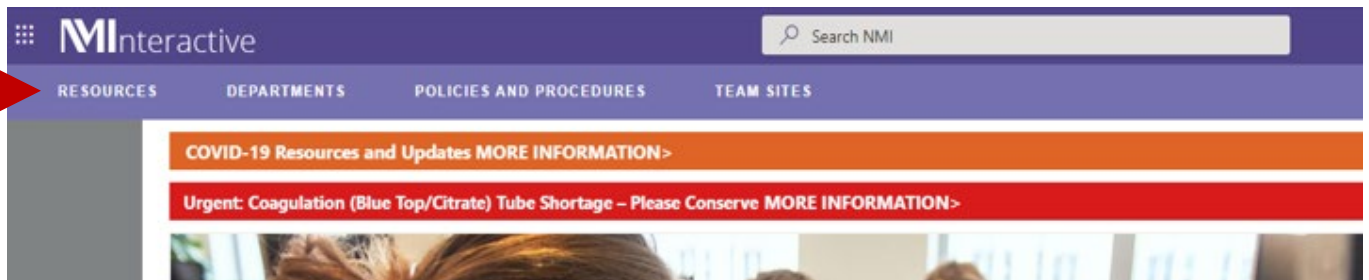


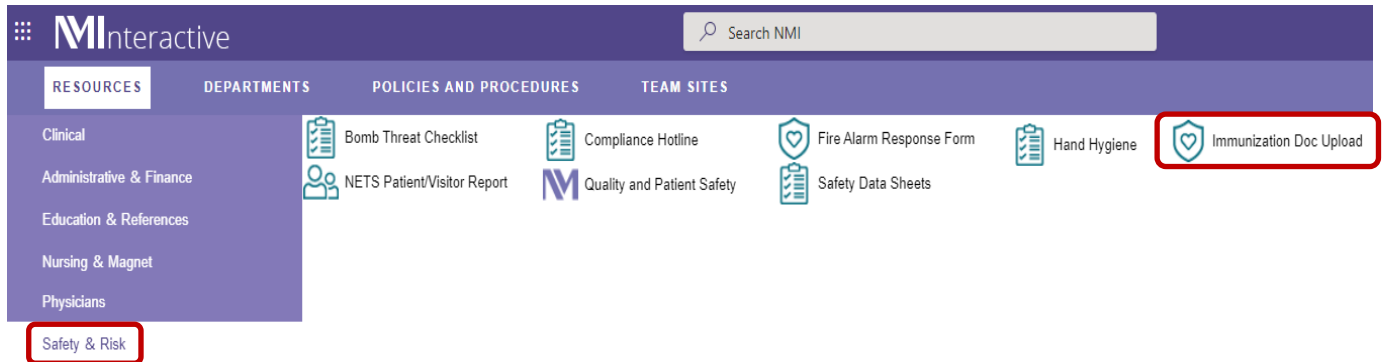
Immunization Document Upload Process for all NM Required Vaccines

The Immunization Document Upload process allows individuals to submit documentation of NM required immunizations. The function 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.

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



2. Scroll down to **Safety and Risk** and click on **Immunization Doc Upload**. *Employees will be directly guided to the upload view of the application. Managers can submit on behalf of their employees.*



Immunization Document Upload Process for all NM Required Vaccines

3. Click on “Upload Documentation”

Northwestern Medicine
SafetyNet Switchboard >> Employee Search >> Immunization Documentation Upload

Immunization Documentation Upload

Employee ID: _____ Employee Name: _____ Birth Date: _____
Job Title: _____ Cost Center: Human Resources Administration Region/BU: Central/NMHC

Click the Upload Document button below to attach and submit an immunization documentation for review.
A clinician will review the submitted immunization documentation and contact you via email once the review has been completed.

Upload History

Upload Date	Uploaded By	Document Name	Immunization Date	Immunity Type
No previously uploaded immunization documentation				

Upload Documentation

4. Click on **Choose a file** to upload. Enter “Imunization Date” and select “Immunity Type” from the drop down options

Immunization Documentation

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 No File Selected

Immunization Information

Immunization Date: *

Immunity Type: *

Submit Document * required Cancel

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.

Immunization Document Upload Process for all NM Required Vaccines

5. Complete all open fields and select **“Submit Document”**. *Application allows for batch uploads of multiple immunity types.*

Immunization Documentation

The following document types can be uploaded:

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- 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 No File Selected

Immunization Information

Immunization Date: * 6/1/2001

Immunity Type: * COVID-19 Vaccine

Location: *

Immunization Details

Manufacturer: * Lot Number:

Submit Document * required Cancel

6. When complete, click on **“Upload Documentation”** from the main screen

Upload History

Upload Date	Uploaded By
09/04/2019	Vesa Baraku
08/30/2019	Vesa Baraku

Upload Documentation All fields marked with

**A confirmation email will be sent to the individual once the immunization document is received and once it has been reviewed by a clinician.*