

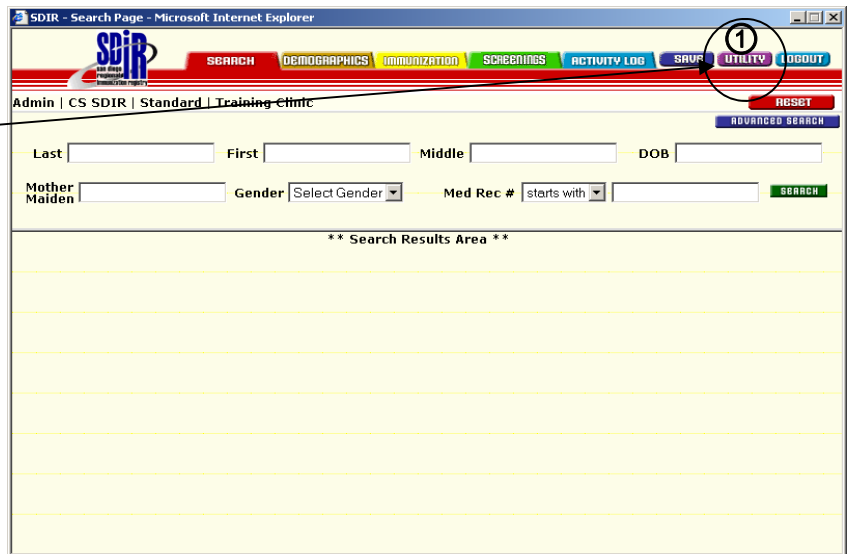
ADMINISTRATION

How to Change Your Password

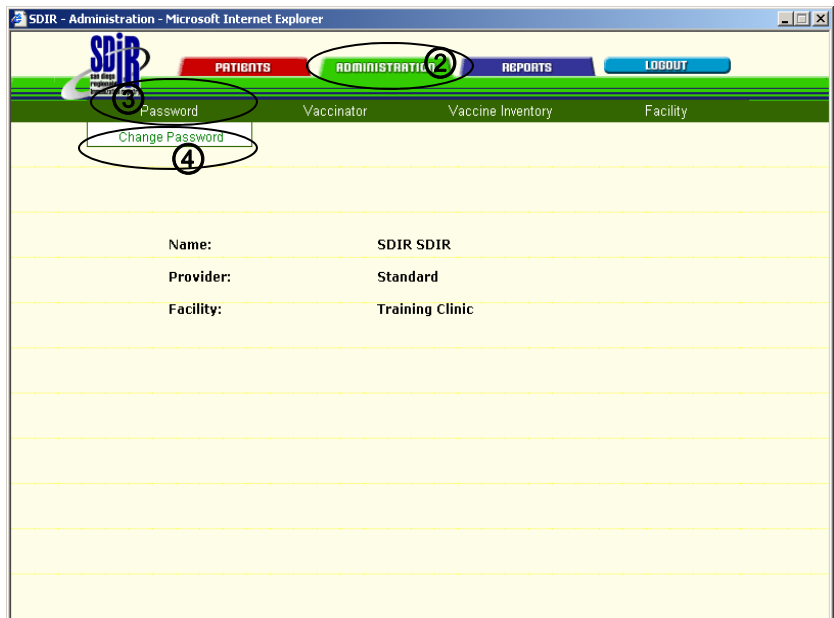
You will be required to change your password every 90 days.
 You have to use a combination of letters, numbers and symbols from between 6 and 32 characters
 but remember that they are case sensitive.

Most likely you will not change your password until prompted to do so (every 90 days). When you receive the prompt, follow the directions to change your password. Rarely, you will want or need to change your password prior to the 90-day prompt. If it is necessary to do this, follow the instructions below:

① Click on the UTILITY tab



② Application defaults to "Administration"
 ③ Put cursor on "Password"
 ④ Click on "Change Password"



⑤ Enter new password*

⑥ Re-enter new password to confirm

⑦ Click on “Submit”

SDIR - Change Password - Microsoft Internet Explorer

SDIR
New Jersey
Department of Health
Division of Immunization

PATIENTS ADMINISTRATION REPORTS LOGOUT

Password Vaccinator Vaccine Inventory Facility

User ID: sdi069
Name: SDIR SDIR
Provider: Standard
Provider ID: 69
New Password:
Confirm Password:
SUBMIT

*IMPORTANT!

Your password must be at least 6 characters but no more than 32. It must include at least 1 uppercase letter and 1 special character from the following list:

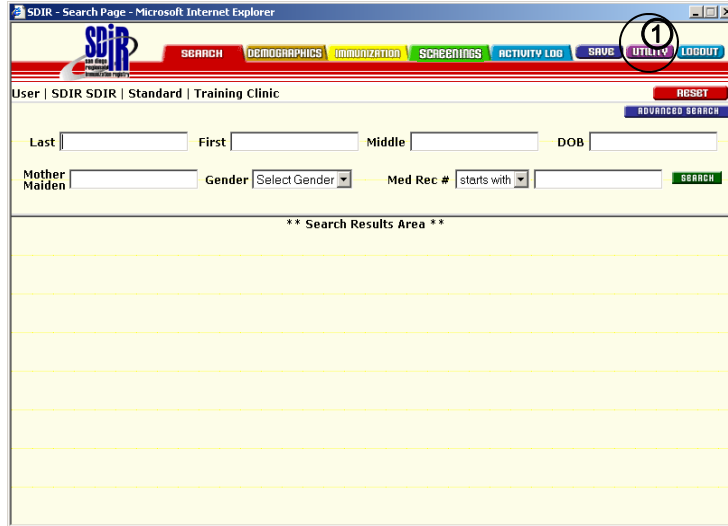
- ! @ # \$ % ^ & * _ + =

It also cannot be a password that you have used before.

How to Add a New Vaccinator

As a user, you may add a new vaccinator at your site at any time.

① Click on the UTILITY tab



② Application defaults to "Administration"

③ Put cursor on "Vaccinator"

④ Click on "Vaccinator"



⑤ Click on “Add New Vaccinator”

⑥ Enter “Vaccinator’s Name”

Enter entire first name, followed by a space, then enter the last name followed by a comma. Then enter credential (e.g. LVN, RN, MA, MD, etc., without punctuation).

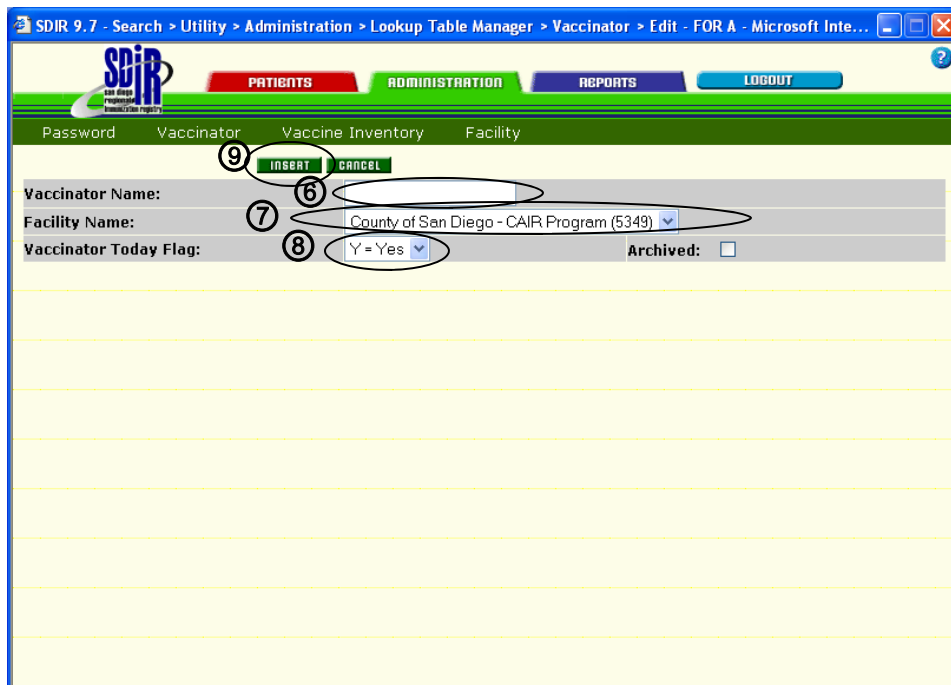
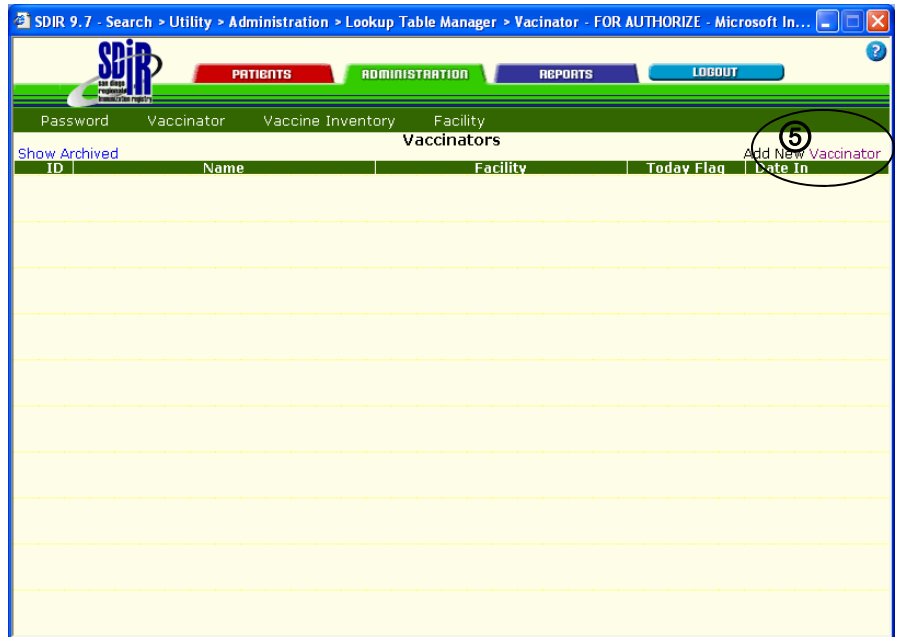
Note: If two people have the same name and credential, enter a middle initial followed by a period after the first name for both individuals.

⑦ Select “Facility Name”

⑧ Under “Vaccinator Today Flag,” select “Yes” or “No” if you want the new vaccinator’s name used

At the beginning of an immunization clinic or when doing data entry, you will want to indicate which vaccinators will be administering vaccines for that day. Look down the list and mark by clicking in the box “yes” or “no” to indicate who will come up on the drop down box as vaccinators. Staff can be flagged “yes” or “no” as often as needed.

⑨ Click on “Insert”



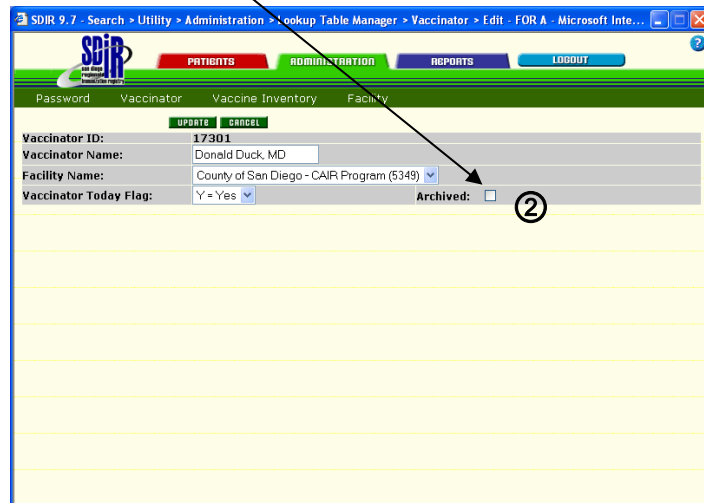
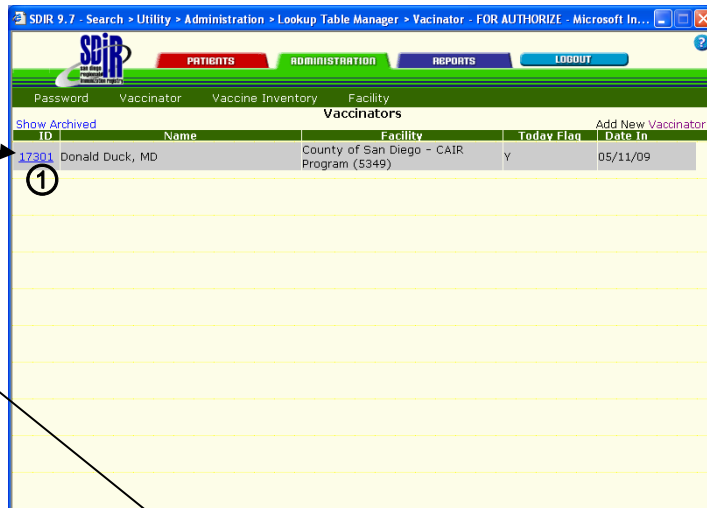
How to Archive a Vaccinator

Users can archive (remove from view) a vaccinator who is no longer at your site.

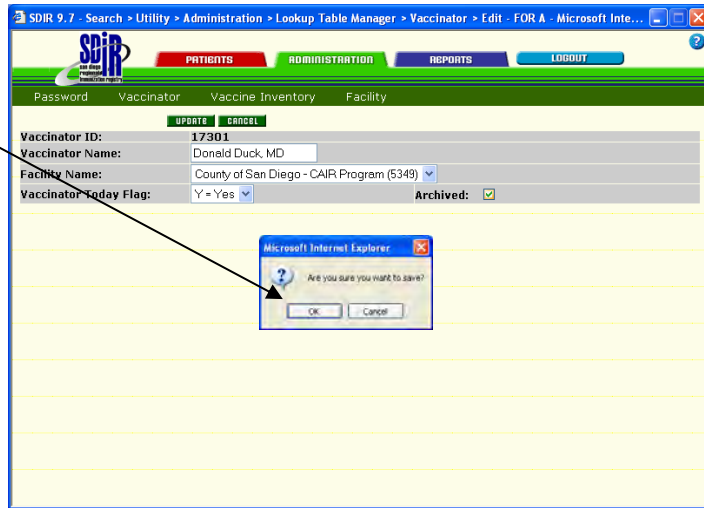
Get into the Utility Tab.
Click on Administration.
Select Vaccinator.



