VERMONT
DEPARTMENT OF HEALTH

Vermont Immunization Registry Quick Guides

April 2022

Quick Reference Guide for Health Care Providers

Support Telephone: 1-888-6VT-IMMS (1-888-688-4667) **Email:** IMR@vermont.gov

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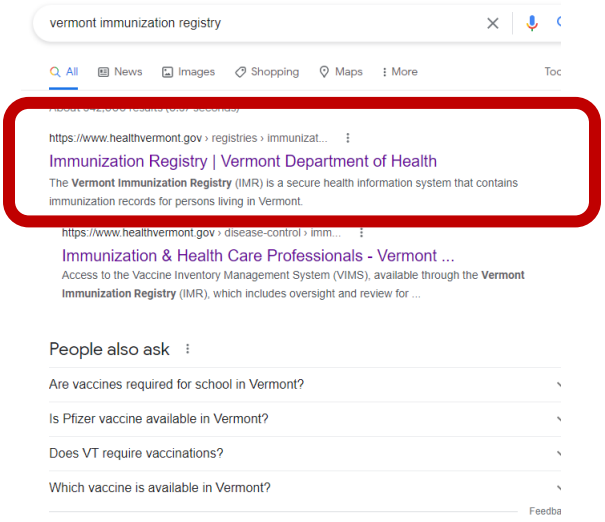
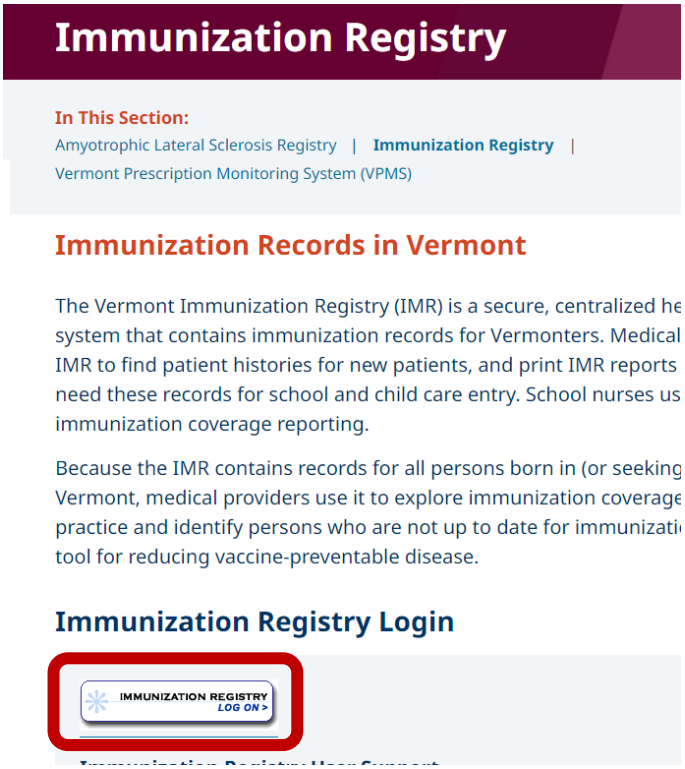
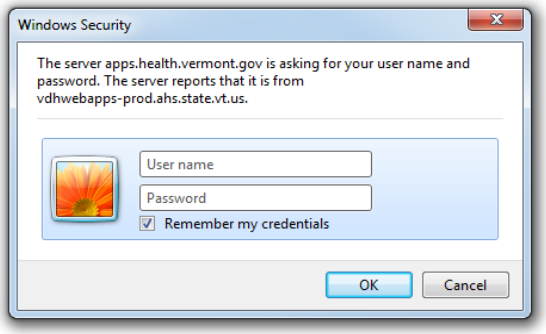
Logging into the Vermont Immunization Registry

- Open Google Chrome, Mozilla Firefox, or Microsoft Edge.
- Search for Vermont Immunization Registry.
- Select the option, saying Immunization Registry – Vermont Department of Health. OR type https://www.healthvermont.gov/stats/registries/immunization-registry in the address bar.
- Click the Immunization Registry graphic halfway down the page to log into the registry.
- Enter your username, password, and click OK.







If you have forgotten your username or password, please contact the support line at (888) 688-4667 or by emailing IMR@vermont.gov.

Access to the Registry is limited by law.

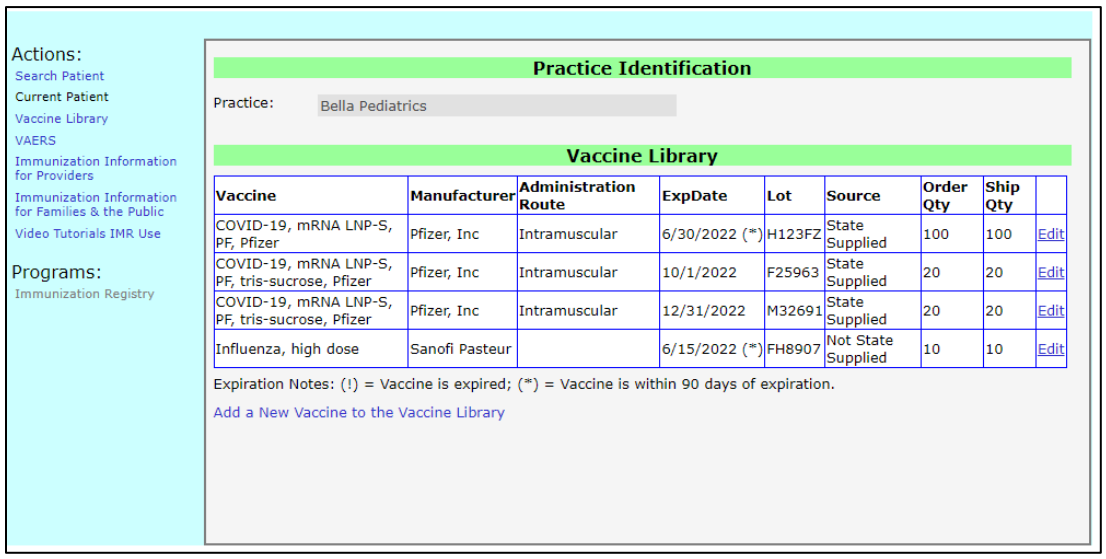
The Basics

Utilizing the Vaccine Library

- Select **Vaccine Library** on the left side of the screen.
- If you participate in the Vermont Vaccine Program and state-supplied vaccine is delivered to your office, the details (lot number, manufacturer, expiration date) will be automatically loaded into your vaccine library. Use this info to auto-complete the details of an immunization when entering a current immunization.

