



Guidance on VIIS Record Rejections - Name Formatting

The Virginia Immunization Information System (VIIS) performs quality control checks on incoming data from electronic medical records systems (EMRS) before processing immunizations. Name validation is a quality control check performed by VIIS for all immunizations and can result in the **immunization being rejected if a name is not properly formatted**. Names that contain numerals or special characters result in rejections and require further review. The following is a summary of common data entry errors that cause immunization records to be rejected. Please stress the importance of data quality and provide the following guidelines to your staff:

- Do not use Arabic numerals (1,2,3, etc. e.g. using John Smith, 4th instead of John Smith, IV)
- Do not use special characters including, but not limited to:
 - Quotation marks (e.g. John “Johnny”)
 - Forward slashes (e.g. Richard/Rick)
 - Parentheses (e.g. Elizabeth (Beth))
- Do not enter a single character for a first name or last name, unless identification documentation lists a single character
- Do not enter more than one space between two first or last names
- Do not omit the first name or last name
- Do not enter a nickname in place of a first name (e.g. Bobby instead of Robert)
- Do not enter accents above letters in names

Note: If a vaccine requires a second dose, ensure the spelling of the first and last name is the same at each appointment.

Note: If you have identified a patient with a name that was incorrectly formatted, no action is needed. VDH Central Office will manually review for resolution. VDH may reach out to you to clarify a person’s name.