

# **Vermont Immunization Registry Quick Guides**

**July 2023** 

# Quick Reference Guide for Health Care Providers with Full Report Details

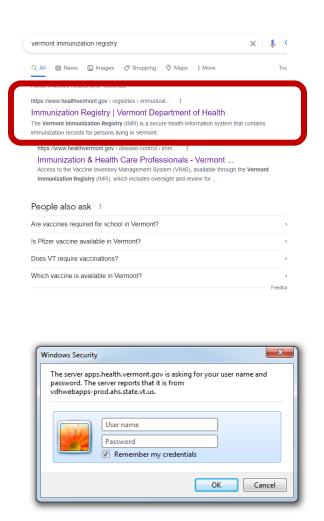
Support Telephone: 1-888-6VT-IMMS (1-888-688-4667) Email: IMR@vermont.gov

# Table of Contents

The Basics	3
Utilizing the Vaccine Library	
Searching for a Patient	
Adding/Editing Patient Information	
Entering Information Entering Current Immunizations	
Entering Historical Immunizations	
Entering Unusual Immunizations	
Correcting Immunizations/Entering Varicella History	
Entering Contraindications and Objections	
Vaccine Forecaster Immunization Registry Reports	
Patient Level Reports	
·	
Immunization Record	15
Vaccine Administration Record	16
Objections and Contraindictions	17
Practice Level Reports	18
Strategies for Using Practice Level Reports	18
Using the Patient Status Variable	19
Patient List by Date of Birth Report	21
Practice View: Vaccine Coverage Report	22
Vaccines Due by Practice Report	23
Not Up to Date Report	24
Recall/Reminder System: Generating Labels for Recall Notices	25
Invalid Doses Report	26
Immunizations Given by Practice	27
Patients Immunized by Series	28
Number of Children Vaccinated Report	29
Vaccine List Report	30
Patient Count by Practice Report	31
Immunization Quality Improvement Report	32
COVID 10 Vassina Bananta	20
COVID-19 Vaccine Reports Troubleshooting	
::Van:Cv::Vv::[5:0000000000000000000000000000000000	

#### 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.





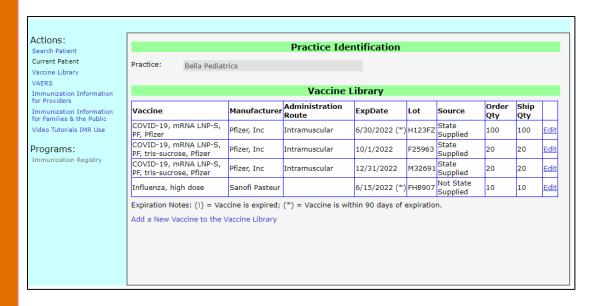
If you have forgotten your username or password, please contact the support line at (888) 688-4667 or by emailing IMR@vermont.gov.

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.

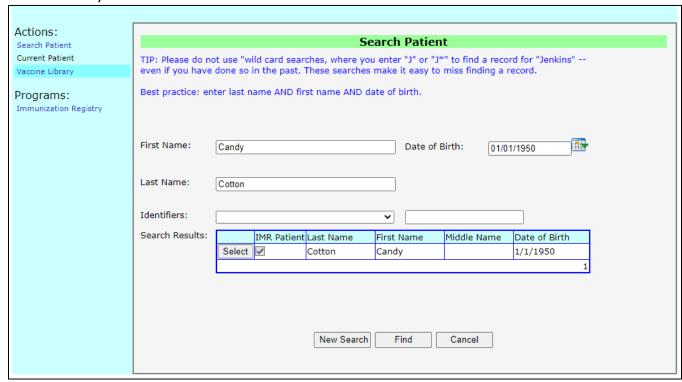


To delete a vaccine from your vaccine library, click on **Edit** to the right of the vaccine you would like to remove. Then select **Delete** at the bottom of the page and click **OK** to proceed with deletion.

# 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

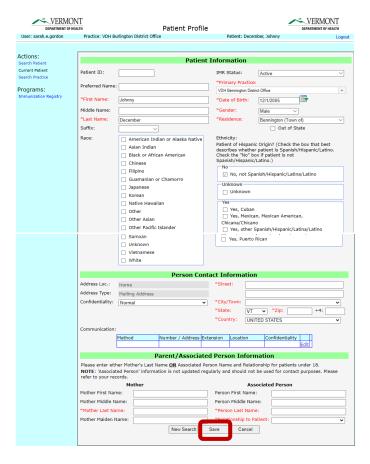
#### **Add Patient Information**

 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**

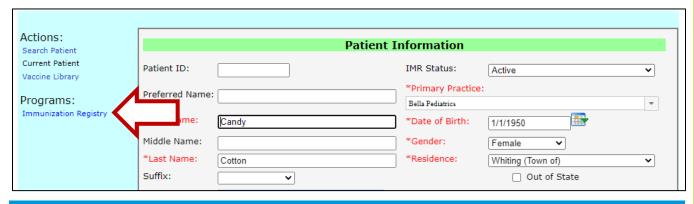
- Click in the field and make the necessary changes.
- Check address and phone number against your records to be sure it is up to date. Only mother or guardian name is required, not both.
- Click Save.

