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## Introduction and Contact Information

This guide is intended for Licensed Child Care (LCC) users around the state. These users will have view only access to patient level records available in the Vermont Immunization Registry (IMR).

Access to the registry is mandated by Vermont State Law and the information contained therein must remain confidential and privileged (18 V.S.A. § 1129).

To gain access to the IMR, LCC users must submit the proper confidentiality agreement to the state, upon which the request will be reviewed, and permission provided. To learn more about the process to gain access to the IMR, [please visit our website](#).

If you have any questions, please contact us:

### Vermont Immunization Registry ([Website](#))

Email: [IMR@Vermont.Gov](mailto:IMR@Vermont.Gov)

Phone: (888) 688-4667

- Option 2 – password resets
- Option 3 – general support



## First time Login

The registry will send your username to the email provided on your confidentiality agreement within two or three days after it is submitted. Be sure to check your junk and/or spam folder to make sure you received this email.

1. Start by clicking the link in the email to set up your password.
2. Enter the same email address as before and click on the button to submit a password change. This will send you an email to reset your password.
3. Click on the Reset Password button or link in the email. Your browser will open to the page to set up your password. Create a password that is at **least 8 characters long**. The password must also contain:
  - a. a lowercase letter
  - b. an uppercase letter
  - c. a number
  - d. a symbol.
4. Once you click submit, you will be directed to a page with links for Vermont Department of Health sites. Click on the Immunization Registry (IMR) link.
5. Log in with the username sent to you in the email from the Registry team and use the password that you just set up.
6. If you have difficulty logging in, please visit the following section on [access issue troubleshooting](#), or [contact us](#).



## Access Issues Troubleshooting

The Immunization registry is only supported on the Microsoft Edge, Mozilla Firefox and Google Chrome browsers. The program is incompatible with Internet Explorer, Safari, Opera, and any other web browsers and will not open if clicked. The app is not supported on mobile devices.

If you [click the link to our site](#) and it opens in an unsupported browser, you will need to either change your default browser through your computer's settings or you can copy and paste the link into a supported browser.

If the app is not loading in the approved browsers, there is a chance it is being interrupted by the default pop-up blocker. This setting can also affect whether reports will fully load for some users. To solve this, you will need to copy the url for the application (below) and paste it into the pop-up whitelist in the browser settings.

<https://apps.health.vermont.gov/PatientProfile/default.aspx>

To whitelist, or unblock, the IMR in your browser, navigate to the settings menu: typically an icon for three dots or lines in the upper right-hand corner under the “ X “ to close out.

In **Microsoft Edge**, click Settings, then Cookies and site permissions, followed by Pop-ups and redirects and add the link to the app into the allow list.

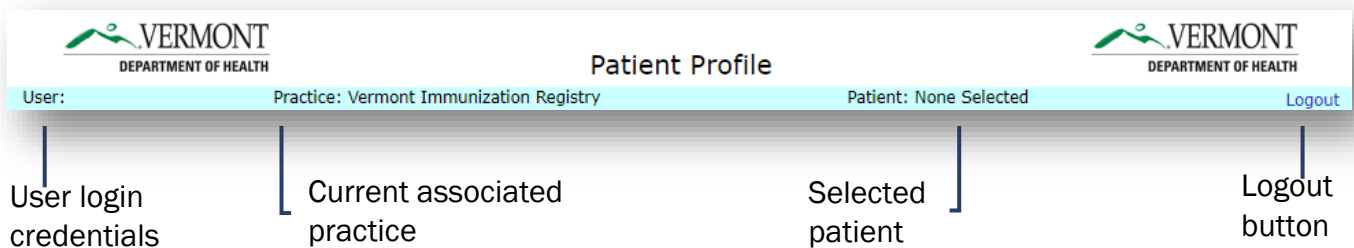
In **Mozilla Firefox**, click settings, followed by Privacy & Security, and scroll down to Exceptions, where you can add the link to the app to the Allow list.

In **Google Chrome**, click settings, then Privacy and Security, followed by Site settings and Pop-ups and redirects where you can add the link to the app under “Allowed to send pop-ups and use redirects”

