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***MIMI - Multiple Immunization Monitoring Instrument***

A spreadsheet-based tool to assist dialysis clinics in tracking their patients' immunization information – developed at ESRD Network #15 under CMS contract #HHSM-500-2006-NW015C

This tool has been made available for use to all dialysis clinics in ESRD Network #15; the decision to use or not use the tool is voluntary on the part of each clinic.

## **IMPORTANT SECURITY INFORMATION!!**

MIMI depends on embedded pre-formed instruction sets called “macros” to work. Your Microsoft Office settings may be such that macro function will be prevented. When you open MIMI, you may be presented with a warning message box informing you that MIMI contains macros, and asking you to decide whether to run those macros. If you see this message, click “Enable Macros”. This makes no permanent change to your system settings, but will allow MIMI to run. In Excel 2007 or later, you will need to click “Options” in the message bar just below your ribbon control and then select “Enable This Content” in the window that appears.

If opening MIMI does not produce that warning box, but the “MIMI” menu is not added to your Excel Menu Bar (the MIMI menu will appear under the “Add-Ins” tab if you are using Excel 2007 or later), your system is probably set to prevent any macros from running. While changing the setting to solve this issue is easy, taking that step is something that you would want to discuss first with your IT department (if you have one) or your Facility Administrator. Please feel free to have these parties contact Drew in the Quality Improvement department at ESRD Network #15 if they would like to discuss technical specifics about MIMI’s operation or macro implementation.

**A note regarding Protected Health Information (“PHI”):** Remember that once you add data to your copy of MIMI, the information it contains is considered “protected”. Your copy of MIMI should be stored on your clinic system using the same means you would use to protect patient information in general, and should never be duplicated or removed from the clinic.

Your feedback and problem descriptions are invaluable to the continuing process of refining MIMI to increase utility and ease of use. Please contact Drew Lifset at Network #15 with any problems you have using MIMI, or to provide your observations and suggestions. Any contact method is fine:

Mail:	ESRD Network #15 – 1301 Pennsylvania #750 – Denver CO – 80203
Phone:	303.831.8818 x115
Fax:	303.860.8392
Email:	dlifset@nw15.esrd.net

**PLEASE DO NOT EMAIL YOUR COPY OF MIMI OR ANY DOCUMENT THAT CONTAINS ANY PATIENT-SPECIFIC INFORMATION!**

**Part the FIRST: Installing MIMI**

MIMI is an Excel spreadsheet. As such, there is no special “installation” procedure needed to use it. When you click the “MIMI” link on the web page, you will be prompted to ‘Save’ or ‘Run’ the file. Choose ‘Save’, and place MIMI in a location where you will be able to find it again. Double-clicking the saved file will open it.

**A Version-Specific Difference:** If you are using Excel 2003 or earlier, you will see the MIMI menu added to the Main Menu Bar at the top of your screen, just to the left of the ‘Help’ menu. If you are using Excel 2007 or later, click the ‘Add-Ins’ tab in your ribbon to show the MIMI menu at the left side of the ribbon. There are visual representation of both menu types in Part the Fifth: Charts and Lists [page ref].

**Part the SECOND: Setting Up the Clinic Profile**

When you open MIMI for the first time, you will need to enter your clinic name and provider number. You may also enter your contact info and your flu vaccine information. The information about flu vaccine will be populated into records of flu vaccinations as the default values. If you leave these blank, you can enter the vaccine and dose for each patient separately. Using a default here will not prevent you from overwriting the values in individual patient records later if you need to.

**Facility Profile**

**MIMI - Facility Profile**

\*Facility Name: DREW'S TEST CLINIC

\*Provider Number: 123458 Note this is your 6-digit Medicare provider number, NOT your clinic or billing number!

Contact Name: FIDO THE FREE

Contact Phone: 303.831.8818

You can use the fields below to input your facility's 'standard' flu vaccination information. This information will be used to automatically populate some form fields. You can always overwrite default values later if needed by simply replacing them.

**Adult Flu Vaccine**

Vaccine Name:

Manufacturer:

Dosage/Route:

**Pediatric Flu Vaccine**

Vaccine Name:

Manufacturer:

Dosage/Route:

**Exit**

**Figure 1: MIMI Clinic Profile Window**

**Part the THIRD: Entering Patient Records**

After your Profile is set up, you will be directed to the New Pt Setup window, where you can enter your first patient. Date fields on this form require 8-digit dates, and they will format automatically; you need only type the actual numbers of the date (e.g., 12152008). For each patient, you must indicate whether or not each vaccine has been administered, or else check the “No Information” box. When you have finished entering the data for the patient, click “Add This Patient” to move the data into the system.

The screenshot shows a software window titled "MIMI New Patient Setup" with a close button (X) in the top right corner. The main heading is "VACCINATION RECORD". Below the heading are three input fields: "\*Pt Last Name", "\*Pt First Name", and "\*Date of Birth (mmddyyyy)".