- Enter any additional vaccine you may have in your office into the system. Click **Add a New Vaccine to the Vaccine Library.** When adding a new vaccine to the library, enter the type of vaccine, expiration date, manufacturer, and lot number.

- Click **Save**.

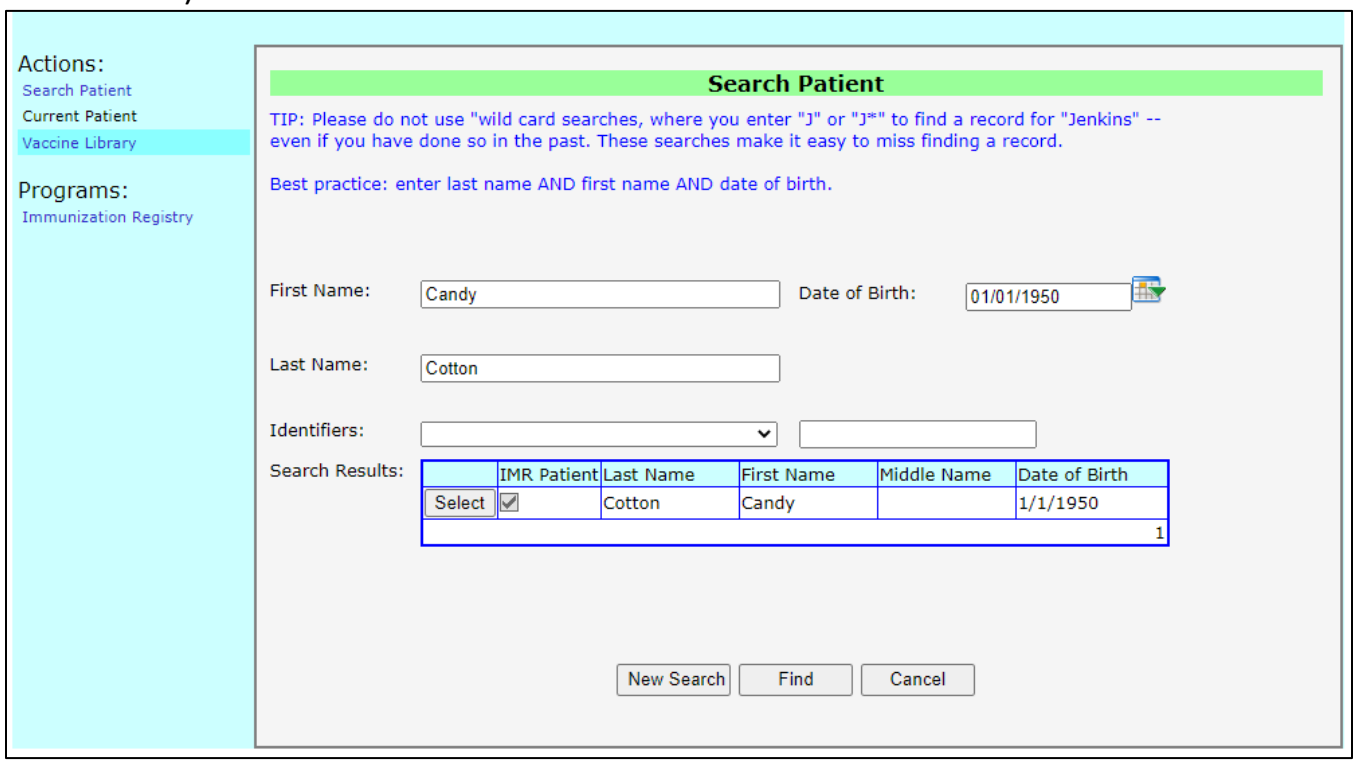


To delete a vaccine from your vaccine library, click on **Edit** to the right of the vaccine you would like to remove. Then select **Delete** at the bottom of the page and click **OK** to proceed with deletion.

Searching for a Patient

- Click **Search Patient**.
- Enter the patient's last name, first name, and date of birth. (Use the Tab key or mouse to move between cells)
- Click **Find**. A list of possible matches will be displayed.
- Click **Select** next to the correct patient's name.

Note: If no patient is found, click **Add New**. (See page five for adding/editing patient information)



Add / Edit Patient Information

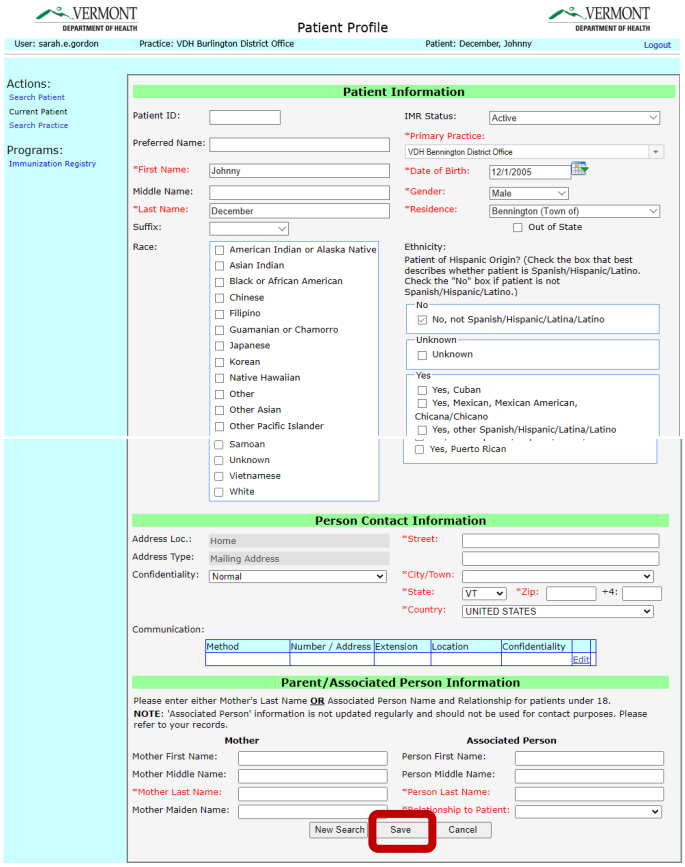
Add Patient Information

- Required fields are in **red** and must be completed, except for mother or guardian name if patient is over 18. We recommend all information be completed if data is available.

