Quick Reference Guide for Licensed/Registered Child 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.
Basics on Using the Vermont Immunization Registry

Step One: Searching for a Patient

- Click Search Patient.
- Enter the patient’s last name, first name, and date of birth. (Use the Tab key or mouse to move between cells)
- Click Find. A list of possible matches will be displayed.
- Click Select next to the correct patient name.

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

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.

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**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 Level Reports

Licensed Child Care Report:

This report is an easy to read record that shows whether the child in your care is up to date for immunizations.
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 ☰ → 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 ☰ 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.