① Select the number of the vaccinator you wish to archive.
② Click the Archive box.



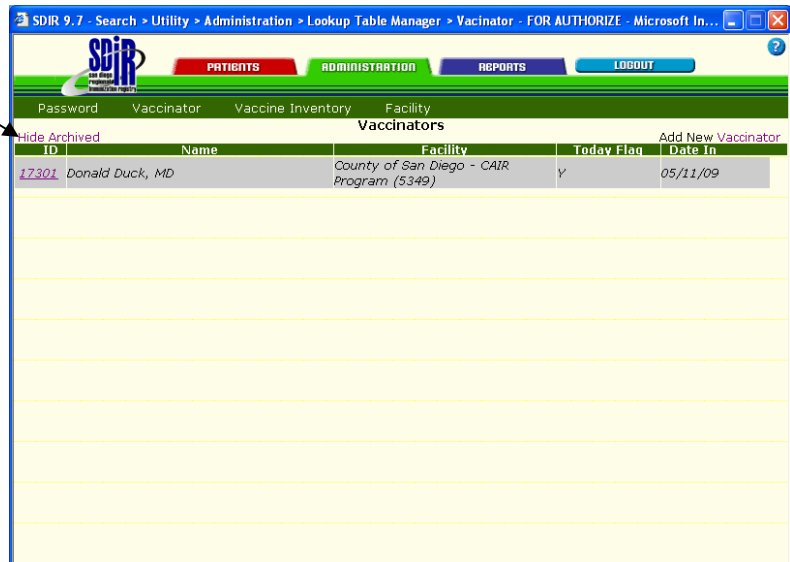
An alert will ask you if you are sure that you want to save the change. Click “OK”.



The listing for the vaccinator listed as “Donald Duck, MD” is now archived (hidden from this view).



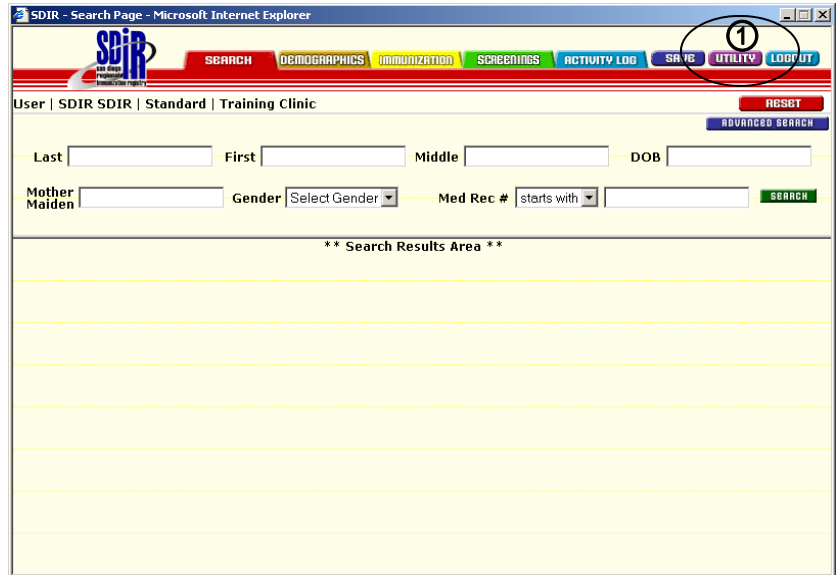
Click Show archived vaccinators to show all of the archived Vaccinators.



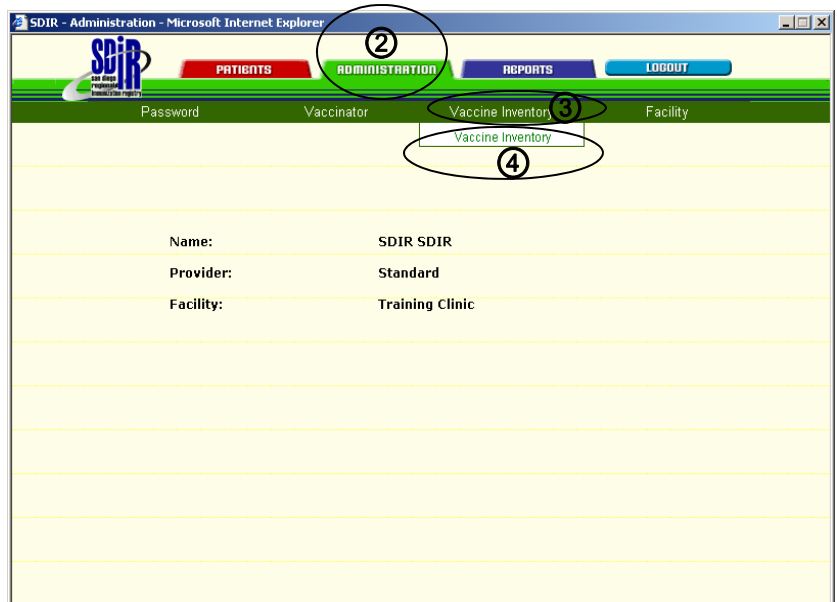
How to Add Vaccine Inventory

When you receive a new vaccine shipment (lot), you must enter the information regarding the shipment into the database before you can administer any of the vaccine.

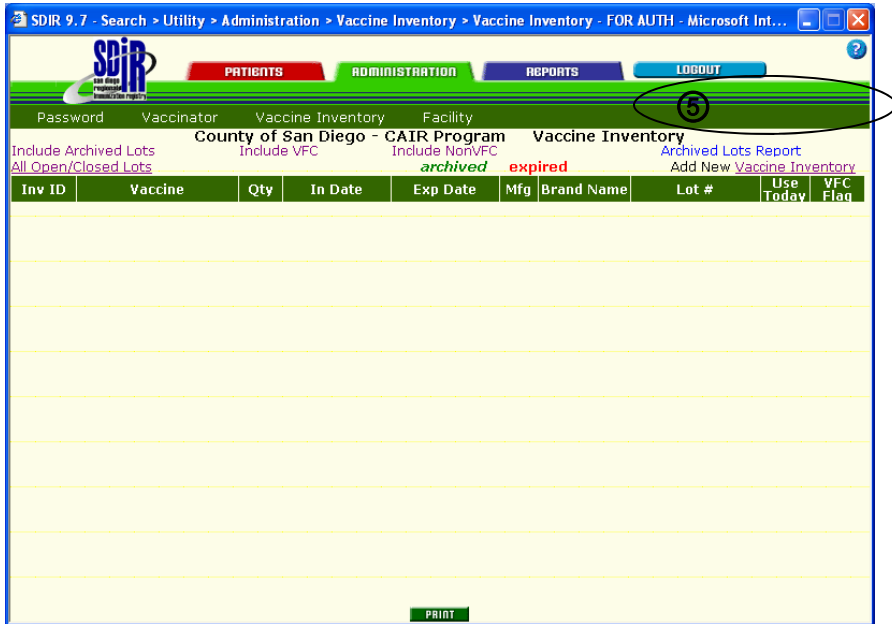
- ① Click on the UTILITY tab



- ② Application defaults to "Administration"
- ③ Put cursor on "Vaccine Inventory"
- ④ Click on "Vaccine Inventory"



⑤ Click on “Add New Vaccine Inventory”



⑥ Click on drop down arrow to select the vaccine type.

The “Quantity on Hand” field will be auto-filled.

All of the fields marked with an asterisk need to be completed.



How to Make an Adjustment to the Vaccine Inventory

- 1 To Adjust your inventory, click on the underlined Inv ID number

Inv ID	Vaccine	Qty	In Date	Exp Date	Mfg	Brand Name	Lot #	Use Today	VFC Flag
<u>29117</u>	DTaP	30	06/12/2008	04/17/2010	PMC		C2953BA	Yes	VFC
<u>36319</u>	DTaP-HepB-IPV	6	01/21/2009	08/14/2010	SKB	PEDIARIX	AC21B173AA	Yes	VFC
<u>33865</u>	DTaP-HepB-IPV	11	11/07/2008	08/14/2010	SKB	PEDIARIX	AC21B173AA	Yes	VFC
<u>38723</u>	DTaP-HepB-IPV	10	04/03/2009	04/21/2011	SKB	PEDIARIX	AC21B207AA	Yes	VFC
<u>38792</u>	HPV	20	04/03/2009	03/21/2010	MSD		0558X	Yes	VFC
<u>33864</u>	HPV	1	11/07/2008	02/19/2011	MSD		0651X	Yes	VFC
<u>36315</u>	HPV	2	01/21/2009	02/25/2011	MSD		0653X	Yes	VFC
<u>37750</u>	Hep A-child	0	01/20/2009	02/20/2011	SKB		AHAVB274AA	Yes	VFC
<u>38793</u>	Hep A-child	10	04/03/2009	08/23/2011	MSD		1678X	Yes	VFC
<u>38724</u>	Hep A-child	34	04/03/2009	09/24/2011	SKB		AHAVB334CA	Yes	VFC
<u>29121</u>	Hep B-adol or ped	4	06/12/2008	05/24/2010	SKB		AHBVB524AA	Yes	VFC
<u>27769</u>	Hep B-adol or ped	3	04/18/2009	06/19/2010	SKB		AHBVB516BA	Yes	VFC
<u>29119</u>	Hib	0	06/12/2008	09/05/2009	PMC		UF372AB	Yes	VFC
<u>38795</u>	Hib, PRP-T (ActHib)	9	04/03/2009	04/14/2010	PMC		UF577AA	Yes	VFC
<u>36318</u>	Hib, PRP-T (ActHib)	1	01/21/2009	07/25/2010	PMC		UF523AA	Yes	VFC
<u>33870</u>	IPV	0	11/07/2008	11/14/2009	PMC		A11092	Yes	VFC
<u>25918</u>	IPV	9	02/08/2008	12/01/2009	PMC		A11882	Yes	VFC
<u>38725</u>	IPV	10	04/03/2009	06/14/2010	PMC		B0476-3	Yes	VFC
<u>34108</u>	Influenza (TIV-injectable)	30	11/13/2008	06/30/2009	PMC		UT2794BA	Yes	VFC
<u>30888</u>	Influenza (TIV-	7	10/15/2008	06/30/2009	DMC		112701BA	Yes	VFC

Lot details are listed at the top of the screen.

To make an adjustment, go to the lower half of the screen.

- 2 Click on Quantity and enter the number of doses to adjust.
- 3 To select the type of adjustment, click on the drop down arrow on the right side of the box.
- 4 Click on insert.

(The Lot Activities summary will list all adjustments and can be printed.)

County of San Diego HHSA - Vaccine Inventory Lot Details

Lot Number * AHAVB274AA Vaccine * Hep A-child

Date Received * 01/20/2009 Incoming Quantity 10

Doses Administered 10 Quantity on Hand 0 Multi-Dose Vials

Adjustments Total 0 Manufacturer * SKB | GlaxoSmithKline

Use today Yes Expiration Date * 02/20/2011 Expiration Notice Yes

VFC Flag VFC/Public Warning 30 days Warning Notice Yes

Archived Inventory ID 37750 Recalled Status Not Recalled

Make an Adjustment

Quantity * 0 Type * Other

Date * 05/11/2009 Comment

Lot Activities Summary

Date	Quantity	Type	Comment
01/20/2009	10	Lot Created	

How to Archive Inventory

① Click on "Inv ID"

Inv ID	Vaccine	Qty	In Date	Exp Date	Mfg	Brand Name	Lot #	Use Today	VFC Flag
25112	DTaP	30	06/12/2008	04/17/2010	PMC	C2953BA		Yes	VFC
26210	DTaP-HepB-IPV	6	01/21/2009	08/14/2010	SKB	PEDIARIX	AC21B173AA	Yes	VFC
22865	DTaP-HepB-IPV	11	11/07/2008	08/14/2010	SKB	PEDIARIX	AC21B173AA	Yes	VFC
20729	DTaP-HepB-IPV	10	04/03/2009	04/21/2011	SKB	PEDIARIX	AC21B207AA	Yes	VFC
20797	HPV	20	04/03/2009	02/21/2010	MSD	0550X		Yes	VFC
22064	HPV	1	11/07/2008	02/19/2011	MSD	0653X		Yes	VFC
28315	HPV	2	01/21/2009	02/25/2011	MSD	0653X		Yes	VFC
22066	Hep A-child	0	11/07/2008	10/30/2010	SKB	AHAVB258AA		Yes	VFC
27250	Hep A-child	0	01/20/2009	02/20/2011	SKB	AHAVB274AA		Yes	VFC
20729	Hep A-child	10	04/03/2009	04/21/2011	MSD	1676X		Yes	VFC
26724	Hep A-child	34	04/03/2009	09/24/2011	SKB	AHAVB334CA		Yes	VFC
20121	Hep B-adol or ped	4	06/12/2008	05/24/2010	SKB	AHBV524AA		Yes	VFC
27269	Hep B-adol or ped	3	04/16/2009	06/19/2010	SKB	AHBV516BA		Yes	VFC
20110	Hib	0	06/12/2008	09/05/2009	PMC	UF372AB		Yes	VFC
20725	Hib, PRP-T (ActHib)	9	04/03/2009	04/14/2010	PMC	UF577AA		Yes	VFC
26210	Hib, PRP-T (ActHib)	1	01/21/2009	07/25/2010	PMC	UF523AA		Yes	VFC
22870	IPV	0	11/07/2008	11/14/2009	PMC	A11092		Yes	VFC
28210	IPV	9	02/08/2009	12/01/2009	PMC	A11092		Yes	VFC
20725	IPV	10	04/03/2009	06/14/2010	PMC	B0476-3		Yes	VFC
24109	Influenza (TIV-injectable)	30	11/13/2008	06/30/2009	PMC	UT2794BA		Yes	VFC
20088	Influenza (TIV-	7	10/12/2008	06/20/2009	DMC	I15701BA		Yes	VFC

② Click in the Archived box to send this inventory to the archive file.

