

Childhood Immunizations



User's Manual

Childhood Immunizations

Health District Information System
HDIS (Windows Ver. 4.0)

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Introduction

This program is designed to assist you in organizing a systematic approach to entering Childhood Immunization clients and provides accurate up-to-date records within your county.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

Childhood Immunizations Module is simple to use. The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read

ENTER

, press the **enter** key on your keyboard.

The word

TYPE is followed by bracketed [] instructions of what to type into a field.

Note: For Technical Support, email: helpdesk@hdis.org



Navigation

Whenever you see one  click the left side of your mouse once.

Whenever you see two  click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor **Delete**
deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

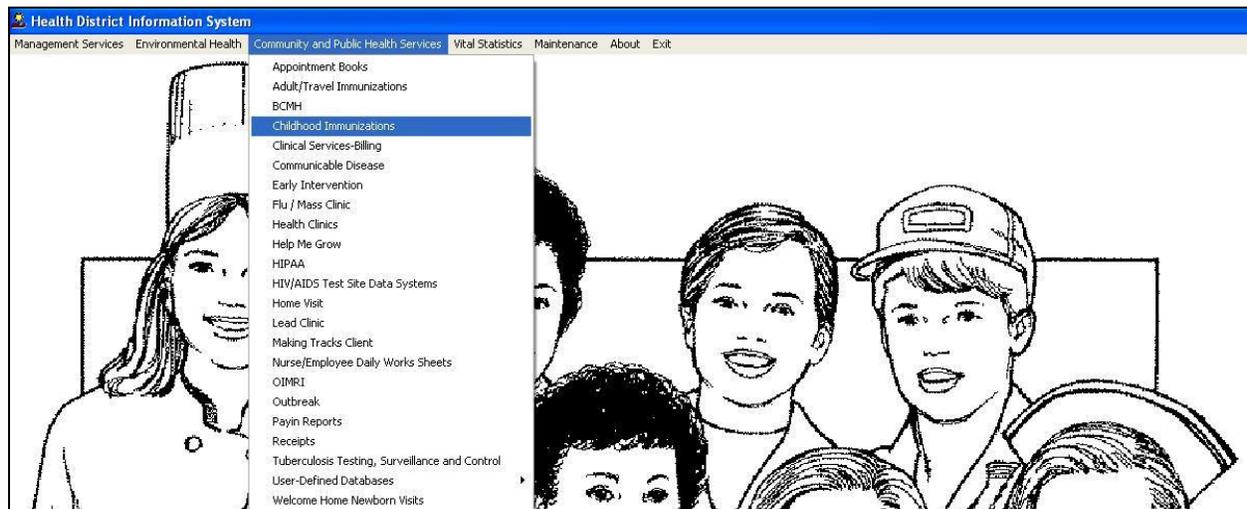
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Childhood Immunizations Module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



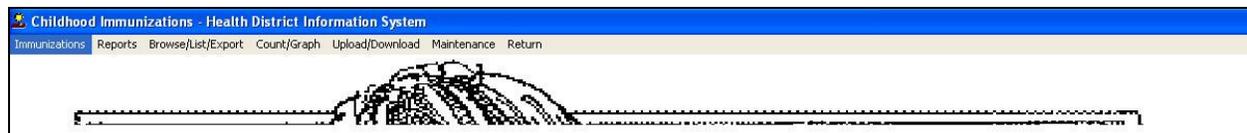
Select Community & Public Health



Select Childhood Immunizations



Select Immunizations



Finding a Client

To find an existing client, enter the name (**last, first, middle**) and press the “**Enter**” key. The program will automatically find the name in the database. If the client’s name is not in the list, you will then enter it in the database.

Radio Button	Description
by Name	Click to find a client by name
By ID #	Click to find a client by ID #
By Date of Birth	Click to find a client by date of birth
Immunizations Only	Click to view only the immunization clients
Add Name	Click to add a new client
Defaults	Click to open the Defaults window (discussed further on)
Close	Click to exit

Defaults



Defaults

Childhood Immunization Defaults		Adult / Travel Immunization Defaults	
Alternate Date	/ /	DIH	Met
Sex	<input type="checkbox"/>	DT	MMR
Race		DTaP	MMRV
Physician		Flu	PNE
City		GHepB	PNU CN
State		HepA	ROTA
Zip		HepB	Td
County		HH	Tdap
Phone	- - -	HiB	VAR
Site		HPV	Nurse
VFC		IP	Injection Site
VFC Date	/ /	Men	

Print Close

The default information will automatically input the information you choose for each client. To select default information, click on the appropriate button. In this example, we will click on the **Flu** button.

Entering a Client



Select Add Name

Add Client Demographic Information

Patient Name and Address		Parent (if applicable)	Insurance / HIPAA	Other Info
Last Name	First Name	Middle Name	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date of Birth	Age as of Today	Sex	Race	Social Security #
<input type="text" value="//"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="--"/>
Street #	Street	Street Suffix	Apt. #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State	Zip Code	County	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Political Subdivision	Phone			
<input type="text"/>	<input type="text" value="---"/>			
Primary Care Physician	Census			
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>		

OK Cancel

Fields that were filled out in the Default window will populate the Demographic Information window. Once a client is entered, a record is created that is accessible to all Community Health modules. Remember, you can use either the **“Enter”** key or **“Tab”** key to navigate from field to field.

**** Note: All phone numbers must start with a “1”**



Select Parent (if applicable)

Add Client Demographic Information

Patient Name and Address	Parent (if applicable)	Insurance / HIPAA	Other Info
Mother/Guardian Last <input type="text"/>	Mother/Guardian First <input type="text"/>	Mother/Guardian Middle <input type="text"/>	
Mother/Guardian Maiden <input type="text"/>	Mother/Guardian Date of Birth <input type="text" value="//"/>	Mother/Guardian SSN # <input type="text" value="--"/>	
Mother/Guardian Ethnic <input type="text"/>	Mother/Guardian Work Phone <input type="text" value="--"/>		
Father's Last Name <input type="text"/>	Father's First Name <input type="text"/>	Father's Middle Name <input type="text"/>	
Father's Date of Birth <input type="text" value="//"/>	Father's SSN # <input type="text" value="--"/>		

OK Cancel

Enter information regarding the parents/guardians.



Insurance/HIPAA

Add Client Demographic Information

Patient Name and Address	Parent (if applicable)	Insurance / HIPAA	Other Info
Primary Insurance Carrier <input type="text"/>	Insurance # <input type="text"/>	Group # <input type="text"/>	
Secondary Insurance Carrier <input type="text"/>	Insurance # <input type="text"/>	Group # <input type="text"/>	
Notice of Privacy Practice Given <input type="text" value="//"/> <input type="checkbox"/> Client <input type="checkbox"/> Parent <input type="checkbox"/> Custodian <input type="text"/> Other			
Authorization for Release of Information			
<input type="checkbox"/> Physician(s)	<input type="checkbox"/> Health Departments	<input type="text"/>	Date Modified <input type="text" value="//"/>
<input type="checkbox"/> Family	<input type="checkbox"/> Day Care/Schools		
<input type="checkbox"/> WIC			

OK Cancel

Enter information regarding the insurance carrier and HIPAA information.