Edit Patient Information

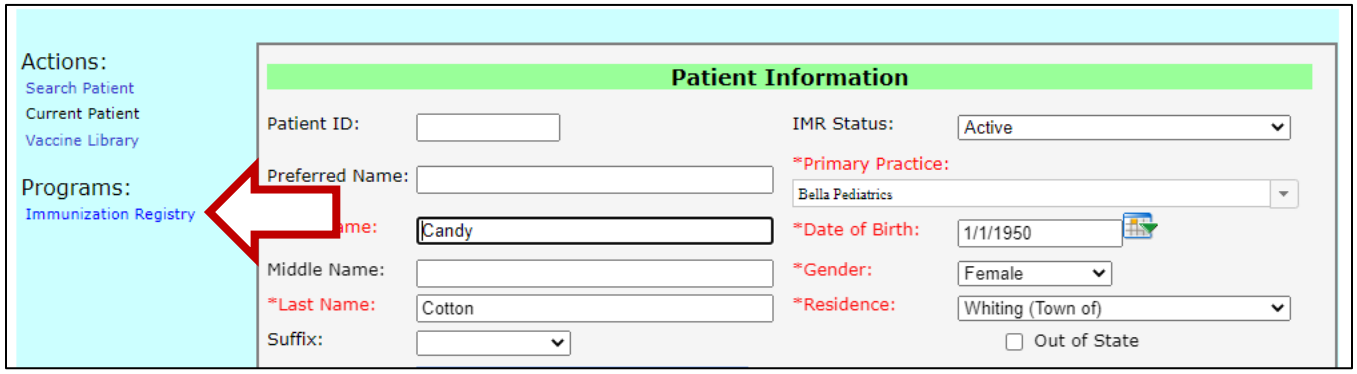
- Click in the field and make the necessary changes.
- Check address and phone number against your records to be sure it is up to date. Only mother or guardian name is required, not both.
- Click **Save**.

Note: If this patient was a patient at another practice, you will get a pop-up asking if you want to change the patient's association. Select your practice from the dropdown list and click save.



Entering Information

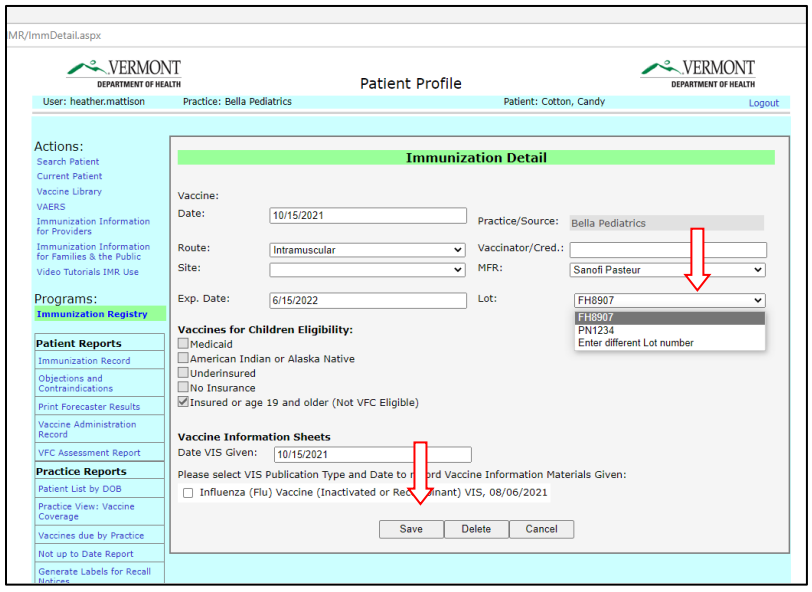
From the Patient Information screen, click the blue **Immunization Registry** link on the left side of the screen. (If it is grayed out, or nothing happens when you click on it, that means that we are missing required information in the demographic fields.)



Entering Current Immunizations

The Registry makes it easy to enter immunizations by auto-filling from your vaccine library.

- Enter the immunization date next to the vaccine type listed on the grid and hit **enter**.
- A route, expiration date, manufacturer, and lot number will auto-fill from the vaccine library. Check the lot number first. If it does not match the number you administered, use the arrow to the right of the lot number to choose the correct lot number.

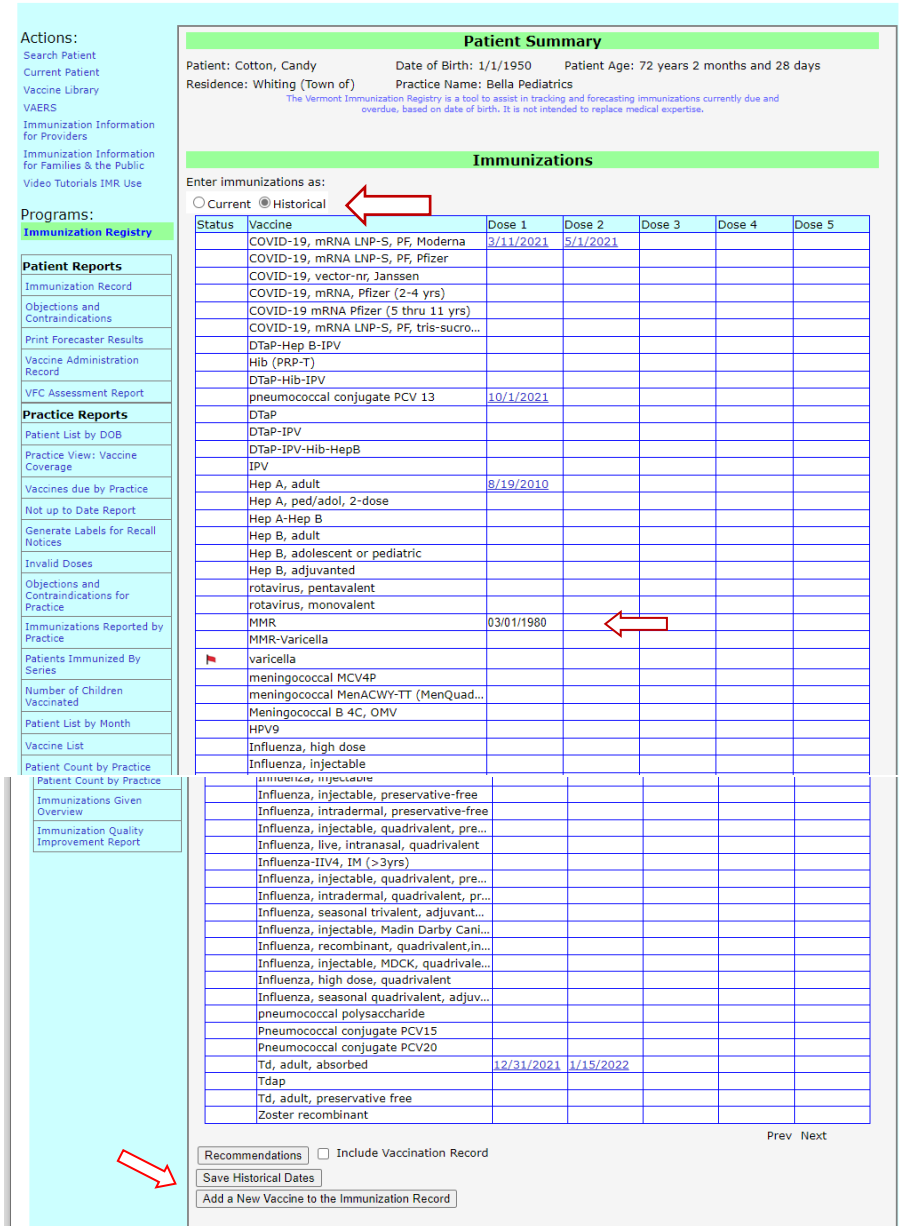


- Add the name and credentials of the **Person** who administered the vaccine.
- Click one or more of the Vaccines for Children (VFC) eligibility criteria.
- Click one or more of the **Vaccine Information Statements (VIS) Given**. Click **Save**.