There are three sections of questions, each with radio buttons for "Yes" and "No", and a checkbox for "No information available":

- Question 1: "Has this patient received a FLU vaccine for the current season (Oct-Mar)?"
- Question 2: "Has this patient ever received a Pneumococcal vaccine?"
- Question 3: "Has this patient ever received a Hepatitis B vaccine?"

At the bottom of the window are two buttons: "Cancel" and "Add This Patient".

Figure 2: New Patient Setup window

## Part the FOURTH: Managing Patient Records

Once you have started using MIMI to track vaccination information, you will use the Vaccination Record window to examine and make changes to your existing records. Your patients will appear in the drop-down box at the top of the window, arranged alphabetically. You can click a patient name to navigate directly to that record, or use the 'Next' and 'Previous' buttons at the bottom of the form to move through the records sequentially.

All data elements except for the patient name may be altered directly from this window (to edit the patient name, use the "Edit Pt Name" button at the top of the form). When you have made the changes you wanted to, be sure to hit the 'Save Changes' button! If you navigate to a new patient without saving your changes, the changes will be lost and the record will revert to its previous state.

The 'Print THIS Pt record' and 'Print ALL Pt records' will generate one-page reports for the current patient (or ALL of your patients) and send them to your default printer. This process is automatic, and will start as soon as you click the button.

The screenshot shows a software window titled "Patient Vaccination Record". At the top, it says "VACCINATION RECORD". Below this, there are fields for "Patient Name (Last, First):" with a dropdown menu showing "CTEST, THREE" and a button "Edit Pt Name". Next to it is a "Date of Birth (mmddyyyy):" field with "01/01/1966" and buttons "New Pt" and "Delete Pt".

The window is divided into three sections for different vaccines:

- INFLUENZA:** Radio buttons for "YES" (selected) and "NO (this season)". A "Date Given (mmddyyyy):" field has "10/1/2008" and a "Details" button. A "\*Administered At:" dropdown menu shows "This Dialysis Clinic". A checkbox "Information about flu vaccination is not available." is present.
- PNEUMONIA:** Radio buttons for "YES" (selected) and "NO (never received)". A "\*Administration Date (mmddyyyy):" field has "6/12/1987" and a "Details" button. A "Booster Administration Date (mmddyyyy):" field has "4/24/2001" and a "Details" button. A checkbox "Information about pneumonia vaccination is not available." is present.
- HEPATITIS B:** Radio buttons for "YES" and "NO (never received)" (selected). A "\*Reason Not Given:" dropdown menu shows "Allergy/Contraindication". A checkbox "Information about Hepatitis B vaccination is not available." is present.

At the bottom of the window, there are buttons: "Previous Pt", "Save Changes", "Next Pt", "Print THIS Pt record", "Print ALL Pt records" (highlighted with a dashed border), and "Exit MIMI".

Figure 3: Patient Vaccination record window

When a patient has a vaccine present in their record, there will be a 'Details' button visible next to the date of administration for that vaccine. Pressing this button reveals a window where you can store more detailed information about the vaccine – who gave it, the route, the dose, the Lot Number, and other common information about vaccinations. While it is not necessary to complete all of these fields, it can be of great utility to have this information easily available. A screenshot of the Details Window follows.

Vaccination Details	
Flu Vaccination Detail for Atest, One	
Date of Administration:	9/1/2006
Site of Injection:	RUA
Initials of person giving dose:	DL
Dosage/Route:	3.0 mL
Lot Number:	F141
Expiration Date:	5/1/2007
Vaccine Info Given to Pt:	9/1/2006
OK	

**Figure 4: Vaccination Details window**

The ‘Details’ data can be altered through this window; changes you make in these fields will be automatically saved when you click the ‘OK’ button. For Hepatitis B vaccination, the Detail window will also include fields where you can enter the last date that a titer was done and its result. You are encouraged to track this information, especially for patients where you do not administer a vaccination because there are adequate antibodies present.

Lastly, the Vaccination Record is where you will add and remove patients from your roster as your population changes. To delete a patient from your records, because they have died or otherwise permanently left your care, simply select the patient’s record and press the ‘Delete Pt’ button to the right of the Patient Name drop-down box. As the pop-up window will warn you, deletion of a patient record CANNOT be undone... so be sure before you click OK to avoid re-entering information!

The Vaccination Record window also has a ‘New Pt’ button. Pressing this button will open the Patient Setup Form, seen above in Figure 2. Lastly, the ‘Edit Pt Name’ button will allow you to change a patient’s name (all other pt data elements can be changed directly through the Vaccination Record interface).

**Part the FIFTH: MIMI Functions**

The MIMI menu gives you access to several functions that will let you generate lists and charts from the data you have entered. These lists and charts are intended to help you easily keep track of your current vaccination rates, and to assist you in getting every patient the appropriate shots. There is also a function that will compile your data for easy, “one-touch” submission to the Network; this will make future Network QI projects involving vaccination data much easier for you to participate in. On the next page are images of the MIMI menu, first as it will appear in Excel 2003 or earlier, and then as it will appear in Excel 2007 or later. The images are followed by an explanation of each function available.

