ShowMeVax
Read Only Tutorial

SMV Help Desk: 877.813.0933 / ShowMeVaxSupport@health.mo.gov

Missouri Department of Health and Senior Services
Bureau of Immunization Assessment and Assurance
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**Accessing ShowMeVax website**

1. Type this address into your Internet Explorer browser: https://showmevax.dhss.mo.gov

**Log-in Screen**

1. Enter Username and password: A Username and initial password will be provided to you once you have completed an ASAP request for access to ShowMeVax (SMV). Please reference the User Manual for questions about changing your password.

2. Agency selection: If you have been granted access for more than one agency, after successfully logging in, SMV will prompt you to select which of the agencies you would like to work under for the current session.

*Note: If you are a user for only one agency, the agency selection option will not appear; skip to Home Screen instructions.*
3. Click “Continue” to enter into the SMV application.

**Home Screen**

1. Top left corner:

   a) **DHSS Home** - Clicking on this link brings you to the DHSS public webpage.
   
   b) **State Home** - Clicking on this link will bring you to the State of Missouri’s webpage.
   
   c) **eMomed** - Clicking on this link will allow you to interface with Medicaid for billing.
2. Top right corner:

a) Username - Your Username is displayed here.

b) Agency information - This details what agency you logged in under.

Note: If you are a user for more than one agency, you will have the option to change agencies while in SMV, by clicking on the “Change” button found in the top right corner of the SMV Home screen.

c) Sign Out button - Logs you out of your SMV session.

3. Navigation menu:
a) ShowMeVax Home - Takes you back to the SMV Home screen.

b) Client - Broken into two sections; Search & Registration and Demographics.

c) Immunizations - Brings you to the immunization record of the selected client.

d) Help - Broken into three sections; User Manual, FAQ document, and Release Updates. These documents are updated routinely as modifications and updates are made to SMV.

4. Immunizations: This section allows SMV staff to update the SMV users on what is up and coming in SMV, and in immunizations in general, such as a new training date or the release of a new vaccine.

5. Related Websites: This section is a listing of immunization related websites that our users have identified as good resources to have at their fingertips.

6. Inventory: Broken into two sections: inventory items that are running low and items that are expiring soon. This information will only be available to you if your agency manages vaccine inventory in the SMV application. If not, these two fields will be empty (shown in the 2nd image).

Inventory kept in SMV: 1st Image
a) Personalizing inventory view - You can modify what your organization considers “Running Low” or “Expiring” by changing the viewing criteria.

b) Sorting - You can sort in ascending or descending order in the grid by clicking on a column header. This sort feature carries over to every instance in SMV where there are columns of information. The arrow on a column heading means the information is sorted in either ascending or descending order.

c) Paging - You can increase the number of records displayed per page by changing the preset number to greater than 5 records, or you can use the paging arrows to page to the next page.

No inventory kept in SMV: 2nd Image; inventory fields will be blank if your agency doesn’t manage inventory in SMV.
Searching for a Client

1. Search & Registration: Click “Search & Registration” in the Navigation menu, under the Client heading.

   ![Image of the ShowMeVax interface](image)

   This brings you to the Search screen.

2. Instructions: You will have instructions on all pages in SMV, with the exception of two Demographic screens that will be identified later in the tutorial. These instructions will guide you through how to use each screen correctly. If you ever get stumped on a screen, expand the instructions by clicking on the arrow to view how to take the next step in a process.
3. Tabs:

- **Client Search**
- **My Recent Clients**
- **My Location Recent Clients**

### Client Search Instructions

**Person Name** (Minimum Required Fields: Either Client's Last and First Name or Mother's Maiden Name and Date of Birth)

- **Last Name**: 
- **First Name**: 
- **Gender**: 
- **Date of Birth**: Mon Day Year
- **Mother's Maiden Name**: 

**Person Identifier** (Minimum Required Fields: Either Client's DCN or SSN or Client ID)

- **DCN**: 
- **SSN**: 
- **Client ID**: 

**Search**

**Clear Search**

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a) **Client Search tab** - This is the screen used to search for a client.

b) **My Recent Clients tab** - This screen allows you to see a listing of the most recent records that you referenced. The list maxes out at 50 records.

c) **My Location Recent Clients tab** - This screen shows up to 250 of the most recently referenced records from every user within your organization.

4. Searching for a client:

- **Radio Buttons**

a) You can search by **Person Name**, meaning you search last name, first name, DOB, gender, or by using mother’s maiden name and DOB combination. Click on the radio button to select this option.

Note: *The more information you enter, the more confident you can be that SMV has returned the best results.*

b) You can search by **Person Identifier**, meaning you search by the SSN, the DCN, or the Client ID. Click on the radio button to select this option.