Entering Historical Immunizations

If you are entering vaccinations given at another practice, use the historical button. This will allow you to enter "just the date" and type of shot.

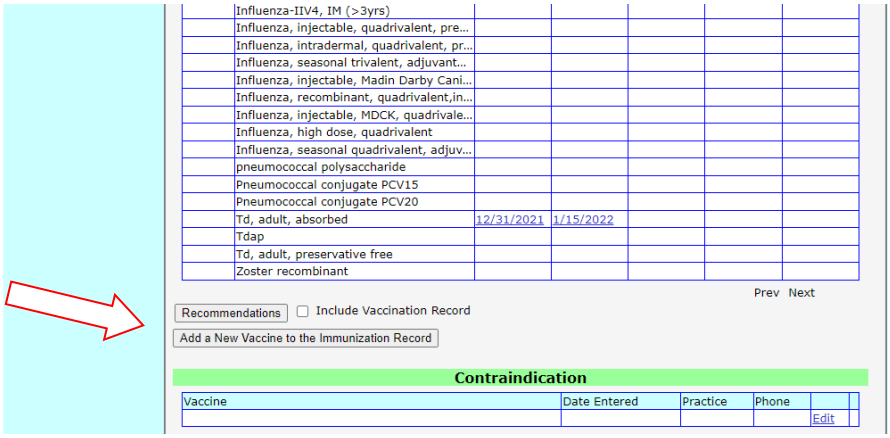
- Click the radio button next to **Historical** above the grid on the left side.
- Enter the immunization dates next to the vaccine type listed on the grid.
- Click **Save Historical Dates**.



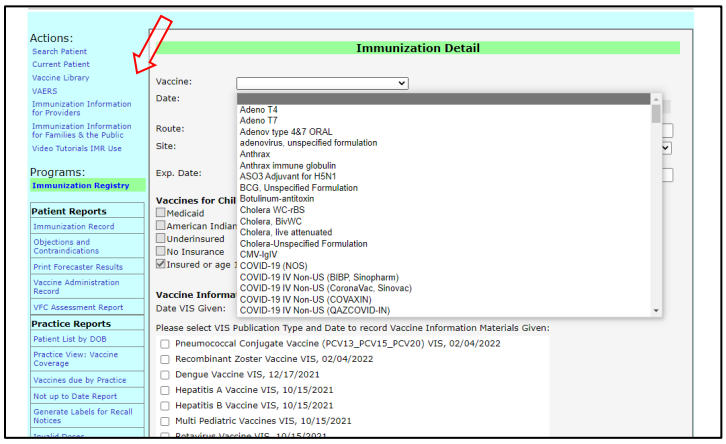
Entering an Unusual Immunization

The vaccine grid is a list of commonly administered vaccines. However, it is possible you will have a patient who has received an unusual vaccine, like yellow fever for travel, or rabies after exposure to an animal bite, or was given a different formula of a vaccine already listed. To record a vaccine not on the grid:

- Click the circle next to **Historical** above the grid on the left side.
- Choose "**Add a new Vaccine to the Immunization Record**," just below the gray Recommendations button.



- Choose the vaccine from the drop-down list, enter the **Date** it was administered, and click **Save.**



Note: You are not required to enter other vaccine details if you have clicked the Historical radio button.

Correcting an Immunization Date

Historical immunizations should only be changed when you know that the information you have is more complete and/or accurate.

- To edit an immunization date, click on the incorrect date, and make the desired changes.
- Click **Save**.
- To delete an immunization date, select the date and click **Delete**.

If you have trouble or questions about correcting an error, contact the IMR support team at 888-688-4667 or IMR@vermont.gov.

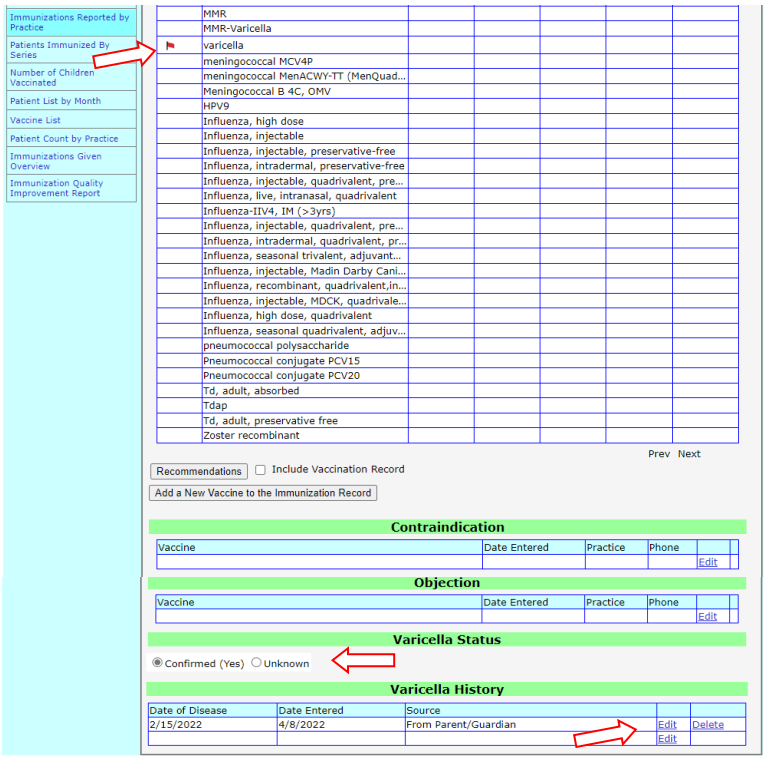
Note: Current immunization information can only be changed or deleted by the practice that administered the immunization.

Entering Varicella History

When you add a date to Varicella History, a **red flag** appears on the immunization grid next to the varicella line, to indicate the patient has had chicken pox.