Other Info

Add Client Demographic Information

Patient Name and Address	Parent (if applicable)	Insurance / HIPAA	Other Info
Alternate Mailing Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Household size	Gross Income	Verified	Revised
<input type="text" value="0"/>	<input type="text" value="0"/> <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="button" value="Calc By Week"/>	<input type="text" value="//"/>	<input type="text" value="//"/>
Sliding Fee	<input type="text" value="A"/> <input type="text" value="100 %"/> <input type="button" value="Calc Sliding Fee"/>	<input type="checkbox"/> No Statement <input type="checkbox"/> Match Consent	

OK Cancel

When you are finished entering the client's demographic data, click the "OK" button to move onto the "Info" tab of the Childhood Immunizations windows.

Immune Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | Hib | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

ID# Home Site VFC VFC Date Code

Information | Birth Information / Alias

Consent for Services and Release of Information

WIC Schools SIDS
 Physician(s) Day Care Centers Health Departments
 Third Party Payor

Signature of Parent

Client Parent Guardian

Signature Date

Field/Button	Description
ID #	Number automatically assigned by the program. It is a combination of birthdate, last and first names.
Home Site	Choose the home site where the child usually receives vaccines
VFC	Choose the VFC code
VFC Date	Enter the date that the VFC was signed
Code	Enter "MOV" for moved, "PCP" for vaccines administered by primary care physician, "INA" for inactive, and "DEC" for deceased
General Notes	Click to enter general notes on the client
Medical Notes	Click to enter medical notes on the client
Optional Fields	
Consent for Services and Release of Information	Click the appropriate checkmark for the consent to release information
Signature	Click the appropriate checkmark for the signature
Signature Date	Enter the signature date
Print	Click to open the print window
Delete Immunization Record	Click to delete the immunization record
Modify	Click to modify a record



Birth Information/Alias

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | HIB | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pnc | Other | Adult

ID# Home Site VFC VFC Date Code

Information

Birth Facility Name and Code State File # Birth Order

Patient Birth State Patient Birth Country Language

Alias Last Name Alias First Name Alias Middle Name

This tab allows you to enter the birth and alias information on the client **(optional)**.

Field/Button	Description
Birth Facility and Code	Choose the birth facility
State File #	Enter the state file #
Birth Order	Enter the client's birth order
Patient Birth State	Choose the client's birth state
Patient Birth Country	Choose the client's birth country
Language	Choose the client's language
Alias Last Name	Enter the client's alias last name
Alias First Name	Enter the client's alias first name
Alias Middle Name	Enter the client's alias middle name
Print	Click to open the print window
Delete Immunization Record	Click to delete the immunization record
Modify	Click to modify the record

All



All

The “**Mandated**” tab displays all mandated vaccine types, dates, and age they received each vaccine or the age they are due. The “**Return Date**” may be set by the health department as to a specific clinic date they would like the child to return for his/her next vaccine dose.

All ages that appear in the color **red** indicate that the child is due that specific dose.

The “**N**” in the upper right hand corner is a quick way to put the letter “N”, “Y” or blank in the field next to the date. “N” indicates that dose was not given and will not be given. “Y” indicates that the dose was given, but the parent cannot remember the date.

Click for blank

Double Click for the letter “N”

Right Click for the letter “Y”



Recommended

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | HIB | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Mandated			Recommended					
Pediatric Pneumococcal Conjugate			Meningococcal			Pneumonia		
PNU	//	2M	MEN	//	10	PNE	//	0M
Due: 03/16/2008			Due: //			Due: 01/16/2008		
PNU	//	4M	HPV			Other		
PNU	//	6M	HPV	//	9		//	
PNU	//	12M	HPV	//	9		//	
Due: 01/16/2008			HPV	//	9		//	
Rotavirus			Due: 01/16/2017				//	
ROTA	//	0M	Influenza				//	
ROTA	//	2M	FLU	//	0M		//	
ROTA	//	4M	FLU	//	1M		//	
Due: 01/16/2008			Due: 01/16/2008				//	
Hepatitis A							//	
HEPA	//	12M					//	
HEPA	//	18M					//	
Due: 01/16/2009							//	

The **Recommended** tab displays all recommended vaccine types, dates, and age a client has received each vaccine or the age they are due.

Vaccine Shortcut Keys

The shortcut keys listed below will assist you in entering all your vaccines.

CTRL – A	Alternate Date
CTRL – V	Copy DTAP Dates
CTRL – E	Erases a row
CTRL – L	Lot # Only
CTRL – M	Move Date
CTRL – R	Next Row
CTRL – N	NO
CTRL – P	Print Immunization
CTRL – S	Schedule
CTRL – D	Today's Date
CTRL – U	Unknown

DTaP (Diphtheria, Tetanus, and Pertussis)

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | **DTaP** | Hib | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Diphtheria, Tetanus, Acellular Pertussis (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
DTAP	//	<input type="checkbox"/> 2M				
DTAP	//	<input type="checkbox"/> 4M				
DTAP	//	<input type="checkbox"/> 6M				
DTAP	//	<input type="checkbox"/> 15M				
DTAP	//	<input type="checkbox"/> 4				
TD	//	<input type="checkbox"/> 11				

Next Due Date: 03/16/2008

Print | Schedule-S | Unknown-U | No-N | Lot #-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

HIB (Haemophilus)

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | HIB | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Haemophilus (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
HIB	//	<input type="checkbox"/> 2M				
HIB	//	<input type="checkbox"/> 4M				
HIB	//	<input type="checkbox"/> 6M				
HIB	//	<input type="checkbox"/> 12M				

Next Due Date: 03/16/2008

Print | Schedule-S | Unknown-U | No-N | Lot#-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

IP (Poliomyelitis)

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | HIB | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Poliomyelitis (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
IP	//	<input type="checkbox"/> 2M				
IP	//	<input type="checkbox"/> 4M				
IP	//	<input type="checkbox"/> 6M				
IP	//	<input type="checkbox"/> 4				

Next Due Date: 03/16/2008

Print | Schedule-S | Unknown-U | No-N | Lot#-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

MMR (Measles, Mumps, Rubella)

Immunization Record for - SMITH, JOHN - 01/16/2008 - OM - CURRENT

Find | Demo | Info | All | DTaP | Hib | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Measles, Mumps, Rubella (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
MMR	//	<input type="checkbox"/> 12M				
MMR	//	<input type="checkbox"/> 4				

