VERMONT IMMUNIZATION REGISTRY

How to Use the Not Up to Date Report
For the COVID-19 Vaccine

The Not Up to Date report in the Vermont Immunization Registry can be a helpful tool to identify patients in your practice who are **due or overdue for their second dose** of COVID-19 vaccine.

To find the report in the registry, log in with your password and search for and select any patient record. Now select Immunization Registry in the blue navigation bar at the left-hand side of the screen. The screenshot below shows the immunization screen, and the red arrow points to the **Not Up to Date** report.

When you select the report, this prompt will appear:

NOTE: Choose a date range of ten years or so for best results. If there are too many patients in a selected age range, this report may time out.

To run a list of patients and phone numbers: enter an age range, select COVID-19 from the vaccine series list, and press Create Report.

To run labels to send a reminder, enter an age range and select MMR, but choose Sort Labels by Last Name labels and press Create Labels.

Age range guidance – if today is February 22nd, 2021

Age Range	Start Date	End Date
90+	2/22/1920	2/22/1930
80-90 years	2/22/1930	2/22/1940
70-80 years	2/22/1940	2/22/1950

If you choose CREATE REPORT, you will see this:

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

IMR Test 2
456 Notareal Street
Suite 2
Winooski, VT 05404
Phone (802) 222-2222

"Not Up To Date" Report, by Vaccine Group
Patients Born Between 02/22/1940 and 02/22/1950
Date of Report: 02/22/2021

Vaccine	Recommended Date	Date of Birth	Patient Name	Address	Phone
COVID-19, mRNA LNP-S, PF, Moderna	12/22/2020	05/05/1946	CAKE, CHEESE	2 Cream Cheese Lane Sheldon, VT 05483	

<Important: Accuracy of this report depends on the accuracy and completeness of records entered at your practice.>

If you choose CREATE LABELS, you will create a 3x10 list of Avery 5160 labels:

CHEESE CAKE
2 CREAM CHEESE LANE
SHELDON VT 05483

Limitations:

- *This report is only available to primary care practices. Only primary practices have associated patients.*
- *The patients who appear on this report are limited to the patients associated to your practice.*
- *Administering a COVID vaccine (or a flu shot) will not associate someone with your practice – so if you are doing public clinics and immunizing people who are not your patients already, they will NOT appear on this list.*

Coming Soon: New IMR report that will pull a list of patients in your practices (any age group) who have not received any doses of COVID vaccine. Watch the IMR Homepage for the link.

For more information contact the Immunization Registry Manager at (802) 951-4094.