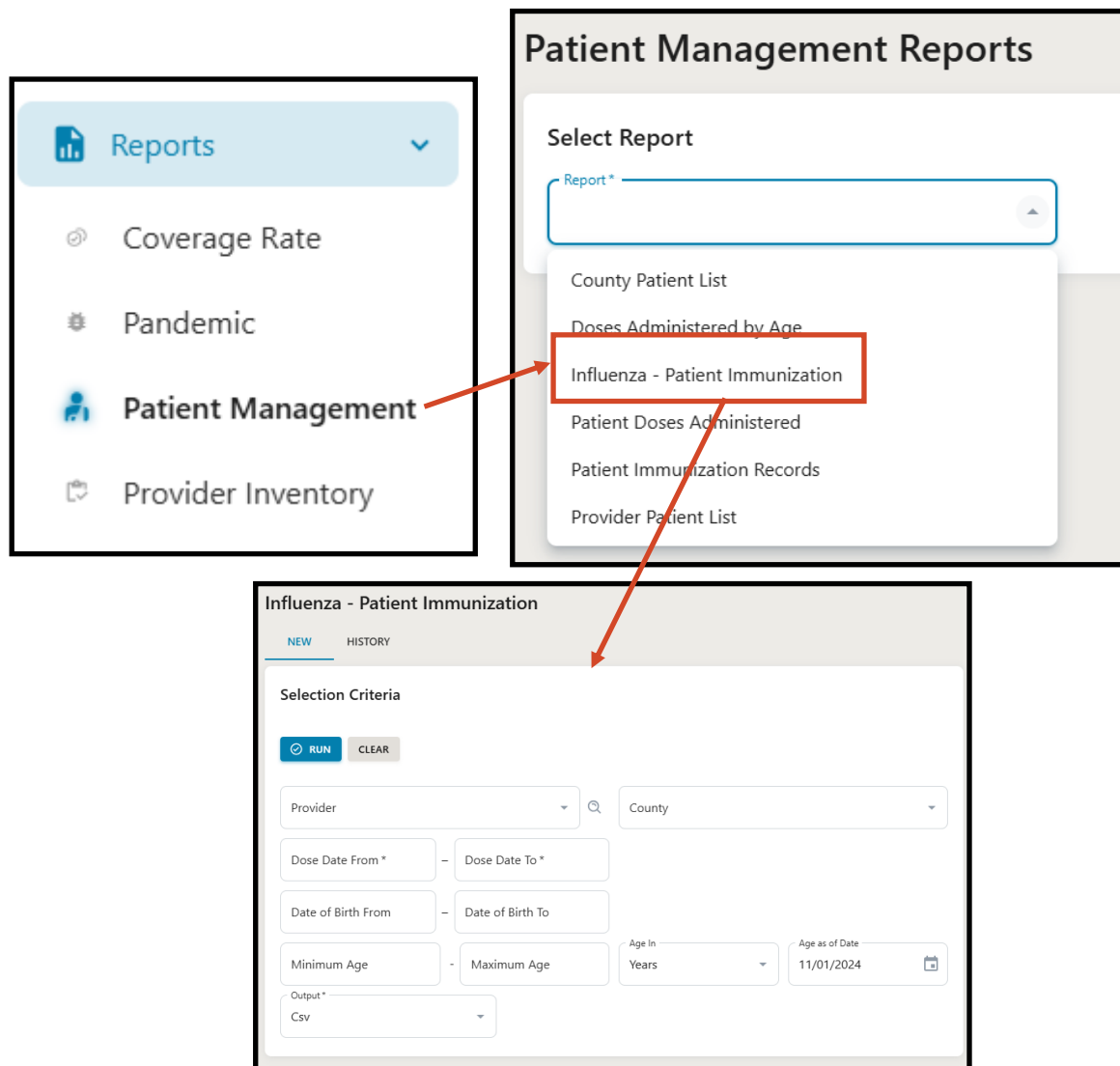# Influenza - Patient Immunization Report

Getting Started

Users are able to run the Influenza– Patient Immunization report to generate a list of patients that belong to a particular provider site or living in a selected county who received an influenza immunization in the specified time period.

How to Run an Influenza—Patient Immunization Report:

1.) To access this report, select the '**Patient Management**' category from the **Reports** drop-down, then select '**Influenza—Patient Immunization**' in the '**Select Report**' drop-down. The report will open to the **Selection Criteria.**

2.) Select the provider(s) or county/counties you want to assess from the drop-down. To select a provider or county, click on the checkbox next to the desired selection. You may select more than one provider or county if you have access to more than one, but you cannot select both providers and counties.
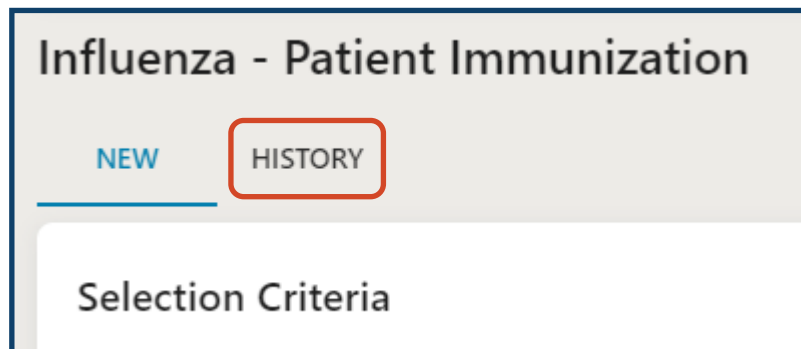
3.) Enter the dose date range you want to assess in the **Dose Date From** and **Dose Date To.** This dose date range should coincide with a respiratory season (August 1-June 30).

4.) Enter either the minimum or maximum age (in years or months) or a birthdate range for the age group of patients you want included in the report.

6.) You may change the **Age as of Date**. This will default to the today's date, but you can change it to any date in the past. This date will change which patients are included in the report output and users should select a date that coincides with either the beginning or end of the respiratory season.

7.) Click **Run** to run the report.

8.) The completed report and all other reports of this type can be viewed in the **History** tab.

The completed Influenza-Patient Immunization report lists all patients who are either assigned to the selected provider site or live in the selected county and received at least one dose of influenza vaccine during the specified date range. The list of patients is organized in alphabetical order by last name, and then first name and then dose date, and includes the patient's full name, birthdate, vaccine name, and dose administration date.