Quick Reference Guide for Health Care Providers
# Vermont Immunization Registry

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Logging into the Vermont Immunization Registry

- Open Internet Explorer, Firefox, or Microsoft Edge.
- Type Vermont Immunization Registry into the search engine.
- Select the option, saying Immunization Registry – Vermont Department of Health.
- Click the Immunization Registry graphic 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. Access to the Registry is limited by law.
Step One: Utilizing the Vaccine Inventory

- Select Vaccine Inventory on the left side of the screen.
- When state-supplied vaccine is delivered to your office from McKesson, the details (lot number, manufacturer, expiration date) will be automatically loaded into your vaccine inventory. Use this info to auto-complete the details of an immunization when entering a current immunization.

- You can still enter any additional vaccine you may have in your office into the system. Click Add a New Vaccine to the Practice Profile. When adding a new vaccine to the inventory, enter the type of vaccine, expiration date, manufacturer, lot number, and which Vaccine Information Statements a parent/guardian received.

- Click Save.

Note: Before adding a new vaccine to your practice profile, verify that the vaccine and lot number do not already exist in your inventory.

To delete a vaccine from your vaccine inventory, 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.
Step Two: 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.

Note: If no patient is found, click Add New. (See Step Three for adding/editing patient information)
Step Three: 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.
Step Four: Entering Immunizations

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.)

To Enter Current Immunizations:

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

- Enter the immunization date next to the vaccine type listed on the grid and hit enter.
- A route, site, expiration date, manufacturer, and lot number will auto-fill from the vaccine inventory. 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.

- 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 Given**. Click Save.
To Enter Historical Immunizations

If you are entering history for a patient and do not know the lot number, 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**.
To Enter 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.

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

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

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: There is an option to click ‘confirmed (yes)’ without further information, if the patient has had varicella but does not know the date, but please always fill out as much information as 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 and telephone number will auto fill after clicking Update.

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

- 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 a child could receive the vaccine and still have it be valid. This is helpful for determining Minimum Intervals.
- Check **Include Vaccination Record** then click **Recommendations**. The forecaster will then first display a chart indicating not only the immunization dates by series, but whether each immunization is valid according to the ACIP schedule.

**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**

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.
Immunization Record

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

- 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 thorough history of which vaccines have been administered. It includes the Route/Site of Administration, Manufacturer and Lot Number, Expiration Date of Vaccine given, Vaccines for Children Eligibility (VFC), and Vaccine Administrator Initials; 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. It will open a new window using adobe reader or another .pdf reader.
Objections and Contradictions

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

Licensed Child Care Report:

This report is designed for Licensed/Registered Child Care Provider users. It shows whether the child, aged 0 to 6 years old, is up to date for the expected series, summarized in simple yes or no answers.

Patient Name: MARY LAST
Date of Birth: 07/11/2012

<table>
<thead>
<tr>
<th>Vaccine Series</th>
<th>Common Name</th>
<th>Up to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hep B</td>
<td>Hepatitis B</td>
<td>Yes</td>
</tr>
<tr>
<td>DTaP</td>
<td>Diphtheria, Tetanus, Whooping Cough</td>
<td>Yes</td>
</tr>
<tr>
<td>Hib</td>
<td>Hib</td>
<td>Yes</td>
</tr>
<tr>
<td>PCV</td>
<td>Pneumococcal</td>
<td>Yes</td>
</tr>
<tr>
<td>IPV</td>
<td>Polio</td>
<td>Yes</td>
</tr>
<tr>
<td>MMR</td>
<td>Measles, Mumps, Rubella</td>
<td>Child too young for vaccine</td>
</tr>
<tr>
<td>Var</td>
<td>Chicken Pox</td>
<td>Child too young for vaccine</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>Rotavirus</td>
<td>No</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td></td>
<td>Not applicable due to age of child</td>
</tr>
</tbody>
</table>
What if I Need More Help?

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 Internet Explorer.** Go to tools → pop-up blocker → pop-up blocker settings. Add our program address: http://healthvermont.gov/health-statistics-vital-records/registries/immunization
- **If using Firefox.** Go to options → content → pop-up blocker exceptions. Add our program address: http://healthvermont.gov/health-statistics-vital-records/registries/immunization
- **If using Edge.** Go to Privacy and security → Block pop-ups → switch to “off”.
- 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 in order to view them. You can download Adobe Reader for free or use another reader of your choice if you prefer.
- Find Adobe Acrobat here: http://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.
  Go ahead and enter information into either record – we will merge them together.

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

- Some computers have another browser, like Chrome or Safari (Mac) set up to open by default. The Immunization Registry is only accessible through three browsers: Internet Explorer (versions 7.0 through 11 only), 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.