

How do I upload my documentation on NMI?

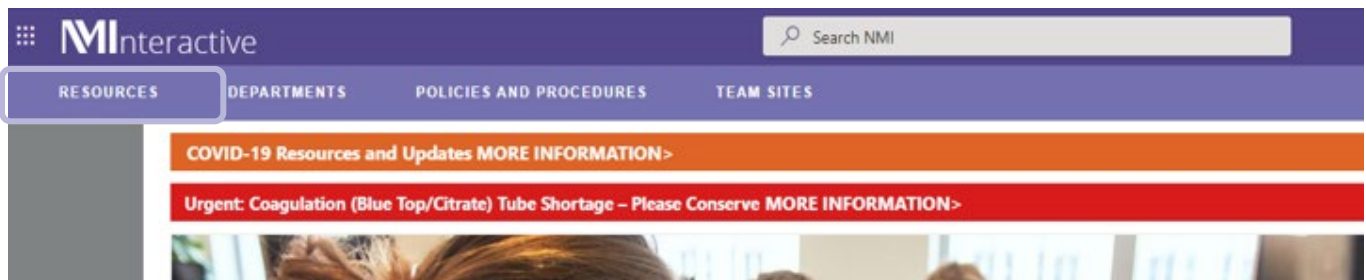
The Immunization Document Upload Application allows individuals to submit documentation of NM required immunizations. The app also supports manager and approved third party uploads on behalf of their staff. All submissions are reviewed by a clinician and output notifications are sent to each uploader.

All flu documentation must include:

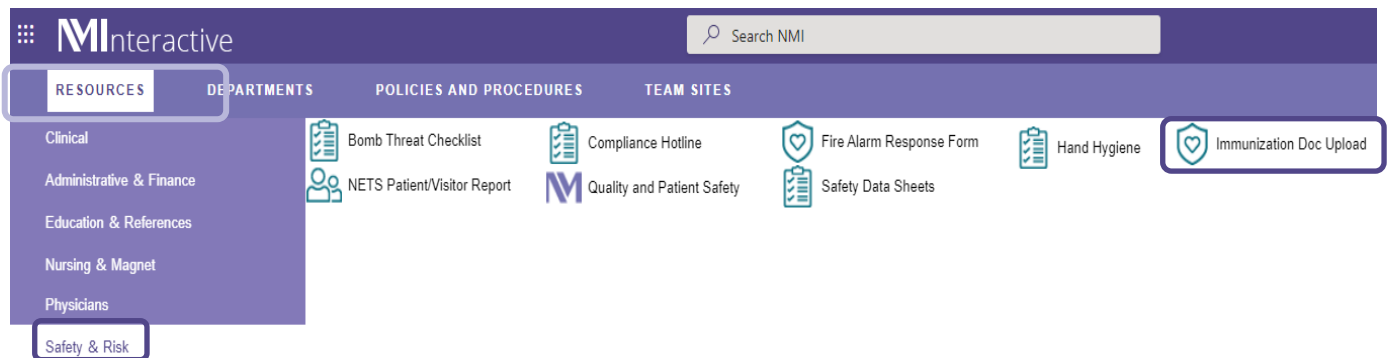
- Employee first and last name
- Date of birth
- Location of vaccination (Physician’s office, pharmacy, employer, etc.)
- Date of vaccination
- Type of vaccine given (lot number and expiration date preferred but not required)

If staff receive their flu shot from an NM physician, flu documentation can be found via [MyNM](#) > Your Menu > Health Summary > Immunizations > View Details > Print. This will generate a PDF to download and share.