**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**

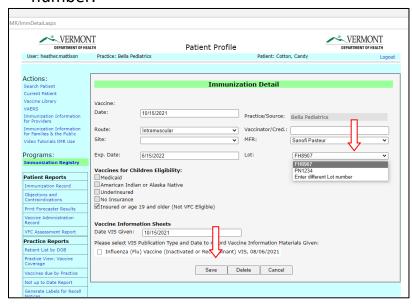
From the Patient Information screen, click the blue **Immunization Registry** link on the left side of the screen. (If it is grayed out, or nothing happens when you click on it, that means that we are missing required information in the demographic fields.)



**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.

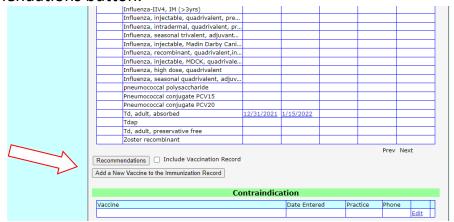
- Click the radio button next to Historical above the grid on the left side.
- Enter the immunization dates next to the vaccine type listed on the grid.
- Click Save Historical Dates.



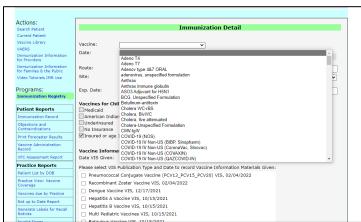
#### **Entering an Unusual Immunization**

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.

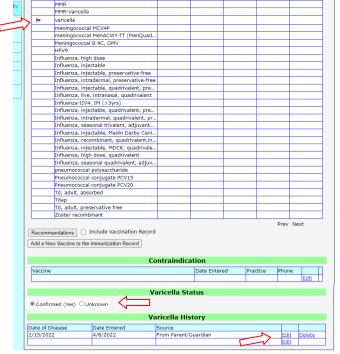
**Note:** Current immunization information can only be changed or deleted by the practice that administered the immunization.

#### **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.

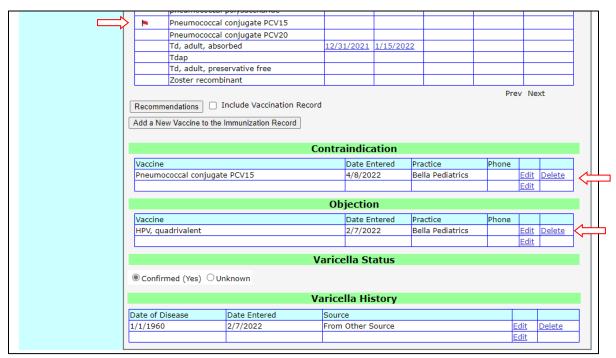


#### **Entering Contradictions and Objections**

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**

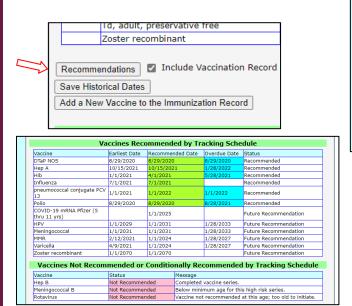
#### Using the Vaccine Forecaster

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.

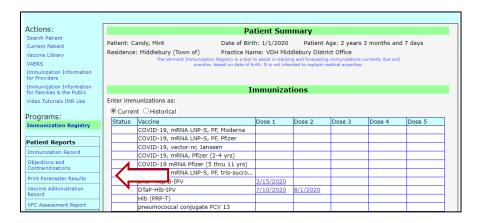


	Vaccination Record					
Vaccine Group (Vaccine)	Date Administered	Status	Evaluation Reason			
DTP (DTaP)	3/15/2020	VALID				
DTP (DTaP)	7/10/2020	VALID	-			
DTP (DTaP)	8/1/2020	INVALID	This immunization event occurred prior to the specified minimum interval for this dose.			
Hep A (Hep A ped/adol 2 dose)	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			

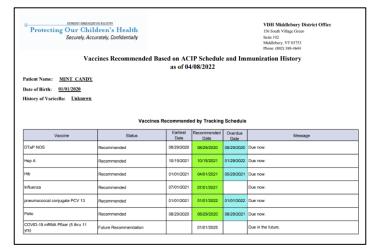
**Note:** Pink shows completed series, green shows immunizations due, blue shows overdue dates, and all white shows the patient is on target with the Immunization Schedule.

#### **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.

**Practice Level Reports** are reports based on the patients currently associated with your practice. These reports allow you to assess vaccination coverage in different age groups, determine the amount of vaccine you administered in a particular time frame, and provide measures for quality assessment and improvement.

**Key concept:** A patient is considered part of your practice if the Primary Practice association for that individual is set to your practice. You may change a patient's association – and other practices have the same privilege. Each person record in the IMR can belong to only one practice at a time. This practice is considered the person's medical home.

If you print a Practice Level Report and see patients that you believe are no longer your patients – see the section on page 19 on how to indicate a person has Moved or Gone Elsewhere or is Lost to Follow-Up.

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

# Programs: Immunization Registry

#### Patient Reports

Immunization Record

Objections and Contraindications

Print Forecaster Results

Vaccine Administration Record

VFC Assessment Report

#### Practice Reports

Patient List by DOB

Practice View: Vaccine Coverage

Vaccines due by Practice

Not up to Date Report

Generate Labels for Recall Notices

Invalid Doses

Objections and Contraindications for Practice

Immunizations Given by Practice

Patients Immunized By Series

Number of Children Vaccinated

Patient List by Month

Vaccine List

Patient Count by Practice

Immunizations Given Overview

Immunization Quality Improvement Report 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.

