

**Using the Barcode Scanner
in the Mass Immunizations Module
of the
Wyoming Immunization Registry (WylR)**



Wyoming
Department
of Health

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www.immunizewyoming.com

[December 2011]

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Getting Ready for the Clinic

Users: Adding Mass Immunization permissions

Prior to an event, the WyIR Primary Contact should notify the WyIR Project Coordinator of the need for users to access the Mass Immunization Application. In order to do so, forward the WyIR Access Level form, located at <http://www.health.wyo.gov/Media.aspx?mediald=10177> via fax to 307.777.7996. Users, as well as the WyIR Primary Contact, will receive notification when the changes have been made through email notification.

Vaccines: Ensuring vaccine supply

When planning a special clinic, providers should ensure that an adequate supply of vaccine will be available to meet the anticipated need. A Special Clinic Order Form should be submitted at least six weeks in advance of the special clinic, per Vaccine Program policies. The Vaccine Program should be contacted to coordinate the vaccine order. The Special Clinic Order Form can be found at <http://www.health.wyo.gov/Media.aspx?mediald=9099>.

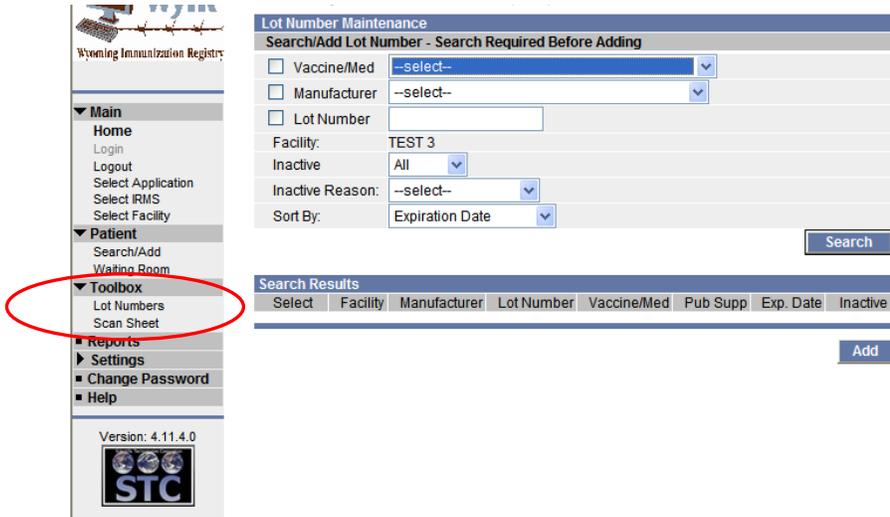
Within the WyIR, tools are available that can help users estimate the vaccine supply need based upon missing immunizations (e.g. Pocket of Need Reports). The WyIR administration can assist with generating Pocket of Need Reports within the WyIR to estimate vaccine needs for your clinic.

Vaccines: Ensuring proper vaccine configuration within the WyIR

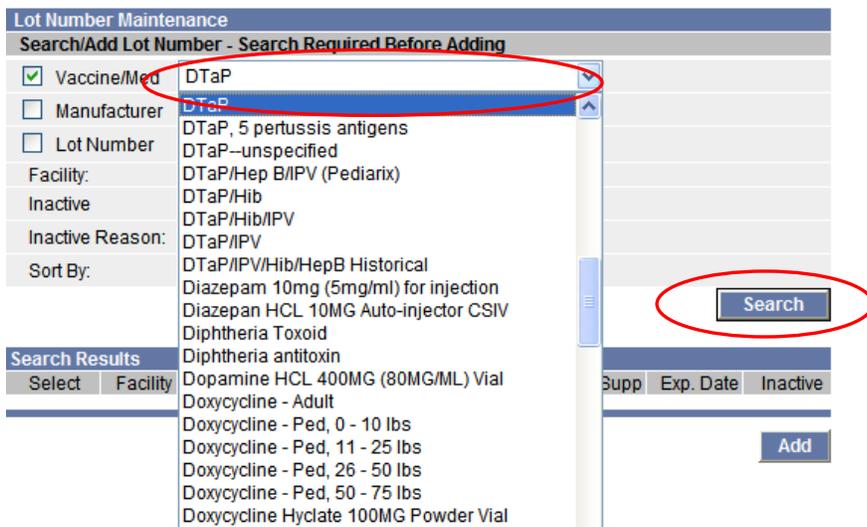
In order to use the inventory management and specific lot reporting features of the WyIR, the WyIR Project Coordinator should be notified in order to activate the specified vaccines within the Mass Immunization Module. Once the administrator has enabled these specific vaccines, the vaccines can be configured by the user to link to a lot number offered at the event in the **Settings/Personal** screen. This configuration will allow proper inventory decrementing for an office.