Next Due Date: 01/16/2009

Print | Schedule-S | Unknown-U | No-N | Lot #-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

HepB (Hepatitis B)

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | HIB | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Hepatitis B (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
HEPB	//	<input type="checkbox"/> 0M				
HEPB	//	<input type="checkbox"/> 1M				
HEPB	//	<input type="checkbox"/> 6M				

Next Due Date: 01/16/2008

Print | Schedule-S | Unknown-U | No-N | Lot #-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

Var (Varicella)

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | Hib | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Varicella (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
VAR	//	12M				
VAR	//	4				

Next Due Date: 01/16/2009

Print | Schedule-S | Unknown-U | No-N | Lot #-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

Pnu (Pediatric Pneumococcal Conjugate)

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | Hib | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Pediatric Pneumococcal Conjugate (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
PNU	//	<input type="checkbox"/> 2M				
PNU	//	<input type="checkbox"/> 4M				
PNU	//	<input type="checkbox"/> 6M				
PNU	//	<input type="checkbox"/> 12M				

Next Due Date: 03/16/2008

Print | Schedule-S | Unknown-U | No-N | Lot#-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

Rota

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M / 0 Weeks - CURRENT

Find | Demo | Info | All | DTaP | Hib | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Rotavirus (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
ROTA	//	<input type="checkbox"/> 0M				
ROTA	//	<input type="checkbox"/> 2M				
ROTA	//	<input type="checkbox"/> 4M				

Next Due Date: 01/16/2008

Print | Schedule-S | Unknown-U | No-N | Lot #-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

HepA (Hepatitis A)

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | Hib | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Hepatitis A (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
HEPA	//	<input type="checkbox"/> 12M				
HEPA	//	<input type="checkbox"/> 18M				

Next Due Date: 01/16/2009

Print | Schedule-S | Unknown-U | No-N | Lot #-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

Men (Meningitis)

Immunization Record for - SMITH, JOHN - 01/16/2008 - OM - CURRENT

Find | Demo | Info | All | DTaP | HIB | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Meningitis (R)

Type: Date: Age: Lot #: Clinic: Nurse: Inj:

Print | Schedule-S | Unknown-U | No-N | Lot #-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

HPV

Immunization Record for - SMITH, JOHN - 01/16/2008 - OM - CURRENT

Find | Demo | Info | All | DTaP | HIB | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

HPV (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
HPV	//	<input type="checkbox"/> 9				
HPV	//	<input type="checkbox"/> 9				
HPV	//	<input type="checkbox"/> 9				

Next Due Date: 01/16/2017

Print | Schedule-S | Unknown-U | No-N | Lot#-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

Flu (Influenza)

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | HIB | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Influenza (R)

Type	Date	Age	Lot #	Clinic	Nurse	Inj
FLU	//	<input type="checkbox"/> 0M				
FLU	//	<input type="checkbox"/> 1M				

Next Due Date: 01/16/2008

Print | Schedule-S | Unknown-U | No-N | Lot #-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

Pne (Pneumonia)

Immunization Record for - SMITH, JOHN - 01/16/2008 - OM - CURRENT

Find | Demo | Info | All | DTaP | Hib | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Pneumonia (R)

Type: PNE Date: // Age: OM Lot #: Clinic: Nurse: Inj:

Print | Schedule-S | Unknown-U | No-N | Lot #-L | Next Row-R | Alternate Date-A | Today's Date-D | Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

Other

Immunization Record for - SMITH, JOHN - 01/16/2008 - 0M - CURRENT

Find | Demo | Info | All | DTaP | HIB | IP | MMR | HepB | Var | Pnu | Rota | HepA | Men | HPV | Flu | Pne | Other | Adult

Others

Type	Date	Age	Lot #	Clinic	Nurse	Inj
<input type="text"/>	<input type="text" value="//"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="//"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="//"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="//"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="//"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="//"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Print Unknown-U Next Row-R Alternate Date-A Today's Date-D Modify

Field/Button	Description
Type	Type of vaccine administered
Date	Date vaccine administered
Y/N	Y = child received vaccine dose but date is unknown, N = child did not and will not receive vaccine
Lot #	Choose the Lot #
Clinic	Choose the clinic where the child received the vaccine
Nurse	Choose the nurse who administered the vaccine
Inj	Choose the injection site
Next Due Date	Displays the next due date for the vaccine
Print	Click to open the print window
Schedule - S	Click to display the schedule table
Unknown - U	Click to put "UNKNOWN" in Lot # field
No - N	Click to put "N" in Y/N field
Lot # - L	Click to put the default Lot # in the Lot # field
Next Row - R	Click to go to the next row
Alternate Date - A	Click to put the default alternate date in the date field
Today's Date - D	Click to put today's date in the date field
Modify	Click to modify the record

Adult / Travel (optional module)

Field/Button	Description
Delete Vaccine*	Right click to delete a vaccine row in the grid.
Refresh	Click to put the vaccine dates in chronological order.
General Notes	Click to enter general notes.
Medical Notes	Click to enter medical notes.
Print	Click to open the print window.
Add Series	Click to add a vaccine to the grid.
Update Vaccine	Used to enter next vaccine date in a series
Modify	Click to modify the record.

Print Button



Print

Print: The print button is available on all the window tabs. The print menu is the same, and you may print any of the options no matter what tab you have open at the time.

Field/Button	Description
Mandated Imms (with questionnaire)	Prints a child's record with mandated immunizations with the questionnaire
Mandated/Recommended Imms (with questionnaire)	Prints a child's record with mandated and recommended immunizations with the questionnaire
Mandated/Recommended Imms (no questionnaire)	Prints a child's record with mandated and recommended immunizations without the questionnaire
Demographics & Questionnaire	Prints child's demographic information along with the questionnaire
Adult Imms (with adult questionnaire)	Prints adult immunizations with questionnaire
Childhood Immunization Invoice	Prints immunization invoice from the "From" and "To" date range
HCFA 1500	Prints HCFA 1550 from the "From" and "To" date range

Blank Imms Form	Prints blank immunization form
Inventory Lot Numbers	Prints vaccine inventory with lot numbers
Adult/Travel Imms (with questionnaire)	Prints an adult's travel immunization with the questionnaire (Adult/Travel Module only).
Adult/Travel Imms (no questionnaire)	Prints an adult's travel immunization without the questionnaire (Adult/Travel Module only).
Adult/Travel Immunization Invoice	Prints adult travel immunization invoice for the client that falls between the "From" and "To" date range (Adult/Travel Module only).
Immunization Charge Slip	Prints immunization charge slip (Adult/Travel Module only)
Questionnaire A	Prints Questionnaire A
Questionnaire B	Prints Questionnaire B (another language)
Print	Prints the report
Preview	Previews the report

Reports



Reports



List Report Options

From Age To age Status

Sex Vaccine Type

City From Vaccine Date

State To Vaccine Date

Zip Lot Number

County Nurse

Ethnic Clinic

Race Lot Prefix

Physician Label / Post Cards

Code

Home Site

VFC

Insurance

Output to: Preview Printer

Clear Options Close OK

When you choose a report, the **Report Options** window above appears enabling you to set filters on your reports. The next page explains the options.