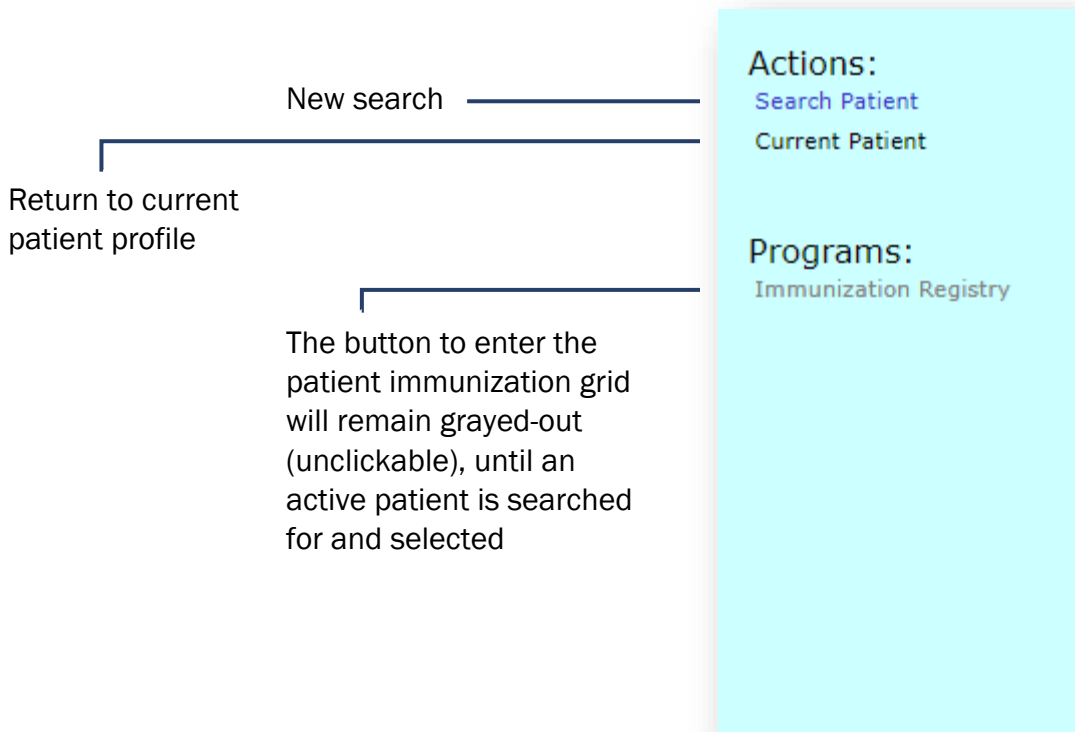
## Entry Screen – Basic Toolbars

Upon logging in successfully, you should come to a blank patient search screen. This is the starting point of all actions within the IMR. You will not be able to view any information without first selecting a patient in the IMR.

### Upper toolbar elements



### Sidebar elements





## Performing a Patient Search


To perform a patient search, enter the patient's **entire first name, last name, and date of birth (dd/mm/yyyy)**. Be sure to use the “/” symbol when entering the DOB. Other patient identifiers are available, but in most cases the first name, last name, and DOB will result in the desired patient if they exist and are active in the IMR.

An effective search will reduce the chances of finding duplicates. The IMR will pull multiple names that are *close* to a search, so the DOB is the best way to make sure you find the correct patient.

### Search Patient

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.

Best practice: enter last name AND first name AND date of birth.

First Name:  Date of Birth:  

Last Name:

Identifiers:

Search Results:

The New Search button clears all the fields in the window to allow for a different patient search

Search



## Patient Search Troubleshooting

A correctly performed search will yield, ideally, only one result:

Search Results:

	IMR Patient	Last Name	First Name	Middle Name	Date of Birth
Select	<input checked="" type="checkbox"/>	Donut	Organic		1/1/1944
1					

If "Select" button is missing, the patient has no information in the system

If the IMR Patient box is unchecked, the patient is likely in the system from Vital Records, but their vaccine history has not been provided to the Registry

If the search yields no results, you will need to [contact the Registry team](#) to retrieve or view these records.

**Duplicates and spelling mistakes** should be [brought to the attention of the Registry team](#), as well as name changes, although changes are updated in the system from Vital Records.



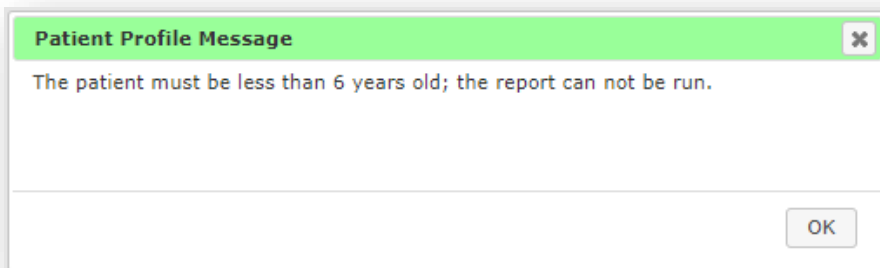
## Running the Licensed Child Care Report



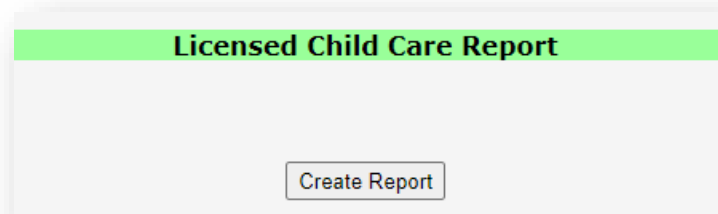
Individual vaccine records are viewed in the Immunization Grid, which is accessed by clicking the [“Immunization Registry” link in the lefthand toolbar](#) after performing a [patient search](#).

To access the Licensed Child Care Report, click the button in the lefthand toolbar under **“Patient Reports”**. This will result in one of three outcomes.

1 - If **nothing happens and the screen remains the same**, your pop-up blocker is likely interfering. Navigate to the [access issues troubleshooting page](#) of this guide to resolve this.



2 - If the **patient is outside of the approved age range**, the warning above will appear, and the report cannot be run.




3 - The above window will appear when the **report is ready to run**.





## The Licensed Child Care Report

When the report loads, it will present a list of vaccines that must be reported to the State, listed with either a **green yes**, meaning the patient meets the requirements, or a **red no**, meaning they do not meet the requirements.



**VERMONT IMMUNIZATION REGISTRY**  
Consolidated Immunization Histories  
Informed Health Care

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

**Licensed Child Report by Vaccine Group**  
**Date of Report 08/19/2024**

**Patient Name:** JELLY DONUT

**Date of Birth:** 01/01/2022

**Required Vaccinations**

Group	Common Name	Meets Requirements
Hep B	Hepatitis B	Yes
DTaP	Diphtheria, Tetanus, Whooping Cough	No
Hib	Hib	Yes
PCV	Pneumococcal	Yes
IPV	Polio	No
MMR	Measles, Mumps, Rubella	Yes
Var	Chickenpox	Yes

The report also includes a section on immunizations that are not required but recommended.

**Recommended But Not Required**

Group	Common Name	Meets Recommendations
Rota	Rotavirus	Yes
Hep A	Hepatitis A	No
COVID-19	COVID-19	Yes
Influenza	Flu	Yes