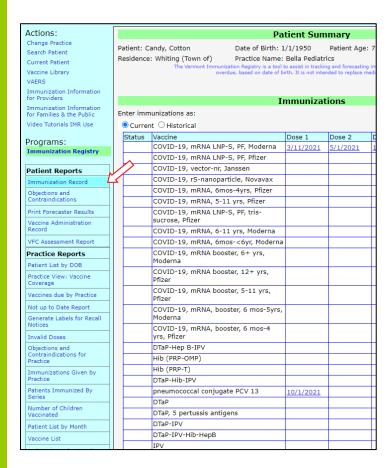
**Practice Reports** are based on all the patients currently associated with your practice. These can be run for subsets of patients based on age. These include reminder/recall reports, vaccine coverage reports, reports of patients in your practice who have received invalid doses, etc. A full list of reports and report descriptions can be found starting on page 18.

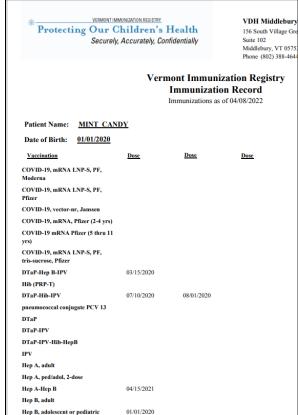
#### **Patient Level Reports**

#### **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.

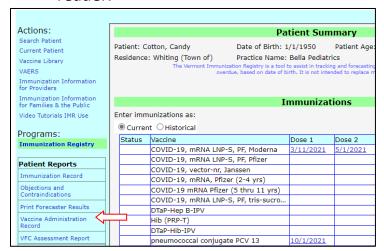




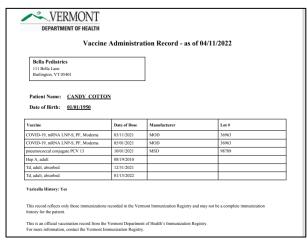
#### Vaccine Administration Record

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.

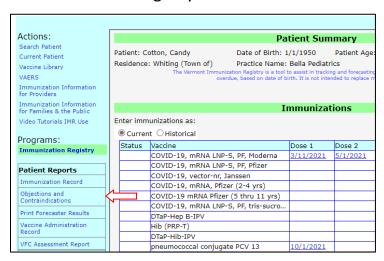


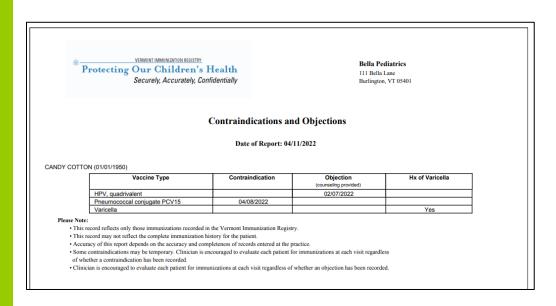




#### **Objections and Contraindications**

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





#### **Practice Level Reports**

#### Strategies for Using Practice Level Reports

If you want a list of all the patients at your practice within a certain age group – Use the Patient List by DOB Report.

#### If you need Quality Control Data (i.e., for NCQA or other projects) –

Use the Vaccine Coverage Report. This will show the percentage of patients in three specific age categories who are up to date for immunizations, and it will help you assess whether your practice is up to date for any vaccine group.

#### If you want to assess who in your practice is behind for immunizations -

Use the Vaccines Due by Practice report. This will list patients who are <u>not</u> up to date, and the specific vaccine series they are overdue for.

#### If you want to assess vaccine administration timing -

Use the Invalid Doses Report. Check on specific individuals by using the Forecaster and include immunization history under the patient-level reports.

#### If you want to estimate how much vaccine to order -

Use the Number of Patients Vaccinated, or Immunizations Given by Practice, or Patients Immunized by Series.

# If you need to notify patients who are not up to date -

Use the Reminder/Recall or Not Up to Date Report if you want to find and/or notify patients not up to date for a specific series.

# If you want a pre-visit vaccine forecast for a patient -

Use the Print Forecaster Results Report under patient-level reports.

# If you want a copy of the vaccine information in your library -

Use the Vaccine List Report.

# If you want to outreach to patients who have not received a COVID vaccine –

Use the Patient List by DOB Report with the selection of "Select only patients with no doses of COVID Vaccine."

#### If you need a list of patients and which vaccines they have received -

Use the Patients Immunized by Series report.

If you need to recall patients who received a specific lot number – Call IMR at (888) 688-4667.

If you need any other information that you believe is in the Immunization Registry – Call the IMR Manager at (802) 951-4094.

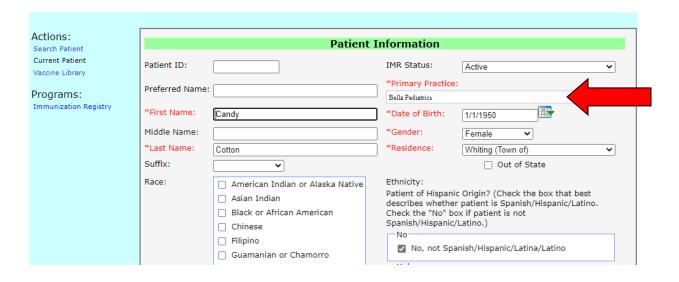
#### Using the Patient Status Variable

This field, on the patient demographic page, allows a user to indicate if a patient is active at their practice, if the patient has moved or gone elsewhere, or if the patient is lost to follow-up.