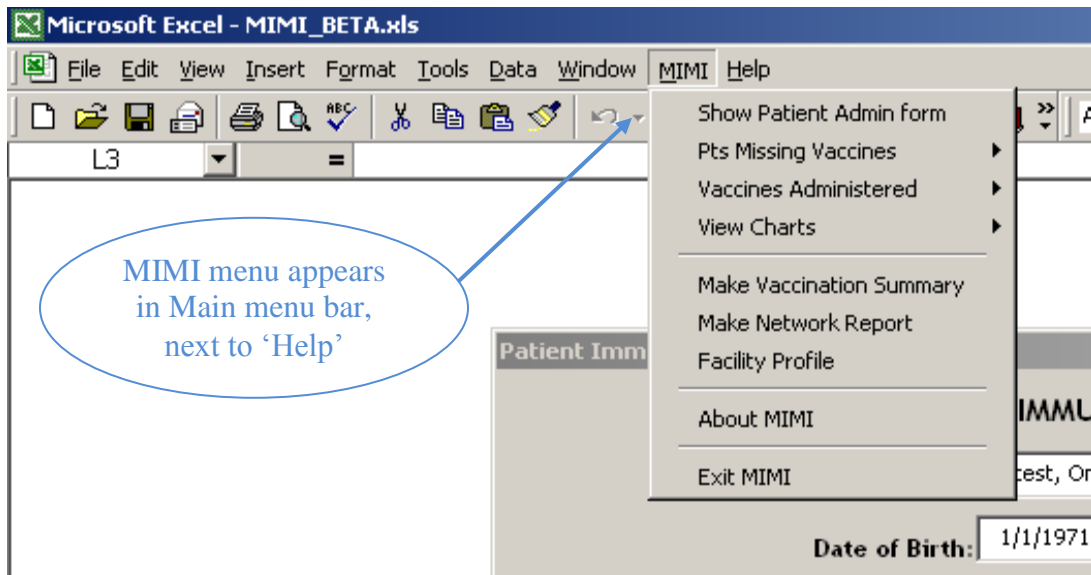


Figure 5.1: MIMI main menu (Excel 2003 or earlier)



Figure 5.2: MIMI main menu (Excel 2007 or later)

The four functions in the first group are all related to working with your patient data:

\**Show Vaccination Record* – will, well, show the Vaccination Record; this is the main interface element, where you can view, add, edit, and remove individual patient records (see Fig. 3 on p.3).

\**Pts Missing Vaccines* – choices are Flu, Pneumococcal, and Hepatitis B. When you choose an option, MIMI will generate a list of patients who are eligible for that vaccine but have not yet received it. The list has fields that you can fill in with vaccine information as the shots are given, making it simple to see your progress and to avoid missing anyone.

\**Vaccines Administered* – These lists include information about patients who HAVE received the specified vaccination, including any vaccine details that have been entered.

\**View Charts* – creates a chart for the disease you select, showing your clinic’s vaccination rate for that illness and showing your aggregate data as numbers of “Yes” responses and “No” responses by type.

The three functions in the next group are all “administrative” in nature:

\**Make Vaccination Summary* – generates a printable list of all of your patients and their dates of administration for each vaccination they have received.

\**Make Network Report* – creates and saves a file containing information extracted from your database for delivery to your ESRD Network. When you choose this option, a window will appear informing you of where the created file has been stored. That file can be simply stuck in a piece of email and sent to the Network when reporting is requested.

**IMPORTANT! This generated report is the ONLY part of MIMI that should ever be emailed to Network #15 – it has been stripped of all patient-identifying information. Sending the entire MIMI file WILL expose patient data to risk, and will constitute a CMS-reportable security violation.**

\**Facility Profile* – opens a window where “permanent” information about your facility can be stored. The facility profile has fields for your facility name; your Medicare provider number; your contact information; and for some basic information about the flu vaccine you generally use (which can then be automatically entered by default when you indicate a patient has received a flu vaccine).

The last two options are pretty much self-explanatory – *About MIMI* presents the administrative information about MIMI, and *Exit MIMI* will close MIMI and save any changes you have made.

Thanks for trying out MIMI! We hope this spreadsheet will be easy to use and maintain, and that it will help you improve your vaccination rates.

Also available in the same place where you got this file (<http://www.esrdnet15.org/QI.htm>, click ‘MIMI’ link at top of page) there is a faxable report that you can use to easily send your feedback or describe problems you are having with MIMI. Please feel free to make copies, and send as many as you can fill! Your detailed comments will assist in the development future upgrades to MIMI that will make it easier to use and more directed at doing what YOU need it to do in your facility.