③ Click on the Update button.

This specific lot will be removed from your facility's inventory list.

County of San Diego HHSA - Vaccine Inventory Lot Details

Lot Number * AHAVB258AA Vaccine * Hep A-child

Date Received * 11/07/2008 Incoming Quantity 20

Doses Administered 20 Quantity on Hand 0 Multi-Dose Vials

Adjustments Total 0 Manufacturer * SKB | GlaxoSmithKline

Use today Yes Expiration Date * 10/30/2010 Expiration Notice Yes

VFC Flag VFC/Public Warning 30 days Warning Notice Yes

Archived Inventory ID 33866 Recalled Status Not Recalled

Make an Adjustment

Quantity * 0 Type * Other

Date * 05/11/2009 Comment

Lot Activities Summary

Date	Quantity	Type	Comment
11/07/2008	20	Lot Created	

④ Click on "Include Archived Lots" to put them back on the master list.

Or,

⑤ Click on "Archived Lots Report" to produce a list of archived lots.

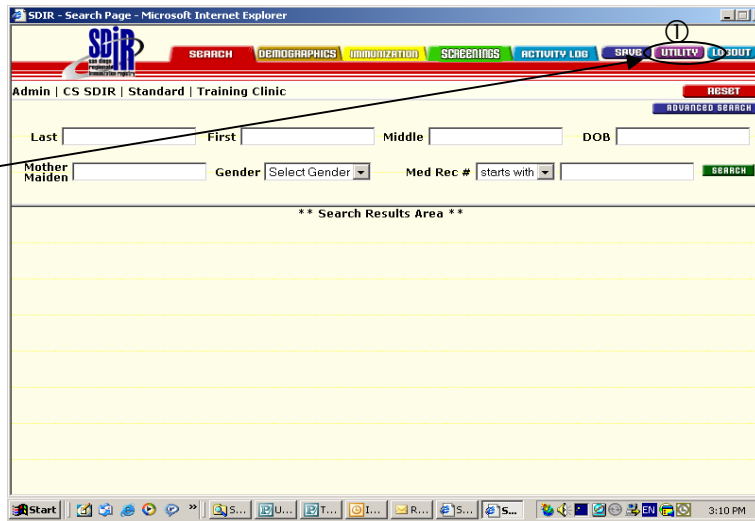
County of San Diego HHSA - Vaccine Inventory

Exclude Archived Lots Include NonVFC Include NonVFC archived expired

Inv ID	Vaccine	Qty	In Date	Exp Date	Mfg	Brand Name	Lot #	Use Today	VFC Flag
5541	DTaP	13	06/21/2005	10/09/2006	SKB		AC14A009BA	Yes	VFC
5535	DTaP	-1	03/17/2005	10/09/2006	PMC		AC14A009AA	Yes	VFC
8525	DTaP	1	12/16/2005	03/18/2007	SKB		AC14B008AA	Yes	VFC
10900	DTaP	-1	06/12/2006	04/12/2008	SKB		AC14B018AA	Yes	VFC
9632	DTaP	25	03/23/2006	04/12/2008	SKB		AC14B018AA	Yes	VFC
15502	DTaP	39	01/03/2007	05/25/2008	PMC		SP-C2552AA	Yes	VFC
22828	DTaP	4	09/19/2006	11/17/2008	SKB		AC14B035AA	Yes	VFC
12829	DTaP	27	09/19/2006	11/17/2008	SKB		AC14B035AA	Yes	VFC
27771	DTaP	1	04/18/2008	12/14/2009	SKB		AC14B060AB	Yes	VFC
29117	DTaP	30	06/12/2008	04/17/2010	PMC		C2953BA	Yes	VFC
5586	DTaP-HepB-IPV	0	03/17/2005	10/15/2006	SKB	PEDIARIX	AC21A013AA	Yes	VFC
8529	DTaP-HepB-IPV	0	12/16/2005	04/13/2008	SKB	PEDIARIX	AC21B047AA	Yes	VFC
9639	DTaP-HepB-IPV	3	03/23/2006	07/20/2008	SKB	PEDIARIX	AC21B063AA	Yes	VFC
10907	DTaP-HepB-IPV	-20	06/12/2006	08/10/2008	SKB	PEDIARIX	AC21B064AA	Yes	VFC
22829	DTaP-HepB-IPV	7	06/12/2006	08/10/2008	SKB	PEDIARIX	AC21B064AA	Yes	VFC
22046	DTaP-HepB-IPV	0	09/13/2007	12/05/2009	SKB	PEDIARIX	AC21B128AB	Yes	VFC
36319	DTaP-HepB-IPV	6	01/21/2009	08/14/2010	SKB	PEDIARIX	AC21B173AA	Yes	VFC
33865	DTaP-HepB-IPV	11	11/07/2008	08/14/2010	SKB	PEDIARIX	AC21B173AA	Yes	VFC
38723	DTaP-HepB-IPV	10	04/03/2009	04/21/2011	SKB	PEDIARIX	AC21B207AA	Yes	VFC
20089	HPV	11	06/28/2007	09/26/2009	MSD		0245u	Yes	VFC
22830	HPV	0	06/28/2007	09/26/2009	MSD		0245U	Yes	VFC
20326	HPV	0	03/14/2007	09/30/2009	MSD		0245u	Yes	VFC

How to Change the Facility

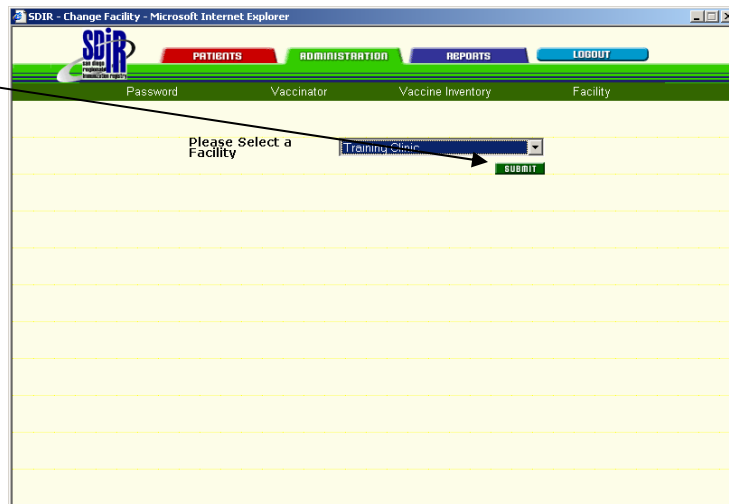
① Click on the Utility Tab.



② Application defaults to "Administration":
③ Place cursor on "Facility"
④ Click on "Change Facility"

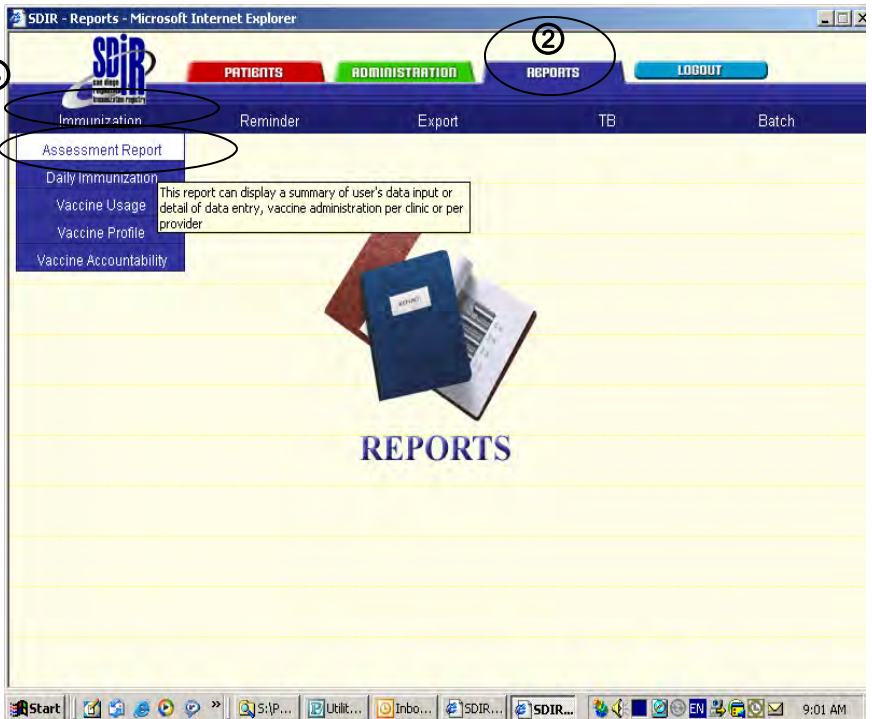


Select a facility.
Click on "Submit"



REPORTS

- ① Click on Utility Tab (cannot be seen from this view)
- ② Click on “Reports”
- ③ Put cursor on “Immunization”
- ④ Click on “Assessment Report”



- ⑤ Complete information, including the type of Report

Explanations of fields:

Facility: Where the vaccinations were given

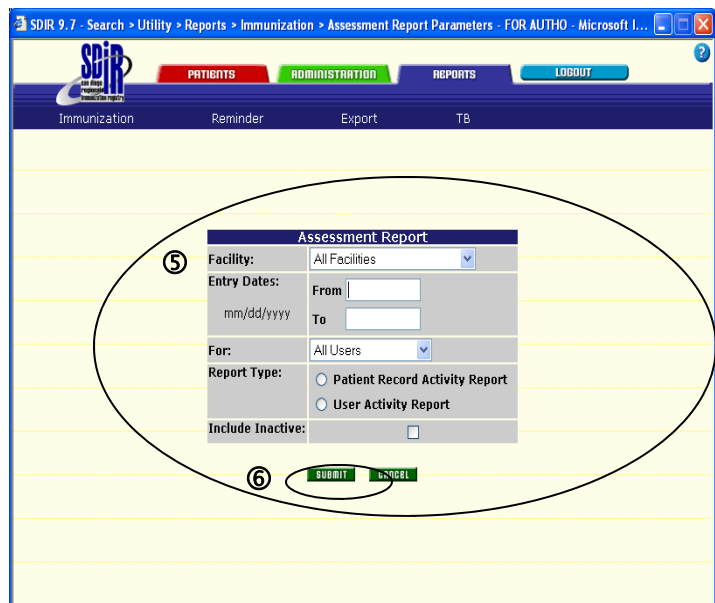
Entry Dates: The date range that the report should cover such as when the data entry of the vaccinations occurred.

For: There are several options to run the report – by all users at a facility or for specific individuals (user names)

Report Type: Select the “User Activity Report” or Patient Record Activity Report.

Include Inactive: The default setting of the computer is to run the report only for active users. However, by clicking in this box, you can choose to include inactive users in the report, too.

- ⑥ Click on “Submit” to view either report.



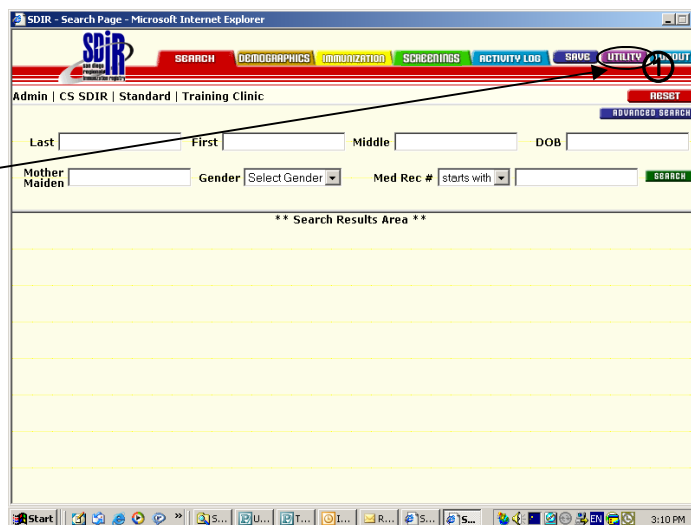
Assessment Report— Patient Record Activity Report

The “Patient Record Activity Report” will display each individual user’s data input for:

- Specific age groups
- Total number of immunizations entered for each age group
- Total number of patients added in each age group
- Total number of immunizations modified for each age group
- Total number of patients modified in each age group
- Total number of patient transcribed (copied to home record)
- Total immunizations (IZ) viewed
- Grand total for the selected period for each type of data

It is important that you choose the correct FACILITY when you run this report

① Click on the UTILITY tab



② Click on “Reports”

③ Put cursor on “Immunization”

④ Click on “Assessment Report”



- ⑤ Complete information, including choosing Patient Record Activity Report

Explanations of fields:

Facility: Where the vaccinations were entered

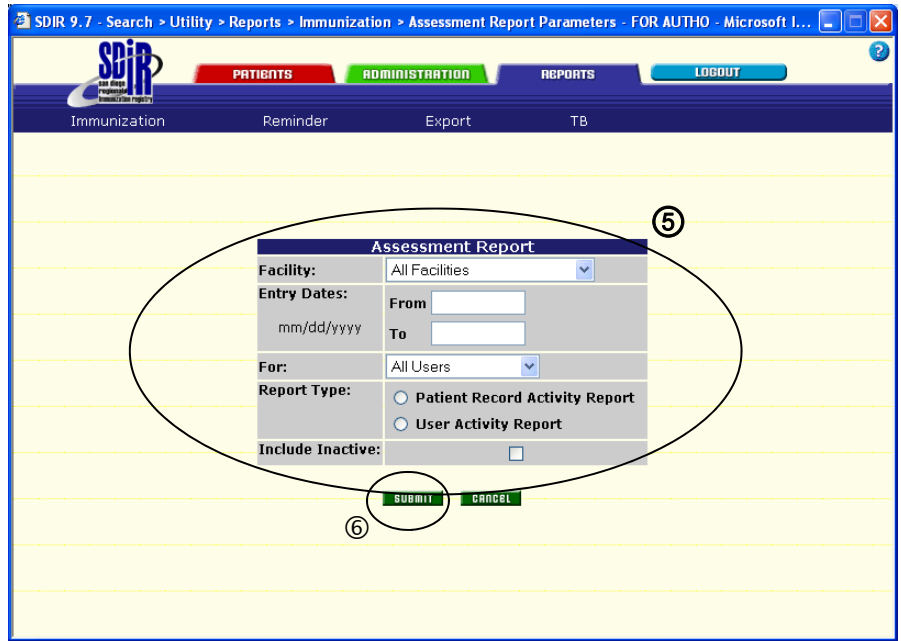
Entry Dates: The date range that the report should cover/when the data entry of the vaccinations occurred

For: There are several options to run the report – by all users at a facility or for specific individuals

Report Type: The report can be a “Patient Record Activity Report” or **Include Inactive:**

The default setting of the computer is to run the report only for active users. However, by clicking in this box, you can choose to include inactive users in the report, too.