- The DCN is a number assigned by the Department of Social Services. Every child born in the state of Missouri after 1995 was assigned a DCN, and at a minimum, their birth record will be in SMV.
- The Client ID is the unique identifier that SMV assigns every record in SMV.

c) **Search Type**

- **Like**: Searches SMV for any like names.
- Soundex: Searches the database for any name that sounds like the name entered, but may not be spelled the same. This is a good feature to use if you are unsure of an ethnic spelling, but know how the name is pronounced.
- Like and Soundex: Combination of the two previous functions.
- Exact: You can use this option when you are certain of the spelling of the name. This search type is the only way to find a person with 1 letter as a last name.

d) Once you’ve entered the client’s information, click “Search”. SMV will list the results of the search. If no records are found, SMV will notify you that no records were found.

Note: You may clear a search by clicking the “Clear Search” button found below the Search button.

e) If you see the correct client listed in search results, click on the row of the client you are searching for.

f) A window will appear giving you client details, and you will be prompted to validate that, yes, this is truly the client you are looking for. To verify, simply click the “Select” button. Otherwise, click “Cancel”, and you will be routed back to the Search screen.
**Client Demographics**

1. **Client Demographics**: Once you have selected a client out of the SMV database, you will be automatically routed to that client’s Demographics screen.

   a) **Client Banner** - The Client Banner will display for the selected client on every SMV screen. This banner gives you key pieces of information at a glance.

   ![Client Banner Image](image_url)
You can expand the banner to see additional details on the selected client by clicking the + button.

**SMV READONLY HEALTHCARE PROVIDER ROLE**

<table>
<thead>
<tr>
<th>ClientID: 15070</th>
<th>DCN: 20242640</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender: FEMALE</td>
<td>Age: 26 (9517)</td>
</tr>
<tr>
<td>Both VFCReviewed &amp; Medicaid info are displayed</td>
<td>Address: RR 1 BOX 267K GOODMAN, MO 64943-9733</td>
</tr>
<tr>
<td>Responsible Person: JONES, SAMMIE</td>
<td>Mother’s Maiden Name:</td>
</tr>
<tr>
<td>Medicaid Eligible:</td>
<td>Medicaid Begin Date:</td>
</tr>
</tbody>
</table>

**SMV READONLY NON-HEALTHCARE PROVIDER ROLE**

<table>
<thead>
<tr>
<th>ClientID: 15070</th>
<th>DCN: 20242640</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender: FEMALE</td>
<td>Age: 26 (9517)</td>
</tr>
<tr>
<td>No VFC Reviewed is displayed</td>
<td>Address: RR 1 BOX 267K GOODMAN, MO 64943-9733</td>
</tr>
<tr>
<td>Responsible Person: JONES, SAMMIE</td>
<td>Mother’s Maiden Name:</td>
</tr>
</tbody>
</table>

**Note:** The information displayed in the Client Banner area depends upon the user’s assigned SMV security role.

b) Personal Information tab - Provides you with alternate names the client has on record, as well as their race, ethnicity, birth location, special accommodations, and primary language. This screen does not have instructions.

c) Address/Contact Information tab - Allows you to view either the address information for the client or the contact information, such as telephone or email address, if there is one on file.
• To view the address, click on the View/Manage Addresses tab.

<table>
<thead>
<tr>
<th>DUCK, ABBY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ClientID: 1969909040</td>
</tr>
<tr>
<td>VFC Reviewed:</td>
</tr>
</tbody>
</table>

**Address and Contact Information**

<table>
<thead>
<tr>
<th>Sensitive</th>
<th>Primary</th>
<th>Type</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Y</td>
<td>HOME</td>
<td>1245 MALLORD LANDING</td>
<td>JEFFERSON CITY</td>
<td>MO</td>
<td>65109</td>
</tr>
</tbody>
</table>

Show History

• To show historical addresses, click on the “Show History” button. If previous addresses are in the system, they will be listed in the history.

<table>
<thead>
<tr>
<th>DUCK, ABBY</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>VFC Reviewed:</td>
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</tbody>
</table>

**Address and Contact Information**

<table>
<thead>
<tr>
<th>Sensitive</th>
<th>Primary</th>
<th>Type</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>MAILING</td>
<td>967 PO BOX 100</td>
<td>JEFFERSON CITY</td>
<td>MO</td>
<td>65105</td>
<td>01/04/0211</td>
</tr>
</tbody>
</table>

Hide History

• To view contact information, click on the Contact Information tab. Again, if you want to view past contact information, you will need to select the “Show History” button.

<table>
<thead>
<tr>
<th>DUCK, ABBY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ClientID: 1969909040</td>
</tr>
<tr>
<td>VFC Reviewed:</td>
</tr>
</tbody>
</table>

**Address and Contact Information**

<table>
<thead>
<tr>
<th>Sensitive</th>
<th>Primary</th>
<th>Type</th>
<th>Contact</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Y</td>
<td>HOME</td>
<td>123-456-7890</td>
<td></td>
</tr>
</tbody>
</table>

Show History

Click this button to show contact history

d) Family Unit tab - You can view the Family Unit that has been associated with the client by clicking on this tab.