Vaccines: Entering Inventory through Mass Immunizations

To enter vaccines/medicines, click on **Toolbox/Lot Numbers**. A screen similar to the following screen shot will appear.



Locate the vaccine on the **Vaccine/Med** drop down list. A quick way to locate a vaccine is to type the first letter of the vaccine once the field is highlighted; this will forward the highlighted selection to the first vaccine listed alphabetically for the letter typed. If the user wishes to move to a vaccine located below the highlighted vaccine, simply type that same letter again, until the highlight is over the desired vaccine.



Click on **[Search]** after selecting the Vaccine. The Search results will show the vaccine on hand and indicate if the Vaccine by manufacturer and lot number are already entered into the WyIR.

Lot Number Maintenance
Search/Add Lot Number - Search Required Before Adding

Vaccine: DTaP
 Manufacturer: --select--
 Lot Number:
 Facility: --select--
Inactive: All
Inactive Reason: --select--
Sort By: Expiration Date

Search

Search Results

Select	Facility	Manufacturer	Lot Number	Vaccine	Pub Supp	Exp. Date	Inactive
-->	TEST 3	SANOPI PASTEUR	12345TEST	DTaP	Y	12/17/2011	
-->	CITY COUNTY HEALTH DEPARTMENT	GLAXOSMITHKLINE	12345TEST	DTaP	Y	12/21/2011	
-->	CITY COUNTY HEALTH DEPARTMENT	GLAXOSMITHKLINE	TEST123	DTaP	Y	12/21/2011	

Add

If the Vaccine appears in the Search results, click on the arrow next to the vaccine to be selected. If more than one lot number appears for the same vaccine, it is recommended to use the lot number with the earliest expiration date in order to prevent vaccine wastage. A screen similar to the following screen shot will appear. Click on the **[Edit]** button to update information about the lot number.

Lot Number Maintenance [Detail]

Manufacturer: SANOPI PASTEUR
Lot Number Code: 427
Lot Number: 12345TEST
Vaccine: DTaP
Facility: TEST 3
Doses Used: 2
Doses Wasted and Returned: 0
Doses Wasted and Disposed: 0
Doses Available: 8
Doses Total: 10
Expiration Date: 12/17/2011
Publicly Supplied: Y
NDC Number:
Inactive
Inactive Reason:

Back **Edit**

View Lot Log **View Offsite Log**

Generate Bar Code **Add To Scan Sheet**

NOTE: Please make edits quickly as other users are blocked from saving vaccinations related to this Lot Number.

If the vaccine does **not** appear in the Search Results, select the Manufacturer from the drop down list by clicking on the appropriate selection in the drop-down menu.

Lot Number Maintenance
Search/Add Lot Number - Search Required Before Adding

Vaccine/Med DTaP
 Manufacturer SANOFI PASTEUR-PMC
 Lot Number IMMUNO-US-IUS
Facility: JHP PHARMACEUTICALS-JHP
Inactive: MICROBIAL DIS/OSAKA U-JPN
Inactive Reason: KOREA GREEN CROSS-KGC
Sort By: Kitman-KIT
MASSACHUSETTS BIOLOGICAL LABS-MBL
MEDIMMUNE, INC.-MED
BIOPORT CORPORATION-MIP
MERCCK-MSD
NABI-NAB
NOVARTIS PHARMACEUTICAL CORP.-NOV
NOVAVAX, INC.-NVX
NEW YORK BLOOD CENTER-NYB
ORTHO-CLINICAL DIAGNOSTICS-ORT
ORGANON TEKNIKA-OTC
OTHER-OTH
PARKEDALE PHARMACEUTICALS-PD
PFIZER, INC-PFR
SANOFI PASTEUR-PMC
ROCHE PHARMACEUTICALS-RP
SCLAVO-SCL
sharpsman-SHP
GLAXOSMITHKLINE-SKB
SOLVAY PHARMACEUTICALS-SOL
TALECRIS BIOTHERAPEUTICS-TAL
UNKNOWN MANUFACTURER-UNK
U.S. ARMY MEDICAL RESEARCH-USA
VAXGEN-VXG
WYETH-AYERST-WAL
ZLB BEHRING-ZLB

