

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.

The screenshot shows the SDIR Activity Log page for patient MOUSE, MICKEY. The 'ACTIVITY LOG' tab is highlighted in the navigation bar. A dropdown menu is open, showing various activity categories such as 'Send Adverse Event to VAERS', 'Delete Adverse Event', 'Edit Adverse Event', 'Delete Containdication/Precaution', 'Edit Containdication/Precaution', 'Updated Next Due Date', 'Merge Multiple Home', 'Transcribed', 'Delete Immunization', 'Edit Immunization', and 'Edit Demographic'. The main table below shows a list of activities with columns for Log ID, Log Type, Log Date, Notes, and Ref ID. The first entry is an 'Encounter' on 04/26/2006 with the note 'Mother has appt with doctor for missing shots on 04/28/2006'.

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 an Encounter entry.

The screenshot shows the SDIR Activity Log page for patient MOUSE, MICKEY, filtered to show only 'Encounter' activities. The 'Display:' dropdown is set to 'Encounter'. The main table shows one entry: an 'Encounter' on 04/26/2006 with the note 'Mother has appt with doctor for missing shots on 04/28/2006'.

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.

SDIR - Activity Page - Microsoft Internet Explorer

SEARCH DEMOGRAPHICS IMMUNIZATION SCREENINGS **ACTIVITY LOG** SAVE UTILITY LOGOUT

User | Training Two | Standard | 3 Pediarix
MOUSE, MICKEY | 04/15/2000 | 6 years 5 months |

Home Other Activity Log [Add New Activity Log](#)

Display: All

There are 11 Activity Log Records of type "All"

Log ID	Log Type	Log Date	Notes	Ref ID
83524	Recall	07/07/2006		--
83030	Delete Immunization	04/26/2006	5140064 (DTaP 05/01/2001)	--
83031	Delete Immunization	04/26/2006	5140080 (MMR 04/15/2005)	--
83033	Delete Immunization	04/26/2006	5140065 (PCV 7 05/01/2001)	--
83020	Save	04/26/2006	--	--
83032	Save	04/26/2006	--	--
83037	Encounter	04/26/2006	Mother has appt with doctor for missing shots on 04/28/2006	--
82992	Save	04/25/2006	--	--

Log ID: New

Log Type: Encounter Important

Log Date: 09/20/2006

Notes:

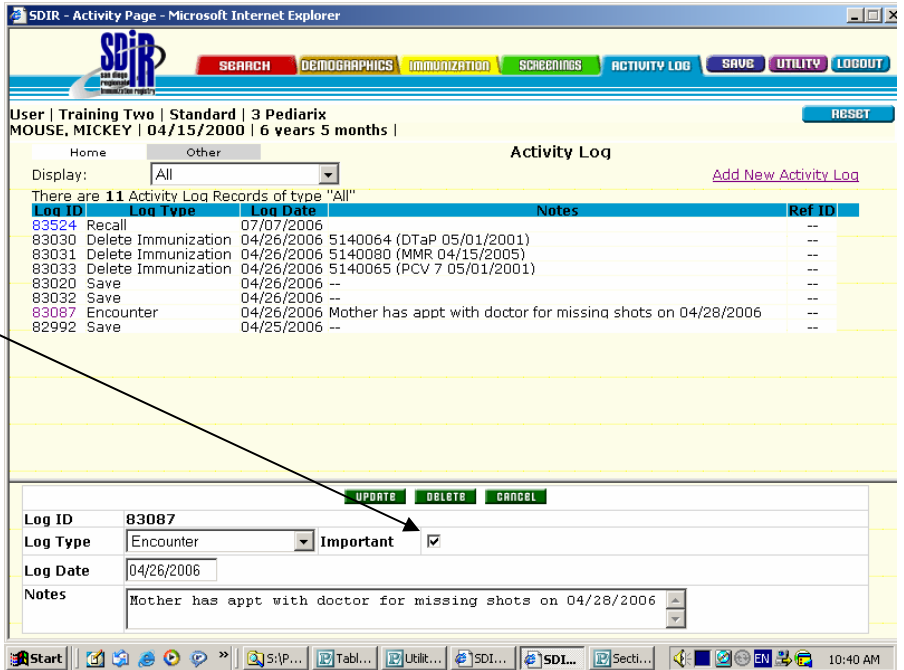
INSERT CANCEL

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: Logs are also entered automatically by the application in certain cases and the user can manually enter an activity.

The entries are listed in the order listed on the drop-box box:

- **All** – a list of all manually and automatically entered entries and activities that have occurred
- **Send Adverse Event to VAERS:** the VAERS form has been submitted to the CDC Vaccine Adverse Event Reporting System (VAERS) (*autogenerated*)
- **Delete Adverse Event:** the entry for an adverse event has been removed by a user (*autogenerated*)
- **Edit Adverse Event:** one or more fields on the adverse event screen has been modified (*autogenerated*)
- **Delete Contraindication/Precaution:** the entry for a contraindication and/or precaution to a vaccine has been removed by a user (*autogenerated*)
- **Edit Contraindication/Precaution:** one or more fields on the adverse event screen has been modified (*autogenerated*)
- **Updated Next Due Date:** The Next Due Date field on the Immunization screen has been manually updated (*autogenerated*)
- **Merge Multiple Home (records):** two or more duplicate white (home) demographic records have been merged into one
- **Transcribed:** a grey (other provider) demographic record has been copied to a white (home) record (*autogenerated*)
- **Delete Immunization:** the entry for an immunization has been removed by a user (*autogenerated*)
- **Edit Immunization:** one or more fields on the immunization screen has been modified (*autogenerated*)
- **Edit demographic:** one or more fields in the demographic record has been modified (*autogenerated*)
- **Link** – module to help the user reconcile records that belong to the same patient (*autogenerated*)
- **Confidentiality** – records that cannot be viewed by any provider other than the provider that owns the record (*autogenerated* - see Confidentiality section)
- **Unlink** – a function to separate the patient records that do not belong to the same individual (*autogenerated*)

- **I-3 outreach** – reaching out to the patient or the family of the patient that needs immunization(s) through letters and telephone calls (*manually generated*)
- **Save** – the system *autogenerates* this activity every time the user saves all the up dated information in the record
- **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 autogenerated*)
- **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 autogenerated*)
- **Error** – generated if provider sends out a note regarding a specific vaccine given by other provider (*autogenerated*)
- **Error Correct** – generated if the provider correct and entry and/ or reads the Error note that has sent out by other provider regarding the specific vaccine (*autogenerated*)
- **Encounter** – generated if the user writes an additional note or memo to the record (*manually entered*)