Quick Reference Guide To Vermont Public Health Patient Profile

The Vermont Public Health Patient Profile is a group of applications that provide access to screening and prevention data. Access is based upon permission levels. These are built upon the Vermont Department of Health Shared Public Health Information Exchange (SPhINX) database. Access is managed by the individual programs.

*Vermont Early Hearing Detection and Intervention
*Immunization Registry
*Dried Blood Spot
*Blood Lead
*Developmental Screening
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LOGGING INTO THE PUBLIC HEALTH PATIENT PROFILE

- Open Microsoft Internet Explorer. (Google Chrome and Safari are not supported)
- Type [http://healthvermont.gov/family/hearing](http://healthvermont.gov/family/hearing) in the address bar.
- OR type Vermont Early Hearing Detection and Intervention into the search bar.
- Select the option, Vermont Early Hearing Detection and Intervention.
- Click the Screening Results Log On graphic to log into the registry.
- Enter your user name, password, and click OK.
STEP ONE: 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 name.
STEP TWO: VERIFY PATIENT INFORMATION

Verify Patient Information

- Please verify you have the correct patient by checking the patient name, date of birth, mother or guardian. We recommend all information be verified before moving on to the next steps.
- If this is not the correct patient then return to Search Patient and start from the beginning.
ENTERING INTO THE HEARING APPLICATION

STEP ONE: ACCESSING HEARING INFORMATION

From the Patient Information screen, click the blue *Hearing* link on the left side of the screen.
- If it is grayed-out, or nothing happens when you click on it, that means that you may not have permission to view or edit this information.
- Contact the VTEHDI staff to request access.
STEP TWO: VIEWING OR EDITING PATIENT PROFILE HIGH RISK INFORMATION

1. Note* the bolded font identifies which page you are viewing.
2. Most information found here is acquired from the Electronic Birth Record.
3. If you have a “view only” permission status all information should already be filled in with a “Yes”, “No” or “Unknown”.
   *If you have an “Edit” status then you will need to answer the Risk Factors that are highlighted in Red with “Yes”, “No” or “Unknown”.

*High Risk Information*
STEP THREE: VIEWING OR EDITING INITIAL HEARING SCREENING INFORMATION

Initial Hearing screening:
1. Provide the date, place, screener, results and technology used for the initial screening.
1. **No Screen Conducted:**
   When the initial screen field does not have data, the No Screen Conducted field provides information as to why an initial hearing screen may not have been conducted at or around the time of birth. The reason for no screen conducted is found in the drop down menu. If a patient has been transferred to another hospital please fill in the information “Transferred To” and “Date” that they were transferred.
2. **Follow-Up Plan for ASAP:**
This is a view only field and is managed by VTEHDI staff only. When a patient does not have or does not pass an initial hearing screening a recommendation is made and VTEHDI staff will follow-up with PCP and family.
3. **Follow-Up Screening:**

When a follow-up screening has occurred you will click on the “Enter New Follow-Up Screening” and an additional data entry box will populate. Enter information into the Follow-Up data fields. Provide the date, place, screener, results and technology used for the follow-up screening.

There can be multiple follow-up screening reports under this category until a final outcome has been determined.
4. **Final Screening Result / Outcome:**
   This is a view only field and is managed by VTEHDI staff and will indicate when a Newborn Hearing screening record has been closed. Choices for this may vary. When finished entering a screening or follow-up screening click on the save button and the work you provided will be loaded.

   *Please note you will have only 24 hours in which to edit any entry, after that the fields become locked and you will have to contact a VTEHDI staff member to modify any loaded test results.*
STEP FOUR: RED FLAG

1. When a “Red Flag” indicator appears it can mean one of two things.
   - The patient record is being flagged due to either not passing the newborn hearing screening or,
   - The patient’s record has been flagged with a high risk factor and will need continued annual follow-up.

Review the patient record to determine that a full recorded history of hearing screening is available with an outcome. Also determine which risk factors might have been identified at birth to indicate a need for annual screening.
EARLY CHILDHOOD HEARING SCREENING

Hearing screening results can be entered in the Early Childhood Hearing Screening tab as early as 6 months of age through age 5. Please refer to the recommended hearing screening schedule located on page 18. The exception to this rule is if a patient does not have a Final Screening Result / Outcome from the Initial Newborn Hearing Screening section and are under 12 months of age then the system will not allow you to enter a Early Childhood Hearing Screening. Please contact VTEHDI staff for details.

