

VERMONT IMMUNIZATION REGISTRY

\* **Protecting Our Children's Health**  
*Securely, Accurately, Confidentially*

**Q U I C K R E F E R E N C E  
G U I D E**

## WHAT CAN IT DO FOR YOU?

### **PRINT IMMUNIZATION RECORDS:**

This form provides a quick summary of a child's immunization history – the information requested so often by parents, schools, sports programs, and summer camps.

### **PRINT VACCINE ADMINISTRATION RECORD:**

This form provides a more thorough administration history including vaccine name, date given, lot number, route/site of immunization, and VFC (Vaccines for Children) program eligibility. Print and file this form instead of recording this information manually in patient charts.

### **MAINTAIN IMMUNIZATION RECORDS:**

Use this screen to enter patient immunization information. Remember that many patients are already in the registry, which means less data entry for you.

### **HISTORICAL IMMUNIZATIONS:**

Use this screen to enter immunization records from a child's previous health care provider.

### **VACCINE RECALL LIST:**

Use this screen to generate a list of patients who will be due for immunizations in a given time frame, for instance, in the next three months .

### **VACCINE EVALUATOR:**

This tool helps you plan ahead for a patient's office visit on a particular date. Use it to determine which immunizations will be due for a patient at a future visit.

### **FLAG CONTRAINDICATIONS AND OBJECTIONS:**

Use these screens to record medical and non-medical reasons why patient should not receive a vaccine, and the Immunization Registry will insert an "alert" flag within the patient record.

### **PATIENT COUNT BY PRACTICE:**

Use this report to see counts by age of patients who have two or more recorded immunizations, patients who are VFC eligible, and those who are enrolled in Medicaid.

