

Quick Reference Guide for Licensed/Registered Child Care Providers

Vermont Immunization Registry

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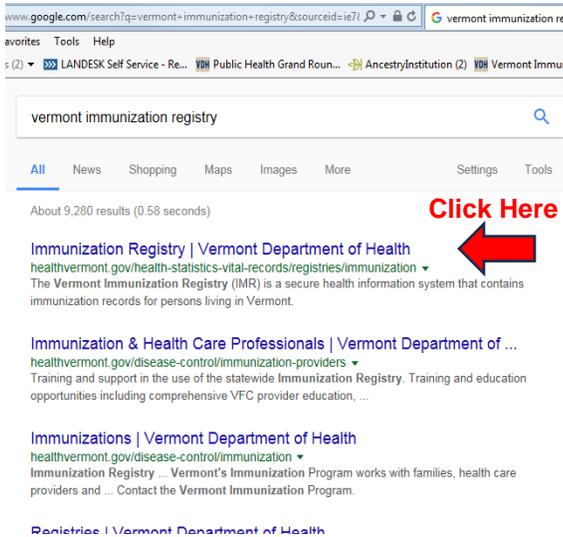
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Logging into the Vermont Immunization Registry

- 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.



IMMUNIZATION REGISTRY

The Vermont Immunization Registry (IMR) is a secure health information system that contains immunization records for persons living in Vermont. Medical providers use the IMR to find patient histories for new patients, and print IMR reports for parents who need these records for school and child care entry. School nurses use the IMR to help find immunization records for immunization coverage reporting.

Because the IMR contains records for all persons born in (or seeking medical care in) Vermont, medical providers are able to use it to explore immunization coverage in their own practice, and identify persons who are not up to date for immunizations. It is a valuable tool for assessing, for instance, pockets of need in the case of a disease outbreak, and it is a valuable public health tool for improving vaccination rates and reducing vaccine-preventable disease.

*Note: New Recommendation Regarding HPV Vaccine (January 2017)



Enter your
username
and
password
here

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: 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)

Individual Profile

User: meganm.barnes Practice: Vermont Department of Health Patient: None Selected Logout

Search Patient

To find a record, please search for LAST NAME + FIRST NAME + DATE OF BIRTH. TIP: Please do not use "wild card searches, where you enter "J" or "J*" to find a record for "Jenkins" -- even if you have done so in the past. These searches make it easy to miss finding a record. TIP: Please do not include the middle name in the search.

First Name: Date of Birth:

Middle Name:

Last Name:

Identifiers:

Search Results:

	IMR Patient	Last Name	First Name	Middle Name	Date of Birth
Select	<input checked="" type="checkbox"/>	DECEMBER	MOLLY		1/1/2001

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

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.

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



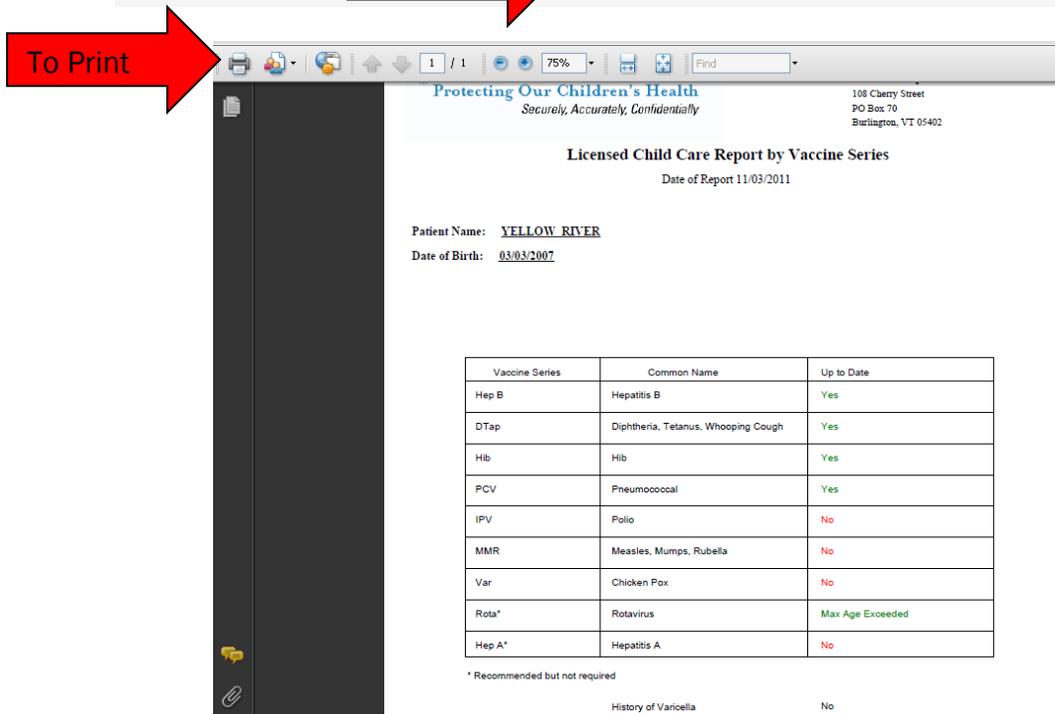
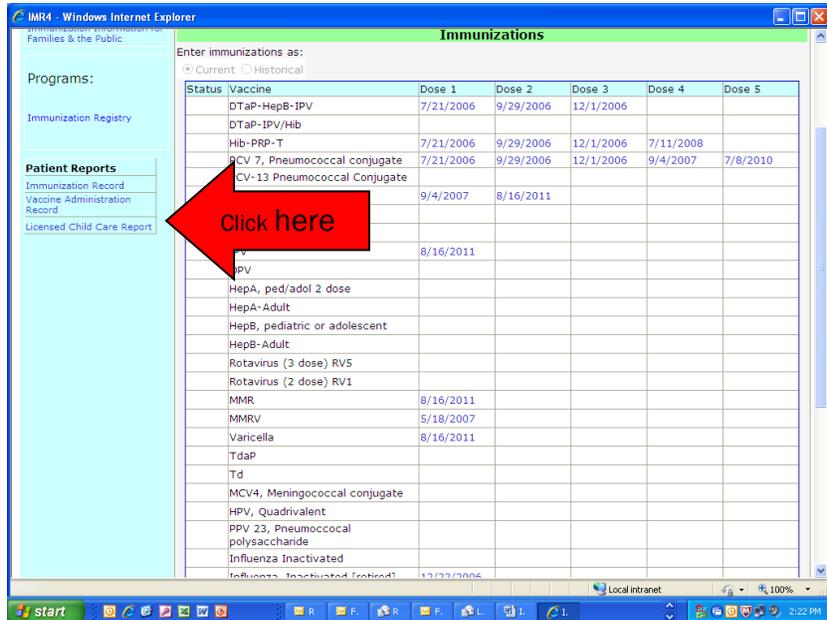
To find the report menu, you must be in a patient record first.

- 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 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>
- **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.