



## How to add a new employee to ImpactSIIS

1. Only a “Key Master” in ImpactSIIS can manage other employees’ access for your site. A Key Master can be identified by the administration tab at the top of the page. If a user does not have an “Administration” tab, the person cannot add new employees. If the tab is present, click on the “Administration” tab to navigate to the administration page.

NOTE: Most of the time, the Key Master is someone in an administrative role.

The screenshot shows the ImpactSIIS interface with the 'Administration' tab selected. The main content area displays a 'Welcome to the ImpactSIIS Test Site' message and a 'New! Vaccine Storage and Handling Job Aids' announcement. A sidebar on the left contains a navigation menu with 'Home' selected.

2. Click on the link that says “Employees”.

NOTE: Some menu options may be different on your screen, this is normal.

The screenshot shows the ImpactSIIS interface with the 'Administration' tab selected. The 'Employees' link in the left sidebar is highlighted.

3. Click the “Add New” button to add a new employee. A box will appear below.

The screenshot shows the ImpactSIIS interface with the 'Administration' tab selected. The 'Employee Administration' section is displayed, showing a table with columns for Last Name, First Name, Access, Status, Category, Give Vacc, and Agreement. The 'Add New' button is highlighted in the bottom right corner.

Last Name	First Name	Access	Status	Category	Give Vacc	Agreement	
Last	First	Add/Edit/Delete	Active	Nurse	True	Invalid	
Provider	Unidentified	View Only	Active	Physician	True	Invalid	

4. Fill in all of the required boxes. Keep work status set to active. Select the employee type that best describes the employee. Security level should be set according to what level of access the person using the system needs. Most individuals are set up as Add/Edit/Delete or Key Master.
  - a. Key Master is able to add new employees, merge patient records, and edit clinic information.
  - b. Add/Edit/Delete users cannot perform those three functions, but can do anything else.
  - c. View only users will not be able to make any changes or add new records.
  - d. Reports only users may view certain reports but not patient records.

NOTE: If you are adding a physician, nurse practitioner or pharmacist, you will need to input their NPI number in the "Provider NPI" field.

The screenshot displays the 'Employee Administration' interface. At the top, there's a navigation bar with 'Administration' selected. Below it, a search bar and dropdown menus for 'Practice', 'Clinic', 'Provider', and 'Vaccine Giver' are visible. The main content area is divided into two sections: a table of existing employees and a form for adding a new one.

Last Name	First Name	Access	Status	Category	Give Vacc	Agreement	
Last	First	Add/Edit/Delete	Active	Nurse	True	Invalid	
Provider	Unidentified	View Only	Active	Physician	True	Invalid	

Display Inactive Employees.

**Employee Information**

Last Name *	First Name *	Email Address *	Vaccine Giver
Employee Type	Work Status	Security Level *	Billing User
OTHER	Active	Add/Edit/Delete	<input type="checkbox"/>

**Physician/Nurse Practitioner/Physician Assistant/Pharmacist**

NOTE: The following fields have to be completed only for "Physician/Nurse Practitioner/Physician Assistant/Pharmacist" of Record.

Federal Tax Id	Medicaid #	Medical/Practitioner's License #	Provider NPI *

5. Once you click save, one of two things will happen. If the employee has never had access to Impact through any site, a box with their username, temporary password and facility ID will appear, as shown below. The password is CASE SENSITIVE, the username is not. PLEASE WRITE DOWN THIS INFORMATION PRIOR TO CLICKING "OKAY." THIS INFORMATION WILL NOT BE E-MAILED TO THE EMPLOYEE.

If the first box below does not appear, you will see the second box below that says "POTENTIAL MATCHING USER FOUND." If the employee previously had ImpactSIIS access at another facility, click on the line that shows both the username and current email address and then click on the "Use Selected" button. If they have not used the system before, click on the "Create New" button and a box with the username, temporary password and facility ID will appear. Once you write down the log in information, click on "Okay."

Employee Administration

Last Name	First Name	Access	Status	Category	Give Vacc.	Agreement
Last	First	Add/Edit/Delete	Active	Nurse	True	Invalid
Provider	Unidentified	View Only	Active	Physician	True	Invalid

Employee Information

Last Name *	First Name *	Email Address *	Vaccine Giver
Smith	Jon	Jon.Smith@someemailaddress.com	<input type="checkbox"/>
Employee Type	Work Status	Security Level *	Billing User
NURSE	Active	Add/Edit/Delete	<input type="checkbox"/>

**Employee Created!**

The user has been created for Facility Id 13901. Please record this information and provide it to the user. Their new username and temporary password are: Jon.Smith - 257NU4XA.

Okay

**POTENTIAL MATCHING USER FOUND**

The following user accounts were found that match the first and last name for the user being added. If the user you wish to add is listed below, select it by clicking on it and then choosing 'Use Selected'.

Last Name	First Name	Username	Email	Phone
Jenkins	Leroy	Leroy.Jenkins	Leroy.Jenkins@Someplace.Com	
Jenkins	Leroy	Leroy.Jenkins	Leroy.Jenkins@Someplace.Com	

Use Selected Create New Back

- You will now see the new employee's name listed with a status of "Pending Invite." Have them log on using the username and password you just received and follow the instructions for creating a new password, selecting a security question, entering the facility ID and agreeing to the security agreement and you are all done. The status of the new employee will change to Active and the word "Valid" will appear in green lettering in the "Agreement" column.

NOTE: For physicians and nurse practitioners, click anywhere on the line with their name. Click on the "Edit Employee" button below the box. Change their "Work Status" from "Pending Invite" to "Active" and save. This will allow their name to be added to the "Provider" drop down menu just below the "Upload" tab. You may have to log out and log back in before their name appears in the list.

ImpactSIIS Statewide Immunization Information System

Welcome Impact Admin  
[Preferences](#) | [My Practice](#) | [Logout](#)

...Search Patient... Home Patient Vaccines Reminder Recall Upload Billing Reports Administration Help Call Center

Practice: THE VACCINATION STATION Clinic: The Vaccination Station Provider: Unidentified Provider Vaccine Giver: First Last

> **Administration**

- > Create Practice
- > Search Practice
- > Clinics
- > **Employees**
- > Search Employee
- > Insurance Carriers
- > Fee Schedules
- > Procedure Codes

**Employee Administration**

Last Name	First Name	Access	Status	Category	Give Vacc	Agreement	
Last	First	Add/Edit/Delete	Active	Nurse	True	Invalid	
Provider	Unidentified	View Only	Active	Physician	True	Invalid	
Smith	Jon	Add/Edit/Delete	Pending Invite	Nurse	True	Invalid	

In addition, a video showing how to add a patient is available through the “Help” tab. On this tab, near the bottom of the list of topics on the left hand menu is the “Video Library” link. Click it to reveal a list of training videos for ImpactSIIS. Click on the “Add New Employees” video to view it.

If you have questions regarding any process in ImpactSIIS, please call our help desk at 1-866-349-0002.