Where it is: to find it, search for the patient by entering the last name, first name and date of birth. Click **Find**, and then click **Select** next to the patient you are looking for.

#### How to use it:

 All patients currently associated with your practice, will automatically be set as active.



 If a patient associated with your practice is now a patient at another practice, select the new practice from the drop down and click Save. You do not need to touch the IMR Status field.

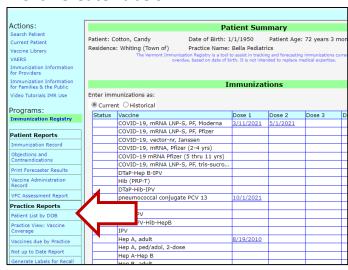
- If a patient associated with your practice is no longer your patient and you do not know where they are now receiving care, you can set their status to Inactive. This means the IMR will no longer consider this person "your" patient, and they will not appear on your practice reports. Of course, any shots you administered to them while they were your patient will be saved in the system. There are two options for Inactive Status.
  - Inactive Moved or Gone Elsewhere
    - Use this if a patient has moved out of state has moved with no forwarding address or the patient has moved to another practice that is unknown to you.
  - o Inactive Lost to Follow-Up
    - This status should be used for an individual who has not responded or provided adequate contact information in response to documented attempts at contact.

Once you have selected the IMR status appropriate for the patient, click **Save** at the bottom of the page.

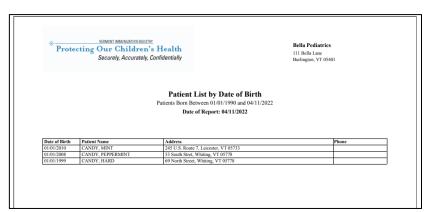
#### Patient List by Date of Birth Report

This report provides a list of patients, sorted by date of birth. Printing this report will show all the patients in the practice, and within a specific age range, with their contact information. You can also print labels to contact families by mail. This report also has a filter to create a list of patients that have no doses of the COVID-19 vaccine.

- Click Patient List by DOB under Practice Reports on the left side of the screen.
- Enter the Patient Birth Start and End Dates. If your practice is large, you may find that you need to limit the age range and run several reports.
- Click Create Report.
- Labels may also be created. Choose to have the labels sorted by last name or by zip code.
- Click Create Labels.



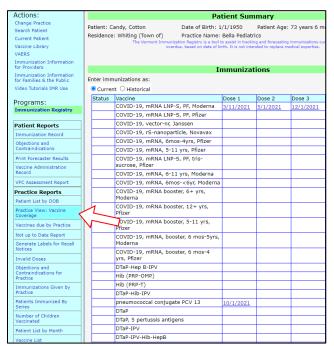


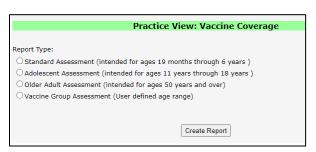


#### **Practice View: Vaccine Coverage Report**

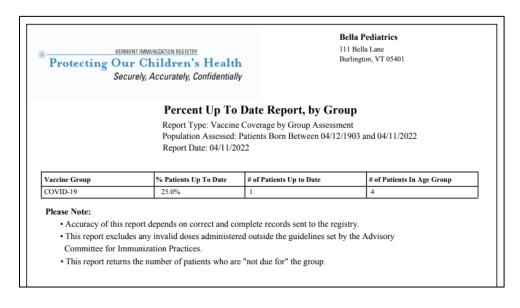
This report provides a summary of statistics for patients between 19 months and 6 years of age, 11 to 18 years of age, and 50 years and over who are up to date for age-expected series. This report can also be customized by a user defined age range and vaccine group.

- Click **Practice View: Vaccine Coverage** under Practice Reports on the left side.
- Select the age group you would like to assess. Enter the Patient Birth Start and End Dates.
- Click Create Report.





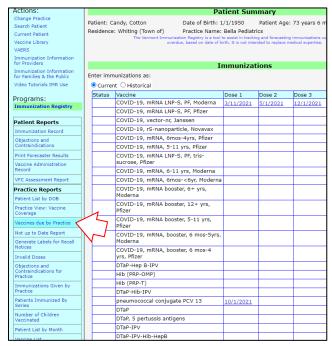


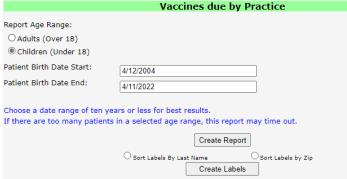


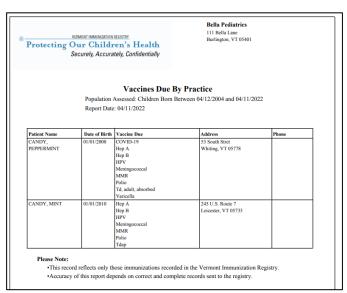
#### Vaccines Due by Practice Report

This report indicates the specific immunizations your patients are due or overdue to receive within the selected age range.

- Click Vaccines Due by Practice under Practice Reports on the left side.
- Select the age range you are looking for information on. Enter the more specific Patient Birth Start and End Dates.
- Click **Create Report**.
- Labels may also be created. Choose to have the labels sorted by last name or by zip code.
- Click **Create Report**.