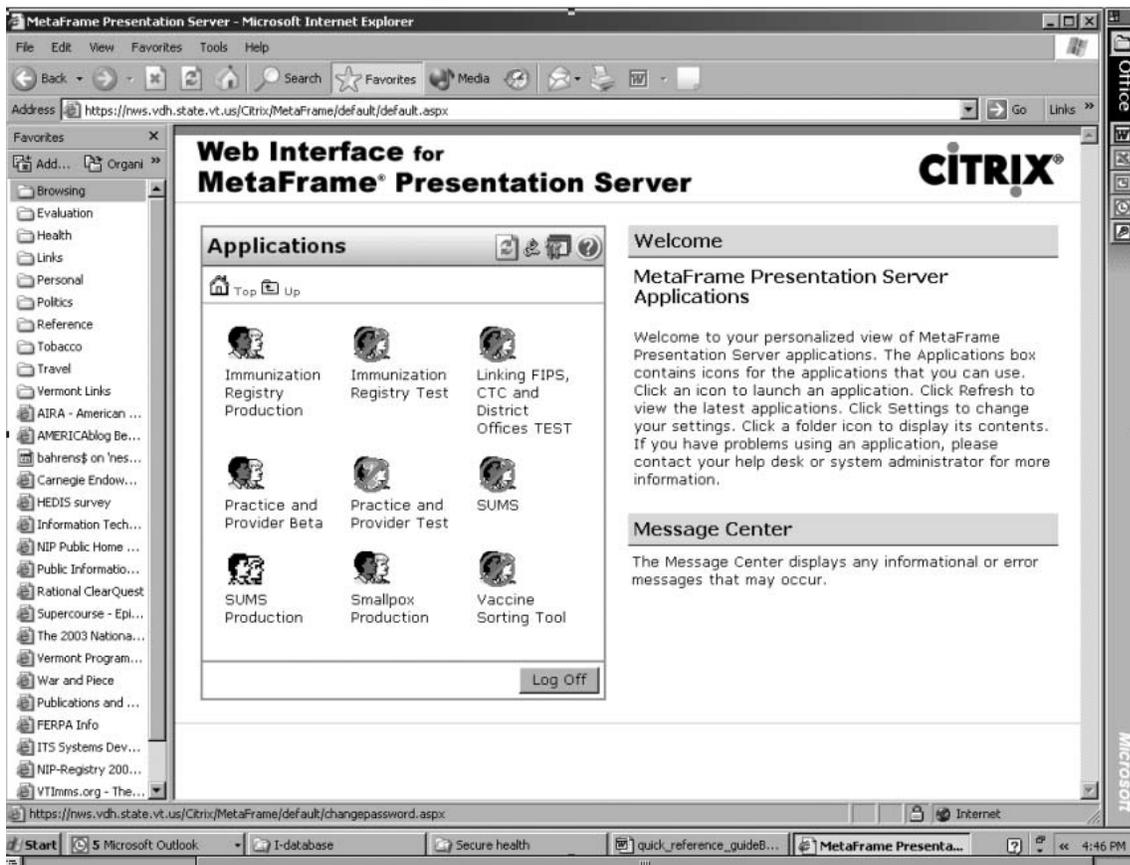
### **MAINTAIN PRACTICE PROFILE INVENTORY OF CLINIC/PRACTICE VACCINE:**

Use this screen to enter the names and lot numbers of vaccine in your current inventory. This information will then be automatically entered into patient records as immunizations are recorded, saving you lots of time.



## HOW DO I LOG INTO THE REGISTRY?

- <http://healthvermont.gov>
- Click on "Secure Information Systems" on the left side of the page.
- Enter **vdh** in the username box.
- Enter **apps** in the password box.
- If this is your first time logging in, you may be prompted to download Citrix NFuse software.
- When the Citrix Log-in screen appears, enter your user name and password.
- Click the "Immunization Registry Production" icon.



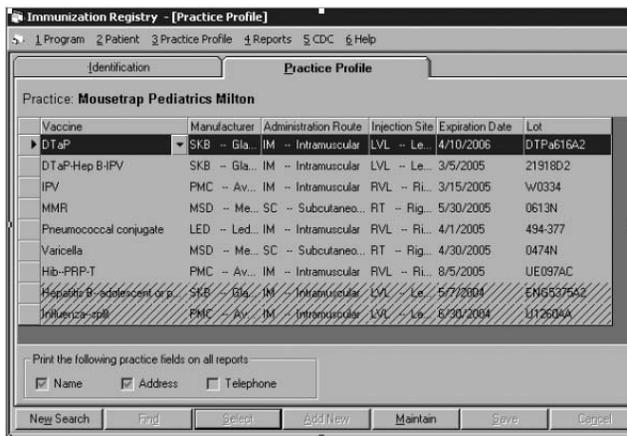
## HOW DO I START USING THE REGISTRY?

### STEP ONE - SEARCH FOR YOUR PRACTICE

- If your user name is associated with a practice, just click on View Practice, and go on to Step Two.
- If you are located at a district office or other non-private-practice setting, select Practice Profile from the Main Menu, and click Search Practice.
- Enter the first few letters of the practice you are looking for, followed by an asterisk (\*).
- A list of possible matches will be displayed. Highlight the practice you want, and click Select.

### STEP TWO - MAINTAIN YOUR PRACTICE PROFILE

- You may get a pop-up reminder that a vaccine you have on hand has expired. You then will see a screen that looks like this:



- Select Maintain from the toolbar at the bottom of the page.
- Enter any new vaccines you may have received.
- Many of the fields have drop-down boxes to save you from typing. To select from a drop-down box, click on it.
- When you are finished, click Save on the toolbar at the bottom of the page.

### STEP THREE - SEARCH FOR A PATIENT

- From the Main Menu, select Patient, then click Search Patient.
- Enter the first few characters of the patient's last name, followed by an asterisk (\*).
- Click the Find key on the toolbar at the bottom of the page.
- A list of possible matches will be displayed. Highlight the patient you want, and click Select.
- You can expect that most children born in 2000 or later will have a record in the registry. If no patient is found, go to Step Five.

#### STEP FOUR - MAINTAIN EXISTING PATIENT

- You will see a screen that looks like this:

The screenshot shows a software window titled "Immunization Registry \*\*\* Test Version \*\*\* - [Immunization Patient]". It has a menu bar with "Program", "Patient", "Practice Profile", "Reports", "CDC", and "Help". Below the menu bar are three tabs: "Patient", "Person Contact", and "Parent/Guardian". The "Patient" tab is active, showing a form with the following fields:

- Personal Information: Preferred Name (empty), Primary Healthcare Practice (Loon Practice), First Name (Blueberry), Middle Name (empty), Last Name (Muffin), Suffix (empty), Date of Birth (07/03/2002), Gender (Female), Residence (COLCHESTER), Out of State (checkbox unchecked).
- ID Information: ID Type (empty), ID Number (empty).
- Race & Ethnicity: Race (dropdown menu showing "Asian Indian/Native Alaskan", "Asian", "Black", "Hawaiian/Pacific Island"), Ethnicity (checkbox checked "No", "Yes" unchecked).