Report Options

Report Options	Description
From Age	Enter the “from” age range (equal to or greater than child age)
To Age	Enter the “to” age range (equal to or less than child age)
Sex	Select a particular gender or leave blank
City	Select a particular city or leave blank
State	Select a particular state or leave blank
Zip	Select a particular zip code or leave blank
County	Select a particular county or leave blank
Ethnic	Select a particular ethnicity or leave blank
Race	Select a particular race or leave blank
Physician	Select a particular physician or leave blank
Code	Select a particular code or leave blank
Home Site	Select a particular home site or leave blank
VFC	Select a particular VFC code or leave blank
Insurance	Select a particular insurance or leave blank
Status	Select a particular status or leave blank (Current or Not Current)
Vaccine Type	Select a particular vaccine type or leave blank
From Vaccine Date	Enter the immunization date equal to or greater than
To Vaccine Date	Enter the immunization date equal to or less than
Lot Number	Enter lot number for a specific report (optional)
Nurse	Select a particular nurse or leave blank
Clinic	Select a particular clinic or leave blank
Lot Prefix	Select a particular lot prefix or leave blank (enter lot prefix for accountability report)
Label/Post Cards	Select label size if printing mailing labels
Preview	Click to preview the report
Printer	Click to send the report directly to the printer
Clear Options	Click to clear all report options
Close	Click to close the report options window
OK	Click to preview or print the report

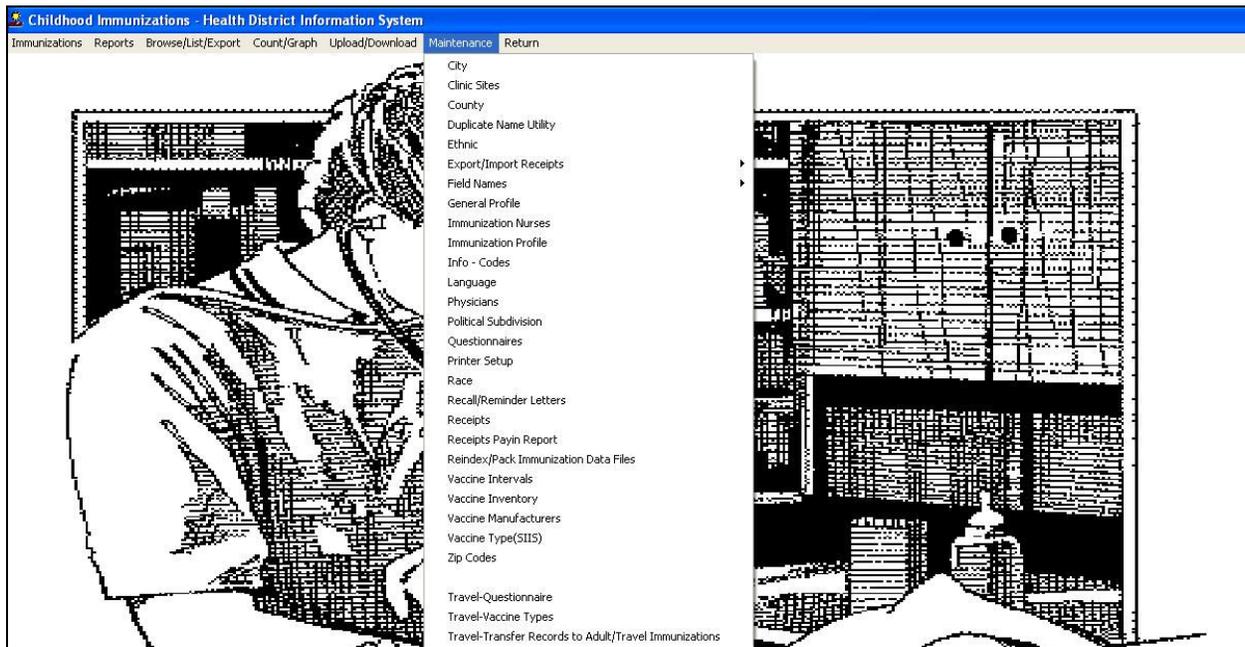
Reports

Reports	Description
Children's records	Prints a list of dates and summarizes the status of each procedure for the individual child. A one page report for each child that meets the selected options will be printed.
Export to COCASA	Report will export a text file that can be imported into CASA. Refer to Uploading to CASA manual to complete this task.
List	Prints a list of all children meeting the report options
Medicaid/ HCFA 1500 Billing	Prints out HCFA 1500 in batch (use " From " and " To " vaccine dates)
Newsletter	Prints out the newsletter in batch for the children that meet the selected report options
Physician's Patients	Prints a patient report for each physician for their office
Recall – Letters	Prints the recall letters (designed under the Maintenance menu) to all children who meet the report options
Recall – Mailing Labels	Prints mailing labels with the immunizations due printed on the upper right hand corner of the label
Recall – Phone List	Prints a list of children's names, parent's names, and telephone number who meet the report options
Recall – Post Cards	Prints recall post cards (designed under the Maintenance menu) to all children who meet the report options
Reminders – Letters	Prints reminder letters (designed under the Maintenance menu) from the " From " and " To " dates entered
Reminders – Mailing Labels	Prints mailing labels with the immunizations due printed on the upper right hand corner of the label
Reminders – Phone List	Prints a list of children's names, parent's names, and telephone number who meet the report options
Reminders – Post Cards	Prints reminder post cards (designed under the Maintenance menu) to all children who meet the report options
Statistics	Prints out your Yearly Statistical Report when you enter a " From " and " To " date
Utilization (Unduplicated)	Prints a report that will reveal how many children (not how many injections) received services in a certain time frame
Vaccine Accountability	Prints out the records of all vaccines administered during the specified time frame with calculated statistics (specify " From " and " To " dates and " Clinic Site " in the Report Options)
Vaccine Administered	Prints a report that will reveal how many vaccines were administered in a certain time frame (Use " From " date, " To " date, and " Clinic Site " in the Report Options)
Vaccines by Child – By Alpha	Prints a list of vaccines administered by child's name
Vaccines by Child – By Vaccine Type	Prints a list of vaccines administered by vaccine type
Vaccines by Child – By Code	Prints a list of vaccines administered by info code
Vaccines for Children (VFC)	Prints out the VFC field statistics

Maintenance - Add/Delete/Modify Tables



Maintenance



The maintenance menu contains a list of tables that you can modify for your program.