Search

Search Results
Select Facility
Supp Exp. Date Inactive
Add

Enter the Lot Number.

Lot Number Maintenance
Search/Add Lot Number - Search Required Before Adding

Vaccine/Med DTaP
 Manufacturer SANOFI PASTEUR-PMC
 Lot Number 12345test
Facility: TEST 3
Inactive: All
Inactive Reason: --select--
Sort By: Expiration Date

Search

Search Results
Select Facility Manufacturer Lot Number Vaccine/Med Pub Supp Exp. Date Inactive

Add

Click on the **[Add]** button.

Vaccines: Adding lots as defaults

After adding the vaccine to inventory, click on **Settings/Personal** to enable the vaccine to be used for a Mass Immunization event. A screen similar to the following screen shot will appear:

The screenshot shows the 'Personal Settings' page. On the left is a navigation menu with categories: Main (Home, Login, Logout, Select Application, Select IRMS, Select Facility), Patient (Search/Add, Waiting Room), Toolbox (Lot Numbers, Scan Sheet), Reports, Settings (Personal, Change Password, Help, Contact Us), and Version: 4.11.5.0 with an STC logo. The main content area is titled 'Personal Settings' and contains several sections: 'Patient Defaults' (City, State, Campaign, Zip Code, Phone Area Code), 'Vaccination Defaults' (Vaccinator, Facility, Default Date), 'Lot Defaults' (circled in red, with a 'click to add' link), 'VIS Publication Date Defaults' (Vaccine Name, Pub Date1-4), 'Vaccine Default Volume' (Vaccine Name, Default Volume), and 'Preferences' (Automatic City / State / Zip Code Population, Status: Enabled, with an 'enable/disable' link).

Select the **[Click to Add]** option in the Lot Defaults section. A drop down list of vaccine choices will appear.

The screenshot shows the 'Lot Defaults Add/Update' page. The left navigation menu is identical to the previous screenshot. The main content area has a title 'Lot Defaults Add/Update' and a form with the following fields: 'Vaccine/Med Description:' (DT (Pediatric)), 'Manufacturer:' (DT (Pediatric)), 'Lot Number:' (DTP - unspecified), 'Expiration Date:' (DTP/Hib), 'Lot Facility:' (DTP/IPV), and 'Publicly Supplied:' (DTaP). A dropdown list is open for the 'Publicly Supplied' field, showing a list of vaccine options including DTaP, DTaP/Hep B, DTaP/IPV, DTaP/IPV/Hib/HepB Historical, Diazepam 10mg (5mg/ml) for injection, Diazepam HCL 10MG Auto-injector CSV, Diphtheria Toxoid, Diphtheria antitoxin, Dopamine HCL 400MG (80MG/ML) Vial, Doxycycline - Adult, Doxycycline - Ped. 0 - 10 lbs, Doxycycline - Ped. 11 - 25 lbs, Doxycycline - Ped. 26 - 50 lbs, Doxycycline - Ped. 50 - 75 lbs, Doxycycline Hyclate 100MG Powder Vial, Doxycycline Hyclate 100MG Tablets No. 20, Doxycycline Hyclate 100MG Tablets No. 500, Doxycycline Hyclate 100MG Tablets No. 100, Doxycycline Hyclate Susp 25MG/5ML 60 ML, and Epi 1:1000 (0.1 mg/ml) 10 ml syringe. The 'DTaP' option is selected and circled in red. A 'Date Now' button is visible at the bottom right of the dropdown.