- ⑥ Click on “Submit” to view the report

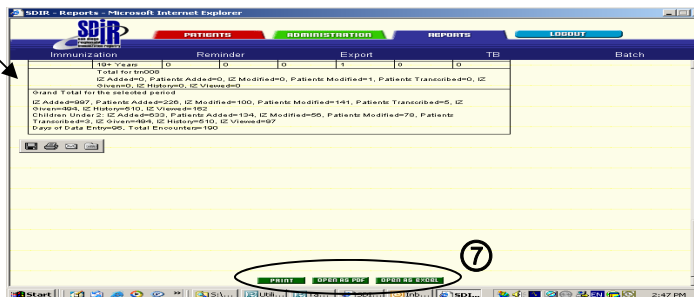
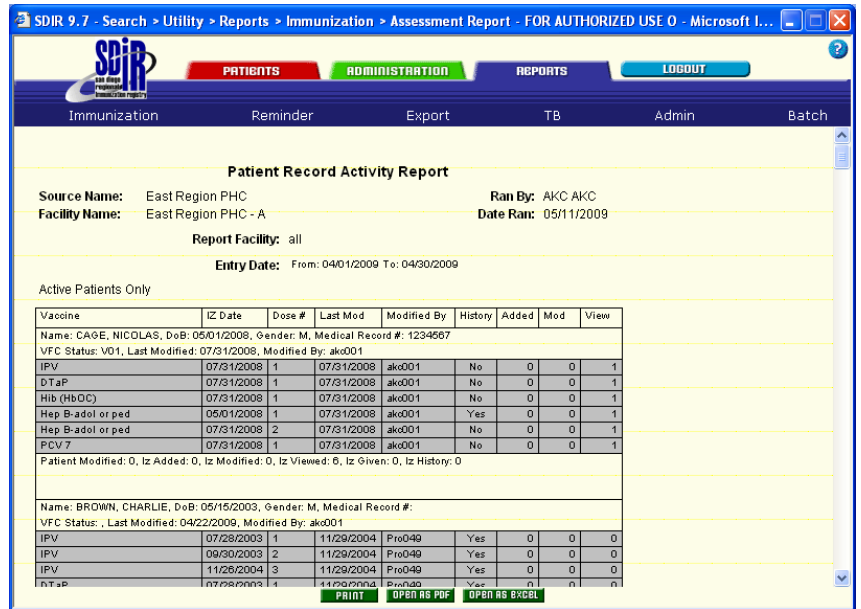


- ⑦ To print, scroll down and click on “Print” (located on the far bottom of screen)

The “Patient Record Activity Report” is separated by User Name (last name, first name), Age Group, number of Immunizations Added, number of Patients Added, number of Immunizations Modified (e.g., the date of an immunization listed was corrected), number of Patients Modified (e.g., an address of a patient was modified), Patients Transcribed (copied to home record) and IZ viewed (immunization records viewed).

A grand total of each category is given at the end of the report.

Note: Besides printing the report, it can be opened as a PDF document or as an Excel file. Click on the appropriate button at the far bottom on the screen.



Assessment Report - User Activity Report

The “**User Activity Report**”—is used for the assessment of data entry and vaccine administration per clinic or per provider.

The following data elements are displayed in the Detailed Assessment Report:

- Patient last name
- Patient first name
- Patient date of birth
- Gender
- Medical Record #
- VFC Status (Vaccines for Children)
- Vaccine(s) administered
- Vaccination date
- Dose number
- Modified date (date when data was entered)
- Modified by (User name of the person who entered data)
- History (if historical immunization data was entered)
- Immunizations (IZ) Added
- Immunization (IZ) modified
- Immunizations (IZ) viewed

It is important that you choose the correct FACILITY when you run this report!

① Click on the UTILITY tab

SDIR - Search Page - Microsoft Internet Explorer

SEARCH DEMOGRAPHICS IMMUNIZATION SCREENINGS ACTIVITY LOG SAVE UTILITY LOGOUT

Admin | CS SDIR | Standard | Training Clinic

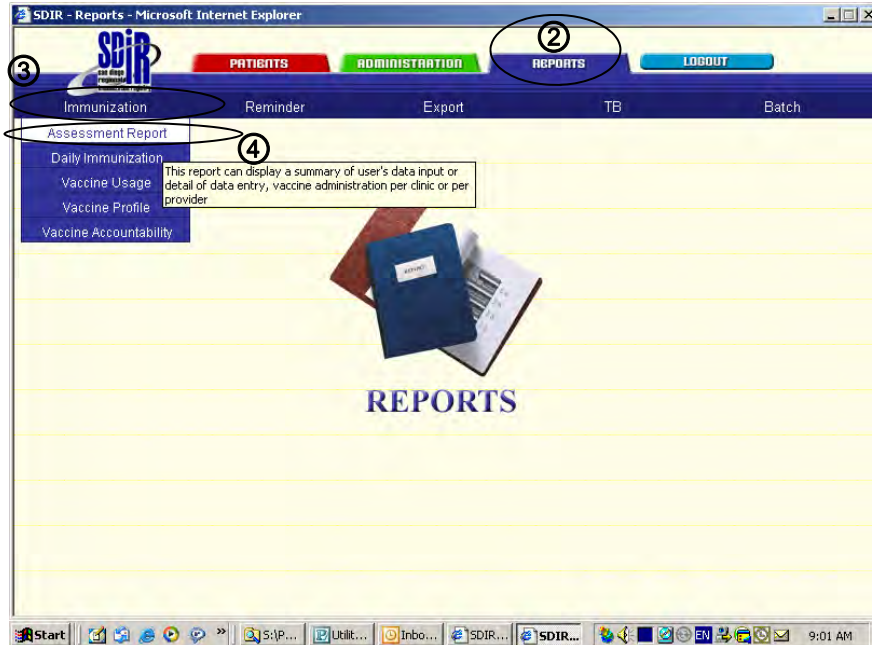
Last First Middle DOB

Mother Maiden Gender Med Rec #

** Search Results Area **

Start | [Icons] | 3:10 PM

- ② Click on “Reports”
- ③ Put cursor on “Immunization”
- ④ Click on “Assessment Report”



- ⑤ Complete information, including choosing “User Activity Report”

Explanations of fields:

Facility: Where the vaccinations were given

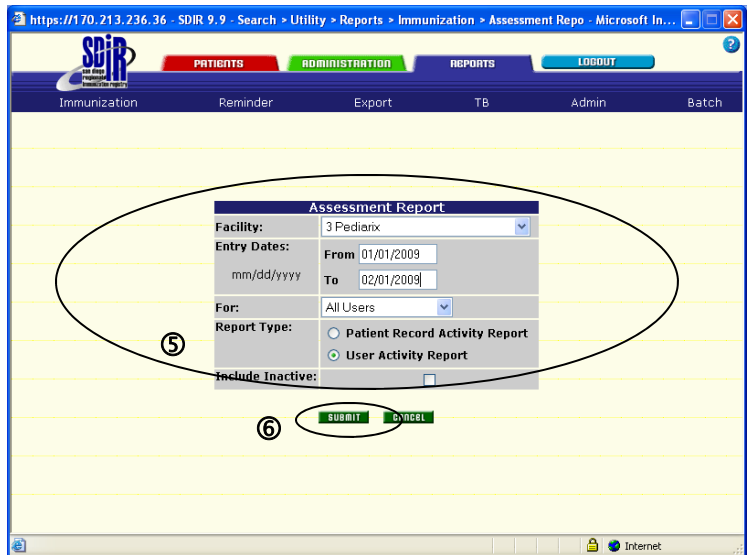
Entry Dates: The date range that the report should cover/when the data entry of the vaccinations occurred

For: There are several options to run the report – by all users at a facility or for specific individuals (user names)

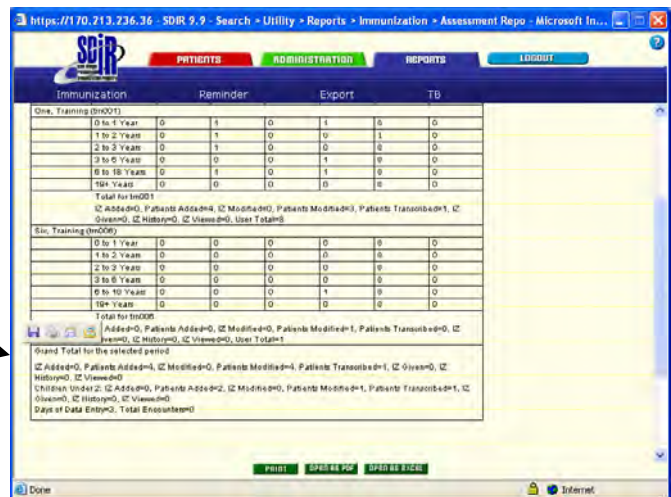
Report Type: User Activity Report” (by age group)

Include Inactive: The default setting of the computer is to run the report only for active users. However, by clicking in this box, you can choose to include inactive users in the report, too.

- ⑥ Click on “Submit” to view the report



A Grand Total will be at the bottom of the report.

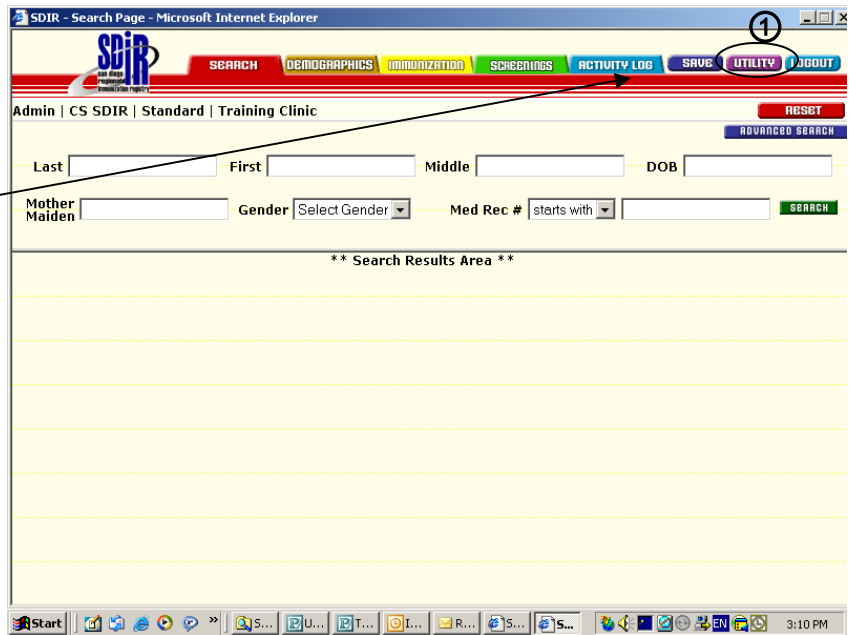


Daily Immunization Report

This report prints a listing of patients and shots they received during any period of time you specify.

It is important that you choose the correct FACILITY when you run this report!

① Click on the UTILITY tab



② Click on “Reports”

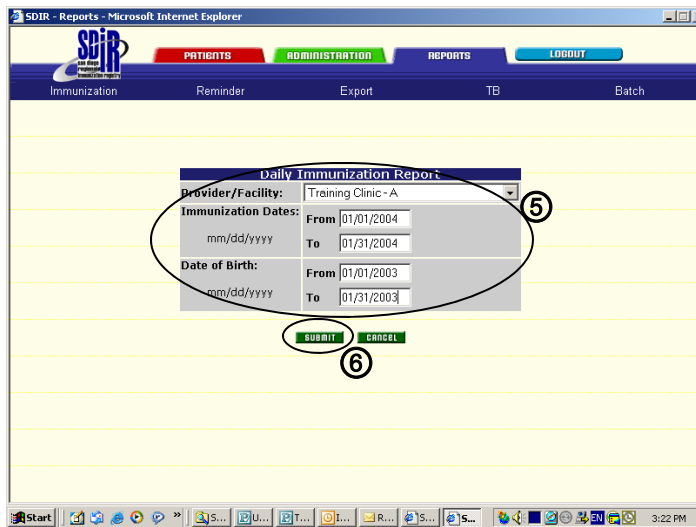
③ Put cursor on “Immunization”

④ Click on “Daily Immunization”



- ⑤ Complete information
(Immunization Dates are the dates the immunizations were given.)
- ⑥ Click on “Submit” to view the report

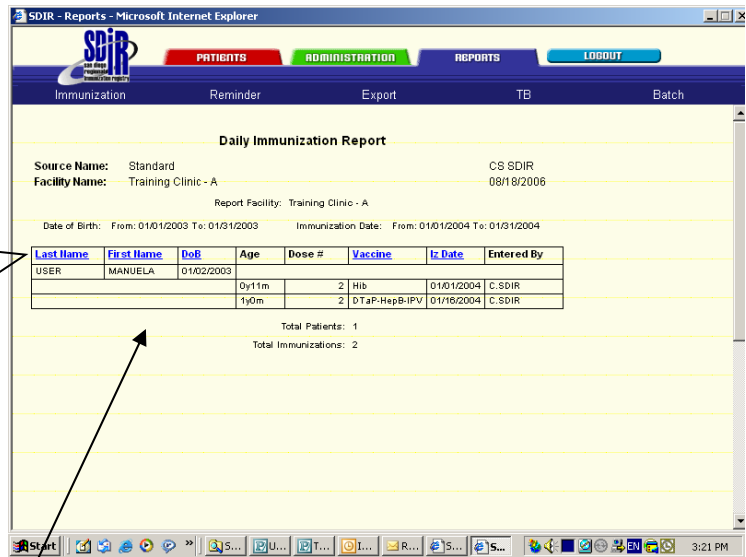
Note: Date of Birth can be left blank.
This enables you to review
“ALL” patients.



