Quick Reference Guide for School Nurses
# 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)
Step Two: Finding a Patient’s Record

- First select the correct patient and you will now be looking at the patient profile page. You will not need to use or do anything with the information on this page, which is why it is all greyed out.

- Click the blue tab on the left-hand side of the screen **Immunization Registry** to access the patients record.
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.
  - **Recommended Date** shows the date the next dose should be administered based on the ACIP schedule, the patient age, and previous vaccines given.
  - **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.

### 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.
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.
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.