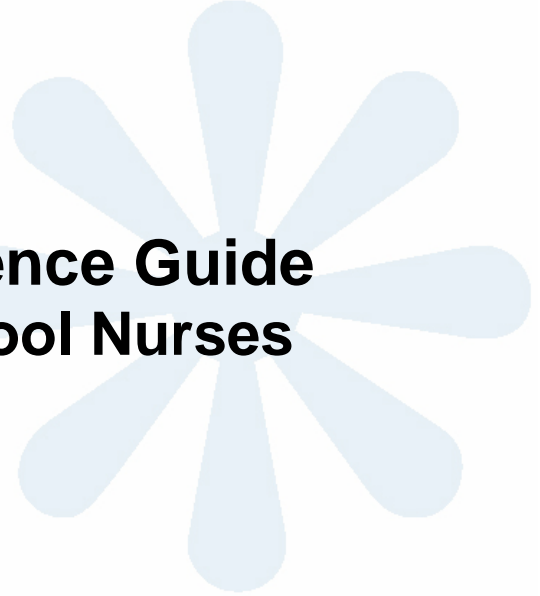




Protecting Our Children's Health

Securely, Accurately, Confidentially

Quick Reference Guide For School Nurses

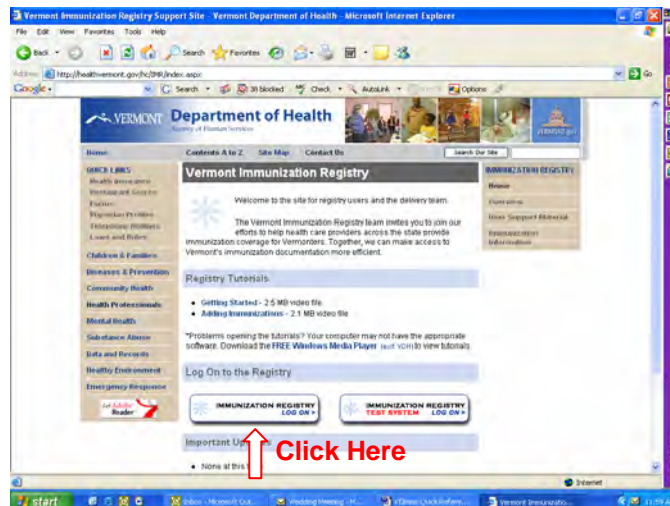
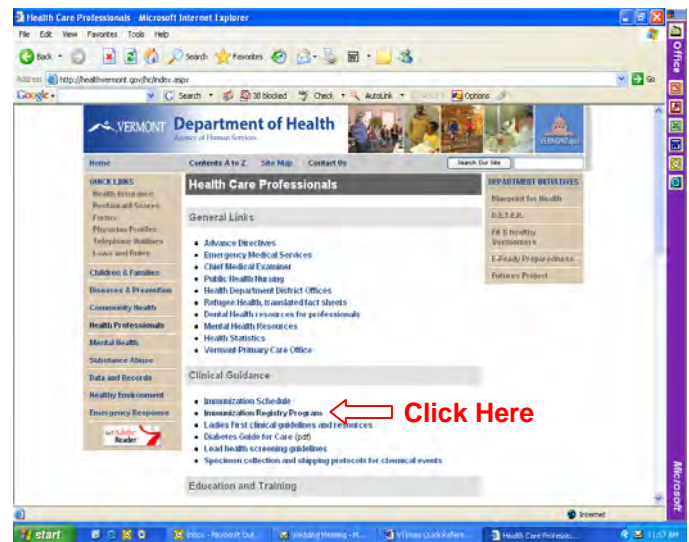
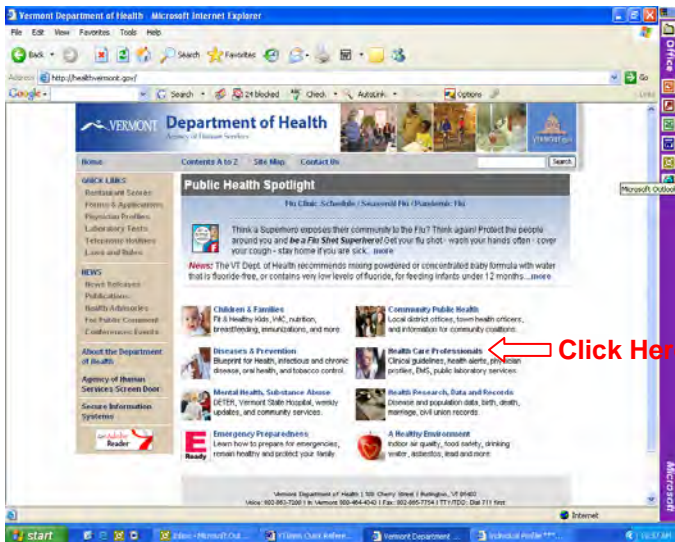


* Support Telephone: 1-888-6VT-IMMS (1-888-688-4667)

* E-mail: imr@vdh.state.vt.us

HOW DO I LOG INTO THE VERMONT IMMUNIZATION REGISTRY?