- From the Patient Summary screen, scroll down to Varicella History at the very bottom of the page.
- Click **Edit** and the **Date Entered** will auto fill. Enter the **Date of Disease**, choose the appropriate **Source** and click **Update**.

Note: To record that the patient has had varicella when you do not know the date, click the radio button under Varicella Status to "Confirmed (Yes)." Complete as much information that is known.

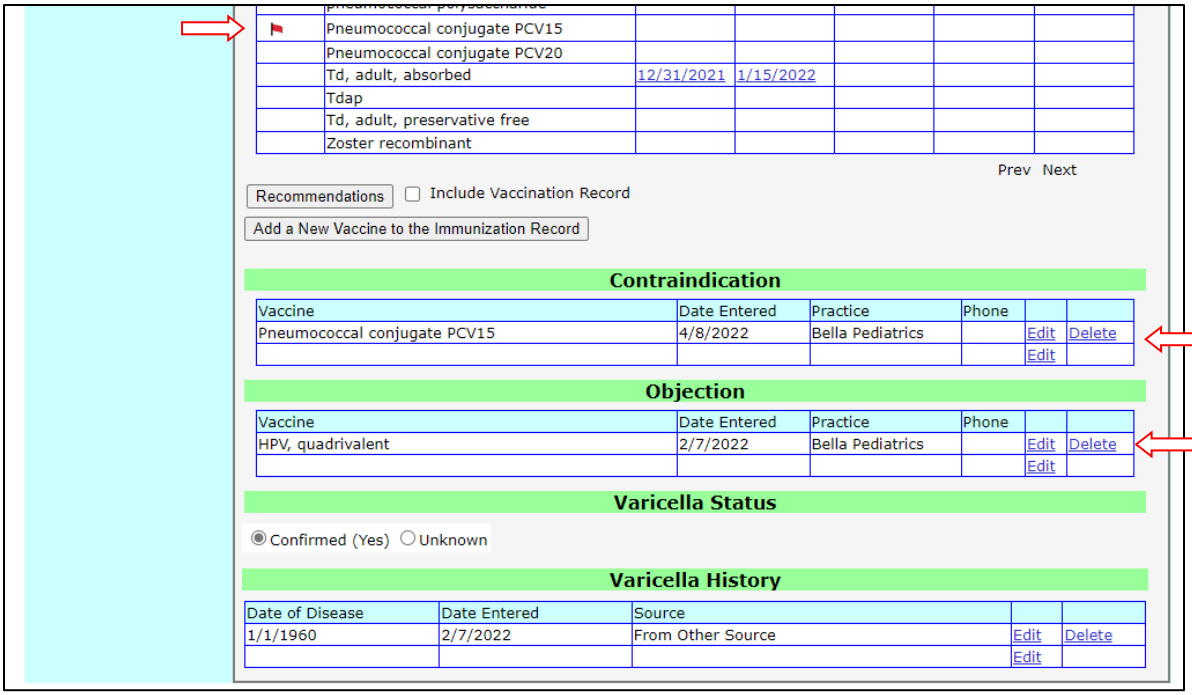


Entering Contradictions and Objections

When you add a contraindication and/or objection, a **red flag** appears on the immunization grid. Some practices find entering this information helpful so they can distinguish between patients who have missed scheduled immunizations and those who have not received them because of a medical reason (Contraindication) or a non-medical reason (Objection).

- From the Patient Summary screen, scroll down to **Contraindication or Objection**.
- Click **Edit** and **Date Entered** will auto-fill.
- Choose the type of vaccine and click **Update**.

Note: The practice name will auto fill after clicking **Update**.



Note: Please see patient level reports for viewing or printing a complete list of contraindications and objections.

The Vaccine Forecaster

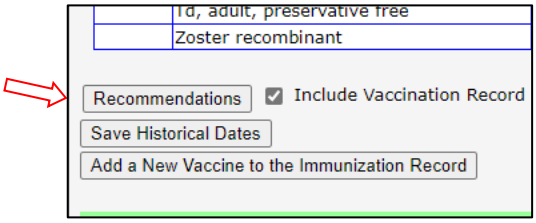
Using the Vaccine Forecaster

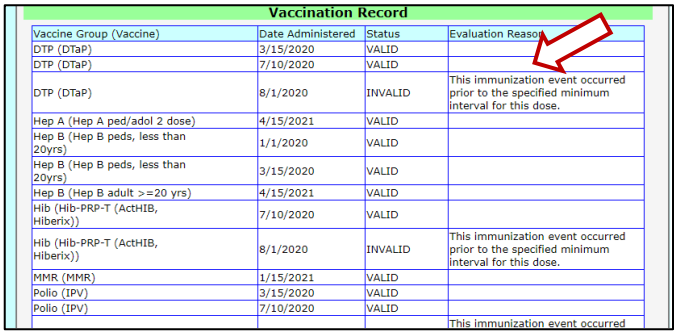
This feature provides a list of immunizations due for each patient based on age, immunization history, and the CDC Immunization Schedule.

Important!

If you have entered immunizations today for the patient, make sure you have clicked **Save** or **Save Historical Dates** before clicking **Recommendations.**

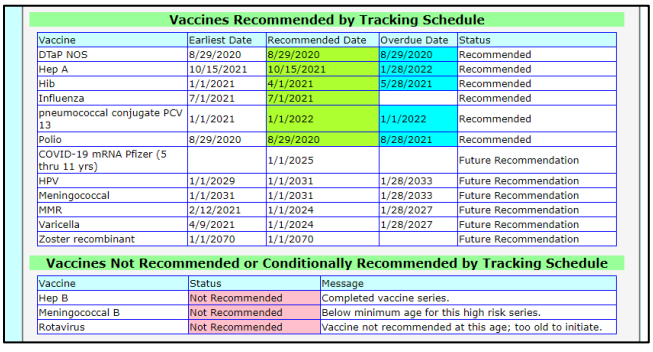
- Check **Include Vaccination Record** to display a chart indicating not only the immunization dates by series, but whether each immunization is valid according to the ACIP schedule.
- Click **Recommendations**. The forecaster will display which vaccines can be given, which vaccines are recommended, and which vaccines are overdue.
  - The **Recommended Date** shows the date the next dose should be administered based on the ACIP schedule, the patient age, and previous vaccines given.
  - The **Earliest Date** shows the absolute earliest date an individual could receive the vaccine and still have it be valid. This is helpful for determining Minimum Intervals.