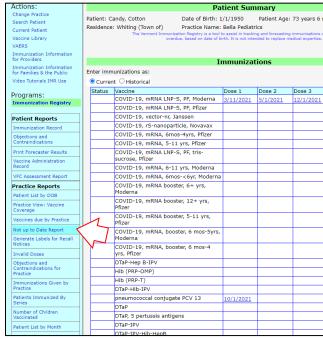


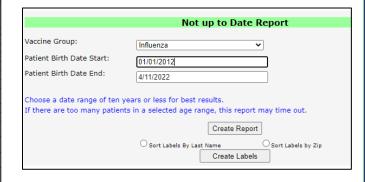


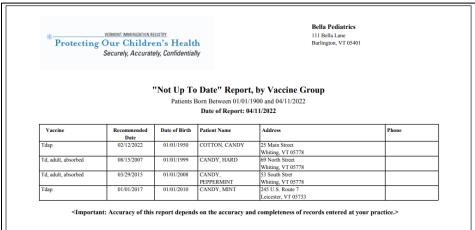
#### Not Up to Date Report

This report provides a list of patients who are **at all** behind on specific immunizations and their contact information. If there was a vaccine shortage and you suddenly received a vaccine shipment, you could use this report to print a list of all your patients due for that immunization.

- Click the **Not Up to Date Report** under Practice Reports on the lower left side.
- Choose a vaccine in Vaccine Group.
- Enter the Patient Birth Start and End Dates.
- Click Create Report.
- Labels can also be created. Choose to have the labels sorted by last name or by zip code.
- Click Create Labels.





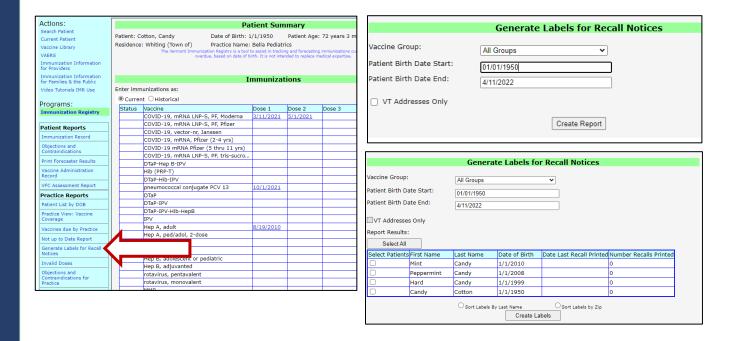


#### Recall/Reminder System: Generating Labels for Recall Notices

The Reminder/Recall system provides mailing labels to patients, or parents of patients under the age of 18 years, who are **significantly** behind on immunizations. These labels can be generated for all immunizations or for a specific series.

**Note:** Patients ≤18 months of age will appear on this list if they are overdue by 3+ months. Older patients will appear if they are overdue by 6+ months.

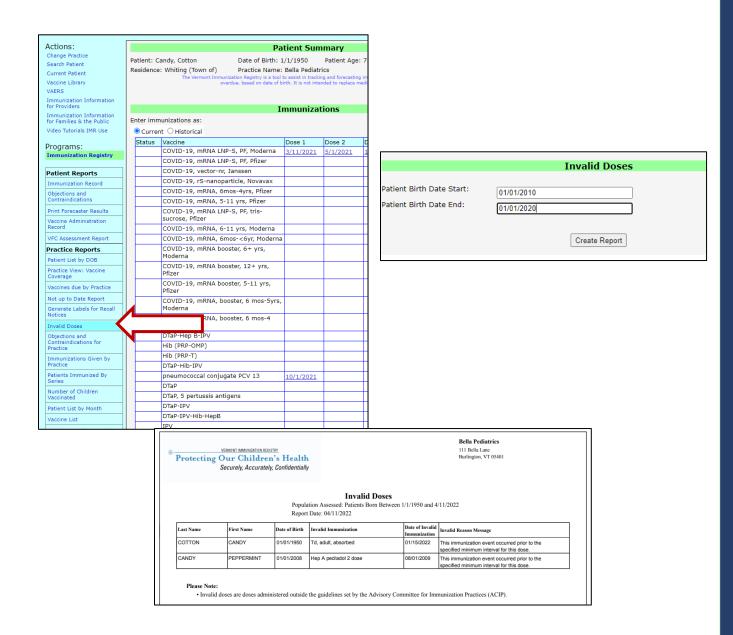
- Click Generate Labels for Recall Notices Report under Practice Reports on the left side of the screen.
- Choose the Vaccine Group
- Enter the Patient Birth Start and End Dates.
- Check "VT Addresses Only" if you only want to recall patients with Vermont addresses.
- Click Create Report.
- Select patients to include using the check boxes or choose Select All. Note that this
  display shows whether you have and when you have printed recall notices for this
  person in the past to prevent unnecessary or annoying multiple mailings.
- Choose to print labels sorted by either last name or zip code.
  - Printing by last name will help you spot multiple mailings going to a single family. Printing by zip code may save money if you are using bulk mail.
- Click Create Labels.



#### **Invalid Doses Report**

This report summarizes all the invalid doses given at your practice for a certain age range. It details who received the invalid dose, what was given, and the date it was given. Invalid doses are those found to conflict with the ACIP immunization schedule – too early, too late, in conflict with another vaccine group, or too close to a previous dose.