- ⑦ To print, click on “Print” (located on the far bottom of screen)

SHORTCUT:

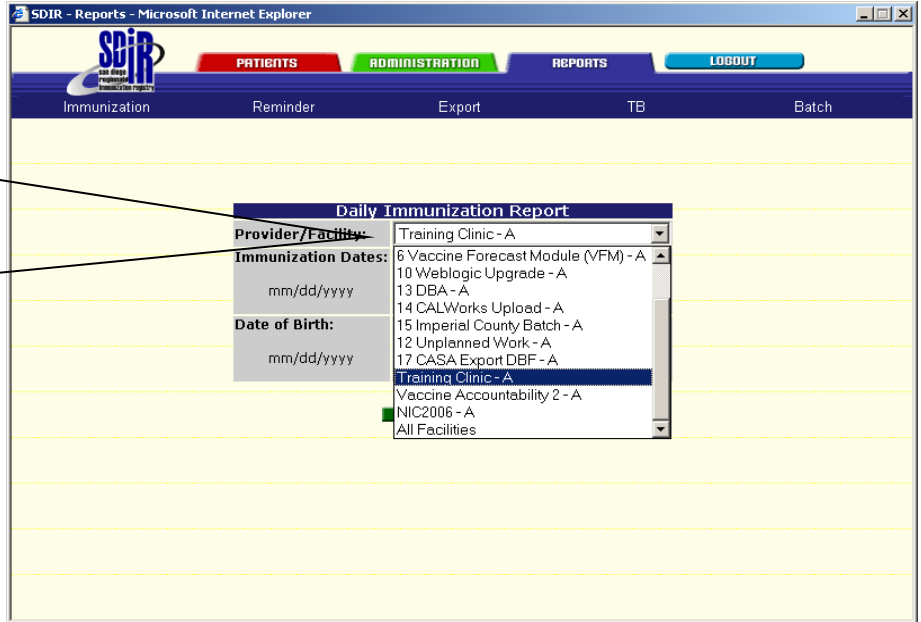
You can click column headings that are highlighted and underlined to change the way the patient information is displayed (e.g. you can sort by vaccine instead of last name)



This example is sorted by vaccine.

SHORTCUT:

You can run a report for another facility using the same criteria by choosing the desired facility in the drop-down list. The report will rerun automatically.

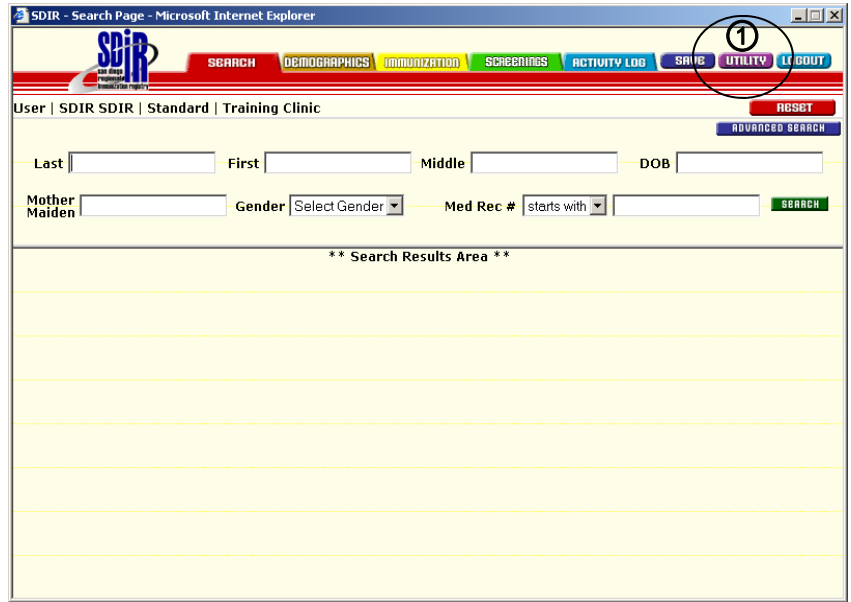


Vaccine Usage Report

This report summarizes the vaccine doses that were entered by your facility during any period of time you specify.

It is important that you choose the correct FACILITY when you run this report.

① Click on the UTILITY tab



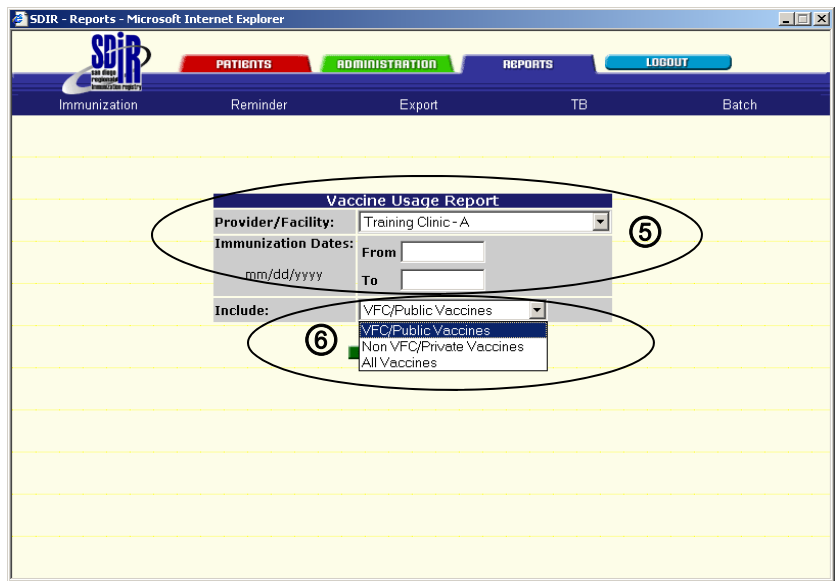
② Click on “Reports”

③ Put cursor on “Immunization”

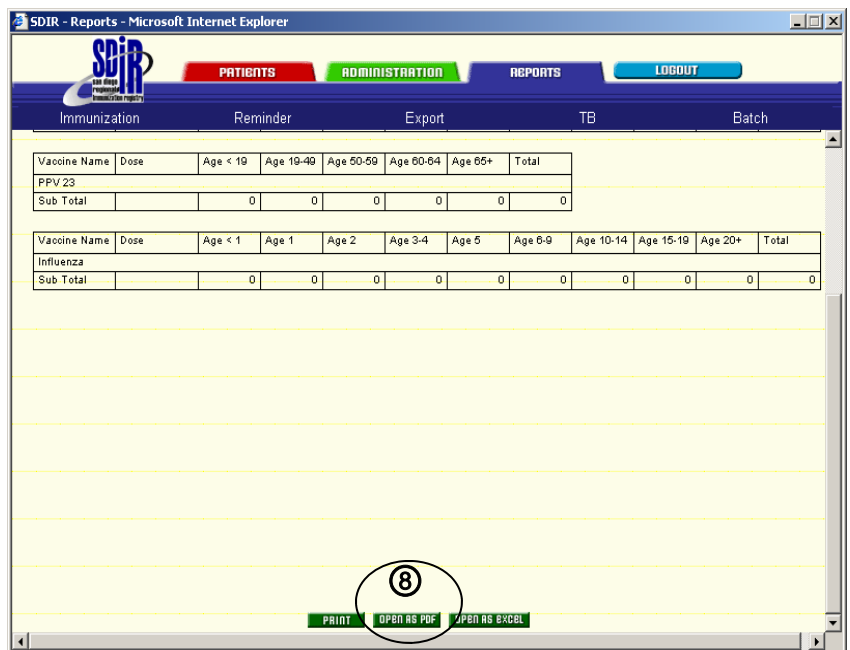
④ Click on “Vaccine Usage”



- ⑤ Complete information
(Immunization Dates are the dates the immunizations were given.)
- ⑥ Choose the vaccines you want included in the report. Choosing “ALL VACCINES” will include both VFC/Public and Non VFC/Private vaccines.
- ⑦ Click on “Submit” to view the report



- ⑧ To print, click on “Open as PDF” then select “Print”
(located on bottom of screen)



Troubleshooting Tip! If you find that the Daily Immunization Report count does not match the Vaccine Usage report, compare the difference and you will probably find that a immunization dose has been entered as an historical dose and not through the inventory. You will need to identify the patient record and delete the dose entered as historical and then re-enter it through inventory. You should reconcile these two reports on a regular basis. Avoid waiting more than one week as the number of records to reconcile can become quite long.

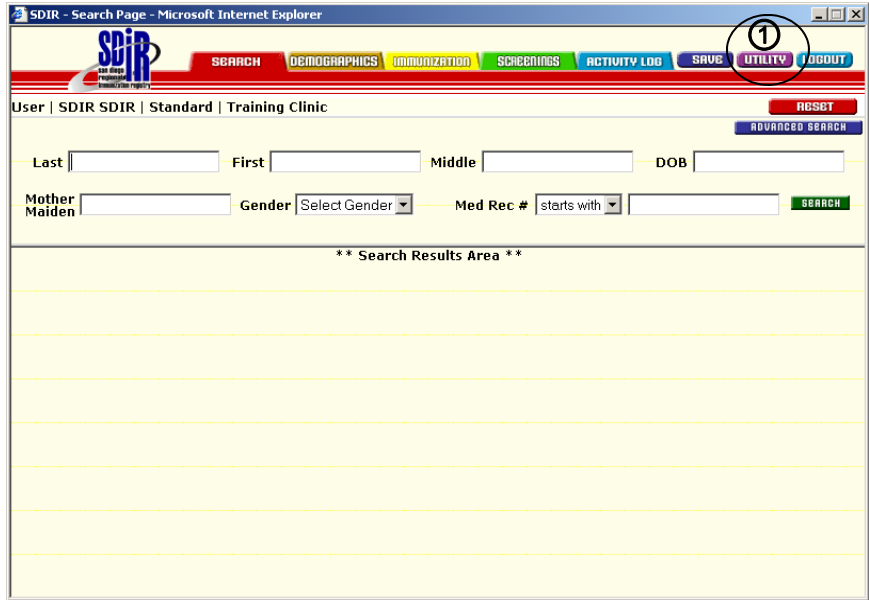
Vaccine Profile Report

Used for Vaccine for Children (VFC) Program

This report will display each insurance category and it will show the total number of patients for each insurance category for specific age groups.

It is important that you choose the correct FACILITY when you run this report.

① Click on the UTILITY tab



② Click on “Reports”

③ Put cursor on “Immunization”

④ Click on “Vaccine Profile”

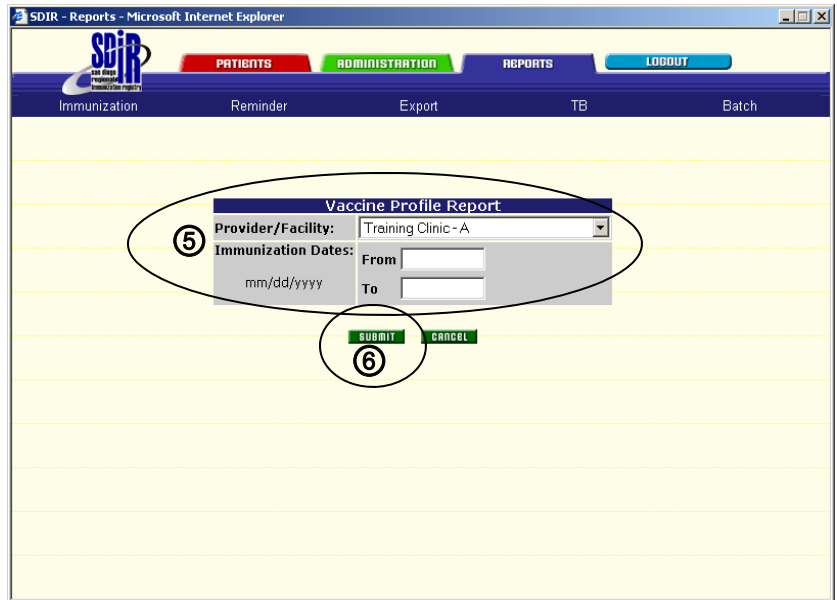


⑤ Complete information

(Immunization Dates are the dates the immunizations were given.)

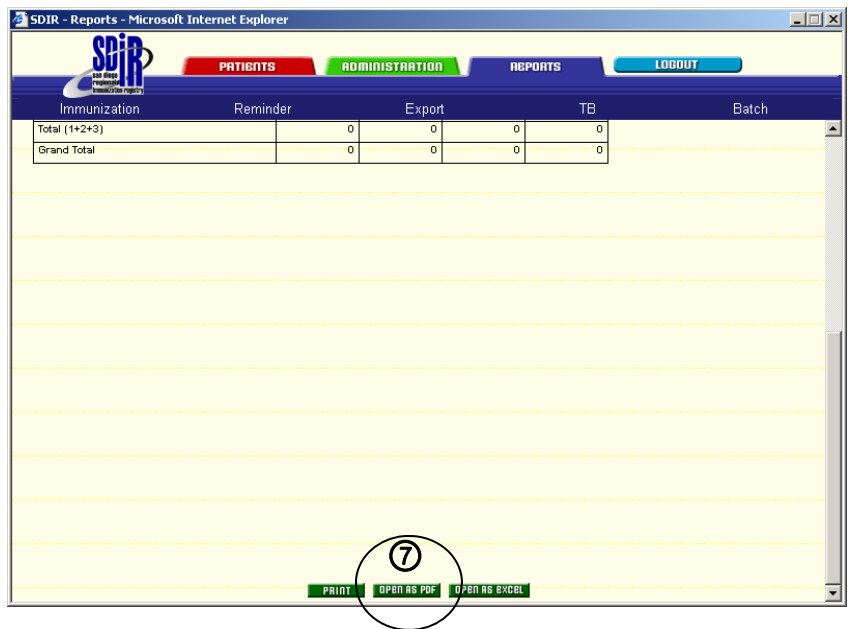
⑥ Click on “Submit” to view the report

Note: The report may be slow to produce if it is generating information for the whole year.