At the bottom of the form is a toolbar with buttons: "New Search", "Find", "Select", "Add New", "Maintain", "Save", and "Cancel". Below the toolbar, the patient name "Muffin, Blueberry" and DOB "07/03/2002" are displayed, along with the time "2:35 PM" and date "8/17/2004".

- Click the Maintain button on the toolbar at the bottom of the page.
- Add/correct new patient information if necessary.
- Add/correct Person Contact or Parent/Guardian by clicking on the corresponding tab near the top of the page.
- Click the Save button on the toolbar at the bottom of the page.

#### STEP FIVE - ADD A NEW PATIENT

- To add a new patient to the registry, first be certain you have completed Step Three, above.
- Select Add New button on the toolbar at the bottom of the page.
- Enter patient information on all three tabs: Patient, Person Contact and Parent/Guardian. All required information is listed in red.
- Click the Save button.

#### STEP SIX - ADD NEW IMMUNIZATION INFORMATION

- From the Main Tool bar, select Patient, then select Immunization Record.
- Select the Record Immunization tab.
- Click the Maintain button at the bottom of the page.
- Immunizations the patient has already received are shaded in yellow. Immunizations currently due are shaded in blue.
- Click on the immunization you wish to enter, then press Tab.
- The date and series number will fill in automatically. *If you have entered vaccines in the Practice Profile, other fields will fill in automatically. If not, press the arrows to the right of each field and use drop-down boxes to enter this information.*
- Press Save. You will be asked if you want to print a Vaccine Information Statement (VIS) – choose yes or no.
- A VFC (Vaccine for Children) program eligibility screen will appear. Check one or more boxes if appropriate.
- Click the Save button.

## STEP SEVEN - RECORD CONTRAINDICATIONS, OBJECTIONS, AND HISTORY OF VARICELLA

The screenshot shows a software window titled '5. Program 2 Patient 3 Practice Profile 4 Reports 5 CDC 6 Help'. The window has several tabs: 'Varicella History', 'Vaccination Evaluator', 'Historical Immunization', 'Record Immunization', 'Information Statement', 'Contraindication', and 'Objection'. The 'Contraindication' tab is active. The patient information is: Patient: **Cookie, Sugar**, Date of Birth: **01/09/1992**, Patient Age: **12 years 7 months**. Below this is a table with columns: Vaccine, Date Entered, Practice, and Phone. The first row contains: MMR, 8/17/2004, Loon Practice, and a blank phone field. Below the table is a large empty text area. At the bottom of the window are buttons: 'New Search', 'Find', 'Select', 'Add New', 'Maintain', 'Save', and 'Cancel'. At the very bottom, there is a status bar with fields for Patient Name: 'Cookie, Sugar', DOB: '01/09/1992', Time: '11:07 AM', and Date: '8/27/2004'.

| Vaccine | Date Entered | Practice      | Phone |
|---------|--------------|---------------|-------|
| MMR     | 8/17/2004    | Loon Practice |       |

- From the Main Menu, choose Immunization Record.
- Click the Maintain button at the bottom of the page.
- Choose the appropriate tab: Contraindications, Objections, or Varicella History.
- Use drop-down box to select vaccine, then tab to next field. Record will automatically fill in the date and practice name.
- Click the Save button.
- Once information is entered into any of these three tabs, Red Flags will appear on the patient's Record Immunization tab.

## HOW DO I ENTER IMMUNIZATION DATA FROM A PATIENT'S PREVIOUS PROVIDER?

- In the patient record, click on the Historical Immunization tab.
- Click Maintain.

Immunization Registry \*\*\* Test Version \*\*\* [Immunization Record]

1 Program 2 Patient 3 Practice Profile 4 Reports 5 CDC 6 Help

Record Immunization Information Statement Contraindication Objecton  
Vaccination History Vaccination Evaluator **Historical Immunization**

Patient: **Cookie, Sugar** Date of Birth: **01/09/1992** Patient Age: **12 years 7 months**

Info Source: **From Current Practice**

| Vaccines         | 1          | 2          | 3 | 4 | 5 |
|------------------|------------|------------|---|---|---|
| DTaP             | 06/01/1992 | 12/01/1992 |   |   |   |
| DT (pediatric)   |            |            |   |   |   |
| DTaP-Hep B-IPV   |            |            |   |   |   |
| Td (adult)       |            |            |   |   |   |
| IPV              | 06/01/1992 | 12/01/1992 |   |   |   |
| MMR              |            |            |   |   |   |
| Hib, NOS         |            |            |   |   |   |
| Hep B, NOS       |            |            |   |   |   |
| pneumococcal ... |            |            |   |   |   |
| varicella        |            |            |   |   |   |
| Influenza, NOS   |            |            |   |   |   |

Change Info Source Paste

Dates on this form can be entered in a yyyy, mm/yyyy and mm/dd/yyyy format.