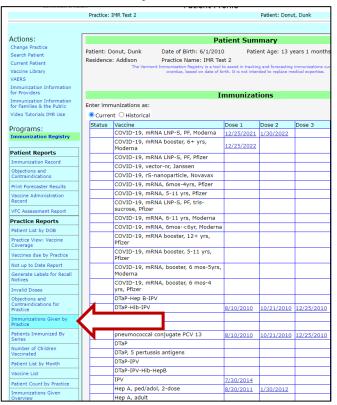
- Click Invalid Doses under Practice Reports on the lower left side.
- Enter Patient Start and End Birth Dates.
- Click Create Report.



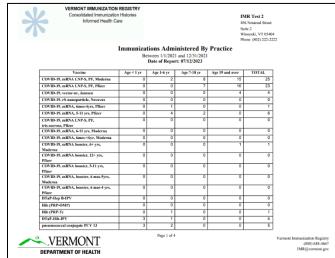
#### Immunizations Given by Practice

This report provides a list of the standard vaccines with the number of doses that were reported during a specific time frame, separated by age groups. This report is designed to help practices reconcile inventory and estimate need for ordering in the Vaccine Inventory Management System (VIMS).

- Click Immunizations Given by Practice under Practice Reports on the left side.
- Enter the start and end dates for the selected time period.
- Click Create Report.



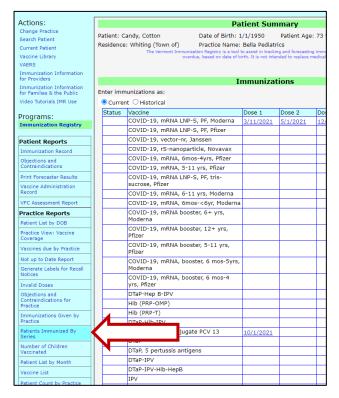




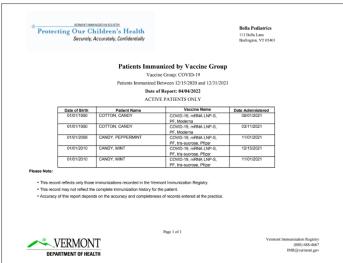
#### Patients Immunized by Series

This report provides a list of all immunizations within a certain series given over a specified period. During an outbreak or pandemic, practices find this type of report useful for seeing which patients in their practice had already received a specific vaccine series.

- Click Patients Immunized by Series under Practice Reports on the left side.
- Choose the Vaccine Group.
- Enter the start and end dates for the selected time period. Select how you would like the patients sorted (by last name or date of birth).
- Click **Create Report**.



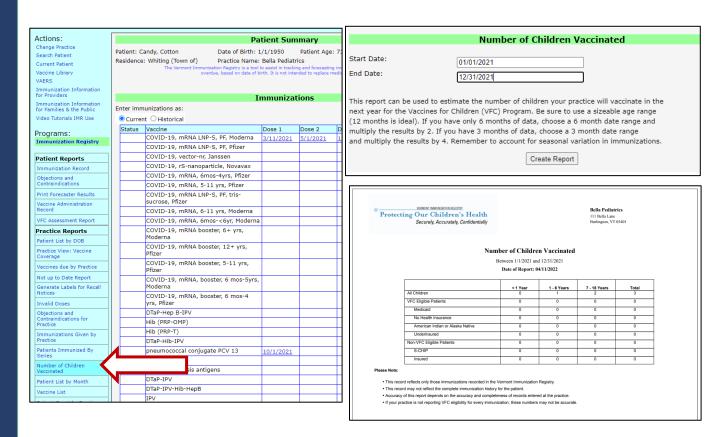




#### Number of Children Vaccinated Report

This report provides the number of patients in the practice who have been immunized within a certain timeframe (e.g., within the past month), broken down into Vaccines for Children (VFC) eligibility classification groups. This report is designed to help practices complete the VFC Enrollment Form provided and requested by the Immunization Program.

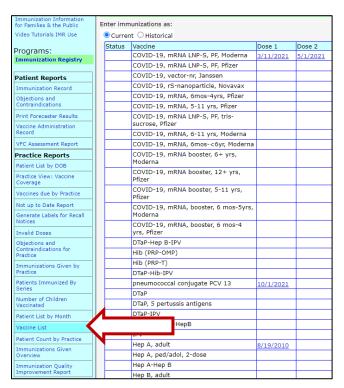
- Click **Number of Children Vaccinated** under Practice Reports on the left side.
- Enter the time period. We recommend the last 12 months.
- Click Create Report.

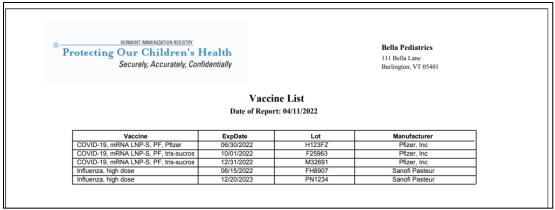


#### Vaccine List Report

This report provides a printable summary of all the vaccine series in your practice's library, separated out by lot number. You can also find this information by clicking on "Vaccine Library" on the left, however, this report will allow you to print it out.

- Click Vaccine List under Practice Reports on the left side.
- Select your practice from the list.
- Click Create Report.



