Example: for a student going into 3rd grade during the 2016-17 school year, select SY 2016-17 GRADE K-5; for a student going into 8th during the 2016-17 school year, select SY 2016-17 GRADE 6-12).
   c) Click Create PDF to generate the CIS

For questions, contact 1-800-325-5599 or WAIISSHelpDesk@doh.wa.gov

For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).