

Mass Immunizations Module - CHILD Profile Immunization Registry Quick Reference Guide



Adding a New Patient

1. Search for a Patient
2. If the patient is not found on the list, click the **ADD NEW PATIENT** button to add the patient's information and administered vaccines

Select	First Name	Middle Name	Last Name	Birth Date	Grid First Name	Grid Middle Name	Grid Last Name
<input type="checkbox"/>	REID		MOUSE	11/10/2005	RENEE	A	
<input type="checkbox"/>	LONDON		NIKEN	11/10/2005			
<input type="checkbox"/>	KYLER		RAMBLE	11/10/2005	ANGELA		
<input type="checkbox"/>	ROSEY		ROSE	11/10/2005	HONEYBEE	DEVON	
<input type="checkbox"/>	HANNAH	BETH	RYAN	11/10/2005	KELLY		
<input type="checkbox"/>	RILEE	R	SMITH	11/10/2005	SUE		
<input type="checkbox"/>	RAMONA		TALBENT	11/10/2005			
<input type="checkbox"/>	RYAN	R	CHRISTINE	11/10/2005	RICHARD		
<input type="checkbox"/>	RICHARD	R	WALTON	11/10/2005	SHANON	E	
<input type="checkbox"/>	RILEY	ELENORA	ZAMBRA	11/10/2005			

Before adding a new patient, check to make sure the patient you want to add is not listed above

3. Add the patient's information in the appropriate fields:

- First and Last Name
- Address - by typing the **street address** and **zip code** (the city and state will automatically populate once the zip code has been added)

Note: Click the check box (see arrow) to copy address information from the previous patient to copy the family address to the current patient's record

Patient Add		<input checked="" type="checkbox"/> Copy family information from previous patient	
First Name:	Roberta	Birth Date:	10/11/2005
Middle Name:		Sex:	FEMALE
Last Name:	Roberts	SSN:	
Address			
Street:	12780 UPLAND DRIVE	City:	SPOKANE
Zip Code:	99223	State:	WA
Phone Number:			
Guardian Info			
Mother's Maiden Name:		Guardian First Name:	
Comments			

4. Scroll down to add administered vaccines. Refer to the section: **Record Administered Vaccines** on this page

Update Patient Information

1. After selecting the patient's name you will be taken directly to the *Patient Edit and Vaccine/Medication Add Screen*

2. Patient's Address:

- If the patient's address listed on the top of the screen matches the address reported by the patient, then click the check box under the green bar
- If the listed address does **not** match the address reported or if there is no address listed, then add the patient's address by typing the **street address** and **zip code** (the city and state will automatically populate once the zip code has been added)

Patient Address Information (Most recent record in system)			
<input checked="" type="checkbox"/>	Check this box to copy the address information from the most recent record to the data entry box ONLY if it matches what is reported on paper.		
Street:	111 ANYWHERE	State:	WA
City:	SPOKANE	Phone Number:	(253)299-6217
Zip Code:	99201		
Patient Edit			
First Name:	ROSEY	SSN:	
Middle Name:		Birth Date:	11/10/2005
Last Name:	ROSE	Sex:	FEMALE
Address			
Street:	111 ANYWHERE	City:	SPOKANE
Zip Code:	99201	State:	WA
Phone Number:	(253)299-6217		
Guardian Info			
Mother's Maiden Name:		Guardian First Name:	HONEYBEE
Comments			

3. Scroll down to add the administered vaccines (see the next column for specific directions)



Record Administered Vaccines

1. After updating the patient's information scroll down to enter administered vaccines
2. Optional: Select the campaign: "**H1N1 Vaccination Program**"

Note: For the H1N12009 vaccine, it is not required that you report by Campaign and Tier group. Unless you have a special need to track tier groups (pregnant women, health care workers, etc), you may find it easier to NOT select the campaign on your personal settings or in the campaign field on the demographic page as it will impact the type of vaccines you can add to a patient's record (this is esp. true if you plan to give other vaccines in addition to H1N1 during your mass imm clinic)

3. Select the appropriate tier level
 4. Select the vaccinator name (if not already selected through personal setting)
 5. Select the administered Vaccine/Medicine by clicking in the check box next to the vaccine name administered
 6. Select the Manufacturer/Lot (Number) by clicking the radio button next to the manufacturer and lot number of the administered vaccine
- Note:** If applicable, enter Contraindications by clicking on the words **Click to Select** and choosing the appropriate reason from the dropdown list
7. Click the **SAVE** button
 8. Repeat the process for the next patient

Comments		
Campaign:	H1N1 VACCINATION PROGRAM	
Tier:	6 MONTHS TO 24 YEARS OF AGE	
Vaccinator:	CRANE, KRISTINA MA	
Vaccination/Medication Add		
Default Date:	08/28/2009	
Vaccine/Medicine	Date	Manufacturer / Lot
<input type="checkbox"/> H1N1	08/28/2009	<input type="radio"/> SANOFI PASTEUR / 12898
<input type="checkbox"/> --select--	08/28/2009	<input type="radio"/> SANOFI PASTEUR / 133234D
Contraindications Add		
Vaccine/Medicine	Contraindication	
<input type="checkbox"/> Influenza Split		Click to select
<input type="checkbox"/> --select--		Click to select
<input type="button" value="Cancel"/> <input checked="" type="button" value="Save"/>		