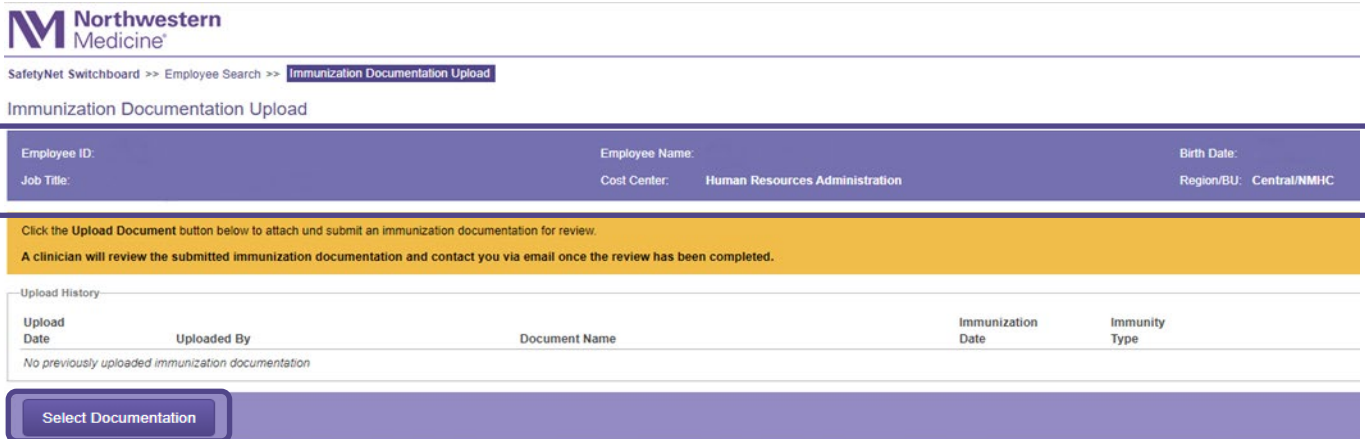
1. Go to NMI and click on **Resources**.



2. Click on **Safety and Risk**, then click on **Immunization Doc Upload**.



3. Verify your information is correct at the top. Click on **Select Documentation**.



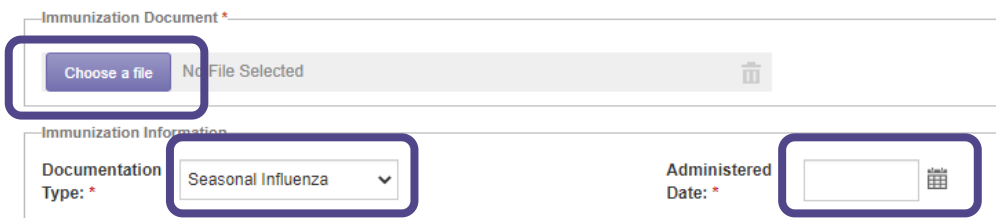
4. Click on **Choose a file** to upload.
5. Select **Documentation Type** from the drop down.
6. Enter **Administered Date**.
7. Complete all open fields that populate.
 - a. Depending on the documentation you are uploading, different fields will populate. All fields marked with an asterisk (*) are required.
 - b. **All flu documentation must include:**
 - Employee first and last name
 - Date of birth
 - Location of vaccination (physician’s office, pharmacy, employer, etc.)
 - Date of vaccination
 - Type of vaccine (lot number and expiration date preferred but not required)

The following document types can be uploaded:

- Word documents (.doc and .docx)
- PDF documents (.pdf)
- Image files (.gif, .jpg, .jpeg, .png, .tiff/.tif, and .bmp)

For multi sided attachments, please be sure to submit both sides

Note: The supported file size is limited to 4MB



- c. For multi-dose vaccinations, such as COVID vaccine, please ensure you are marking the dose(s) received and **enter information for each dose being submitted** prior to submitting the document. Users can upload all doses at the same time.

Immunization Document Upload Guide for all NM Required Vaccines

- i. Original Monovalent: Primary Series of the COVID-19 Vaccination. **Must indicate dose.**
- ii. Bivalent Booster: **No dose is required as this time.**

Immunization Documentation Upload

Employee ID:	Employee Name:	Birth Date:
Job Title:	Cost Center:	Region/BU:

The following document types can be uploaded:

- Word documents (.doc and .docx)
- PDF documents (.pdf)
- Image files (.gif, .jpg, .jpeg, .png, .tiff, .tif, and .bmp)

For multi sided attachments, please be sure to submit both sides

Note: The supported file size is limited to 4MB

Immunization Document *

Choose a file
✕

Immunization Information

Documentation Type: * COVID-19 Vaccine

Location Information

Location: * Pharmacy

Immunization Details

The vaccination dose is required when uploading COVID-19 immunization documentation for multi-dose vaccines or boosters.

Check the **Vaccine Dose** box(es) for the vaccine dose(s) you are uploading below. Use the **Bivalent Booster** vaccine dose option if you have received the new bivalent booster.