Wyoming Immunization Registry

Lot Defaults Add/Update

Vaccine/Med Description: DTaP

Manufacturer: [Click to select](#)

Lot Number:

Expiration Date:

Lot Facility:

Publicly Supplied:

Cancel Reset Add/Update Now

After selecting the vaccine to be given at the Mass Immunization event, use the **Click to select** link for a drop-down list of the inventory for that specific vaccine for the facility, as shown in the following screen shot.

Select	Manufacturer	Lot Number	Facility	Pub. Supplied	Expiration Date	Doses Available	Dose Volume
<input type="button" value="-->"/>	GLAXOSMITHKLINE	12345TEST	CITY COUNTY HEALTH DEPARTMENT	Y	12/21/2011	10	
<input type="button" value="-->"/>	GLAXOSMITHKLINE	TEST123	CITY COUNTY HEALTH DEPARTMENT	Y	12/21/2011	7	

Cancel Clear

Click on the arrow in the Select column of the Search Results. If multiple Lot Numbers are listed for one vaccine, confirm that the Lot Number and Expiration Date match the vaccine that will be given at the Mass Immunization event before making a selection.

NOTE: The user should always use the lot number with the most recent expiration date to ensure proper rotation of inventory.

The **Lot Defaults Add/Update** screen will appear. After confirming the accuracy of the information shown, select the **[Add/Update Now]** button.

Wyoming Immunization Registry

Lot Defaults Add/Update

Vaccine/Med Description: DTaP

Manufacturer: GLAXOSMITHKLINE [Click to select](#)

Lot Number: 12345TEST

Expiration Date: 12/21/2011

Lot Facility: CITY COUNTY HEALTH DEPARTMENT

Publicly Supplied: Y

Cancel Reset **Add/Update Now**

The vaccine will now appear on the **Personal Settings** screen, as shown in the following screen shot.

Wyoming Immunization Registry

Personal Settings

Patient Defaults [click to update](#)

City: Zip Code:

State: Phone Area Code:

Campaign:

Vaccination Defaults [click to update](#)

Vaccinator: Facility: TEST 3

Default Date: 06/09/2011

Lot Defaults [click to add](#)

Vaccine Name	Manufacturer / Lot Number / Facility / Pub Supp / Exp Date	
DTaP	GLAXOSMITHKLINE / 12345TEST / CITY COUNTY HEALTH DEPARTMENT / Public / 12/21/2011	Update Delete

VIS Publication Date Defaults [click to add](#)

Vaccine Name	Pub Date1	Pub Date2	Pub Date3	Pub Date4

Vaccine Default Volume [click to add](#)

Vaccine Name	Default Volume

Preferences

Feature	Status:	
Automatic City / State / Zip Code Population	Enabled	enable/disable

Version: 4.11.5.0

STC

NOTE: If more than one lot number is needed for the special clinic, users can always add more lot numbers to their personal settings by following the same steps as previously detailed.

Equipment

Installing the Tethered Barcode Scanner

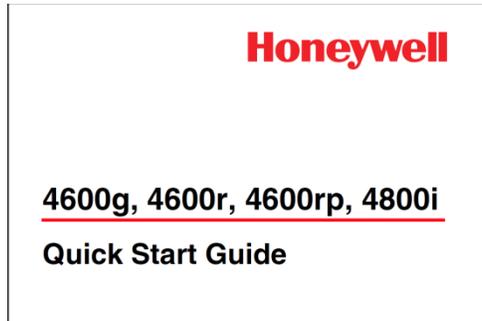
While the computer is powered off, plug in the scanner to an available USB port, either on the keyboard, screen, or tower.

Turn on the computer. A few beeps should be emitted from the scanner.

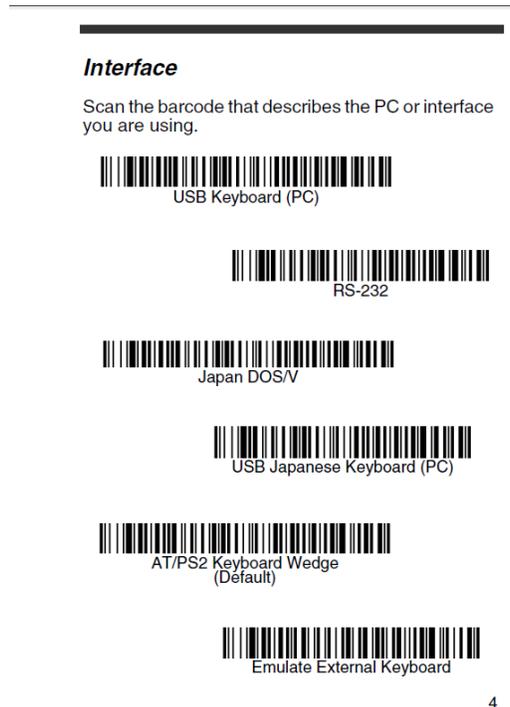
Wait for the computer to finish booting up.