County

Add/Delete/Modify County Table

County

- ALLEGHENY
- ALLEN
- ASHLAND
- ASHTABULA
- ASTABULA
- ASTHABULA
- ATHENS
- ATLANTIC
- AUGLAIZE
- BAXTER
- BEAVER
- BEDFORD
- BELMONT
- BENTON
- BERGEN
- BERKS
- BRONX
- BROOK
- BROWARD
- BRUNSWICK
- BUTLER
- CABELL

Close

Add

Delete

Print

Field/Button	Description
County	Enter the county name
Close Button	Closes the table
Add Button	Adds a contact to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Duplicate Name Utility

Duplicate Name Utility ✖

Name	ID#	DOB	Sex	Name	ID#	DOB	Sex
Street				Street			
City			Zip	City			Zip
Phone			SSN#	Phone			SSN#
Guar				Guar			
GSSN#	Site		Updated	GSSN#	Site		Updated
DTaP				DTaP			
HIB				HIB			
PV				PV			
HepB				HepB			
MMR				MMR			
PHU				PHU			
VAR				VAR			
MENE				MENE			
HepA				HepA			
HPV				HPV			
Rota				Rota			
FLU			PNE	FLU			PNE
Other				Other			

Left to Right Delete Left* Print Left Search Print Right Delete Right* Right to Left

The **“Duplicate Name Utility”** allows you to locate clients in the immunization program that have been accidentally added more than once. To search for duplicate names, type the last name in the **“Name”** field or leave blank and click the **“Search”** button.

Duplicate Name Utility													
Name	SMITH	JOHN											
ID#	012208SMUO	DOB	01/22/2008	Sex	M	ID#	012208SMUO1	DOB	01/22/2008	Sex	M		
Street						Street							
City						City							
Phone						Phone							
Guar						Guar							
GSSH#		Site	GCCBK	Updated	01/22/2008	GSSH#		Site		Updated	01/22/2008		
DTaP	///	///	///	///		DTaP	///	///	///	///			
HIB	01/22/2008	///	///	///		HIB	///	///	///	///			
PV	///	///	///	///		PV	///	///	///	///			
HepB	///	///	///			HepB	///	///	///				
MMR	///	///				MMR	///	///					
PIU	01/22/2008	///	///	///		PIU	///	///	///	///			
VAR	///	///				VAR	///	///					
MEHE	///					MEHE	///						
HepA	///	///				HepA	///	///					
HPV	///	///	///			HPV	///	///	///				
Rota	///	///	///			Rota	///	///	///				
FLU	///	///				FLU	///	///					
Other		///	///	///	///	Other		///	///	///	///		
		///	///	///	///			///	///	///	///		
Left to Right		Delete Left*		Print Left		Search		Print Right		Delete Right*		Right to Left	

This utility determines a duplicate by an exact match of last name, an exact match of sex, an exact match of birthdate and an exact match of the first initial of the first name. In the example above, the utility found two records with the same name of “**John Smith**”. Green indicates that the field on the left matches the field on the right. Red indicates the field on the left does not match the field on the right. These two duplicate records can be combined through the two buttons “**Left to Right**” and “**Right to Left**”. In this case we would click the “**Right to Left**” button because the record on the left contains more immunization dates. “**Left to Right**” and “**Right to Left**” buttons will never merge a date on top of another date. At times, you will need to print out both left and right and research which is the correct one.

**** Remember, all buttons ending with a “*” have to be right-clicked.**



Ethnic

The screenshot shows a dialog box titled "Add/Delete/Modify Ethnic Table". It features a table with a header row labeled "Name" and a single data row containing the text "AMISH". To the right of the table, there are four buttons: "Close", "Add", "Delete", and "Print". The dialog box has a standard Windows-style title bar with a close button in the top right corner.

Field/Button	Description
Name	Enter ethnicity
Close Button	Closes the table
Add Button	Adds a contact to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Export/Import Receipts (optional)

Receipt Module Users that use Remote Immunization Laptop

Export Receipts

This routine will export data from the receipt file.
The file is in the directory C:\HDIS\EXPORT

From date: 01/17/2008 To date: 01/17/2008

Export Data Close

Enter from and to dates of the receipts you just posted. This will create a file that will be imported into the Receipts module on your server.



Field Names

Field Name	Data Base Field Name
ALIAS FIRST NAME	IMM.A_FIRST
ALIAS LAST NAME	IMM.A_LAST
ALIAS MIDDLE NAME	IMM.A_MIDDLE
BIRTH COUNTRY	IMM.BIR_COUN
BIRTH ORDER	IMM.BIR_ORDER
BIRTH STATE	IMM.BIR_STATE
CLIENT'S SIGNATURE	IMM.C_CLNT
CODE	IMM.CODE
DAY SCHOOL CONSENT	IMM.C_DAY
FACILITY	IMM.BIR_FAC
FACILITY CODE	IMM.BIR_FAC_C
GUARDIAN'S SIGNATURE	IMM.C_GUAR
HEALTH DEPT. CONSENT	IMM.C_OHD
HOME SITE	IMM.SITE
ID #	IMM.ID
LANGUAGE	IMM.LANGUAGE
LAST RECALL DATE	IMM.RECALL
LAST UPDATE	IMM.LIUPD
PARENT'S SIGNATURE	IMM.C_PAR
PHYSICIAN CONSENT	IMM.C_PHYS
RETURN VISIT DATE	IMM.RTN_DATE
SIIS CONSENT	IMM.C_SIIS
SCHOOL CONSENT	IMM.C_SCH

The **field names** listing can be very useful in determining what fields you wish to utilize to capture data for letters and when creating reports for that data. The program will display a list of names that you can print.



General Profile

The screenshot shows a software window titled "General Profile" with a blue title bar and a close button in the top right corner. The window contains a tabbed interface with six tabs: "Demographics", "General", "Management", "Environmental", "Community & Public Health Services", and "Vital". The "General" tab is currently selected. The form contains the following fields and controls:

- Health Department:
- Division:
- Address1:
- Address2:
- City: State: Zip:
- County:
- Phone #'s: FAX #:
- Federal Tax ID:
- Commissioner:
- Client/Server Location:
- Year selection: 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998
- Make Checks Payable to:
- Close button:

The **General Profile** enables you to enter the basic information for your health department. The Childhood Immunizations information can be found under the **“Community & Public Health Services”** tab.