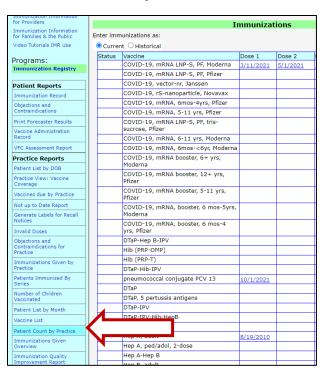


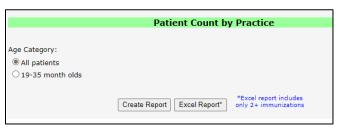
#### **Patient Count by Practice Report**

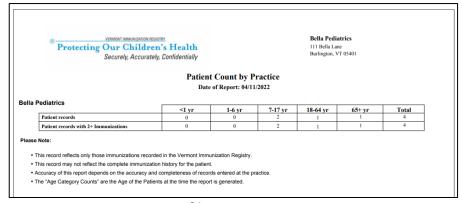
This report provides the number of patients in the practice by two age categories (All patients or 19 to 35-month old's). This report specifies the number of patients in these groups who have two or more recorded immunizations, are Vaccines for Children (VFC) eligible, and are enrolled in Medicaid.

**Note:** All patient age categories are separated into <1 year, 1-6 years, 7-17 years, 18-64 years, and 65+.

- Click **Patient Count by Practice** under Practice Reports on the left side.
- Select your practice from the drop-down list.
- Select the age category that you wish to look up.
- Click Create Report.



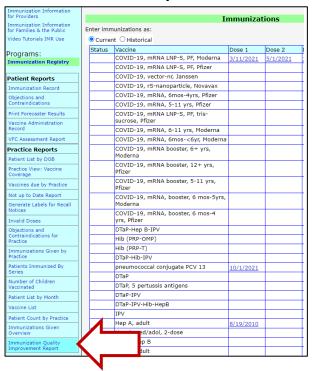




#### **Immunization Quality Improvement Report**

This report provides three separate reports – vaccine coverage, missing series, and the invalid doses reports - compiled together into one document. They are to be used for a quantitative assessment of adherence to immunization practices of providers who are receiving free vaccine through a federal grant.

- Enter the assessment date.
- Select the age group you would like to assess. Adjust the pre-filled intended age range if you would like to view a different age range.
- Click Create Report.

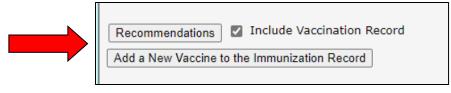




	Immunization Quality Improvement Report
Assessment Date:	04/11/2022
_	ded for ages 24 months through 35 months ) (intended for ages 13 years through 17 years )
Patient Birth Date Start: Patient Birth Date End:	04/12/2019 04/11/2020
	Create Report

## **Recommended Approach:**

- Start with the Vaccine Coverage Report to get the big picture.
- Then look at **Missing Series Report**. Is there a trend among the series missing? (e.g., lots of Hep B or Varicella?) That is good information for the practice.
- Finally, look at **Invalid Doses Report**. Use the Forecaster and include the Vaccination Record to identify the Invalid Dose.



#### **Definitions Section:**



#### Immunization Quality Improvement Report for Bella Pediatrics

111 Bella Lane, Burlington, VT 05401

Report Type: Adolescent Assessment Date: 04/04/2022

Population Assessed: Patients Born Between 04/05/2004 and 04/04/2009

Report Date: 04/12/2022

#### Definitions:

Assessment Date: All age ranges are calculated from this date.

Invalid Dose: A dose administered outside the guidelinese set by the Advisory Committee for Immunization Practices (ACIP).

IQIP: Immunization Quality Improvement for Providers. This is a CDC program specifically for Vaccines for Children (VFC) providers to increase immunization rates.

Report Date: Date the report was created. Immunizations administered after this date will not be included in the report.

Report Type: Practices can run practice level vaccine coverage for children aged 24 through 35 months of age or adolescents aged 13 through 17 years.

Up To Date: Not due for another recommended dose at the time of the report. This does not mean vaccination was given on time.

#### Please note:

Registry reports adhere to ACIP recommendations to determine up to date status for immunocompetent individuals. Four-day grace periods apply. These reports do not exclude individuals with medical contraindications from this report.

#### Practice View- Vaccine Coverage Section:

Bella Pediatrics

#### Immunization Quality Improvement Report - Practice View Vaccine Coverage

Report Type: Adolescent Assessment Date: 04/04/2022

Population Assessed: Patients Born Between 04/05/2004 and 04/04/2009

Report Date: 04/04/2022

Vaccine Group	% Patients Up To Date	# of Patients Up to Date	of Patients In Age Group	
Tdap/Td	0 %	0	1	
Meningococcal	0 %	0	1	
HPV	0 %	0	1	
Hep B	0 %	0	1	
MMR	0 %	0	1	
Varicella	0 %	0	1	
Hep A	0 %	0	1	

#### Please Note:

- · Accuracy of this report depends on correct and complete records sent to the registry.
- . This report excludes any invalid doses administered outside the guidelines set by the Advisory Committee for Immunization Practices.

#### Invalid Doses Section:

Bella Pediatrics

#### Immunization Quality Improvement Report - Invalid Doses

Report Type: Adolescent Assessment Date: 04/04/2022 Population Assessed: Patients Born Between 4/5/2004 and 4/4/2009 Report Date: 04/04/2022

Last Name	First Name	Date of Birth	Invalid Immunization	Date of Invalid Immunization	Invalid Reason Message
CANDY	PEPPERMINT	01/01/2008	Hep A ped/adol 2 dose		This immunization event occurred prior to the specified minimum interval for this dose.