⑦ To print, click on “Open to PDF” then select “Print”

(located on bottom of screen)



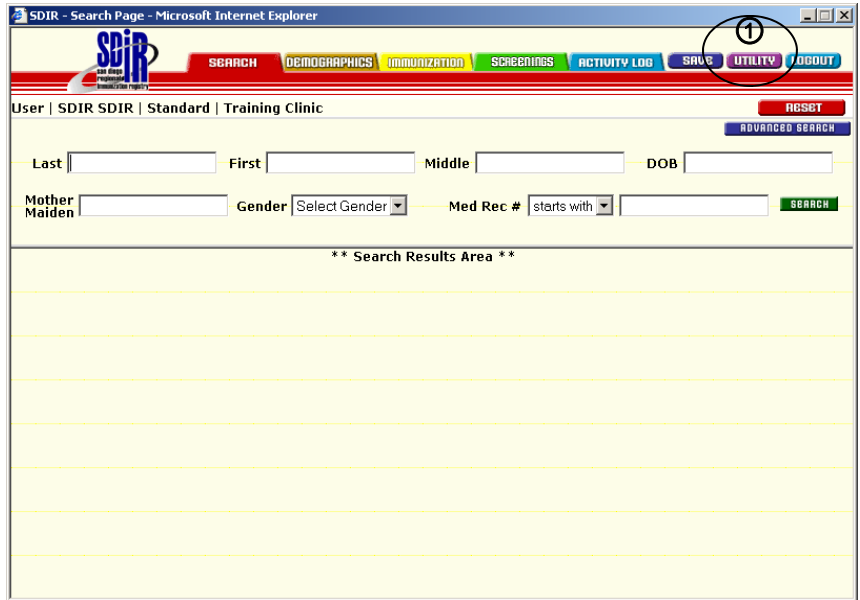
Reminder/Outreach Report

This report gives you a listing of patients who should be sent a reminder or recall notice or tracked for outreach case management.

Note: Reminders are for patients due for vaccines in the next week. Recalls are for patients overdue by two weeks.

It is important that you choose the correct FACILITY when you run this report.

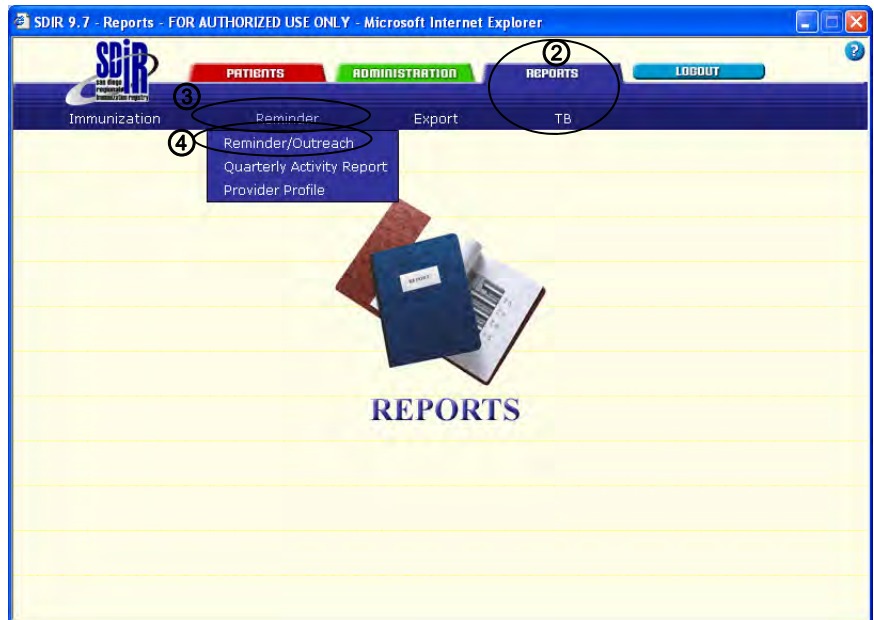
① Click on the UTILITY tab



② Click on “Reports”

③ Put cursor on “Reminder”

④ Click on
“Reminder/Outreach”



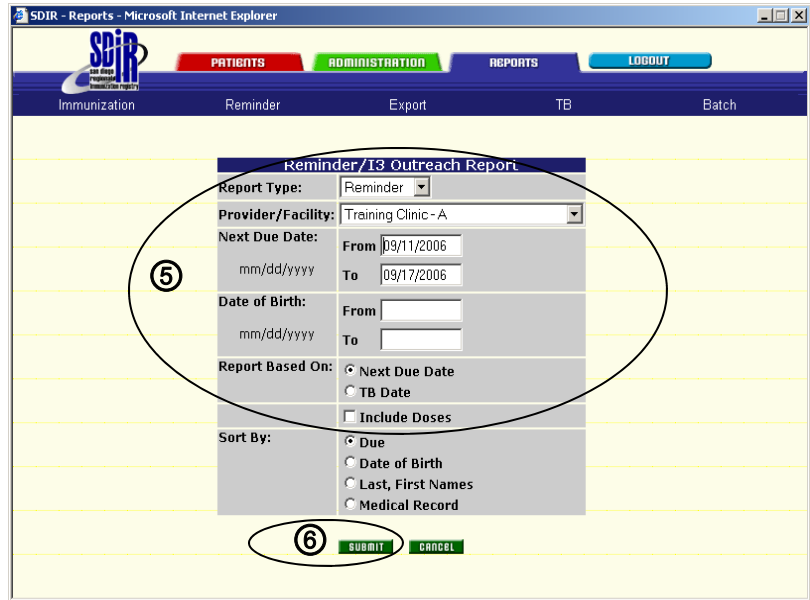
⑤ Complete information.

Choose the **Report Type** by using the drop down menu. Your options are **Reminder, Recall and Outreach.**

The “VFM Date” (Vaccine Forecast Module) is the date subsequent immunizations are due. The computer will automatically make this calculation or users can enter it.

“Include Doses” Check this box if you want to see which vaccines (including vaccine dose #s) are due.

⑥ Click on “Submit” to view the report.



⑦ To print, click on “Open to PDF” then select “Print” (located on bottom of screen)

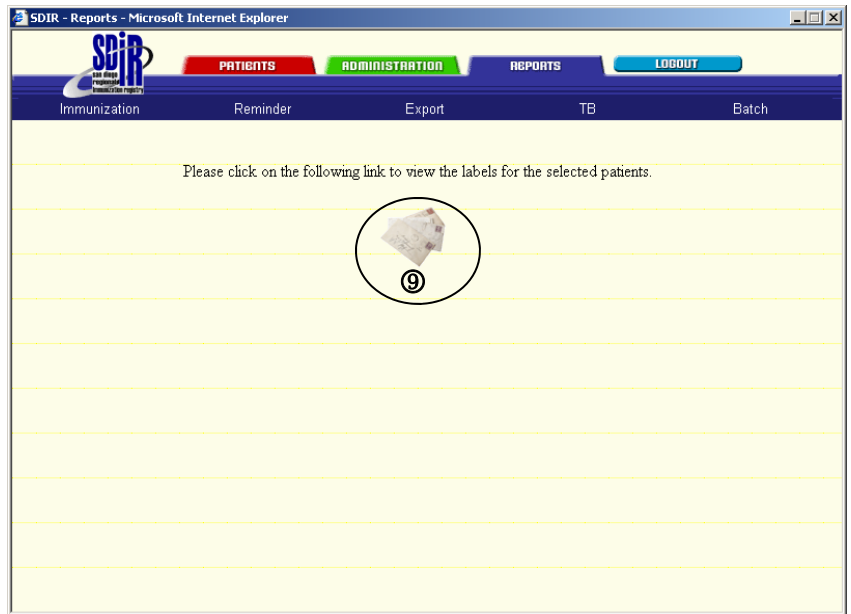
⑧ To create labels click on “Create Labels” (located on the bottom of screen)

STOP! Before you click on “Create Labels,” review the addresses! Uncheck the “Selected Patient” box if you DO NOT want a label for that patient. (This includes any patients that do not have any information or



⑨ Click on the link to view your labels

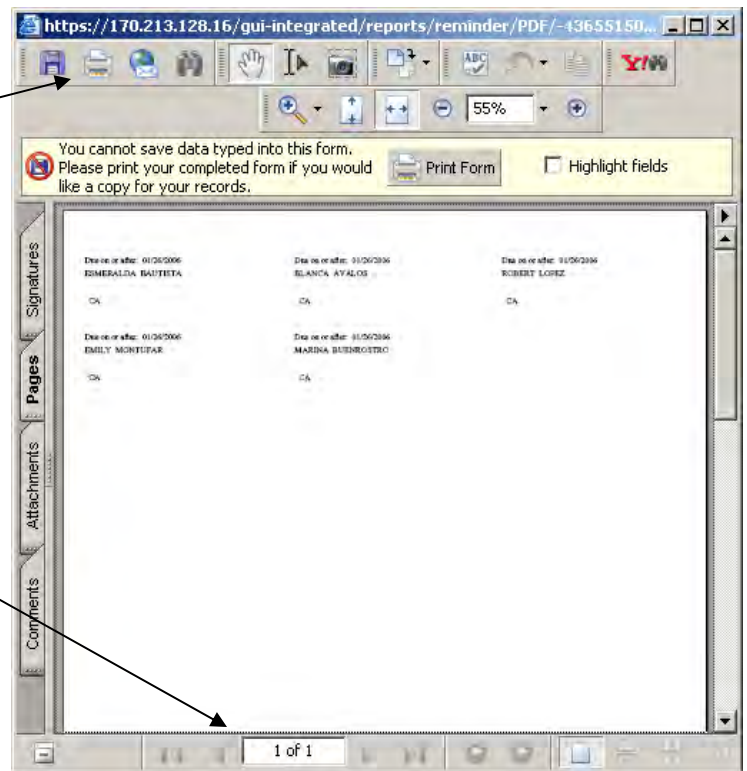
(This will automatically open Acrobat Reader.)



Load your printer with address label paper . The standard format of the label paper should be to create 33 labels — 1”x2 13/16” or 1” x 2.8125”.

Press the print symbol at the top of the page.

Note: See the number of pages at the bottom of the page to know how many sheets of label paper to load.

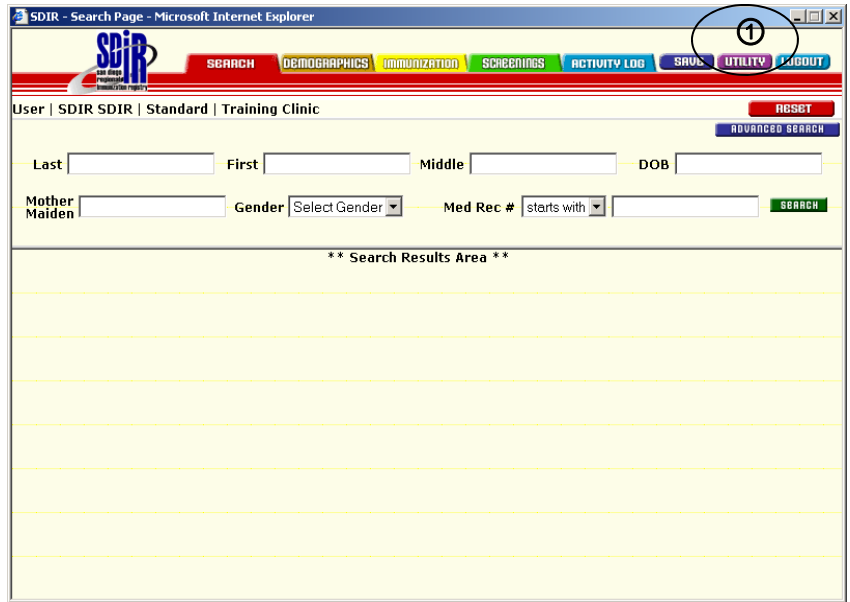


Quarterly Activity Report

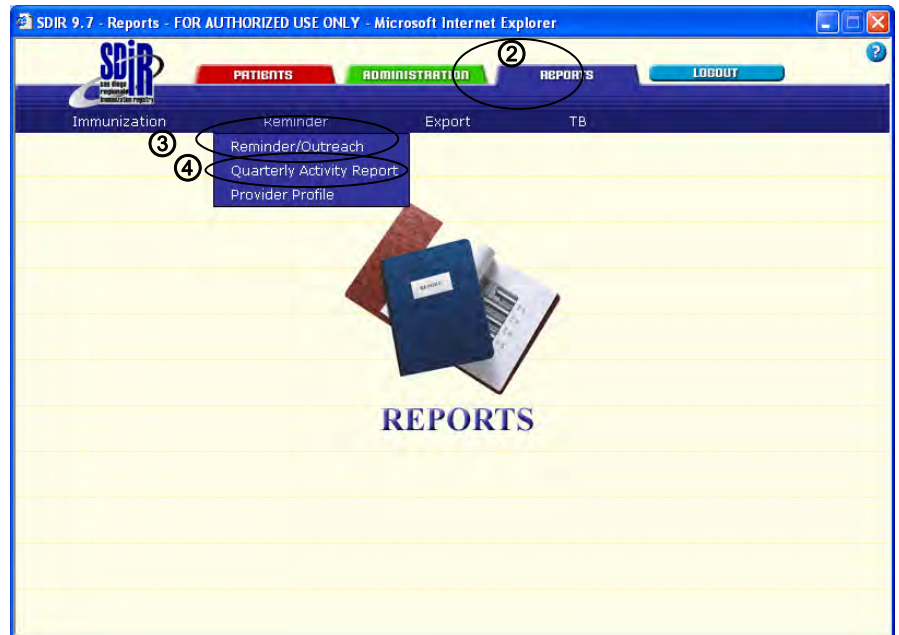
The activity report is a summary of the number of reminder and recall notices that have been sent out within a specified time frame.