New Search Find Select Add New Maintain Save Cancel

Patient Name: Cookie, Sugar DOB: 01/09/1992 3:51 PM 8/17/2004

- Highlight the vaccine you wish to record.
- Select "Change Info Source" in the left side column, and select the appropriate source from the drop-down menu.
- Enter the date of the immunization.
- If a patient received more than one immunization on the same date, enter the first date, then move the cursor to the field for the second immunization and select "Paste" from the left side menu (or use the keystrokes ALT-P.)
- Click the Save button.

## HOW DO I CORRECT A RECORD?

- If you make a mistake when you are entering information before you select Save, double click on the error and correct it.
- If you notice a mistake after you selected Save, you can usually still make the change by double clicking on the error, but you may be prompted to enter an explanation for the change.
- If you need to delete an entire row (in the historical record, for instance), right-click on the row. Click yes when you are asked if you want to delete the record. You will be prompted to enter an explanation for the deletion.
- Once the error is corrected, click the Save button.
- In some instances, correcting an error is more complicated. Immunization information, for instance, can only be changed by the practice that administered the immunization unless it was entered as a historical record.
- Historical records should only be changed when you believe that the information you have is more complete and/or more accurate.
- If you have trouble correcting an error, contact

## HOW DO I USE THE VACCINE EVALUATOR?

- Select the Vaccination Evaluator tab.

Immunization Registry \*\*\* Test Version \*\*\* [Immunization Record]

1 Program 2 Patient 3 Practice Profile 4 Reports 5 CDC 6 Help

Record Immunization Information Statement Contraindication Objection  
Varicella History **Vaccination Evaluator** Historical Immunization

Patient: **Muffin, Blueberry** Date of Birth: **07/03/2002** Patient Age: **2 years 1 months**

Current Schedule: **Default Vaccine Map** Evaluation Date: **08/18/2004** Filter: **All Series**

Current Vaccine Map: **CDC Model Immunization** Serial:

The Vermont Immunization Registry is a tool to assist in tracking and forecasting immunizations currently due and overdue, based on date of birth. It is not intended to replace medical judgment.

| Vaccine Type | Recommended Date |
|--------------|------------------|
| varicella    | 8/18/2004        |
| Hib (PRP-T)  | 8/18/2004        |

Recommendations  
Get  
Clear

Vaccination status  
 Currently Due

New Search Find Select Add New Mention Save Cancel

Patient Name: Muffin, Blueberry DOB: 07/03/2002 9:25 AM 8/18/2004

- In the Evaluation Date field, enter the date of the anticipated patient visit. This can be entered manually, or click on the calendar icon to find the appropriate date.
- In the Filter field, click on the arrow to choose either All Series (to show all immunizations due), or One Series (to search for a specific immunization.).
- If you have chosen One Series, click on the arrow in the Serial box to see a drop-down list of all immunizations available. Click on the immunization you want.
- Select the Get button from the Recommendations box.

## HOW DO I PRINT THE PATIENT'S IMMUNIZATION RECORD?

*This is the form most often used to respond to parent and school requests for patient immunization records.*

- From the Main Menu, select Patient then click on Search Patient.
- Enter the first few characters of the patient's last name, followed by an asterisk (\*).
- Click the Find key on the toolbar at the bottom of the page.
- A list of possible matches will be displayed. Highlight the patient you want, and click on Select.
- From the Main Menu, select Patient, then click on Print Immunization Record.

## HOW DO I PRINT THE VACCINE ADMINISTRATION RECORD?

*This is the form you can use to update a patient chart with new immunization information.*

- From the Main Menu, select Patient, then click on Search Patient.
- Enter the first few characters of the patient's last name, followed by an asterisk (\*).
- Click the Find key on the toolbar at the bottom of the page.
- A list of possible matches will be displayed. Highlight the patient you want, and click on Select.
- From the Main Menu, select Patient, then click on Print Vaccine Administration Record.

