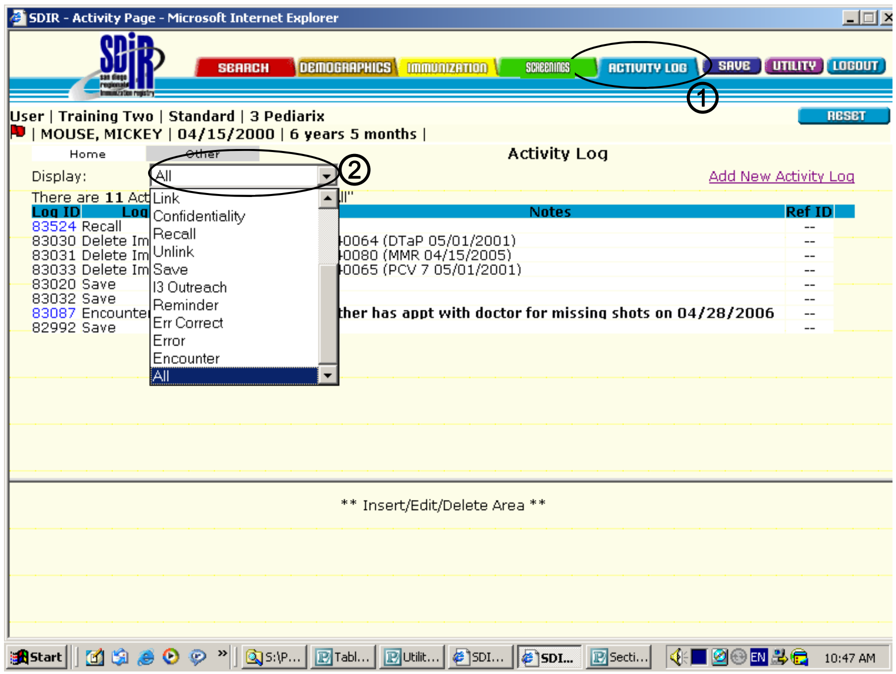
How to Display Activities

The Activity Log allows you to track the activities of your clinic and other providers by recording any modification of data or action taken. (Example, "A reminder notice was sent.")

Search for your patient

① Click on the ACTIVITY LOG tab

② Click on arrow to display the activity categories.



To display a list of **all activities** that have occurred, click on "All."

To display **a specific activity**, click on an activity such as "Encounter."

Example of Encounter entries only.

How to Add New Activities

① Click on the ACTIVITY LOG tab

② Click on "Add New Activity Log" in upper right hand corner

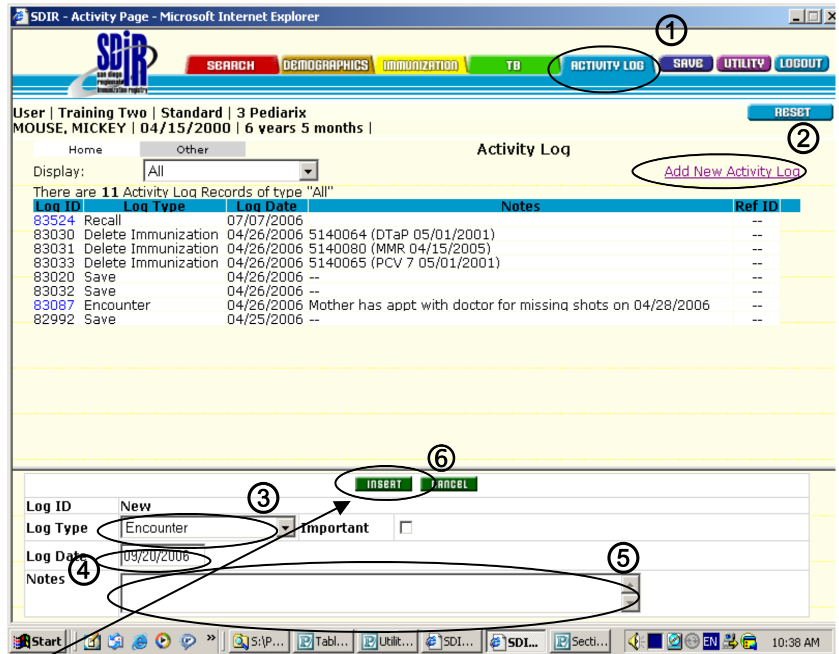
③ Enter "Log Type" by clicking on drop-down arrow.

④ Enter "Log Date" (date activity occurred) Date defaults to today but can be manually overwritten.

⑤ Enter "Notes" (E.g., "Mom refused immunizations on 2/1/04.")

⑥ Click on "Insert"

NOTE: changes can be made after Activity has been entered entering or editing an activity and then clicking on Update.