It is important that you choose the correct FACILITY when you run this report.

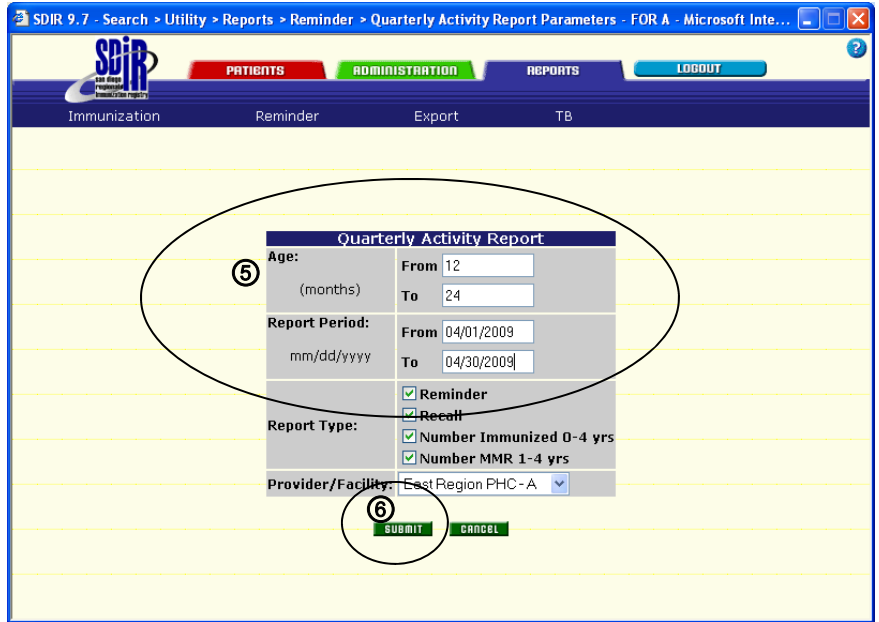
- ① Click on the UTILITY tab



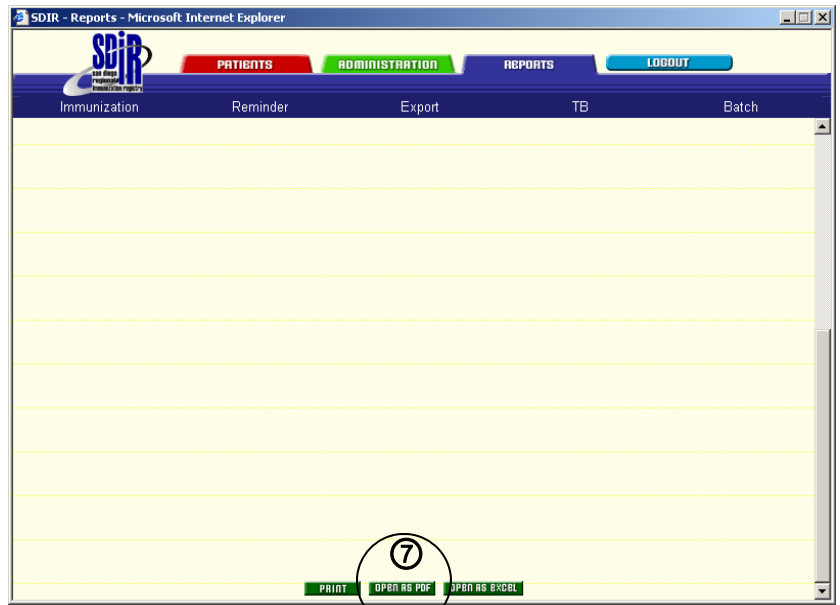
- ② Click on “Reports”
- ③ Put cursor on “Reminder”
- ④ Click on “Activity Report”



- ⑤ Complete information.
When entering age, it is important to use months only.
- ⑥ Click on “Submit” to view the report



- ⑦ To print, click on “Open to PDF” then select “Print” (located on bottom of screen)

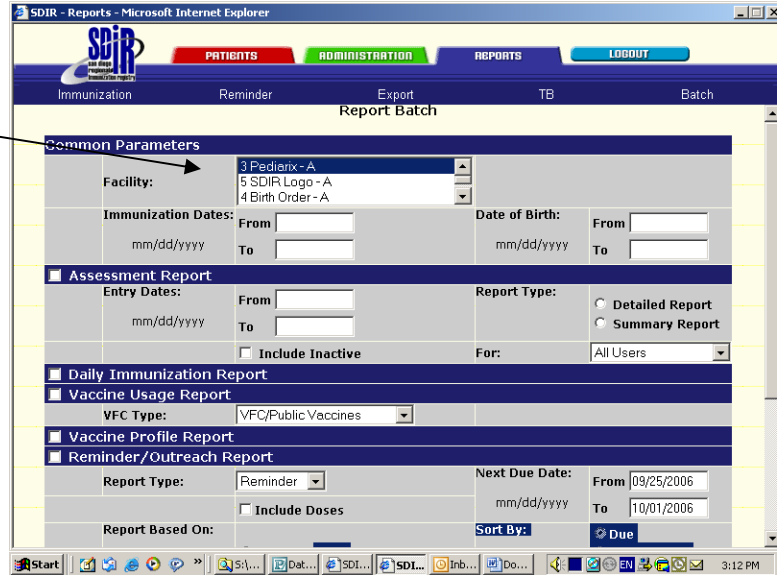


Report Batch

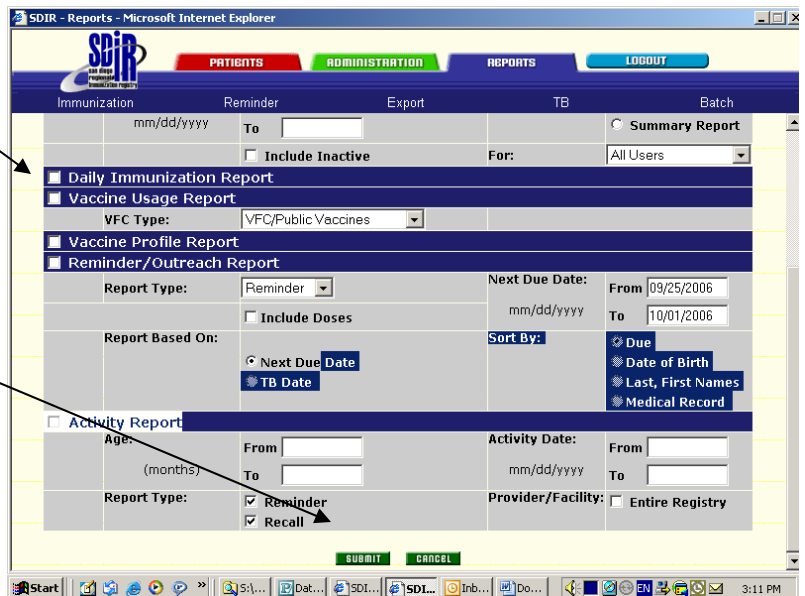
A variety of reports can be requested from this one screen instead of having to go from one report screen to another. Follow the directions in the specific report section on how to enter the report criteria.

Start with selecting the facility that you want to run the multiple reports. You can select multiple facilities by clicking on the name of the facility while holding the Control (Ctrl) key down.

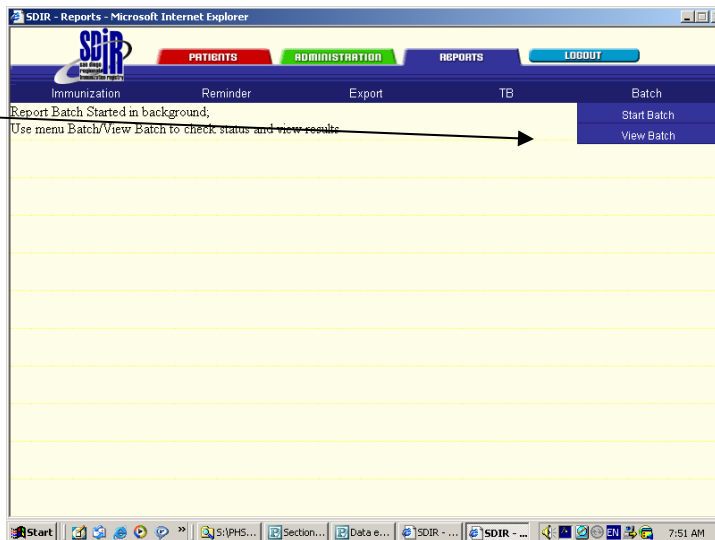
Enter the immunization dates and date of birth range for the individuals you want to see in your report summaries.



After selecting the reports and entering any additional criteria, click on the "Submit" button.



After submitting the report, you will see the following screen. Click on the “View Batch” to see the results.



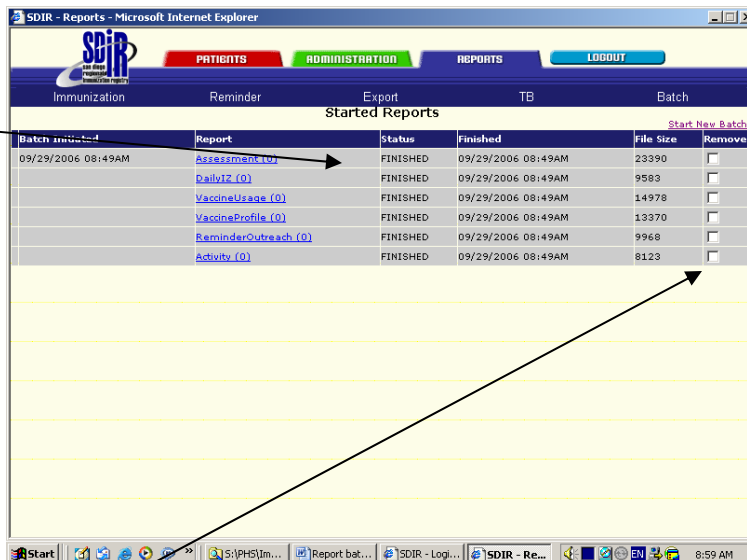
The View batch screen shows the status of the reports. All are finished running.

Note: If a report says “Not finished, then wait a few more minutes, click on the View Batch. You will see that all of the reports have the status of “finished”.

The reports for the different facilities can be identified by their facility number. Click on the underlined blue text to open.

Reports will be available on this screen for a 3 days.

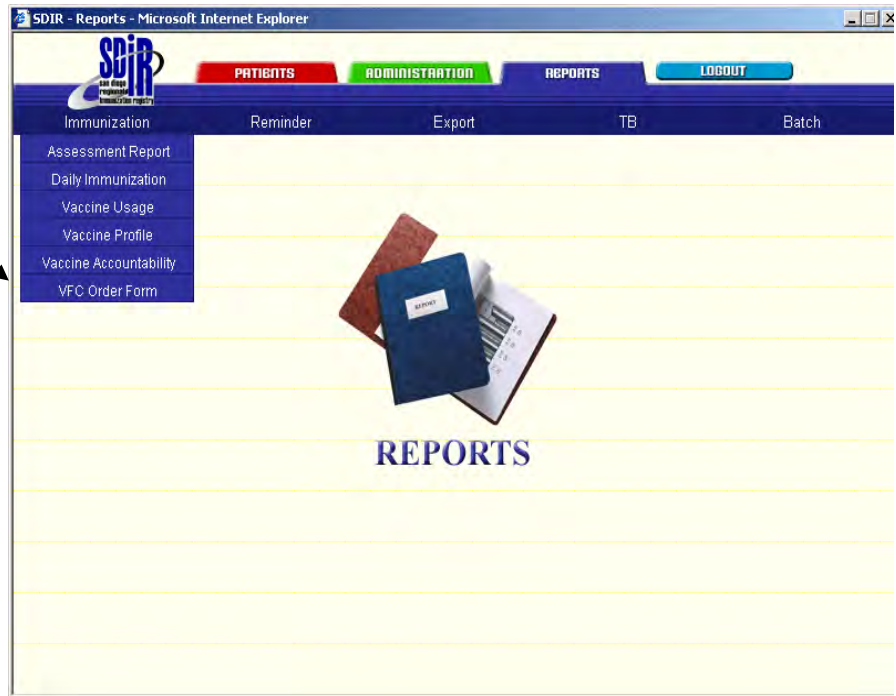
Click “Remove” to delete them manually.



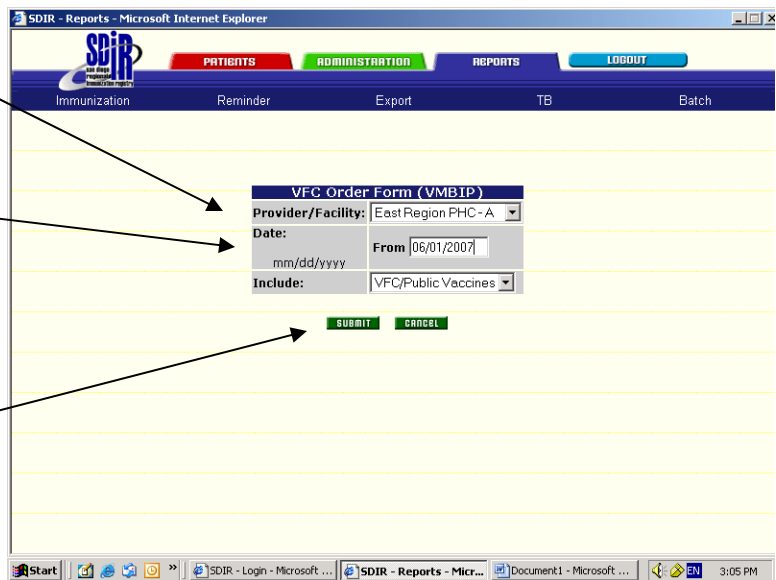
VFC Order Form

The Vaccines for Children (VFC) Order Form can be used to produce a registry-generated list of VFC vaccines used and vaccines on-hand categorized by vaccine type and lot number. The user enters in the date of the report and the registry application will account for any vaccine lot that was entered into inventory and marked VFC/Public vaccine. (Note: Revised VFC Order forms will be posted as needed.)

