Quick Reference Guide for Health Care Providers
With Full Report Details
# 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.
- OR type http://healthvermont.gov/health-statistics-vital-records registries/immunization in the address bar.
- 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.
Basics on Using the Vermont Immunization Registry

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**.

![Image of Individual Profile page from Vermont Immunization Registry]

For questions, or help with the application, please contact irr@state.vt.us or call (888)688-4667
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 Contraindications 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.

• 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.

**Important!**

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

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.
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.
Suggested 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.

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 not 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 assess the impact of Vaccine Objections in your practice –
Use the Objections and Contraindications for Practice (patient level report also available).

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 inventory –
Use the Vaccine List 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 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 first and last name. 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.
  - 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.

- 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 10 years of age, 11 to 18 years-old, and for those over 18, who are up to date for age-expected series.

- 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.

General guidelines for entering start and end dates of birth; this can be applied to any age range, not just 2-3 year olds:

Ex: Enter start date = tomorrow’s date minus 3 years
Enter end date = today’s date minus 2 years

Example: If today is 09/05/12 and you want to recall 2 – 3 year olds
Enter start date = 09/06/09
Enter end date = 09/05/10
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 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.
- Enter the Patient Birth Start and End Dates.
- Choose a series or choose “All Series”.
- Click **Create Report**.
- Labels can also be created. Choose to have the labels sorted by last name or by zip code.
- Click **Create Labels**.

![Image of Not Up to Date Report](image-url)
Recall/Reminder System: Generating Labels for Recall Notices

The Reminder/Recall system provides mailing labels to parents of patients 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.
- Enter the Patient Birth Start and End Dates.
- Choose the type of series.
- 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**.

To print a recall for patients between the ages of 2 and 3

Enter start date = tomorrow’s date minus 3 years
Enter end date = today’s date minus 2 years

**Example:** If today is 09/05/12 and you want to recall 2 – 3 year olds

Enter start date = 09/06/09
Enter end date = 09/05/10
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**.

Extraneous immunizations are when there are more than the expected number of a certain vaccine series. This is often clinically irrelevant – as in the case where a child receives a birth dose of HepB and 3 more timely doses of Pediarix (Dtap-HepB-IPV). Check the box if you would like to see these immunizations included.
Objections and Contradictions for Practice Report

This report provides the patients in the practice for which a contraindication and/or objection has been recorded. It also shows patients with a history of varicella disease.

- Click **Objections and Contraindications for Practice** under Practice Reports on the lower left side.
- Enter the age range you want to include.
- Click **Create Report**.

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Practice Level Reports

**Immunize**

<table>
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<tr>
<th>Vaccine Information</th>
<th>Date</th>
<th>Dose</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP-hepB IPV</td>
<td>9/1/2001</td>
<td>1st</td>
</tr>
<tr>
<td>DTaP-IPV-hepB</td>
<td>9/1/2001</td>
<td>1st</td>
</tr>
<tr>
<td>IPV-Polio</td>
<td>9/1/2001</td>
<td>1st</td>
</tr>
<tr>
<td>IPV-polyo7</td>
<td>9/1/2001</td>
<td>1st</td>
</tr>
<tr>
<td>DTaP</td>
<td>9/1/2002</td>
<td>2nd</td>
</tr>
<tr>
<td>DTaP-IPV</td>
<td>9/1/2002</td>
<td>2nd</td>
</tr>
<tr>
<td>Varicella</td>
<td>2/2005</td>
<td>2nd</td>
</tr>
<tr>
<td>MMR, Meningococcal conjugate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPV Quadrivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza inactivated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza inactivated, preservative free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, Rubella,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIB</td>
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<tr>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Objections and Contradictions for Practice**

Patient Birth Date Start: 6/1/1996

Patient Birth Date End: 10/2/2012

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**Contraindications and Objections**

Patients Born Between 09/01/1996 and 10/02/2012

Date of Report: 04/17/2013

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**Vermont Department of Health**

Ensuring a Healthy Vermont

Protecting Our Children’s Health

Securing Accurate, Confidential Information
Immunizations Given by Practice Report

This report provides a list of the standard vaccines with the number of doses a practice has administered during a specific time frame, separated by age groups. This report is designed to help practices complete the Vaccine Accountability Sheet or to report “doses administered” in the VTrks vaccine ordering application, both of which are provided and requested by the Immunization Program.

- 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**.

To count the immunizations given in the past year for example:

Enter start date = tomorrow’s date minus 1 year  
Enter end date = today  
Example: If today is 09/11/12  
Enter start date = 01/03/06  
Enter end date = 01/02/07
Patients Summarized by Series

This report provides a list of all immunizations within a certain series given over a specified period. During the H1N1 outbreak, practices found this type of report useful for seeing which children in their practice had already received H1N1 doses.

- Click **Patients Immunized by Series** under Practice Reports on the left side.
- 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 time frame (e.g. within the past month), broken down into VFC eligibility classification groups. This report is designed to help practices complete the Vaccines for Children Enrollment Form provided and requested by the Immunization Program.

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

![Number of Children Vaccinated Report](image)

**Practice Level Reports**
Patient List by Month Report

This report provides a list of patients in the practice, sorted by their month of birth. It includes date of birth, name, address and telephone number. Practices that schedule appointments by patient month of birth may find this useful.

- Click Patient List by Month under Practice Reports on the left side.
- Enter the Start and End Month.
- Click Create Report.
Vaccine List Report

This report provides a printable summary of all the vaccine series in your practice’s inventory, separated out by lot number. You can also find this information by clicking on “Vaccine Inventory” 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 19-35-month old's). This report specifies the number of patients in these groups who have two or more recorded immunizations, are VFC eligible, and are enrolled in Medicaid.

**Note:** All patient age categories are separated into <1 yr, 1-6 yrs, 7-17 yrs, 18-64 yrs, 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**.
How to Use AFIX Reports

This report provides three separate reports – invalid doses, missing series, and the vaccine coverage report- 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.
- Finally, press Create Report.

Recommended Approach:

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

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Missing Series Section:

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Practice View- Vaccine Coverage Section:

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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](http://healthvermont.gov/health-statistics-vital-records/registries/immunization)
- **If using Firefox.** Go to Menu → options → content → pop-up blocker exceptions. Add our program address: [http://healthvermont.gov/health-statistics-vital-records/registries/immunization](http://healthvermont.gov/health-statistics-vital-records/registries/immunization)
- **If using Edge.** Go to [Settings] → 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.
- 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](mailto:imr@vermont.gov) or
- Call 1-888-688-4667 weekdays between 7:45 am and 4:30 pm.