Log on to Windows.

Take the scanner's Quick Start Guide from the box.



Open the scanner's Quick Start Guide to page 4. It should appear similar to the following image.



Hover the scanner over the top barcode (labeled USB Keyboard (PC)) on page 4, similar to the following image, and press the scan button until a beep is emitted.

The scanner may need to be moved closer or farther from the barcode in order to capture the barcode correctly.

Interface

Scan the barcode that describes the PC or interface you are using.



USB Keyboard (PC)

Once the “beep” is emitted, the scanner is configured for use.

[Installing the Barcode Font](#)

NOTE: In order to display the font within the WYIR, the user must install the font before opening the WYIR program. In order to do so:

1. Locate the font on the CD Rom provided for using the barcode scanner.
 - a. Insert the CD Rom into the computer’s appropriate drive.
 - b. Open the CD Rom; locate the **Free3of9** Font on the disc.
 - c. Highlight the font by clicking once upon the font icon.
2. Open the Fonts folder on the computer.
 - a. Go to **Start** menu, and then click on **My Computer**.
 - b. Click on the **Local Disk C** drive.
 - c. Click on the **Windows** folder.
 - d. Look for the **Fonts** folder, click to open it.
 - e. Go to the end or open area within the **Fonts** folder.
3. Move the font from the CD Rom to the computer.
 - a. Select the **Free3of9** Font (barcode) from the CD Rom.
 - b. Drag the **Free3of9** Font (barcode) from the disc to the Fonts folder.
 - c. A pop-up window indicating the Font is installing should appear.
 - d. After the Font is installed, close out of the **Fonts** folder.

The Font should now print on the Reminder/Recall notices.

Notifying Patients: Creating Reminder Recall Notices

Prior to running Reminder Recall Notifications, review the Reminder Recall Templates document, available at <http://www.health.wyo.gov/Media.aspx?mediaId=11130>, in order to ensure proper utilization of the process.

A template can be created that will mirror the Pocket of Need Report that was created to identify the vaccine needed for a specific clinic. Contact the WyIR Project Coordinator for further assistance as necessary.

Notifying Patients: Running a Reminder Recall Template

Within the Navigation menu, click on the **[Reminder Recall/Run Templates]** link. A window similar to the following will then appear:

The screenshot displays the WYIR web application interface. On the left is a navigation menu with the following items: Main (Home, Login, Logout, Select Application, Select IRMS, Select Facility, Select VFC Pin), Favorites (Patient, Vaccinations, IRMS, Facilities, Physicians / Vaccinators, Lot Numbers, Reports, Settings), **Reminder Recall** (Reminder Recall, Run Templates, ~~Create Templates~~, Manage Cohort), Exports, Scheduled Reports, Job Queue, Change Password, Help, and Contact Us. The 'Reminder Recall' menu item is circled in red. The main content area is titled 'Reminder Recall Search' and contains the following fields and controls:

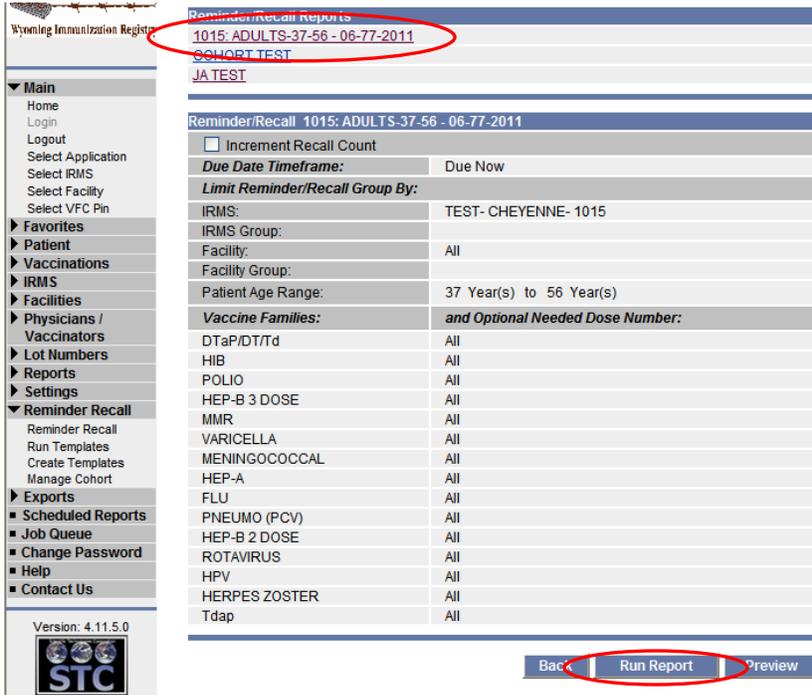
- Reminder/Recall Report Name: [Text Input]
- User Name: [Text Input]
- Include Global Searches
- IRMS
- IRMS Group [Dropdown: --select--]
- Do Not Limit
- Facility [Dropdown: --select--]
- Do Not Limit
- WYVIP Pin [Dropdown: --select--]

At the bottom right of the form are two buttons: 'Clear' and 'Search'. Both buttons are circled in red. The 'Search' button is the one to be clicked according to the instructions.

Click **[Search]** to look for Reminder Recall Templates created for a specific office.



Select the desired **Template**. Clicking on the link will launch a screen similar to the following:



Click on **[Run Report]** to view the output screen.



WyIR
Wyoming Immunization Registry

- ▼ Main
 - Home
 - Login
 - Logout
 - Select Application
 - Select RMS
 - Select Facility
 - Select VFC Pin
- Favorites
- ▼ Patient
 - Search/Add
 - Waiting Room
 - Demographics
- Vaccinations
- IRMS
- Facilities
- Physicians / Vaccinators
- ▼ Lot Numbers
 - Reconciliation
 - Search/Add
 - Search Results
 - Detail
 - Correct Lot
 - Decrementing
 - Scan Sheet
- Reports
- Settings
- ▼ Reminder Recall
 - Reminder Recall
 - Run Templates
 - Create Templates
 - Manage Cohort
- Exports
- Scheduled Reports
- Job Queue
- Change Password
- Help
- Contact Us

Version: 4.11.5.0



Reminder/Recall Output Select

Output Type:

Patient Listing

Mailing Labels (Avery 5160)

Postcards (Avery 8387)

Custom (Width: x Height:)

Font Size: pt

Align: Left Align: Center

Letters

Output Language:

Please enter the Facility Return Address information below:

Facility Name:

Windows Internet Explorer

 There are 3 patients in your recall group.
There are 3 patients with valid addresses in your recall group.

Please enter the Facility Return Address information below:

Facility Name:

Street:

City, State Zip Code:

Phone Number:

Cohort Name:

Reminder/Recall Criteria Used

Limit By IRMS	Yes / TEST- CHEYENNE- 1015
Increment Recall Count	No
Reminder/Recall Date	01/01/1900 to 06/07/2011
Maximum Recall Tries	5
Include Inactive Patients	No
Limit By Patient Age Range	Yes / 06/07/1955 to 06/07/1973
Limit By Patient Birth Date Range	No
Limit By Appointment Date Range	No
Limit By Facility	Yes / TEST 3
Limit By Facility Type	No
Limit By Physician / Physician Name	No
Limit By Program	No
Limit By Health Plan	No
Limit By State	No
Limit By County	No
Limit By Zip Code	No
Limit By Health District/Region	No
Limit By Association	No
Deferred Vaccinations Only	No
Vaccine Family Codes To Remind/Recall For	DTaP/DT/d, FLU, HEP-A, HEP-B 2 DOSE, HEP-B 3 DOSE, HERPES ZOSTER, HIB, HPV, MENINGOCOCCAL, MMR, PNEUMO (PCV), POLIO, ROTAVIRUS, Tdap, VARICELLA
Limit By High Risk Category	No

Follow the select options for: **Patient Listing, Mailing Labels, Postcards, or Letters**. The WyIR allows various ways to communicate the need to return for needed vaccinations, depending on the resources available for an office to undertake notifying patients. The WyIR Administration can assist in selecting the optimal process for an office, if requested.

