

Interstate Client Query Submission

Purpose of this document

This document provides instructions for submitting an Interstate Client Query Submission in Wisconsin Immunization Registry (WIR) to obtain immunization history from other state immunization information systems (IIS).

Before submitting an interstate client query, a client record must exist in the WIR. This document includes guidance on searching for an existing client record or creating a new one if needed before running the Interstate Client Query Submission process.

Background

Data exchange between IIS allows systems to send and receive immunization data across states.

This exchange:

- Helps ensure IIS data are complete and accurate for individuals living in the jurisdiction.
- Allows providers to access complete and accurate immunization histories at the point of care.
- Enables health departments to make informed plans to improve community health.

Topics covered

- Searching for a WIR client record
- Entering a client record in WIR
- Querying another state IIS
- WIR record updated

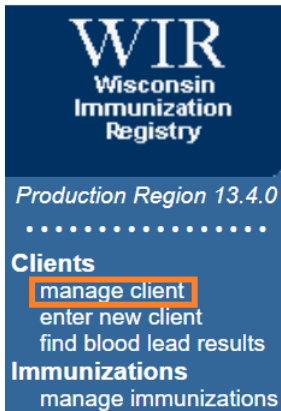
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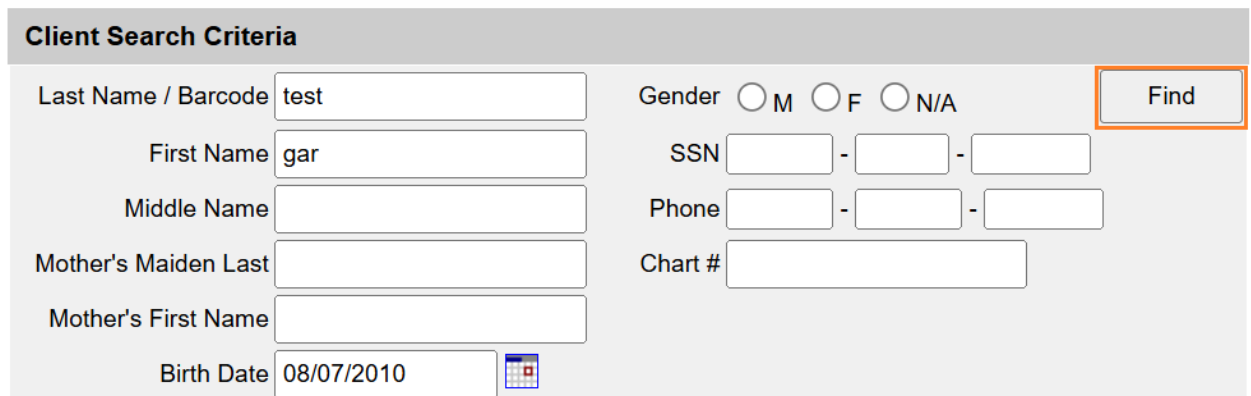
Searching for a WIR record

Before submitting an Interstate Client Query Submission, confirm whether the client already has a record in WIR.

- 1) Select **manage client** under the **Clients** section in the left menu panel.



- 2) Enter search criteria in the **Client Search Criteria** screen. Several fields are available to search for a client. It's recommended beginning the search using the first four (4) characters of the last name and the first three (3) characters of the first name. Select **Find**.



The image shows a screenshot of the 'Client Search Criteria' form. The form has several input fields: 'Last Name / Barcode' (containing 'test'), 'First Name' (containing 'gar'), 'Middle Name', 'Mother's Maiden Last', 'Mother's First Name', and 'Birth Date' (containing '08/07/2010'). There are also radio buttons for 'Gender' (M, F, N/A), and input fields for 'SSN', 'Phone', and 'Chart #'. A 'Find' button is located on the right side of the form, highlighted with an orange rectangular box.

If multiple matches appear and you cannot determine the correct record, add additional search criteria to narrow the results, such as:

- **Birth Date**, which can be used to distinguish clients with common names.
- **Chart #**, which produces a single name match if it was previously entered. Chart numbers are organization-dependent and searchable only within your organization.

- 3) After locating the client record in WIR, verify that all demographic information (for example, address, phone, email, race, ethnicity) is complete and accurate. For the IIS-

to-IIS exchange process, it is important that the address listed on the "Self" record is the client's current address.

Client Information		Responsible Person(s)			Client Comment(s)		
Responsible Person Listing							
Select	Last Name	First Name	Relationship	City	Notices	Primary	Address Validation
<input checked="" type="radio"/>	TEST	GARY	Self	MADISON	Yes		Not Validated
Details for Responsible Person: GARY TEST							
Last Updated: 01/26/2026 04:29:08 PM				Address not yet validated			
Last Name	TEST			Street Address	7463 TEST DRIVE		
First Name	GARY			Other Address			
Middle Name	A			P.O. Box			
Relation	Self			City	MADISON		
Phone (prim)				State	WI	Zip	53703 +4
Extension		Type		E-Mail			
Phone (sec)				Language	ENGLISH		
Extension		Type		Notices?	<input checked="" type="checkbox"/>	Primary?	<input type="checkbox"/>

- 4) Proceed to the **Interstate Client Query Submission** section of this document.