Immunization Profile - General

Immunization Profile

General HCFA 1500 Billing State Reports

Health Department Satellite

Print General Notes Accept downloaded lot numbers

Print Medical Notes

Print Medical Notes (no questionnaire)

Print next due date

Print MFG on Questionnaire printout

Use laser 3 1/2 X 5 post cards

Recall/Reminders use RETURN VISIT DATE

Make Code field a pull down

Registry

Today's Date positions to INJ field

Export MOV(MOGE) clients to CoCASA

Close

Check Box	Description
Health Department	Check if you are a health department
Print General Notes	Check to have the general notes printed
Print Medical Notes	Check to have the medical notes printed
Print Medical Notes (no questionnaire)	Check to have the medical notes printed without the questionnaire
Print next due date	Check to have the next due date printed
Print MFG on Questionnaire printout	Check to have the manufacturer printed on the questionnaire
Use laser 3½ X 5 post cards	Check if you use 3½ X 5 postcards
Recall/Reminders use RETURN VISIT DATE	Check to use the Return Visit Date for the recall/reminder letters (instead of calculated date)
Make Code field a pull down	Check to make the code field a pull down menu
Registry	Check if this PC is/or has access to the registry
Today's Date positions to INJ field	Check to automatically have today's date entered in the INJ field
Export MOV (MOGE) clients to COCASA	Check if you want your MOGE to be exported to CoCASA

Satellite	Check if this PC is a satellite to the registry
Accept downloaded lot #'s	Check to download all lot numbers to the laptop



Immunization Profile – HCFA 1500 Billing

Field/Button	Description
Charge for office visit	Check if you charge for an office visit
Office visit amount	Enter the charge for the office visit
Charge for vaccine	Check if you charge for a vaccine
Vaccine Amount	Enter the vaccine amount
TB Amount	Enter cost of TB test
ICD9 Code	Enter the ICD9 code - V06.8
Medicaid – 33a	DISCONTINUED
Box 31	DISCONTINUED
Casesource ICD9 Code	DISCONTINUED
Casesource 33a	DISCONTINUED
Qualchoice ICD9 Code	DISCONTINUED
Qualchoice 33a	DISCONTINUED



Immunization Profile – State Reports

Immunization Profile [Close]

General | HCFA 1500 Billing | **State Reports**

Public Clinic Name

State Provider #

Person completing report

Phone Number

[Close]

Field/Button	Description
Public Clinic Name	Enter the clinic name
State Provider #	Enter the state provider number
Person Completing report	Enter the name of the person completing the report
Phone Number	Enter the phone number



Info - Codes

The screenshot shows a software window with a blue title bar that reads "Add/Delete/Modify Childhood Immunizations - Info / Code Field". Inside the window, there is a table with a header row labeled "Name" and approximately 15 empty rows below it. To the right of the table, there are four buttons stacked vertically: "Close", "Add", "Delete", and "Print". The table has a scroll bar on the right side.

You can make the “CODE” field on the INFO window tab a pull-down by entering information in this table. You must also activate this feature in the Immunization Profile window.

Field/Button	Description
Name	Enter the code
Close Button	Closes the table
Add Button	Adds a blank row to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Language

Add/Delete/Modify Language Table

Language	Abbreviation
AMERICAN SIGN LANGUAGE	ASE
ARABIC	ar
ARMENIAN	hy
BENGALI	bn
CAMBODIAN (KHMER)	km
CHAMORRO	CJD
CHINESE, CANTONESE	YUH
CHINESE, MANDARIN	zh
CROATIAN	hr
CZECH	cs
DUTCH	ni
ENGLISH	en
FARSI (PERSIAN)	fa
FRENCH	fr
GERMAN	de
GREEK	el
HINDI	hi
HMONG	BLU
HUNGARIAN	hu
ILOCANO	ILO
INDONESIAN	id
ITALIAN	it
JAPANESE	ja

Close
Add
Delete
Print

Field/Button	Description
Language	Enter the language
Abbreviation	Enter the language abbreviation
Close Button	Closes the table
Add Button	Adds a contact to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Physicians

Add/Delete/Modify Physicians

Name	Address1
ABDULLAH	
ABELSON MD, TOM I	
ABUS-SHAWEESH MD, JALAL M	
ADLER	
AHARAR	
AHMED	
AHUJA, DR. SAM	
AKAZAR	
ALBANESE	
ALPERIN	
ALVI, DR.	
AMDUR	
AMIDON	
ANDERSON MD, MICHAEL	
ANDREW, DR.	
ANDREWS	
ANNABLE MD, WILLIAM L	
ANNAI	

Close
Add
Delete
Print
Envelope
Find & Replace

Field/Button	Description
Name	Enter the name of the physician
Address1	Enter the address of the physician
Address2	Enter the address of the physician
City	Enter the city of the physician
State	Enter the state of the physician
Zip	Enter the zip of the physician
Provider #	Enter the provider # of the physician
Phone	Enter the phone number of the physician
Fax	Enter the fax number of the physician
Group Name	Enter the group name of the physician
Type of Practice	Enter the type of practice
Close Button	Closes the table
Add Button	Adds a physician to the table.
Close Button	Closes the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Envelope	Closes the table
Find & Replace	Click to find and replace physician names



Political Subdivisions

The screenshot shows a software window with a blue title bar that reads "Add/Delete/Modify Political Subdivision Table". Inside the window, there is a table with two columns: "Code" and "Subdivision". The table is currently empty. To the right of the table, there are four buttons: "Close", "Add", "Delete", and "Print".

Field/Button	Description
Code	Enter the code of the subdivision
Subdivision	Enter the subdivision
Close Button	Closes the table
Add Button	Adds a code to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list



Questionnaires

Enter/Modify Questionnaires

Childhood Questionnaire A | Childhood Questionnaire B | Adult Questionnaire A | Adult Questionnaire B

Is your child sick today? NO ___ YES ___

Has your child ever had:

A serious reaction to a vaccine? NO ___ YES ___

History of Guillain-Barre paralysis? No ___ Yes ___

An allergic reaction to any medication/food/vaccine? NO ___ YES ___

If yes, specify _____

Convulsions, seizures, or brain problem? NO ___ YES ___

A blood transfusion/immunoglobulin (IG) in the past year? NO ___ YES ___

A significant illness in the past 2 week? NO ___ YES ___

Is your child taking any medication now? NO ___ YES ___

Does your child/or any family members have a weakened immune system? NO ___ YES ___

Is your daughter possibly pregnant? NO ___ YES ___

Does your child receive WIC services? NO ___ YES ___

If you do not receive WIC services, would you like WIC to contact you? NO ___ YES ___