## HOW DO I PRINT THE PATIENT COUNT BY PRACTICE REPORT?

*This report provides a count of patients with two or more recorded immunizations, who are eligible for the VFC (Vaccines for Children) program or who are enrolled in Medicare, by age group.*

- From the Main Menu, select Reports.
- Select Patient Count by Practice from the drop-down menu.
- Choose the printer icon at the top of the report.

## HOW DO I PRINT THE PATIENT LIST REPORT?

*This report will track how many of your patients have immunization records in the registry. The registry will recognize a child as one of your patients once you have entered immunization data for that child.*

- From the Main Menu, select Reports.
- Select the Patient List report from the drop-down menu.
- Choose the printer icon at the top of the report.

## HOW DO I PRINT THE RECALL LIST REPORT?

*This report provides you with a list of patients who are due or past due for immunizations, based on their birth date and the immunization schedule recommended by the Centers for Disease Control.*

The screenshot shows the 'Immunization Registry \*\*\* Test Version \*\*\* - [Immunization Registry Recall]' window. It features a menu bar with 'Program', 'Patient', 'Practice Profile', 'Reports', 'CDC', and 'Help'. The main area is divided into several sections: 'Due Date of Immunization Range' with 'Beginning Date' (08/18/2004) and 'End Date' (12/18/2004); 'Date of Birth Range' with 'Beginning Date' (01/01/1990) and 'End Date' (08/01/2004); 'Additional criteria' with a 'Town of Residence' dropdown set to 'All Towns'; and a 'Series' dropdown set to 'All Series'. Below these are 'End Patients' and 'Print Recall list' buttons. A 'Report Title' field contains 'Recall List Our Practice Aug-Dec 2004'. At the bottom, a table displays patient data:

| Last Name | First Name | Date of Birth |
|-----------|------------|---------------|
| Appleseed | Janie      | 11/06/2002    |

- From the Main Menu, select Reports.
- Select the Recall List report.
- You will be asked to enter a Date Range – you might want to look at vaccinations due in the next month, or the next three months. Complete these fields manually, or use the drop-down calendars.
- You will be asked to enter Date of Birth Range – you might want to limit your search to children between 2 and 4 years of age. You may complete these fields manually, or use the drop-down calendars.
- In the Town field, click on the arrow to select the appropriate town. If you have patients from more than one town, you may want to select All Towns.
- In the Series field, click on the arrow to select an immunization. The first choice, “All Series,” should be used if you want to display all immunizations due.
- Enter a title for the list.
- Press the Find button to generate a list of patients who meet these criteria.
- Click on Print List Recall to Print List.

## HOW DO I CHANGE MY PASSWORD?

- Once you have logged into the Citrix screen, and entered your user name and password, select the key icon to the right of the word “Applications.”

## ARE THERE ANY KEYSTROKE SHORTCUTS?

- Yes. Some people prefer to use keyboard shortcuts instead of a mouse to enter data. Use the table below to find the appropriate keystrokes if you prefer to work this way. Or – notice that menu items have an underlined letter. To choose that item, enter ALT key + that letter.

| KEYSTROKE SHORTCUT                         | EFFECT  |
|--|---|
| Type first letter of word in drop-down box | Drop-down list will jump to items beginning with that letter. |
| Press space bar                            | Will enter a check into a check box.                          |
| ALT key + down arrow                       | Activates a drop down selection box.                          |
| ALT key + 1                                | Opens the Program menu.                                       |
| ALT key + 2                                | Opens the Patient menu.                                       |
| ALT key + 3                                | Opens the Practice Profile menu.                              |
| ALT key + 4                                | Opens the Reports menu.                                       |
| ALT key + 5                                | Opens the CDC menu.   |
| ALT key + 6                                | Opens the Help drop-down menu.                                |
| ALT key + m                                | Presses the Maintain button.                                  |
| ALT key + s                                | Presses the Save button.                                      |
| ALT key + n                                | Presses the New Search button.                                |

## HOW DO I LOG OUT?

- Be sure to click the Save button at the bottom of the page.
- On the Main Menu, select Program, then select Exit.

## WHAT IF I NEED MORE HELP?

Email us at any time at [in@vdh.state.vt.us](mailto:in@vdh.state.vt.us) or call at 1-888-6VT-IMMS (1-888-688-4667).