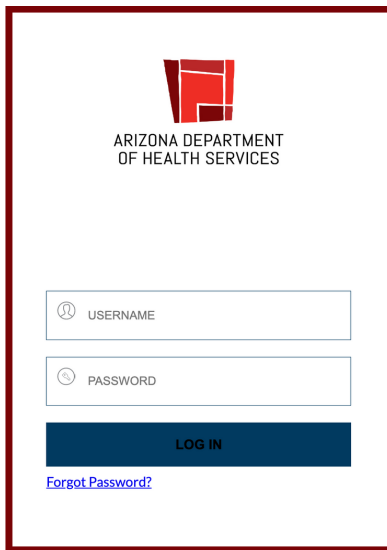


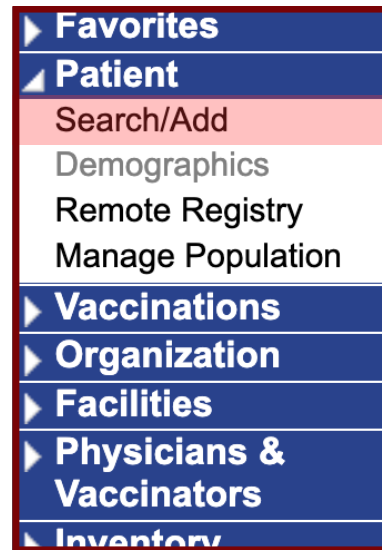
How to Inactivate Patients in ASIIS

Note: Only inactivate patients that are no longer receiving services in your practice. Inactivating patients helps to raise immunization coverage rates, and keeps ASIIS information current and up-to-date.

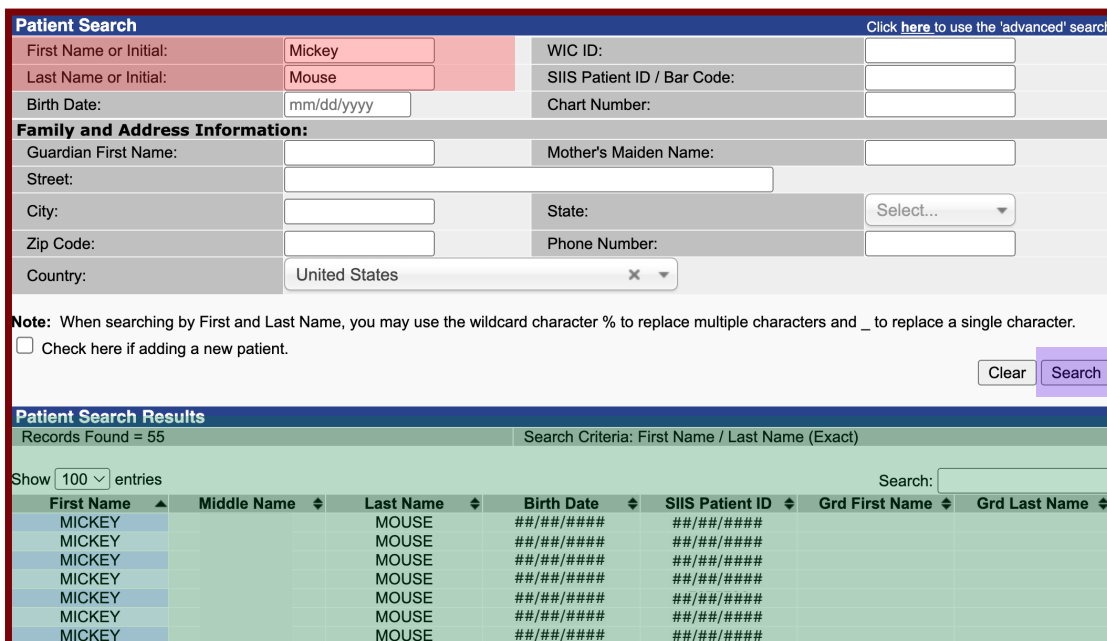
Step 1: Navigate to ASIIS
<https://asiis.azdhs.gov/> & Log in.



Step 2: Click the Patients tab, then select **Search/Add**.



Step 3: Type in the **first and last name** (and birth date if known) of the patient and press **Search** on the bottom right of the page. Below the patient search table you will see the **names of patients matching your search criteria**.



First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		



Step 4: Select the correct patient from the list by clicking on their name.

Note: Please be aware that your search may have many matching results.

Patient Search [Click here to use the 'advanced' search](#)

First Name or Initial: Mickey	WIC ID:	[]
Last Name or Initial: Mouse	SIIS Patient ID / Bar Code:	[]
Birth Date: mm/dd/yyyy	Chart Number:	[]

Family and Address Information:

Guardian First Name:	Mother's Maiden Name:	[]
Street: []		
City:	State:	Select...
Zip Code:	Phone Number:	[]
Country:	United States	

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient.

Patient Search Results

Records Found = 55 Search Criteria: First Name / Last Name (Exact)

Show 100 entries Search: []

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		

Step 5: Once you have clicked on the patient and the patient demographic page opens, scroll to the bottom of the patient demographic page and press the "Edit" button.

Patient Demographic Master View

Record Info

SIIS Patient ID	
Organization Owner	1066 - 0000_ADHS INTERNAL USE
Facility Owner	-
Entry Date	12/13/2012 01:18:12 PM
Last Update	12/20/2022 12:00:00 AM
Entered By	Last Updated By

Patient Status

State Level	Active	Organization Level	Active
County Level	Active (Maricopa)		

Patient

First Name	MICKEY	Race	Black or African American,
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Edit High Risk Categories

Update Programs

Back

Edit

MyIR

Verify My IR



Step 6: Select the reason for inactivation from the dropdown at the top of the patient demographic page (**Inactive or Deceased**).

Patient Demographics Edit

Patient Status			
State Level	Active	Organization Level	Active
County Level	Active (Maricopa)		
Patient			
First Name	MICKEY	Race	Black or Asian
Middle Name	D	Ethnicity	Hispanic or Latino
Last Name	MOUSE	Language	English

Step 7: Scroll to the bottom of the page and click "Save"

- + Alias
- + Secondary Patient Demographics
- + School
- + Insurance
- + Medical Home
- + Birth & Death

Cancel
Save

The patient is now Inactive.

Patient Demographic Master View

Record Info			
SIIS Patient ID			
Organization Owner	1066 - 0000_ADHS INTERNAL USE		
Facility Owner	-		
Entry Date	12/13/2012 01:18:12 PM	Last Update	12/20/2022 01:27:44 PM
Entered By		Last Updated By	
Patient Status			
State Level	Active	Organization Level	Inactive
County Level	Active (Maricopa)		
Patient			
First Name	MICKEY	Race	Black or African American, Asian
Middle Name	D	Ethnicity	Hispanic or Latino
Last Name	MOUSE	Language	English
Suffix			
Birth Date		Medicaid #	
Birth File #		Multi Birth Indicator	N
		Birth Order	