- Open Microsoft Internet Explorer.
- Type <http://healthvermont.gov> in the address bar.
- Click [Health Care Professionals](#) on the right side of the screen.
- Click [Immunization Registry Program](#) in the middle of the screen under [Clinical Guidance](#).
- Click [Immunization Registry](#) graphic to log into the registry.
- Enter your user name, password, and click [OK](#).



HOW DO I USE THE VERMONT IMMUNIZATION REGISTRY?

STEP ONE: SEARCH FOR A PATIENT

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

The screenshot shows a web browser window titled 'Individual Profile' with a 'Search Patient' form. The form has the following fields: First Name (Molly), Middle Name, Last Name (December), and Date of Birth (1/1/2001). Below the form are buttons for 'New Search', 'Find', 'All Done', and 'Cancel'. A red arrow points to the 'Find' button with the text 'Click Here'.

HOW DO I FIND THE REPORTS?

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

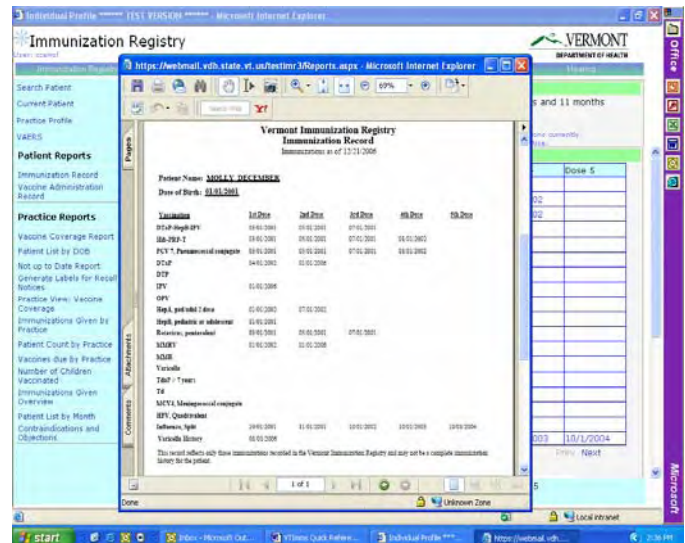
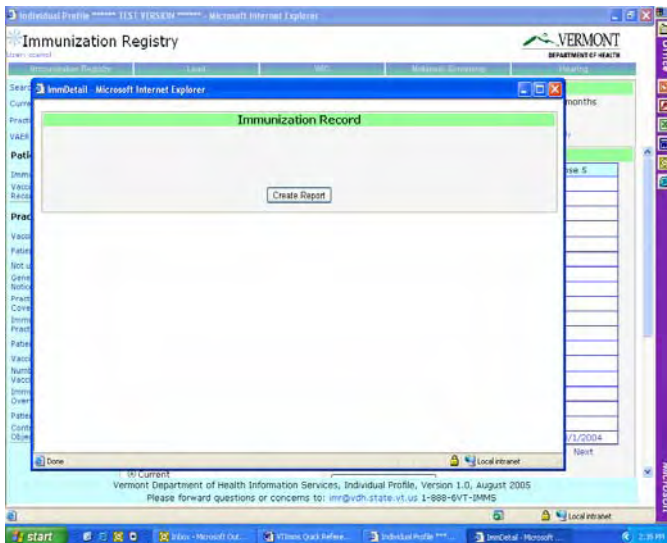
- Click Search Patient
- Click the blue/green [Immunization Registry](#) tab. All reports are on the blue navigation bar on the left hand side of the screen.

HOW DO I PRINT REPORTS FOR PARENTS OR SCHOOLS?

IMMUNIZATION RECORD

This report provides a summary of which vaccines have been administered. Use this report when parents ask for immunization histories for schools, sports programs, and/or summer camps.