Vaccination Record

Vaccine Group (Vaccine)	Date Administered	Status	Evaluation Reason
DTP (DTaP)	3/15/2020	VALID	
DTP (DTaP)	7/10/2020	VALID	
DTP (DTaP)	8/1/2020	INVALID	This immunization event occurred prior to the specified minimum interval for this dose.
Hep A (Hep A ped/adol 2 dose)	4/15/2021	VALID	
Hep B (Hep B peds, less than 20yrs)	1/1/2020	VALID	
Hep B (Hep B peds, less than 20yrs)	3/15/2020	VALID	
Hep B (Hep B adult >=20 yrs)	4/15/2021	VALID	
Hib (Hib-PRP-T (ActHIB, Hiberix))	7/10/2020	VALID	
Hib (Hib-PRP-T (ActHIB, Hiberix))	8/1/2020	INVALID	This immunization event occurred prior to the specified minimum interval for this dose.
MMR (MMR)	1/15/2021	VALID	
Polio (IPV)	3/15/2020	VALID	
Polio (IPV)	7/10/2020	VALID	
			This immunization event occurred



Vaccines Recommended by Tracking Schedule

Vaccine	Earliest Date	Recommended Date	Overdue Date	Status
DTaP NOS	8/29/2020	8/29/2020	8/29/2020	Recommended
Hep A	10/15/2021	10/15/2021	1/28/2022	Recommended
Hib	1/1/2021	4/1/2021	5/28/2021	Recommended
Influenza	7/1/2021	7/1/2021		Recommended
pneumococcal conjugate PCV 13	1/1/2021	1/1/2022	1/1/2022	Recommended
Polio	8/29/2020	8/29/2020	8/28/2021	Recommended
COVID-19 mRNA Pfizer (5 thru 11 yrs)		1/1/2025		Future Recommendation
HPV	1/1/2029	1/1/2031	1/28/2033	Future Recommendation
Meningococcal	1/1/2031	1/1/2031	1/28/2033	Future Recommendation
MMR	2/12/2021	1/1/2024	1/28/2027	Future Recommendation
Varicella	4/9/2021	1/1/2024	1/28/2027	Future Recommendation
Zoster recombinant	1/1/2070	1/1/2070		Future Recommendation

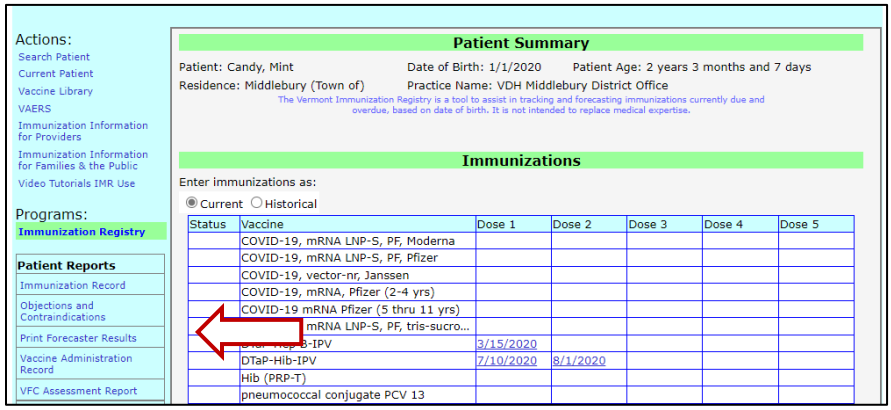
Vaccines Not Recommended or Conditionally Recommended by Tracking Schedule

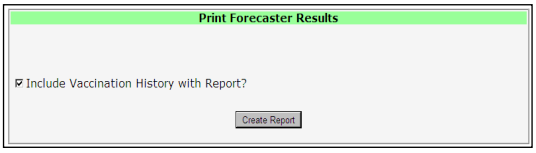
Vaccine	Status	Message
Hep B	Not Recommended	Completed vaccine series.
Meningococcal B	Not Recommended	Below minimum age for this high risk series.
Rotavirus	Not Recommended	Vaccine not recommended at this age; too old to initiate.

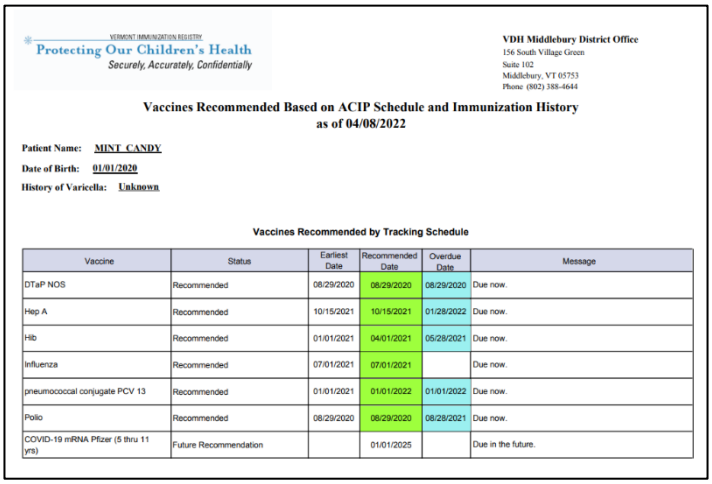
Note: **Pink** shows completed series, **green** shows immunizations due, **blue** shows overdue dates, and all **white** shows the patient is on target with the Immunization Schedule.

How to Print Forecaster Results

- Click on **Print Forecaster Results** on the left side of the screen under Patient Reports.
- Click **Create Report.** It will open a new window using adobe reader or another .pdf reader.
- To print, click the printer icon on menu bar in the upper left corner.







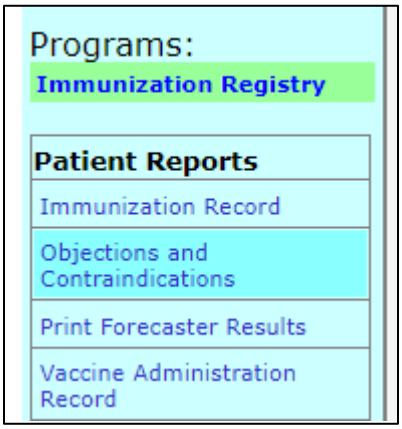
Immunization Registry Reports

Using the IMR, you can generate many different reports to help you manage your practice.

Patient Level Reports are reports about an individual patient. You may print a patient level report for any person in the system.

If you have a need for information that you believe is contained in the IMR, and you do not see a report that applies, please contact the Immunization Registry Manager. The IMR team can design specialized reports when necessary.

How do I Find the Reports



To find the report menu, you must be in a patient record first.

- Click Search Patient. Search for any patient and click select.
- Click the blue **Immunization Registry** link on the left side of the screen. All reports are on the lower left side of the screen.