• Invalid doses are doses administered outside the guidelines set by the Advisory Committee for Immunization Practices (ACIP).

# Missing Series Section:

Bella Pediatrics

#### **Immunization Quality Improvement Report - Missing Series**

Report Type: Adolescent Assessment Date: 04/04/2022

Population Assessed: Patients Born Between 04/05/2004 and 04/04/2009

Report Date: 04/04/2022

Patient Name	Date of Birth	Vaccine Due	Address	Phone
CANDY,	01/01/2008	COVID-19	53 South Stret	
PEPPERMINT		Hep A	Whiting, VT 05778	
		Нер В		
		HPV		
		Meningococcal		
		MMR		
		Polio		
		Td, adult, absorbed		
		Varicella		

#### Please Note:

- •This record reflects only those immunizations recorded in the Vermont Immunization Registry.
- ·Accuracy of this report depends on correct and complete records sent to the registry.

#### **COVID-19 Vaccine Reports**

Three reports are available to support your patients and COVID vaccine administration. The reports are the Patient List by DOB, Patients Immunized by Series, and the Not Up to Date Report.

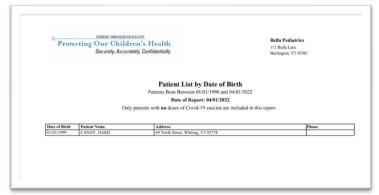
#### No COVID Doses Report - Patient List by DOB

This report provides a list of patients, sorted by date of birth. There is an option for this report to print only patients who have received no doses of COVID vaccine. Printing this report, using the no COVID doses filter, will show all the patients in the practice who have received no doses of COVID vaccine within a specific age range, with their contact information. You can also print labels to contact patients by mail.

- Click Patient List by DOB under Practice Reports on the left side of the screen.
- Enter the Patient Birth Start and End Dates. If your practice is large, you may find that you need to limit the age range and run several reports.
- Click the check box for Select only patients with no doses of COVID Vaccine.
- Click Create Report.
- Labels may also be created. Choose to have the labels sorted by last name or by zip code.
- Click Create Labels.



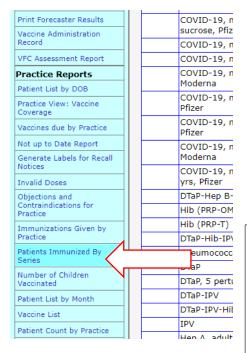


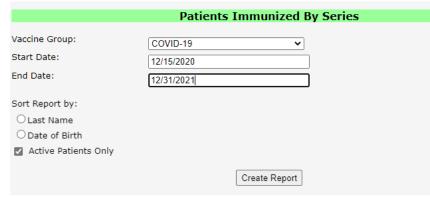


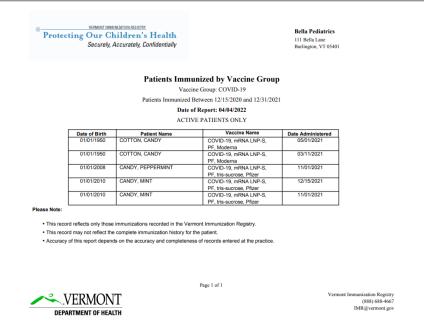
#### Patients with at Least One COVID Vaccine - Patients Immunized by Series

This report provides a list of all immunizations within a certain series given over a specified period. This report is useful to determine which patients in your practice already have received COVID vaccine.

- Click Patients Immunized by Series under Practice Reports on the left side.
- Choose COVID-19 in the Vaccine Group dropdown.
- Enter the start and end dates for the selected time period. Select how you would like the patients sorted (by last name or date of birth).
- Click Create Report.



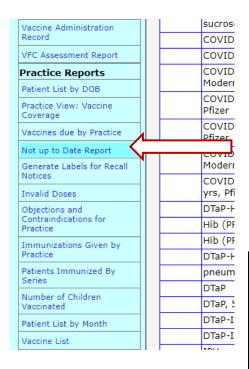




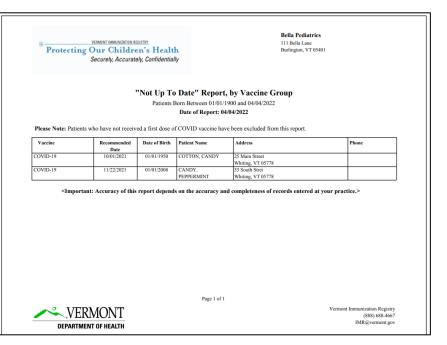
#### Patients Due for COVID Vaccine - Not Up to Date Report

This report provides a list of patients who are **at all** behind on a specific immunization and their contact information. If you want to reach out to patients who are eligible to receive their next COVID vaccine this report can provide a list of patients who are due for a vaccine.

- Click the **Not Up to Date Report** under Practice Reports on the lower left side.
- Enter the Patient Birth Start and End Dates.
- Choose COVID-19 in Vaccine Group.
- Click Create Report.
- Labels can also be created. Choose to have the labels sorted by last name or by zip code.
- Click Create Labels.







#### **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 Microsoft Edge. Go to → Privacy and security → Block popups → switch to "off".
- If using Google Chrome. Go to : → Settings → Security and Privacy → Site
   Settings → Pop-ups and redirects customized behaviors → Add →
- 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 <a href="mailto:imr@vermont.gov">imr@vermont.gov</a> or
- Call 1-888-688-4667 weekdays between 7:45 am and 4:30 pm.