

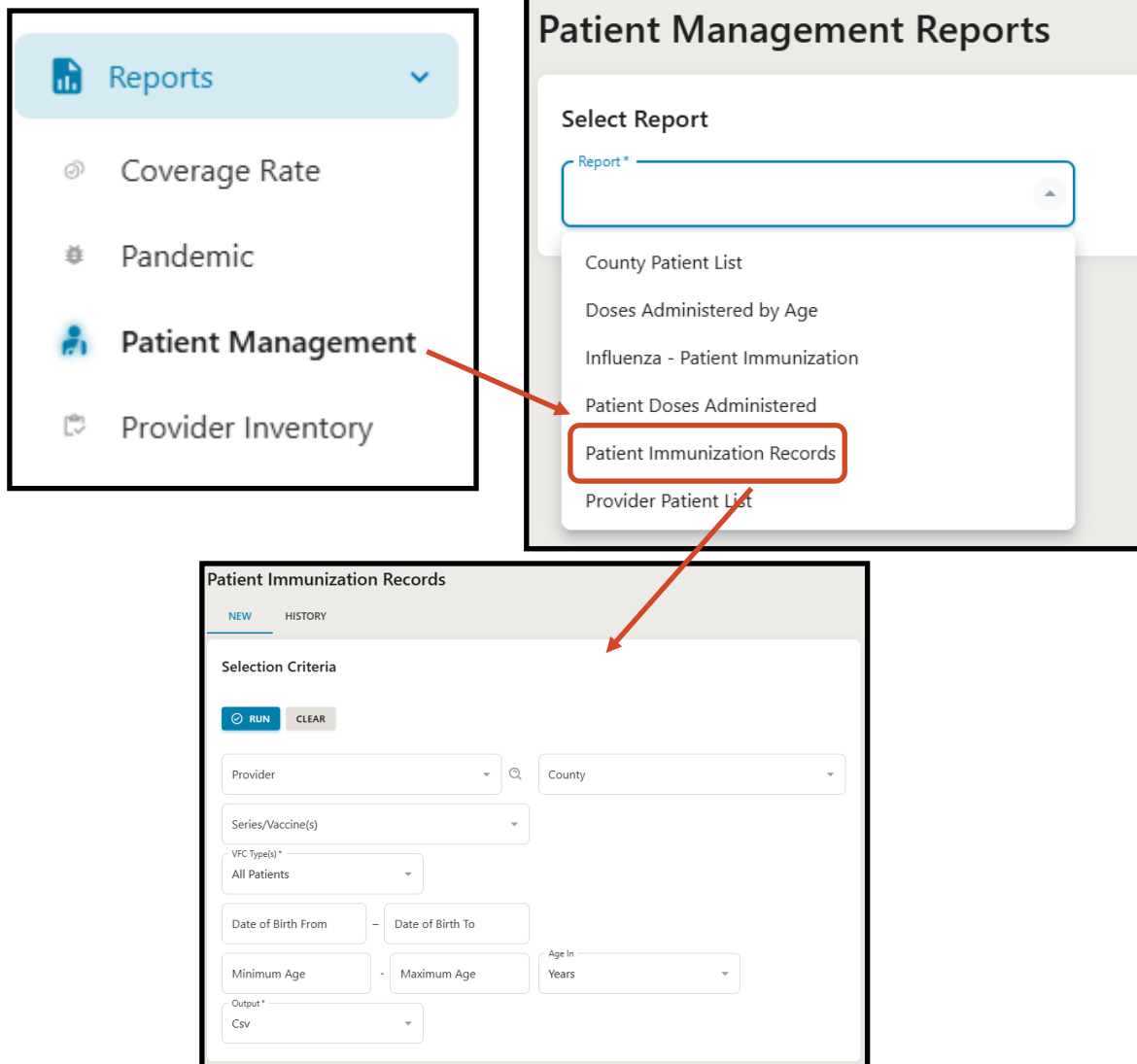
Patient Immunization Records Report

Getting Started

Users are able to run the Patient Immunization Records report to generate a list of patients assigned to that facility or living in the selected county that have received the selected immunization(s).

How to Run an Patient Immunization Records Report:

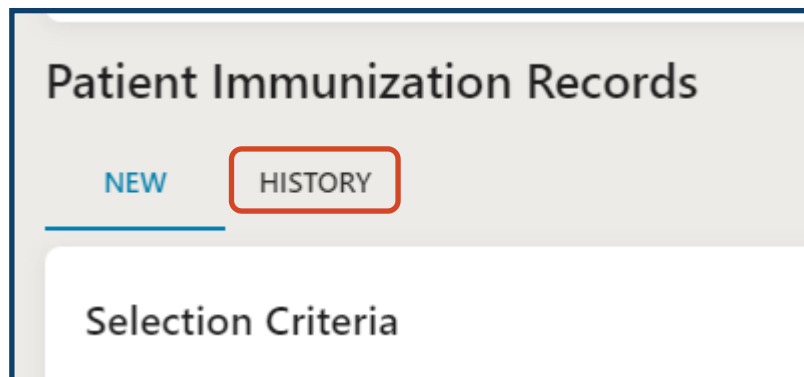
1.) To access this report, select the 'Patient Management' category from the Reports drop-down, then select 'Patient Immunization Records' in the 'Select Report' drop-down. The report will open to the Selection Criteria.



The image shows a three-step process for navigating to the Patient Immunization Records report:

- Step 1:** A 'Reports' dropdown menu is shown with 'Patient Management' selected. An arrow points from this selection to the next screen.
- Step 2:** The 'Patient Management Reports' screen is shown with a 'Select Report' dropdown menu. 'Patient Immunization Records' is selected and highlighted with a red box. An arrow points from this selection to the final screen.
- Step 3:** The 'Patient Immunization Records' report is shown with the 'Selection Criteria' section. The 'RUN' button is highlighted with a blue circle. The criteria include: Provider, County, Series/Vaccine(s), VFC Type(s) (set to All Patients), Date of Birth From/To, Minimum Age/Maximum Age, Age In (set to Years), and Output (set to Csv).

- 2.) Select the provider(s) or county/counties you want to assess by opening the drop-down in the field. 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.) Select the individual immunization(s) or series you want to assess in the '**Series/Vaccine(s)**' drop-down.
 - ⇒ To select an immunization, click on the checkbox next to the name. To select a series, click on the series name.
- 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.
- 5.) Click **Run** to run the report.
- 6.) The completed report and all other reports of this type can be viewed in the **History** tab.



The completed Patient Immunization Record report lists all patients that belong to the selected provider site(s) or live in the selected county/counties and have doses of the selected immunization(s) in their NDIIS record. The list of patients is organized in alphabetical order by last name, and then first name. The report shows the dose dates (in chronological order) for each immunization received, and includes the patient's last provider visited (excluding flu and COVID), birthdate, and history of disease (if applicable).