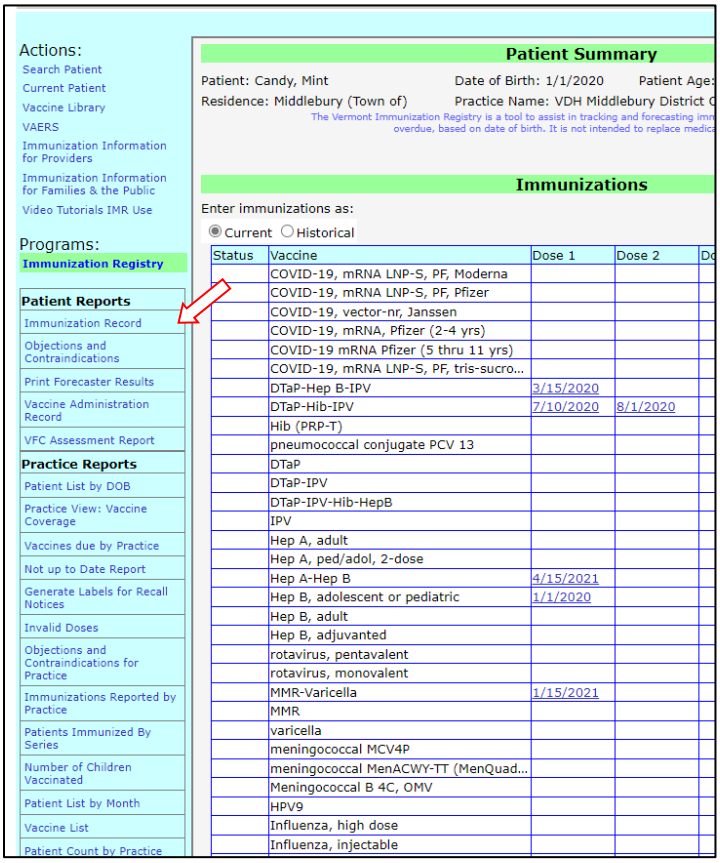
Patient Reports are reports based on an individual. These include several ways of viewing the patient's vaccine history, a report showing the vaccines due according to the Forecaster, and a report documenting the contraindications and objections you have recorded for that patient.

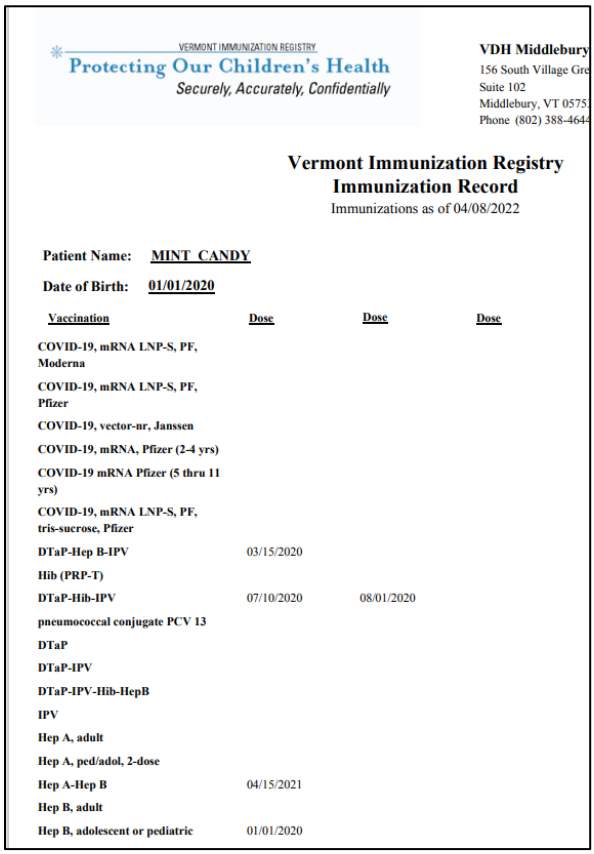
Patient Level Reports

Immunization Record

This report provides a summary of which vaccines have been administered. This is the best record to use when patients ask for their immunization histories.

- Click **Immunization Record** under Patient Reports on the left side of the screen.
- Click **Create Report.** It will open a new window using adobe reader or another .pdf reader.

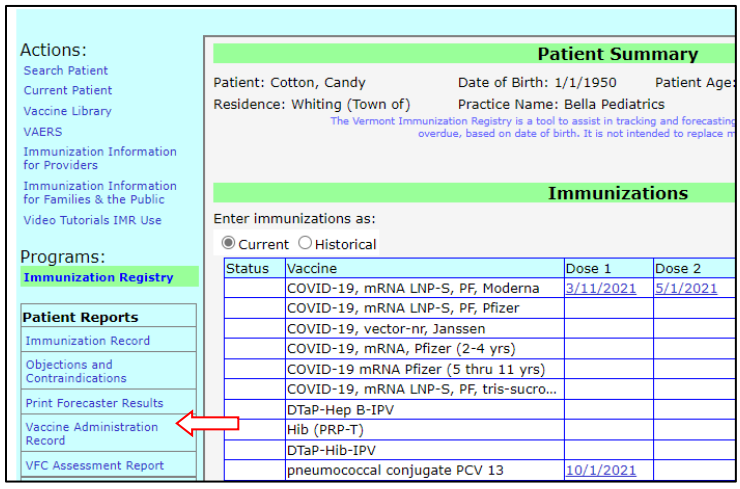


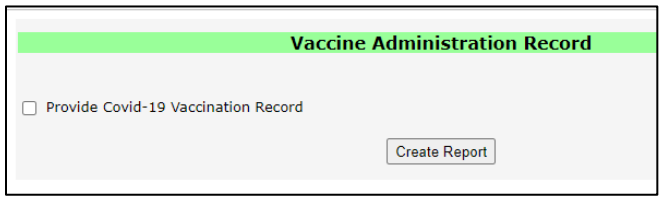


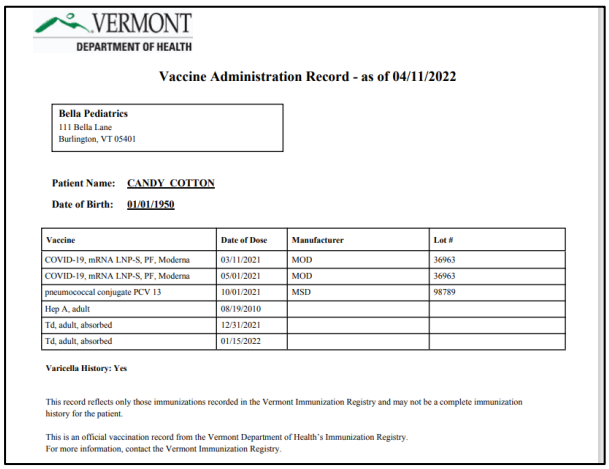
Vaccine Administration Record

This report provides a history of which vaccines have been administered. It includes the vaccine, date of dose, manufacturer, and lot number, provided these fields have been completed. This is the best report to use for adults because it shows only the immunizations given.