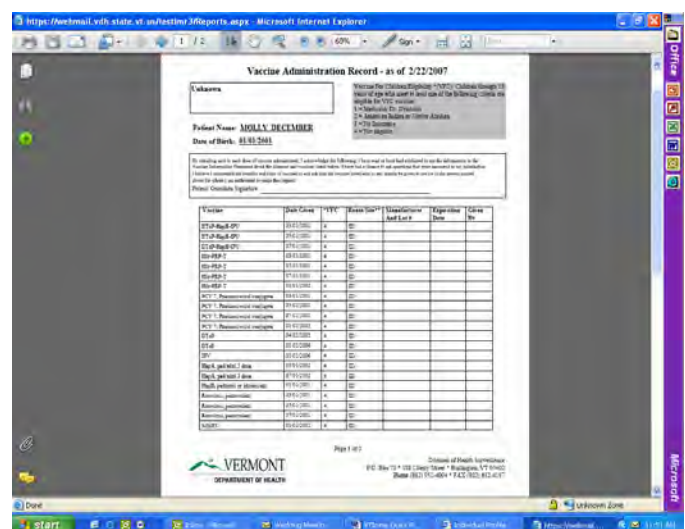
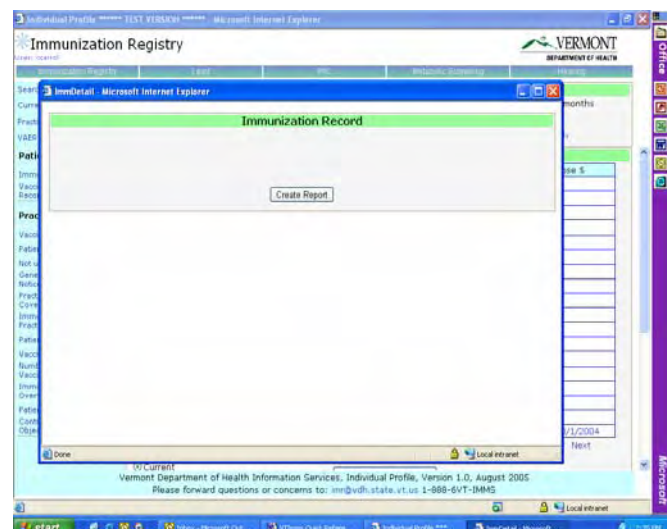
- Click [Immunization Record](#) under Patient Report on the left side of the screen.
- Click [Create Report](#).
- To print, click the printer icon on menu bar in the upper left hand corner.



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.

- Click [Vaccine Administration Record](#) under Patient Reports on the left side of the screen.
- Click [Create Report](#).
- To print, click the printer icon on menu bar in the upper left hand corner.



HOW DO I USE THE VACCINE FORECASTER?

This feature provides a list of immunizations due for each patient based on age, immunization history, and the ACIP Immunization Schedule.

- Click [Recommendations](#). The forecaster will display which vaccines can be given, which vaccines are recommended, and which vaccines are overdue.
- **Pink** shows completed series, **Green** shows immunizations due, **Blue** shows overdue dates, and **White** shows the patient is on target with the Immunization Schedule.
- Check [Include Vaccination Record](#) then click [Recommendations](#). The forecaster will also display a chart indicating not only the immunization dates, but whether each immunization is valid according to the ACIP schedule.

Click "Recommendations" to see when vaccines are due.

Click "Include Vaccination Record" and then "Recommendations" to see when vaccines are valid.

Vaccines Recommended by Tracking Schedule

Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
DTP/aP	Complete			
HepA	Complete			
HepB	Complete			
MMR	1/29/2002	1/1/2005	1/1/2007	
PCV 7	Complete			
Polio	Complete			
Rotavirus	Complete			
Vaccella	4/1/2002	4/1/2002	5/1/2002	12/31/2013

Vaccines Recommended by Tracking Schedule

Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
DTP/aP	1/1/2007	2/4/2007	3/4/2007	10/1/2013
HepA	10/2/2007	10/2/2007	10/2/2025	
HepB	1/1/2007	1/4/2007	2/4/2007	
MMR	10/2/2007	10/2/2007	2/2/2008	10/1/2011
PCV 7	1/1/2007	2/4/2007	3/4/2007	10/1/2011
Polio	1/1/2007	2/4/2007	3/4/2007	
Rotavirus	11/13/2005	12/2/2006	5/13/2007	
Vaccella	10/2/2007	10/2/2007	12/2/2007	10/1/2014

HOW DO I LOG OUT?

Click on the **red X** in the right hand corner of the screen.

WHAT IF I NEED MORE HELP?

Email the Immunization Registry Team anytime at imr@vdh.state.vt.us or call 1-888-6VT-IMMS (1-888-688-4667).