Manufacturer: * Pfizer

Vaccine Dose: *

Original Monovalent:

Dose 1 Dose 2 Dose 3 Dose 4

Bivalent Booster:

Bivalent Booster

Original Monovalent Dose 3

Immunization Date: * 12/13/2021

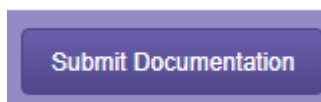
Lot Number: 33130BA **Expiration Date:**

Bivalent Booster

Immunization Date: * 09/20/2022

Lot Number: GH9694 **Expiration Date:**

8. When complete, click on **Submit Documentation** from the main screen



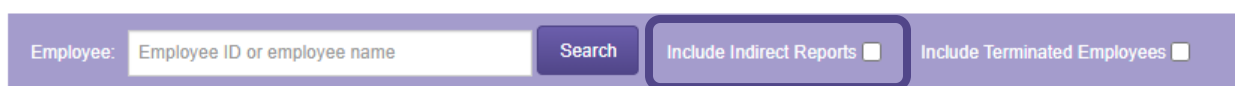
Immunization Document Upload Guide for all NM Required Vaccines

After your documentation has been submitted it will be reviewed by a clinician. You will receive confirmation email after it has been successfully submitted and a second email after it has been reviewed.

How do I upload documentation on NMI on behalf of an employee?

If you are a manager with direct reports, your Immunization Documentation Upload Application will give you the option to upload documentation on behalf of any of your direct reports.

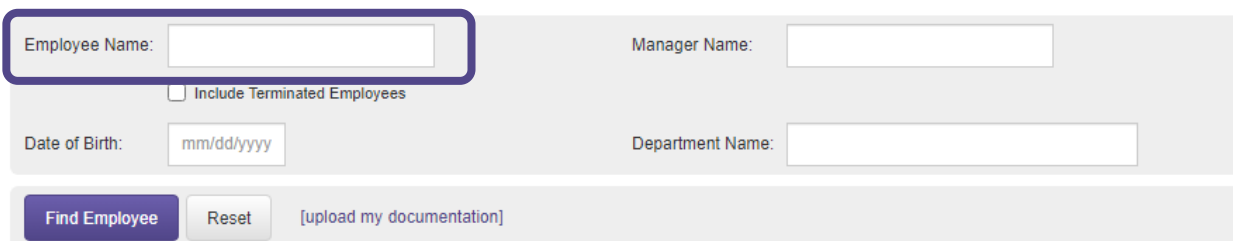
Directors are also able to view their indirect reports (i.e. staff under their managers). The default view is direct reports. Click the **Include Indirect Reports** checkbox for the full view of the roster.



Employee: Include Indirect Reports Include Terminated Employees

Search by Employee Name or ID and select the individual for whom you are uploading documentation. Follow the steps outlined above to complete the submission.

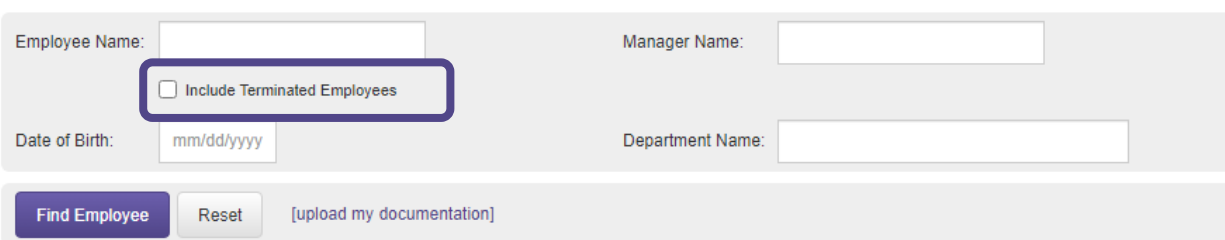
Immunization Documentation Upload - Employee Search



Employee Name: Manager Name:
 Include Terminated Employees
Date of Birth: Department Name:
 [\[upload my documentation\]](#)

If you are looking to upload documentation for a re-hire that has not started yet then they need to check the **Include Terminated Employees** checkbox. Follow the steps outlined above to complete the submission. A confirmation email will be sent to you and your direct report.

Immunization Documentation Upload - Employee Search



Employee Name: Manager Name:
 Include Terminated Employees
Date of Birth: Department Name:
 [\[upload my documentation\]](#)

If you receive an error message, please contact the MyNM Service Center at 312.926.HELP (4357) or mynmservicecenter@nm.org.