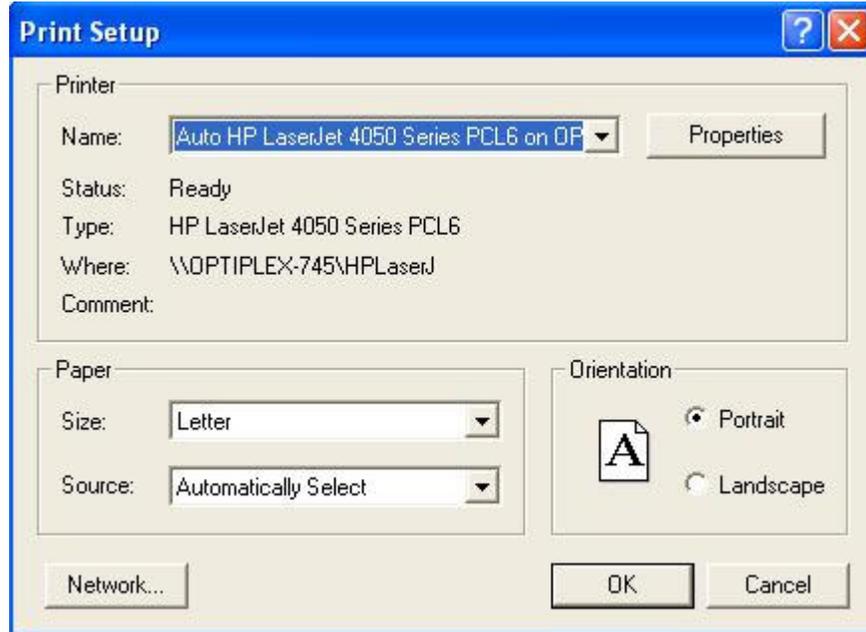
I have received a copy and have read or had read to me the information contained in the appropriate Vaccine Information Pamphlet or Important Information Statement about the disease(s) and vaccine(s) checked above. I have had a chance to ask questions which were answered to my satisfaction. I believe I understand the benefits and risks of the vaccine(s) and ask that the vaccine(s)

Spell Check Close

The Immunization module allows you to develop your own child and adult questionnaires to the program. These questionnaires can be printed out from the **Print** button. Questionnaire B may be used for another language.



Print Setup



The print setup allows you to choose what printer you would like to print from. Pick the printer in the name dropdown and click “**OK**”.



Recall/Reminder Letters

Enter/Modify Childhood Immunization Recall/Reminder Letters

Reminder Letter Recall Letter Newsletter

It is very important that your child's immunizations are kept current, and in the daily hustle and bustle it is all too easy to miss a booster. My record shows that it is time for *NAME* to receive required updated protection by the following immunizations;

If *he/she* has not already received this updated protection, we will be glad to provide them.

Please call my office for an appointment.
287-9928

William Osler M.D.

Spell Check Close

The HDIS system provides you the flexibility to write standard letters or post cards (Reminder, Recall, and a Newsletter) that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter. Use **capital letters** to describe the field name. The letters are automatically addressed to the caregiver of the client.



Receipts Pay In Report

Receipt Module Users Only

Print Pay In or Receipt

From Date: 01/17/2008 To Date: 01/17/2008

Pay In by Receipt Book
 Pay in by Fund
 Pay in by Initials
 Receipt

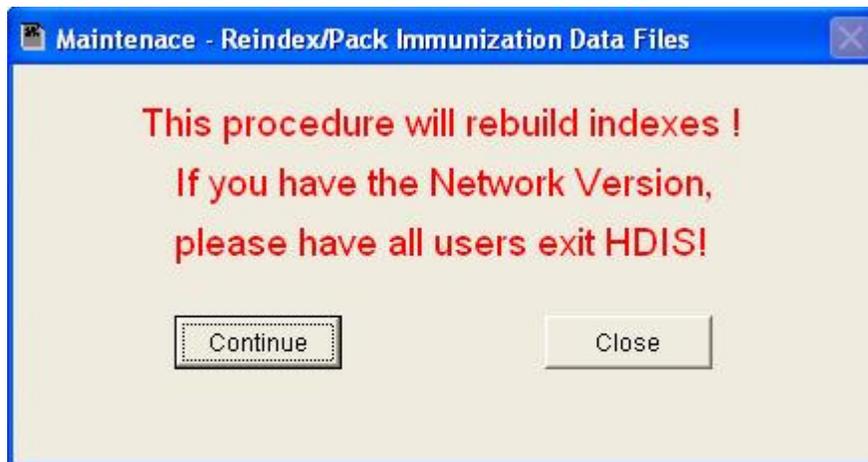
Output to:
 Preview
 Print

OK
Close

If your health department has the **“Receipts”** module, you have the ability to print your pay in reports through the “Maintenance” tab.



Reindex/Pack Immunization Files



This function is only needed should your data be corrupt due to a power failure. Please contact CHC Software if you have any questions or concerns.



Vaccine Intervals

Immunization Intervals-DTP

Schedule	Dose	Vaccine	Interval	Time	Age
R	1	DTAP	2	MO	2
R	2	DTAP	2	MO	4
R	3	DTAP	2	MO	6
R	4	DTAP	9	MO	15
R	5	DTAP	33	BO	48
R	6	TD	84	BO	132
A	1	TD	0	MO	0
A	2	TD	2	MO	0
A	3	TD	6	MO	0
A	4	TD	120	MO	0
A	5		0		0
A	6		0		0
B	1		0		0
B	2		0		0
B	3		0		0
B	4		0		0
B	5				
B	6				
C	1				
C	2				
C	3				

Next Vaccine Close

Field/Button	Description
Schedule	Schedule for the vaccine. R = recommended A-D = Accelerated schedule N = No Schedule
Dose	Enter the dose
Vaccine	Enter the vaccine type
Interval	Enter the interval between doses
Time	MO = Months BO = Booster
Age	Age at time of dose
Next Vaccine	Click to advance to next vaccine
Close	Closes the table

Adult Current	
Adult Vaccine	
Adult Purchased	
Close	Click to close the vaccine inventory table
Add	Click to add a vaccine
Delete	Click to delete a vaccine
Print	Click to print a list of the vaccines
Zoom	Click to view a vaccine in the table
End of Month*	This will calculate number of doses that should be in your inventory.
New Month*	Moves Balance at end of month to Balance at 1 st of month.