Questions? Contact the Help Desk: 800-325-5599 cphelpdesk@kingcounty.gov

Registry Web Address: www.childprofile.wa.gov or visit our website at www.childprofile.org

Updated: 10/25/2009





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Logging In

- Using the navigation menu, click on the word **Login**



- Type in your username & password
- Click the **LOGIN** button or hit the enter key on your keyboard



- Using the navigation menu, click on the Main Menu Heading. Then click on the words: **Select Application**
- Using the **Application** dropdown list select **Mass Imms/Dispensing** and click the **SUBMIT** button



- Once you click **Submit**, you will be taken directly to the mass immunizations module. From here you can **search** for patients or select **Settings** to preset your lot numbers and other defaults

Step One – Setup your Personal Settings

In order to make data entry quick and efficient, set some of your personal settings below

- Using the navigation menu, click on the **Settings Menu Heading** and then click **Personal**
 - In **Patient Default** area click on the words **Click to Update** to add the current campaign. Click **Save** when done
- NOTE:** Do NOT add a default campaign if you will give vaccines other than H1N1. Only use the campaign setting if you have been instructed to capture priority group and tier
- In the **Vaccination Defaults** area click on the words **Click to Update** to add a specific Vaccinator and Facility. Click **Save** when done
 - In the **Lot Default** area click on the words **Click to Add**
 - Using the **Vaccine/Med Description** dropdown menu, select the vaccine or medication name
 - Click on the words **Click to Select** and a pop up window will appear listing available lot numbers. Select the appropriate lot number from the list using the select arrow
- NOTE:** If you don't see the needed lot number, that means it has not been pre-loaded and you need to follow up with the person that manages the inventory for your office
- Click **ADD/UPDATE NOW** to save your additions. Repeat steps 4-7 to add additional lot numbers
 - In the **VIS Publication Date Default** section, click on the words **Click to Add** to add the appropriate VIS date for the vaccines being given. Click **Save** when done

Personal Settings					
Patient Defaults click to update					
City:	Zip Code:				
State:	Phone Area Code:				
Campaign: H1N1 VACCINATION PROGRAM					
Vaccination Defaults click to update					
Vaccinator: CRANE, KRISTINA MA	Facility: CLICKITAT COUNTY HEALTH DEPT. GOLDENDALE				
Default Date:					
Lot Defaults click to add					
Vaccine Name	Manufacturer / Lot Number / Facility / Pub Supp / Exp Date				
H1N1	SANOFI PASTEUR / 12898 / CLICKITAT COUNTY HEALTH DEPT. GOLDENDALE / Public / 10/10/2010 update delete				
H1N1	SANOFI PASTEUR / 133234D / CLICKITAT COUNTY HEALTH DEPT. GOLDENDALE / Public / 12/31/2010 update delete				
VIS Publication Date Defaults click to add					
Vaccine Name	Pub Date1	Pub Date2	Pub Date3	Pub Date4	
H1N1	08/26/2009				update delete
Vaccine Default Volume click to add					
Vaccine Name	Default Volume				
Preferences					
Feature	Status:				
Automatic City / State / Zip Code Population	Enabled			enable/disable	



Search for a Patient

- Using the navigation menu choose **Patient** and click on the words **Search/Add**
- Enter the search criteria. The patient's:
 - First Initial
 - Last Initial
 - Birth Date
- Click **RUN SEARCH** or hit the **ENTER** key on your keyboard.

Patient Search	
Patient Information	
First Name or Initial:	r
Last Name or Initial:	r
Birth Date:	11/10/2005
Run Search	

Search Results: Select the Patient

- If the patient appears in the Search Results, click on the arrow to the left of the patient's name (the select-arrow-button) to enter the patient's address and vaccines given

If you don't find the patient, see the other side of this guide to learn how to add new patients to the registry

Search Results						
Records Found = 33						
Select	First Name	Middle Name	Last Name	Birth Date	Grd First Name	Grd Middle Name
→	REID		MOUSE	11/10/2005	RENEE	A
→	LONDON		NIKEN	11/10/2005		
→	KYLER		RAMBLE	11/10/2005	ANGELA	
→	ROSEY		ROSE	11/10/2005	HONEYBEE	DEVON
→	HANNAH	BETH	RYAN	11/10/2005	KELLY	
→	RILEE	R	SMITH	11/10/2005	SUE	
→	RAMONA		TALENTED	11/10/2005		
→	RYAN	R	CHRISTINE	11/10/2005	RICHARD	
→	RICHARD	R	WALTON	11/10/2005	SHANON	E
→	RILEY	ELENORA	ZAMBRA	11/10/2005		

Before adding a new patient, check to make sure the patient you want to add is [Cancel](#) [Add N](#)