STEP ONE: ACCESS EARLY CHILDHOOD HEARING SCREENING

On the left side of the screen there is a link to the Early Childhood Hearing Screening. Click on that tab and it will direct you to the page for data entry.
STEP TWO: ENTERING EARLY CHILDHOOD HEARING SCREENING

Entering an Early Childhood Hearing Screen

1. Below patient screenings is a tab for Enter New Early Childhood Hearing Screening. Click on that tab.
2. A new window will pop up to add a new hearing screen.
3. Enter a new hearing screening and click on the save tab.
4. Multiple hearing screenings may be added over time to this record.
DIAGNOSTIC HEARING TEST RESULTS

STEP ONE: ACCESSING DIAGNOSTIC HEARING TEST

Accessing Diagnostic Hearing Testing Results by clicking on the Diagnosis tab on the left side of the page.
STEP TWO: ENTERING DIAGNOSTIC TEST RESULTS

Entering a New Diagnosis
1. Click on the Enter New Diagnosis tab. You will see a data entry pop up box.
2. Enter all testing information into the drop down boxes.
3. Click on the save button to save and load your testing information.
4. Multiple diagnostic testing results can be listed here with the most recent test on top and in date order

*Please note you will have only 24 hours in which to edit any entry, after that the fields become locked and you will have to contact a VTEHDI staff member to modify any loaded test results.
High risk factors for late on-set hearing loss
Recommended Hearing Screening Schedule
Birth thru 5 years
*FOR PROVIDERS ONLY*

<table>
<thead>
<tr>
<th>RISK FACTOR</th>
<th>REPEAT HEARING SCREENING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family history of permanent hearing loss</strong> from birth or starting in childhood; this does not include hearing loss due to old age, injury, noise exposure, or ear infections</td>
<td>6 months, 1 year, yearly</td>
</tr>
<tr>
<td><strong>Infections in the mother</strong> during pregnancy or delivery (i.e. Toxoplasmosis, Syphilis, HIV, Hepatitis B, Rubella, Cytomegalovirus (CMV), Herpes simplex, and others)</td>
<td>6 months, 1 year, yearly</td>
</tr>
<tr>
<td>Problems of the head, face, ears, or neck (such as: cleft lip or palate; abnormal shaped head, neck, or ear)</td>
<td>3 months, 6 months, 1 year, yearly; 1 year &amp; yearly for ear pits or tags</td>
</tr>
<tr>
<td><strong>Medications given to baby at birth</strong> (i.e. ampicillin, gentamicin, vancomycin, loop diuretics; lasix)</td>
<td>1 year (sooner follow-up may be recommended if medications were continued after hospital discharge); yearly</td>
</tr>
<tr>
<td><strong>Syndromes that include hearing loss</strong> (i.e. Down Syndrome, Usher’s Syndrome, neurofibromatosis type 2, Waardenburg Syndrome, Alport Syndrome)</td>
<td>3 months, 6 months, 1 year, yearly</td>
</tr>
<tr>
<td>Neonatal Intensive Care Unit (NICU) admission &gt; 4 hours</td>
<td>1 year, yearly</td>
</tr>
<tr>
<td>Prematurity (&lt; 37 weeks gestation)</td>
<td>1 year, yearly</td>
</tr>
<tr>
<td>Jaundice (after therapy/treatment is complete; even if baby passed previously)</td>
<td>1 year, yearly</td>
</tr>
<tr>
<td>Parental concern of changes in hearing</td>
<td>Immediate</td>
</tr>
</tbody>
</table>

**Questions:**
Vermont Early Hearing Detection and Intervention program (VTEHDI)
1-800-537-0076 or VTEHDI@vermont.gov
Updated 7.2013
HOW DO I LOG OUT?
Click on Logout in the upper right corner of the screen.

WHAT IF I NEED MORE HELP?
Email the VTEHDI Team anytime at vtehdi@vermont.gov or call 1-800-537-0076 or for local calls 1-802-651-1872.

TROUBLESHOOTING:
If you have forgotten your password –
   • Use Password Central for automatic password reset! Simply click on the link for directions, password reset, etc. https://apps.health.vermont.gov/aims/PS/Default.aspx

If you receive a message saying Internet Explorer v5.0 or higher is the only supported browser for the Vermont Immunization Registry –
   • Open Internet Explorer or Firefox as your browser and try logging in again. Some computers have another browser, like Safari or Chrome, set up to open by default.

If you find more than one record for a patient --
   • Please call VTEHDI at 1-800-537-0076 or for local calls 1-802-651-1872.
   • Enter information into either record – VTEHDI will merge them together.

If you log in and you do not have access to data enter hearing screening information
   • You may not have editing permissions.
   • If you feel you should have editing permissions please contact VTEHDI at 1-800-537-0076 or for local calls 1-802-651-1872.

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. Open Internet Explorer. Go to tools → pop-up blocker → pop-up blocker settings. Add our program address: https://webmail.state.vt.us/imr3
   • Or, call VTEHDI toll free for help at 1-800-537-0076 or for local calls 1-802-651-1872.

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 user name or password is entered incorrectly 3 times the account will lock up. You will not be allowed to login even if you enter the correct information. We recommend waiting for 15-20 minutes and then trying again with the correct password.

   • If you are unsure of the correct password or it still does not work please Use Password Central for automatic password reset! Simply click on the link for directions, password reset, etc. https://apps.health.vermont.gov/aims/PS/Default.aspx