WylR
Wyoming Immunization Registry

- ▼ Main
 - Home
 - Login
 - Logout
 - Select Application
 - Select RMS
 - Select Facility
 - Select VFC Pin
- ▼ Favorites
- ▼ Patient
 - Search/Add
 - Waiting Room
 - Demographics
- ▼ Vaccinations
- ▼ IRMS
- ▼ Facilities
- ▼ Physicians / Vaccinators
- ▼ Lot Numbers
 - Reconciliation
 - Search/Add
 - Search Results
 - Detail
 - Correct Lot
 - Decrementing
 - Scan Sheet
- ▼ Reports
- ▼ Settings
- ▼ Reminder Recall
 - Reminder Recall
 - Run Templates
 - Create Templates
 - Manage Cohort
- ▼ Scheduled Reports
- ▼ Job Queue
- ▼ Change Password
- ▼ Help
- ▼ Contact Us

Version: 4.11.5.0



Reminder/Recall Output Select

[select](#)

[select](#)

[select](#)

[Preview](#)

[select](#)

[select](#)

[select](#)

[save cohort](#)

Output Type:
Patient Listing
Mailing Labels (Avery 5160)

Postcards (Avery 8387)

Custom (Width: x Height:)

Font Size: pt

Align: Left Align: Center

Letters

Output Language:

Please enter the Facility Return Address information below:

Facility Name:

Street:

City, State, Zip Code:

Phone Number:

[select](#) AutoDialer File

[select](#) Mail Merge File

[select](#) Email Reminders

Please enter the Facility Return Address information below:

Facility Name:

Street:

City, State Zip Code:

Phone Number:

Cohort Name:

[Back](#)

Reminder/Recall Criteria Used	
Limit By IRMS	Yes / TEST- CHEYENNE- 1015
Increment Recall Count	No
Reminder/Recall Date	01/01/1900 to 06/07/2011
Maximum Recall Tries	3
Include Inactive Patients	No
Limit By Patient Age Range	Yes / 06/07/1955 to 06/07/1974
Limit By Patient Birth Date Range	No
Limit By Appointment Date Range	No
Limit By Facility	Yes / TEST 3
Limit By Facility Type	No
Limit By Physician / Physician Name	No
Limit By Program	No
Limit By Health Plan	No
Limit By State	No
Limit By County	No
Limit By Zip Code	No
Limit By Health District/Region	No
Limit By Association	No
Deferred Vaccinations Only	No
Vaccine Family Codes To Remind/Recall For	DTaP/DT/Td, FLU, HEP-A, HEP-B 2 DOSE, HEP-B 3 DOSE, HERPES ZOSTER, Hib, HPV, MENINGOCOCCAL, MMR, PNEUMO (PCV), POLIO, ROTAVIRUS, Tdap, VARICELLA
Limit By High Risk Category	No

Click **[Preview]** to see the format of each **Output Type**.