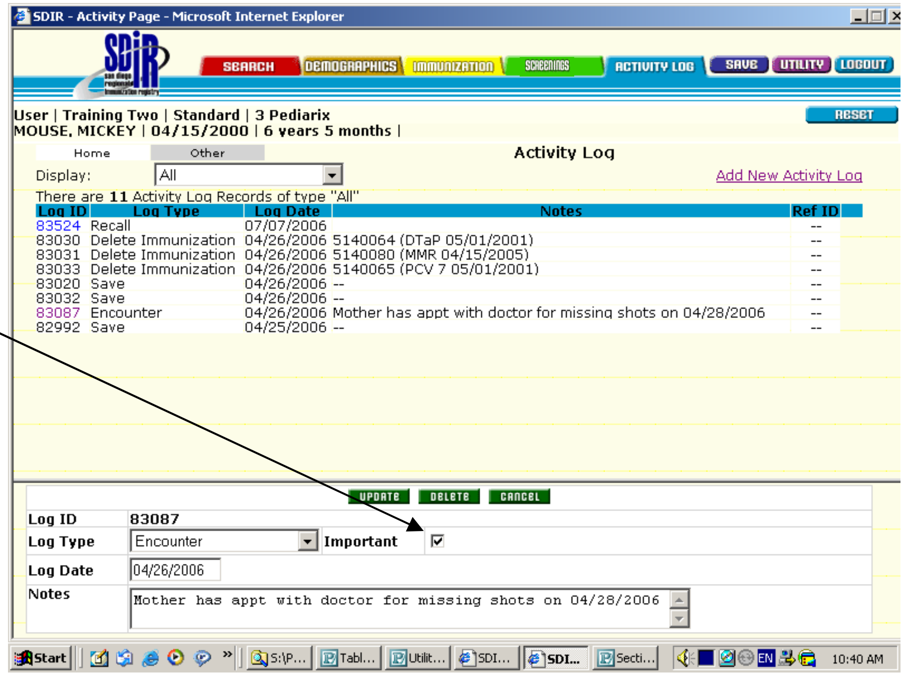


Please note that patients and parents have the right by state law to know who has viewed their immunization record on the registry. Since the activity log only shows what your clinic staff has entered on the registry, they may request an Audit Trail Log from the SDIR Help Desk. There is a form to request the Audit Trail Log by calling the Help Desk at (619) 692-5656.

How to Flag an Activity as Important

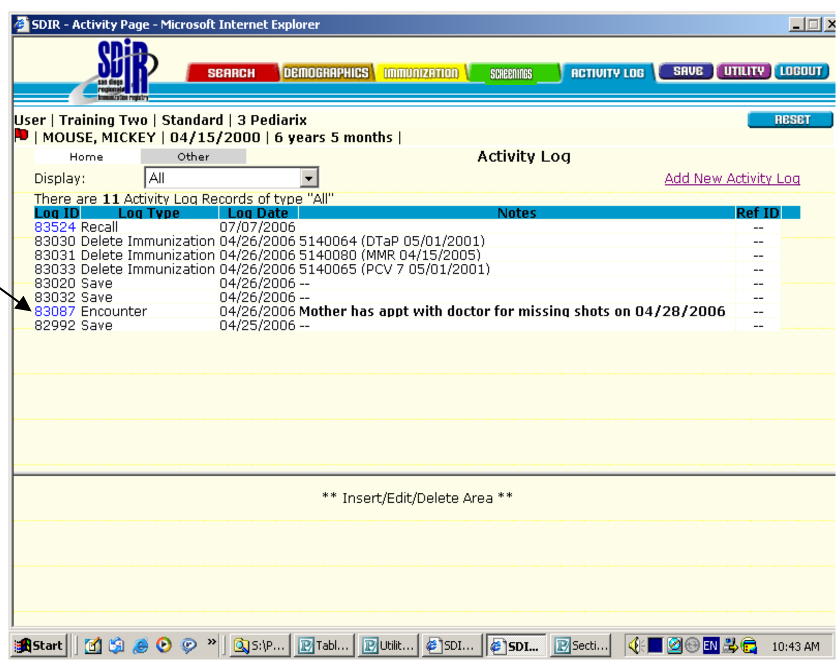
Note: You can mark an activity "Important" to make it stand out as a reminder.

Then click "Insert" (or if the Activity had been saved previously click on "Update".



Once the activity note is marked important, a red flag will appear on the left side of the patient's name.

(As other activity logs, this will only appear to users within this provider group.)



Activity Log Module Descriptions

The activity log module is used to record information about patient activity and interaction. The list of activities starts with the most recent event. The activity log is generated in two different ways:

1) Logs are also entered automatically by the application in certain cases and 2) the user can manually enter an activity. The list below provides descriptions/definitions for the activities in the log.

- **All –** a list of all auto-generated or manually data entered activities that have occurred
- **Link –** module to help the user reconcile records that belong to the same patient *(automatically generated)*
- **Confidential –** records that cannot be viewed by any provider other than the provider that owns the record *(automatically generated* - see Confidentiality section)
- **Unlink –** module to help the user separate the reconciled records that do not belong to the same patient *(automatically generated)*
- **Save –** the system *automatically generates* this activity every time the user saves all the updated information in the record
- **Case Management –** reaching out to the patient or the family of the patient through letters and telephone calls *(manually generated)*
- **Recall –** a list of patients that are missing immunizations and have not gone back to the clinic after reminder notices have been sent *(manually and automatically generated)*
- **Reminder –** a list of patients who are due or past due for immunizations. Once the list of patients is generated, the user has the ability to select the patients on whom action needs to be taken. The selected patients can be send reminder postcards *(manually and automatically generated)*
- **Error Log –** generated if provider sends out a note regarding a specific vaccine given by other provider *(automatically generated)*
- **Error Correct –** generated if the provider corrects or reads the Error note that has sent out by other provider regarding the specific vaccine *(automatically generated)*
- **Encounter –** generated if the user writes an additional note or memo to the record *(automatically generated)*