<table>
<thead>
<tr>
<th>DUCK, ABBY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ClientID: 1969909040</td>
</tr>
<tr>
<td>VFC Reviewed:</td>
</tr>
</tbody>
</table>

**Family Unit**

<table>
<thead>
<tr>
<th>Primary</th>
<th>Responsible Person Client Id</th>
<th>Responsible Person DCN</th>
<th>Responsible Person Name</th>
<th>Family Unit Address</th>
<th>Family Unit Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1965386558</td>
<td>67579235</td>
<td>67579235</td>
<td>DUCK, DONALD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- The person listed in bold in the Family Unit box is the Responsible Person for the client. If it is the Primary Responsible Person for the client, there will be a check mark in the Primary column.

- You can expand the family unit to see all members by clicking the button.

![Family Unit](image)

![Family Unit Instructions](image)

- **Provider-Client Relation tab** - Allows you to view the Provider-Client relationship, if one has been established. This screen does not have instructions.

![Provider-Client Relation](image)

- **Medicaid Eligibility tab** - Every time this tab is selected, SMV requests an update on Medicaid eligibility from DSS. The most current Medicaid information will be listed on this screen.

![Medicaid Eligibility](image)
**Immunizations**

1. **Immunizations**: To view the immunization information on the client, click on the Immunizations option in the Navigation menu.

2. **Immunizations tab**: Displays the immunization information recorded for the client. The screen is broken up into three sections - Common Vaccines, Travel Vaccines, and Other Vaccines. You can expand the list of each section by clicking on the down arrow.
Basic details of the dose can be viewed by scrolling over the date of the shot.

More specific details can be viewed by clicking on the date of the shot. The View Existing Immunization window will appear, showing you the details surrounding the shot. Click “OK” to close the window.

a) Combination Shots - Combination shots are identified by a bolded date. In this example a Pediarix was given.

<table>
<thead>
<tr>
<th>Common Vaccines</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTP/TD</td>
<td><strong>1/3/2011</strong></td>
</tr>
<tr>
<td>POLIO</td>
<td><strong>1/3/2011</strong></td>
</tr>
<tr>
<td>HIB</td>
<td><strong>9/1/2010</strong></td>
</tr>
<tr>
<td>HEP B</td>
<td><strong>1/3/2011</strong></td>
</tr>
<tr>
<td>PNEUMOCOCCAL</td>
<td></td>
</tr>
<tr>
<td>ROTAVIRUS</td>
<td></td>
</tr>
</tbody>
</table>
b) Print - You can print the immunization record by clicking on the print icon on the top right corner of the record. A pop-up window will appear with the printable record.

- You can print by clicking on the print icon in the top right corner of the document or by going to the File menu, and then hitting the “Print” command.
c) Other Clients in Family Unit - If a client has other family members in his/her Family Unit; you can view each member’s immunization information without doing a search for that individual. This option allows you to switch back and forth between family members’ immunization records.

- Click on the arrow in the drop down box to display other family member names. By clicking on a name in the listing of family members, you will be re-routed to that individual’s immunization record. Repeat this process to select another family member’s immunization record, or to return to the previous client’s records.
3. Immunization Schedule tab: This screen is a tool to help the user see what immunizations are up to date, overdue, or where the vaccine series has been completed for that age group. It is a recommendation only. It has been formulated to follow the ACIP recommendations, and will be updated as the ACIP recommendations are updated.

Note: when the tab is pink in color it indicates that the client has immunizations that are due.

a) ACIP Recommendations - You can view the ACIP recommendation for each vaccine family in the schedule by clicking on the row of the vaccine in question. Then click on the option that appears. Simply click on the row again to close it so that the ACIP Recommendations no longer show.
Once you have clicked [View ACIP Recommendations], an ACIP Recommendation window will appear. The ACIP Recommendation window explains the ACIP recommendations in detail for the selected vaccine family. The recommendations displayed will be based on the age of the client that is being researched. If you want to view other age group recommendations for the selected vaccine family, you may click on the alternate recommendations.

b) Dose Validity - Click on the symbol to view whether or not the doses given were valid according to the ACIP recommendations.

c) Print - Once again, you can print this screen by clicking the symbol in the top right corner of the Immunizations Schedule screen. Follow the steps taken to print an immunization record in order to print the schedule (see Immunizations tab instructions, part b, page 14).
4. View Medical History tab: If a medical alert has been entered on the client, the details of the alert will be found on this screen. Once an alert has been entered, it will be on a continuous scroll on all three immunization screens.

   a) A version of the alert will also be indicated on the immunization record screen.

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