Entering a client record in WIR

Create a new client record only after completing a thorough search and it is confirmed that no client record exists in WIR. Creating duplicate records can affect data quality and immunization history accuracy.

- 1) Select **enter new client** under the **Clients** section of the left menu panel.



- 2) Enter complete demographic information for the client. Accurate and complete data is critical for maintaining data quality and preventing duplicate client records in WIR.

The address information is a primary component of this WIR feature.

Personal Information

Last Name: SSN: - -

First Name: Gender: M F Unknown

Middle Name: Birth Date:

Suffix: County:

Mother's Maiden Last: Country of Birth:

Mother's First Name: Last Notice:

Save

History/Recommend

Record Immunization

Reports

Cancel

Last Updated by: Central City Clinic on 01/26/2026

Client Information
Responsible Person(s)
Client Comment(s)

Responsible Person Listing

Select	Last Name	First Name	Relationship	City	Notices	Primary	Address Validation
<input checked="" type="radio"/>	TEST	WILLIAM	Self	CHICAGO	Yes	Yes	Zip Code
<input type="button" value="New"/>							
<input type="button" value="Copy"/>							
<input type="button" value="Delete"/>							

Details for Responsible Person: WILLIAM TEST

Last Updated:

Last Name:

First Name:

Middle Name:

Relation:

Phone (prim): - -

Extension: Type:

Phone (sec): - -

Extension: Type:

Address validated to zip code

Street Address:

Other Address:

P.O. Box:

City:

State: Zip: +4

E-Mail:

Language:

Notices? Primary?

- 3) Proceed to the **Interstate Client Query Submission** section.

Interstate Client Query Submission

The Interstate Client History Query Submission process allows providers to request immunization histories from other state immunization information systems (IIS) when vaccine information is not available in WIR. This process supports complete and accurate immunization records.

This process applies to:

- Clients who reside outside of Wisconsin.
- Clients who recently moved to Wisconsin.
- Wisconsin residents who received immunizations in another state.

Steps:

- 1) Search WIR for an existing client record. If no record is found, create a new client record in WIR.
- 2) After the client record is created, select **History/Recommend** to open the immunization history page.

Personal Information

Last Name: TEST SSN: [] - [] - []

First Name: WILLIAM Gender: M F Unknown

Middle Name: C Birth Date: 12/31/2020

Suffix: [] County: []

Mother's Maiden Last: TEST Country of Birth: UNITED STATES

Mother's First Name: ARIANA Last Notice: []

Save

History/Recommend

Record Immunization

Reports

Cancel

Last Updated by: Central City Clinic on 01/26/2026

Client Information Responsible Person(s) Client Comment(s)

Responsible Person Listing

Select	Last Name	First Name	Relationship	City	Notices	Primary	Address Validation	
<input checked="" type="radio"/>	TEST	WILLIAM	Self	CHICAGO	Yes	Yes	Zip Code	New
<input type="radio"/>								Copy
<input type="radio"/>								Delete

Details for Responsible Person: WILLIAM TEST

Last Updated: **Address validated to zip code**

Last Name: TEST

First Name: WILLIAM

Middle Name: C

Relation: Self

Phone (prim): 312 - 555 - 1212

Extension: [] Type: Home

Phone (sec): [] - [] - []

Extension: [] Type: []

Street Address: 4569 TEST CT

Other Address: []

P.O. Box: []

City: CHICAGO

State: IL Zip: 60601 +4 []

E-Mail: []

Language: ENGLISH

Notices? Primary?

Next

Cancel


- 3) Review client's immunization history. If this is the first time the client has been seen in Wisconsin, there won't be any immunization history. If they have a record in WIR, you are querying to see if the other jurisdiction has immunization data that is not currently in WIR.

History								Add Immunization	Edit Client	Reports	Print	Print Confidential
Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit				
This client has no immunizations associated with it.												

- 4) At the bottom of the page, under **Vaccines Recommended**, select **Open Interstate Client Query Submission**, the **Submit Interstate Client History Query** page will open.