- Click **Vaccine Administration Record** under Patient Reports on the left side of the screen.
- Click **Create Report.** Clicking "Provide Covid-19 Vaccination Record" will print a report with only COVID vaccine information. Do not click that option if you want a complete record. It will open a new window using adobe reader or another .pdf reader.

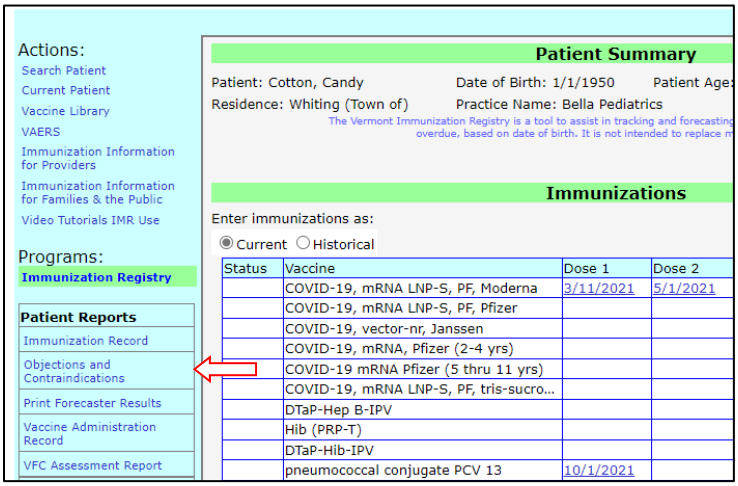


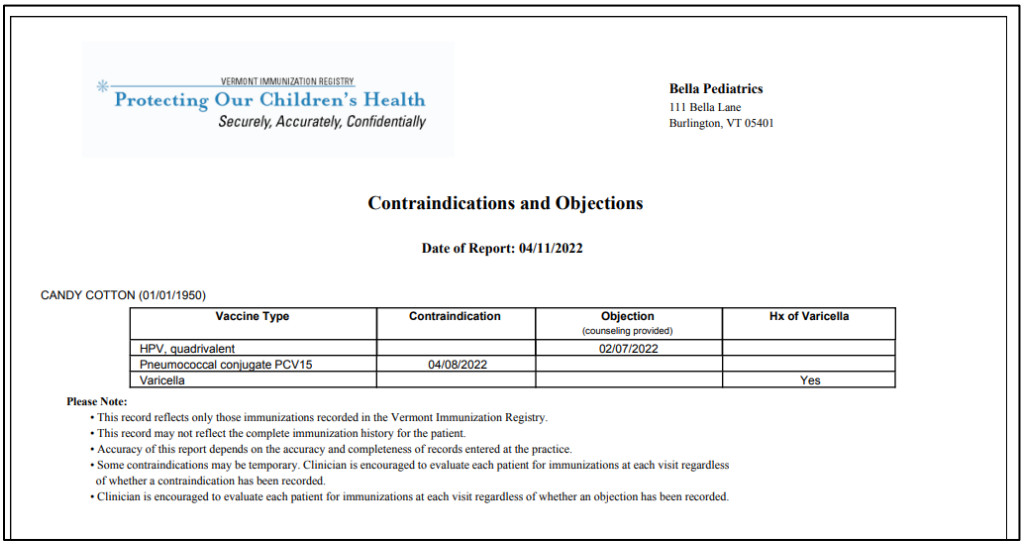




Objections and Contraindications

This report provides a summary of any contraindications or objections to vaccines entered into the registry -- for an individual.





VERMONT IMMUNIZATION REGISTRY
Protecting Our Children's Health
Securely, Accurately, Confidentially

Bella Pediatrics
111 Bella Lane
Burlington, VT 05401

Contraindications and Objections

Date of Report: 04/11/2022

CANDY COTTON (01/01/1950)

Vaccine Type	Contraindication	Objection (counseling provided)	Hx of Varicella
HPV, quadrivalent		02/07/2022	
Pneumococcal conjugate PCV15	04/08/2022		
Varicella			Yes

Please Note:

- This record reflects only those immunizations recorded in the Vermont Immunization Registry.
- This record may not reflect the complete immunization history for the patient.
- Accuracy of this report depends on the accuracy and completeness of records entered at the practice.
- Some contraindications may be temporary. Clinician is encouraged to evaluate each patient for immunizations at each visit regardless of whether a contraindication has been recorded.
- Clinician is encouraged to evaluate each patient for immunizations at each visit regardless of whether an objection has been recorded.

Troubleshooting

If you try to login, but when you click OK with your username and password, the whole page disappears –

- You most likely have a pop-up blocker in place.
- **If using Mozilla Firefox.** Go to ≡ →options→content→pop-up blocker exceptions. Add our program address: https://apps.health.vermont.gov/PatientProfile/default.aspx
- **If using Microsoft Edge**. Go to ··· →Privacy and security→Block pop-ups→switch to "off".
- **If using Google Chrome. Go to** ⋮ → Settings → Security and Privacy → Site Settings → Pop-ups and redirects customized behaviors → Add → https://apps.health.vermont.gov/PatientProfile/default.aspx
- Or call us toll free for help at 1-888-688-4667

If you have forgotten your password or your password has expired–

- Please call 1-888-688-4667 for help. Representatives are available weekdays between 7:45 am and 4:30 pm.

If the window asking for your username and password keeps coming back even though you have double checked that you are entering it correctly –

- If a password is entered incorrectly multiple times, the account will lock up, such that even if you enter the correct password after that, it will not allow you to login. We recommend waiting for 10 minutes and then trying again with the correct password.

If you try to open a report, but when you click Create Report, nothing happens –

- Our reports require a .pdf reader to view them. You can download Adobe Reader for free or use another reader of your choice if you prefer.
- Find Adobe Acrobat here: https://get.adobe.com/reader/
- Or call us toll free for help at 1-888-688-4667.

If you find more than one record for a patient –

- Please call us at 1-888-688-4667.
- Enter information into either record – we will merge them together.

If you get a message saying Chrome, Firefox and Edge are the only supported browsers for the Vermont Immunization Registry –

- Some computers have another browser, like Safari (Apple) set up to open by default. The Immunization Registry is only accessible through three browsers: Google Chrome, Mozilla Firefox, and Microsoft Edge.

If you need further assistance –

- Email the Immunization Registry Team at imr@vermont.gov or
- Call 1-888-688-4667 weekdays between 7:45 am and 4:30 pm.