Select VFC Order



- ① Select the facility that you want to order for.
- ② Enter the date of the report (this would be the end date of the vaccine inventory that you want to account for).
- Note: The include field does not have to be changed.
- ③ Click Submit.



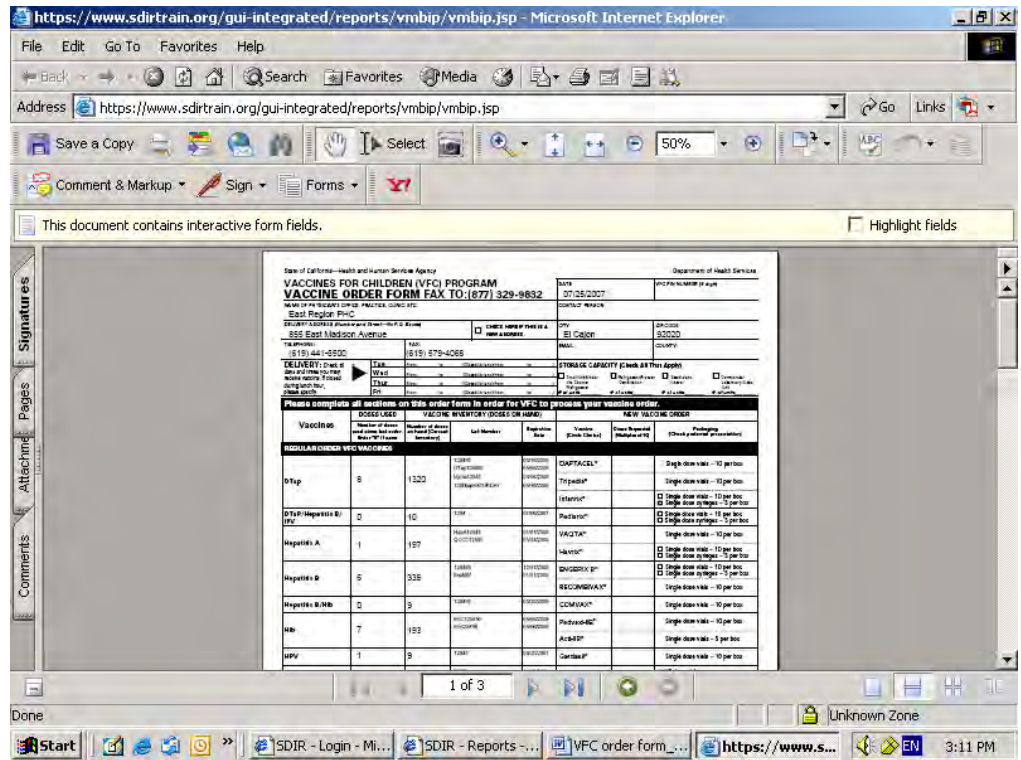
Upper part of the registry generated VFC order Form.

Prefilled sections of the order form include:

- ◆ Physician contact information available in the SDIR
- ◆ Vaccine inventory (Doses on hand)

Note: The order form is editable to enter:

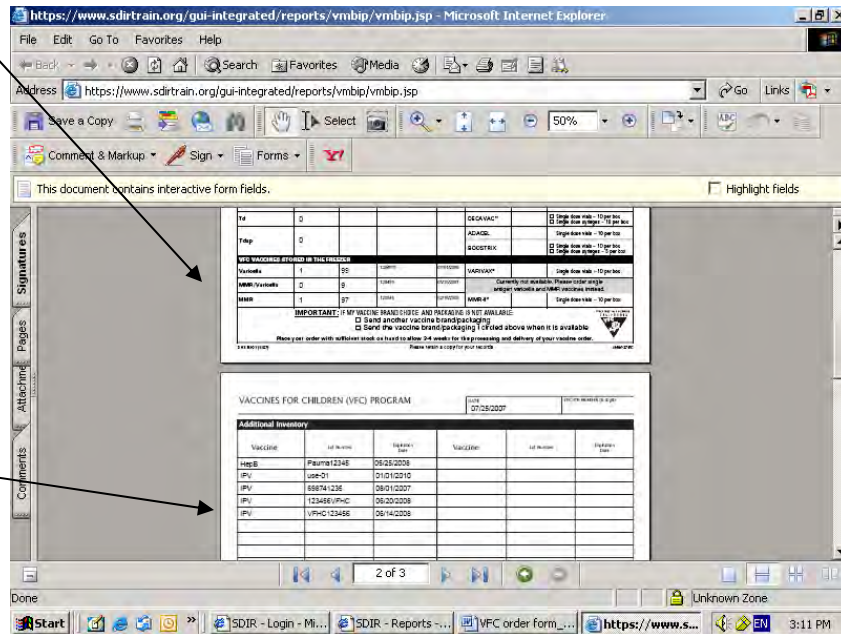
- ◆ Additional Physician office contact information not available in the SDIR
- ◆ Delivery information
- ◆ Storage capacity
- ◆ the quantity of new vaccine doses ordered



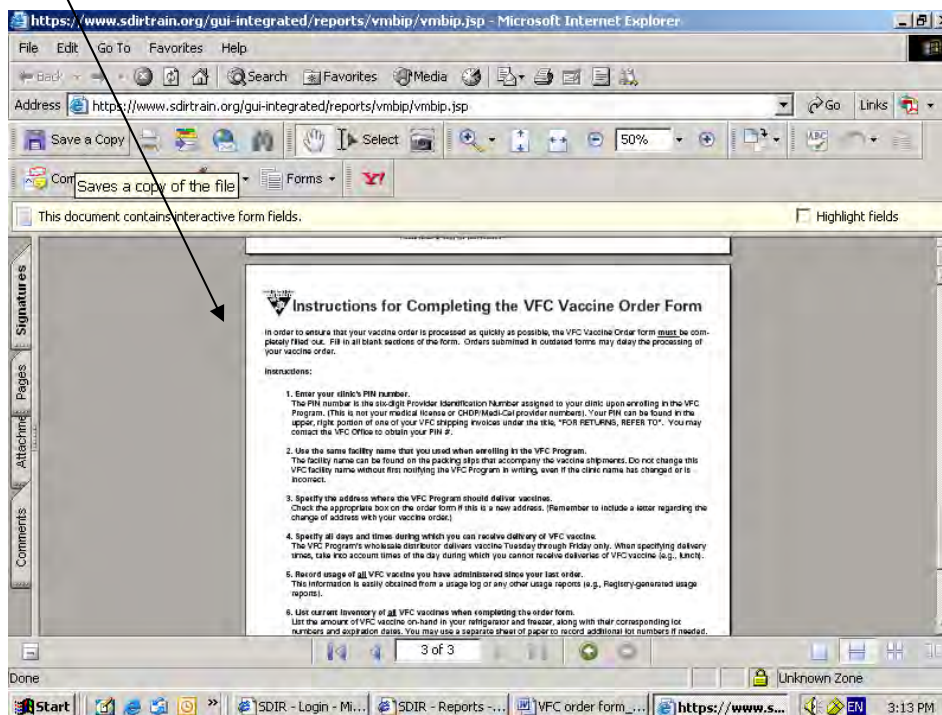
Lower half of the registry-generated VFC order Form

An extra page will be generated to account for vaccine lots that did not fit in the designated section for that vaccine group on the 1st page of the VFC order Form.

Note: the type of vaccine lots are grouped in the same order as on the 1st page of the order form.



3rd page—VFC form instructions (which can be viewed and printed (but does not need to be faxed with the rest of the form to VFC).



Print the order form. Complete by hand any other sections of the order form. Fax the form to the VFC program at the phone number listed on the first page **(877) 329-9832**.

VFC Program Return or Transfer of VFC Vaccines Report:

Under the Administration screen, Vaccine Inventory, users can now produce a VFC Program Return or Transfer of VFC Vaccines Report. (Note: the same report can be generated and viewed by clicking on the date text under the Lot Activities Summary in Vaccine Inventory.)

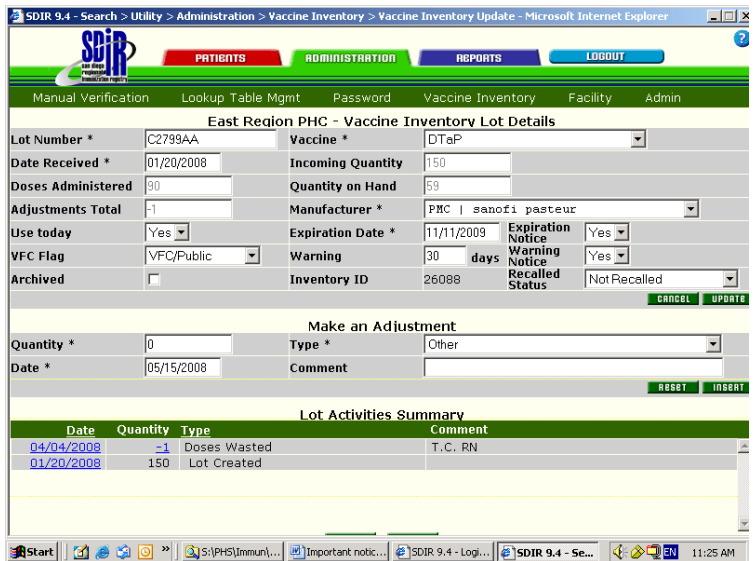
How to generate the Report:

1. Go to inventory and make the correct adjustment to the lot. (Record wasted, expired, transferred, and/or received VFC vaccine from inventory.)



2. There are two ways to view the Report: In inventory, click on the date of the adjusted inventory.

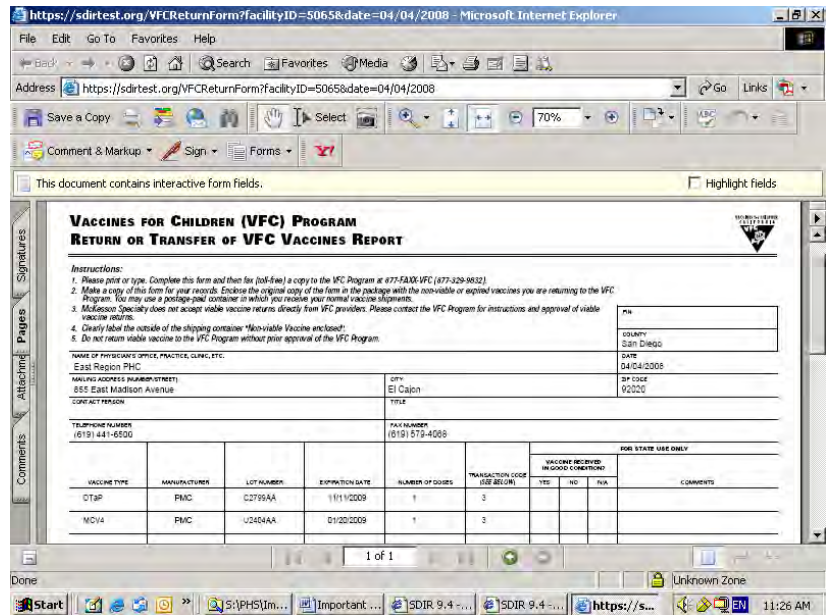
Note: The other way of seeing the Report is to go back up to Vaccine Inventory toward the top of the page and click on VFC Return or Transfer Form. (see section f below.)



3. A web form is opened. Note that there are areas in the form that can be filled in typing on the computer.

4. Save the document as a PDF file by clicking on the icon/text “Save a Copy”.

5. Close the form by clicking on the X in the upper right corner of the page.



After generating the form, a record will be kept of it. You can view the record in the following manner:

A. Click on Vaccine Inventory, scroll down to VFC Return or Transfer Form.

B. Select the correct date of the when the adjustment was made. All adjustments that qualify for the VFC Return or Transfer Form will appear on the list.

Note: The only vaccines that will appear on the report will be:

- transferred viable vaccine
- received viable vaccine
- spoiled vaccine that is returned
- expired vaccine that is returned



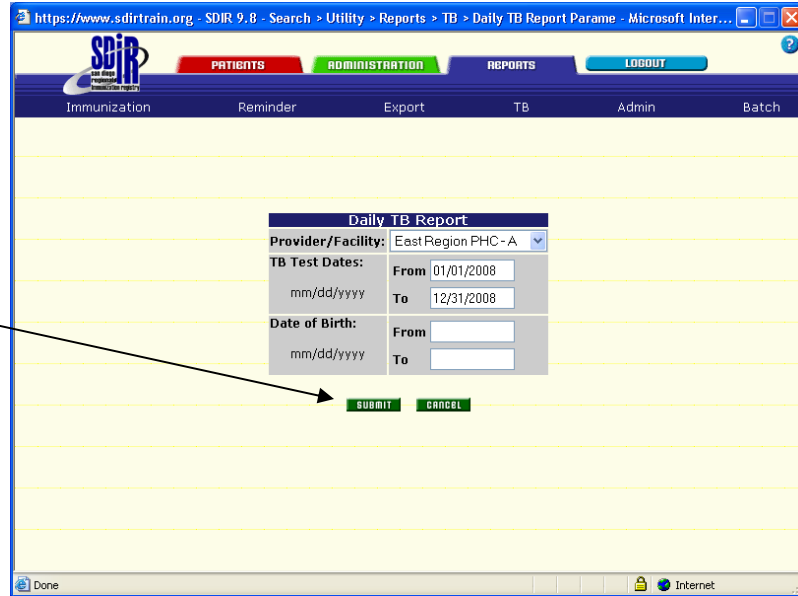
Daily TB Report

In the Utility section, under Reports, is the Daily TB Report. The user can set the parameters for this report either by TB Test date or date of birth. This report will produce a list of patients and their TB test date, test type, and test result. If the data is entered, it will also list the person who gave the test, read the result and entered the data.

Go to Reports, click under the TB Tab.

Select the Facility. Then enter the criteria for the report.

Click on Submit



The results on the report are displayed in a staggered manner due to the limitations of the screen size. If no data has been entered in a particular field, such as "Read By" then the area under that field heading will be blank.

Click on Print, or Open as pdf or Excel.