Vaccines Recommended by Selected Tracking Schedule							Add Selected
Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Overdue Date	Latest Date	
<input checked="" type="checkbox"/>	COVID-19	SPIKEVAX 6M-11Y	06/30/2025	06/30/2025	06/30/2025	12/30/2026	
<input checked="" type="checkbox"/>	DTP/aP		02/11/2025	02/28/2025	03/31/2025	12/30/2031	
<input checked="" type="checkbox"/>	HepB		12/31/2024	12/31/2024	01/28/2025		
<input checked="" type="checkbox"/>	Hib		02/11/2025	02/28/2025	03/31/2025	12/30/2029	
<input checked="" type="checkbox"/>	Influenza		06/30/2025	08/01/2025	12/31/2025		
<input type="checkbox"/>	MMR		12/31/2025	12/31/2025	04/30/2026		
<input checked="" type="checkbox"/>	Pneumococcal		02/11/2025	02/28/2025	03/31/2025	12/30/2029	
<input checked="" type="checkbox"/>	Polio		02/11/2025	02/28/2025	03/31/2025		
<input type="checkbox"/>	Varicella		12/31/2025	12/31/2025	12/31/2028	12/30/2037	

[Open Interstate Client Query Submission](#)
Open Interstate Client Query Submission

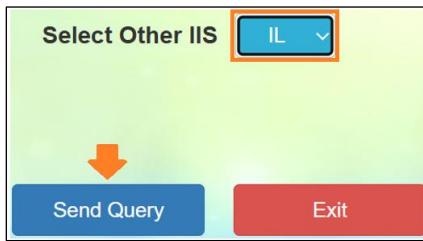

SUBMIT INTERSTATE CLIENT HISTORY QUERY

Select Other IIS ▼

Send Query
Exit

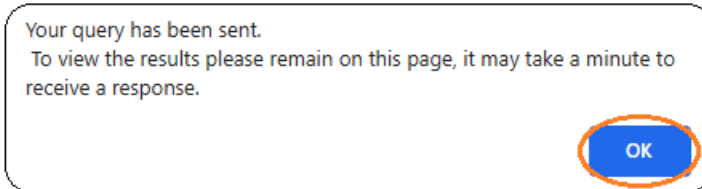
- 5) The list of states displayed includes those currently connected with Wisconsin for interstate IIS data exchange. If the client has potentially received immunizations in any of these states, select the appropriate state and select **Send Query**. A confirmation message will display saying, "Your query has been sent." Select **OK** to continue.

Note: Additional states will be added to the list as they become available.



Select Other IIS

Send Query Exit



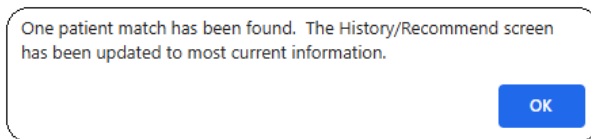
Your query has been sent.
To view the results please remain on this page, it may take a minute to receive a response.

OK

- 6) Review the response message indicating whether a matching client record was found. Select **OK** and then close the window.

Note: After closing the window, you may have to wait a few seconds for the process to complete, a response message will be presented.

Response messages from your query:



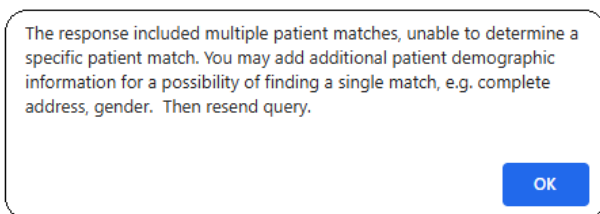
One patient match has been found. The History/Recommend screen has been updated to most current information.

OK



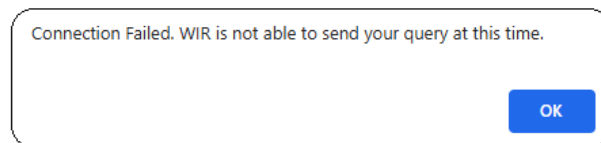
No Patient matches found.

OK



The response included multiple patient matches, unable to determine a specific patient match. You may add additional patient demographic information for a possibility of finding a single match, e.g. complete address, gender. Then resend query.

OK



Connection Failed. WIR is not able to send your query at this time.

OK

- 7) If a patient match has been found, return to the client record and refresh the client's immunization history page or access the record through **manage immunizations** under the **Immunizations** section.
- 8) Review the client's immunization history. Any immunizations returned from the other state IIS that were not previously included in the client's WIR record will now appear.

History								
Add Immunization Edit Client Reports Print Print Confidential								
Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
Anthrax	01/13/2026	NOT VALID			No		Yes	
HepA	01/13/2026	1 of 2			No		Yes	
Pertussis/Tdap	01/13/2026	1 of 1	(DTaP)		No		Yes	
Td	01/13/2026	1 of 3	(DTaP)		No		Yes	

Org Name: Illinois Department of Public Health
 Address 1: 525 W Jefferson st
 Address 2: SPRINGFIELD, IL 62702-5056
 Contact Name: I-CARE Help Desk
 Phone Number: (800) 555-1234