Vaccine Manufacturers

Add/Delete/Modify Vaccine Manufacturers ✖

Abbreviation	Name
AB	Abbott Laboratories (includes Ross Products Division)
AD	Adams Laboratories, Inc.
ALP	Alpha Therapeutic Corporation
AR	Armour [Inactive--use AVB]
AVB	Aventis Behring L.L.C. [Inactive--use ZLB]
AVI	Aviron
BAH	Baxter Healthcare Corporation
BA	Baxter Healthcare Corporation [Inactive--use BAM]
BAY	Bayer Corporation
BPC	Berna Products Corporation
BP	Berna Products [Inactive--use BPC]
MIP	Bioport Corporation
CNJ	Cangene Corporation
CMP	Celltech Medeva Pharmaceuticals [Inactive--use CHI]
CEN	Centeon L.L.C. [Inactive--use AVB]
CHI	Chiron Corporation
CON	Connaught [Inactive--use PMC]
EVN	Evans Medical Limited [Inactive--use CHI]
SKB	GlaxoSmithKline
GRE	Greer Laboratories, Inc.
IAG	Immuno International AG [Inactive--use BAH]
IUS	Immuno-US, Inc.
KGC	Korea Green Cross Corporation



Vaccine Type (SIIS)

Add/Delete/Modify

Type	Short Description	Full Description	CDC	Cpt Code	VIS
ADE	ADENOVIRUS	adenovirus vaccine, NOS	82	90476	
ANT	ANTHRAX	anthrax vaccine	24	90581	04/24/2003
BCG	BCG	Bacillus Calmette-Guerin vaccine	19	90585	
BOT	BOTULINUM ANTITOXIN	botulinum antitoxin	27	90287	
CHO	CHOLERA	cholera vaccine	26	90592	
DIP	DIPHTHERIA ANTITOXIN	diphtheria antitoxin	12	90296	
DT	DT (PEDIATRIC)	diphtheria and tetanus toxoids, adsorbed for pediatric use	28	90702	
DTAP	DTAP	diphtheria, tetanus toxoids and acellular pertussis vaccine	20	90700	07/03/2001
DH	DTAP-HIB	DTaP-Haemophilus influenzae type b conjugate vaccine	50	90721	
DTP	DTP	diphtheria, tetanus toxoids, and pertussis vaccine	01	90701	
DH	DTP-HIB	DTP-Haemophilus influenzae type b conjugate vaccine	22	90720	
HEPA	HEP A	hepatitis A vaccine	85	90730	03/21/2006
HEPB	HEP B	hepatitis B vaccine, adult dosage	43	90748	07/11/2001
HIB	HIB	Haemophilus influenzae type b vaccine, HbOC conjugate	47	90645	12/16/1998
INF	INFLUENZA, WHOLE	influenza virus vaccine, whole virus	16	90655	06/30/2006
IP	IPV	poliovirus vaccine, inactivated	10	90713	01/01/2000
JE	JAPANESE ENCEPHALITIS	Japanese encephalitis vaccine	39	90735	05/11/2005
MEN	MENINGOCOCCAL	meningococcal polysaccharide vaccine	32	90733	11/16/2006
MMR	MMR	measles, mumps and rubella virus vaccine	03	90707	01/15/2003
MMRV	MMRV	measles, mumps, rubella and varicella vaccine	94	90710	
OP	OPV	poliovirus vaccine, live, oral	02	90712	09/30/2002

Print Delete Add Close

Field/Button	Description
Type	Enter the vaccine type
Short Description	Enter the vaccine short description
Full Description	Enter the vaccine full description
CDC	
CPT Code	Enter the CPT code for the vaccine
VIS	Enter Vaccine Information Sheet publish date
Close	Closes the table
Add Button	Adds a row to the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Travel - Questionnaires (optional module)

Enter/Modify Questionnaires

Adult Questionnaire A Adult Questionnaire B

IS THE INDIVIDUAL THAT IS GOING TO RECEIVE VACCINES.....

Ill with anything more serious than a cold?	NO _____	YES _____
Have any allergies? (chicken eggs, medications, thimerosal)	NO _____	YES _____
Had a serious reaction to a vaccine in the past?	NO _____	YES _____
Received a transfusion of blood, plasma, or a medicine called immune globulin in the past year?	NO _____	YES _____
Had a seizure or neurological problem?	NO _____	YES _____
Currently nursing a baby?	NO _____	YES _____
Reside in a home with a newborn infant?	NO _____	YES _____

DOES THE INDIVIDUAL AND/OR ANYONE LIVING WITH OR TAKING CARE OF THE INDIVIDUAL

Have cancer, leukemia, AIDS, or any other immune system problem?	NO _____	YES _____
Taken cortisone, prednisone, other steroids, anticancer drugs, or x-ray treatments in the past three months?	NO _____	YES _____
Pregnant or at risk of becoming pregnant within the next three months?	NO _____	YES _____

I have answered the above questions to the best of my knowledge. I have received a copy of the IIS statements about the disease(s) for which vaccine(s) are being given today. I understand the benefits & risks of the vaccine(s) & give my consent that the vaccine(s) indicated on this form be given to me or the person named for whom I am authorized to make this request. I grant permission this record to be released to the following: (Draw a line through & place your

Spell Check Close

The Immunization module allows you to develop your own adult travel questionnaires to the program. These questionnaires can be printed from the **“Print”** button.



Travel – Vaccine Type (optional module)

Add/Modify/Delete Types of Adult Vaccines

Abbreviation	Description	Doses	1st interval	2nd interval	3rd interval	4th interval
DH	DTP/HIB					
DIH	PEDIARIX					
DIH						
DT	DIPHTHERIA, TETANUS	1	0	0	0	0
DTP	DIPHTHERIA, TETANUS, PERTUSSIS	1	0			
FLU	INFLUENZA	1	0			
GHEP	HEPATITIS B	3		30	150	
GHEP						
HAV-HBP	HAV-HBP	3	0	30	150	
HAV-HBP						
HEPA	HEPATITIS A	2	0	30		
HEPB	HEPATITIS B	3	0	30	150	
HH	HAEMOPHILUS, HEPATITIS B	1	0			
HIB	HAEMOPHILUS	1	0			
IG	IMMUNE GLOBULIN	1				
IMM ADMN	IMMUNIZATION ADMINISTRATION					
IP	POLIOMYELITIS (INACTIVATED)	1	0			
LEAD	LEAD TEST					
MEAS						
MEN	MENINGOCOCCAL	1	0			
MET						
MMR	MEASLES, MUMPS, RUBELLA	1	0			
OP	POLIOMYELITIS (ORAL-LIVE)	1	0			

Buttons: Close, Add, Delete, Print

Field/Button	Description
Abbreviation	Enter the vaccine abbreviation
Description	Enter the full vaccine description
Doses	Enter the number of doses
1 st interval	Enter zero for the first interval
2 nd interval	Enter the number of days between the 1 st and 2 nd dose
3 rd interval	Enter the number of days between the 2 nd and 3 rd dose
4 th interval	Enter the number of days between the 3 rd and 4 th dose
5 th interval	Enter the number of days between the 4 th and 5 th dose
6 th interval	Enter the number of days between the 5 th and 6 th dose
ICD9	Enter the ICD9 Code
CPT Code	Enter the CPT Code
Amount	Enter the amount of the vaccine
Close	Closes the table
Add Button	Adds a row to the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Travel – Transfer Records to Adult/Travel Immunizations (optional module)

Transfer Records to Adult Immunizations

Total Immunization Records	0
Immunization Records Processed	0
Transferred to Adult Immunizations => 20 years	0

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