Patient Listing

Patient Recall Group Listing							
Report Criteria				Report Date: May 16, 2011			
IRMS: TEST-CHEYENNE-1015				Facility: All			
Recall Date: 01/01/1990 to 05/16/2011				Health Plan: All			
Birth Date Range: 05/15/1976 to 05/15/2011				Physician: All			
Include Inactive Patients: No				Program: All			
State: All				County/Parish: All			
High Risk Category: All				Zip Code: All			
Deferred Vaccinations Only: No				District/Region Number: All			
Vacc. Families: DTaP/DTTd, HEP-B 3 DOSE, Hib, MMR, PNEUMO (PCV), POLIO, VARICELLA							
* DTaP or DT should be given to patients under 7 years of age. Td should be given to patients over 7 years of age. Patients over the age of 11 should receive one dose of Tdap.							
** If an adolescent has already begun the routine 3 dose Hep-B schedule, they should not be changed to the 2 dose schedule.							
Total Patients Selected: 6							
Bar Code/ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	TINA	A	SAMPLE	01/01/1990			
Vaccine Family Name							
Dose Number							
Recommended Date							
Minimum Date							
HEP-B 3 DOSE 1 01/01/1990 01/01/1990							
DTaP/DTTd 1 03/01/1990 02/12/1990							
POLIO 1 03/01/1990 02/12/1990							
MMR 1 01/01/1991 01/01/1991							
VARICELLA 1 01/01/1995 01/01/1995							
Bar Code/ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	TAMMY		TEST	09/01/1981		(307)775-5772	
Vaccine Family Name							
Dose Number							
Recommended Date							
Minimum Date							
VARICELLA 1 01/01/1995 01/01/1995							
Bar Code/ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	TAMMY		TEST	09/01/2005	MOM	(307)775-5772	
Vaccine Family Name							
Dose Number							
Recommended Date							
Minimum Date							
DTaP/DTTd 4 09/02/2006 09/02/2006							
POLIO 4 09/01/2009 09/01/2009							
MMR 2 01/18/2011 01/18/2011							
VARICELLA 2 01/18/2011 01/18/2011							
Bar Code/ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	KRISTA	MAE	WESTRUM	12/03/1987			

Mailing Labels

TINA SAMPLE
123 ANYSTREET
CHEYENNE, WY 82001

TAMMY TEST
6101 YELLOWSTONE
CHEYENNE, WY 82001

To the parents of:
TOMMY TEST
6101 YELLOWSTONE
CHEYENNE, WY 82002

KRISTI WOSTROM
456 YELLOWSTONE AVENUE
CHEYENNE, WY 82001

To the parents of:
JOSHUA WYOMING
6101 YELLOWSTONE RD.
CHEYENNE, WY 82003

Letters

From:
Wyoming Department of Health
6101 Yellowstone Road - Suite 420
Cheyenne, WY 82002
(307)777-8982

To: **TINA SAMPLE**
123 ANYSTREET
CHEYENNE, WY 82001

Dear Parent or Guardian,
Our records indicate that your child may be due for one or more immunizations.
Please contact the clinic to discuss scheduling an appointment for getting your child vaccinated.
(If your child has been vaccinated by another provider, or is no longer a patient of this clinic,
please advise so that we may update our records.)
We look forward to hearing from you soon.

From:
Wyoming Department of Health
6101 Yellowstone Road - Suite 420
Cheyenne, WY 82002
(307)777-8982

Printing Reminder Recall Notices

The following image displays an example of a postcard generated using reminder recall. The barcode displayed on the card includes only the SIIS Patient ID – which is useful for locating a patient in the WyIR if they present the card on their next office visit.

The message can be changed within the Recall output to include instructions for the patient to present the card at their next office visit, which will make it easier for the front office personnel to properly locate the patient within the WyIR.

Reminder/Recall Postcards

Wyoming Department of Health
6101 Yellowstone Road - Suite 420
Cheyenne, WY 82002
(307)777-8982

RETURN SERVICE REQUESTED



Dear Parent or Guardian,
Our records indicate that your child may be due for one or more immunizations.
Please contact the clinic to discuss scheduling an appointment for getting your child vaccinated.
(If your child has been vaccinated by another provider, or is no longer a patient of this clinic,
please advise so that we may update our records.)
We look forward to hearing from you soon.

To:

TINA SAMPLE
123 ANYSTREET
CHEYENNE, WY 82001

Follow the **Page Setup** instructions shown in the following image in order for the data to print out with the correct spacing for barcode readability and page layout. The instructions are for **Avery 8387** postcards or **Avery 5160** mailing labels.

Reminder/Recall Print Settings	
Be sure to remove the Header and Footer before printing. To do this, configure your browser by selecting File-->Page Setup... from the menu and delete all text in the Header and Footer text fields.	
Postcards (Avery 8387):	In order for your data to print out with the correct spacing (to fit Avery 8387 postcards), configure your browser by selecting File-->Page Setup... from the menu and setting the margins as follows: Internet Explorer <ul style="list-style-type: none">• Select Landscape Orientation• top: 0.75"• bottom: 0.25"• left: 0.25"• right: 0.25"
Mailing Labels (PRINT SETTINGS):	In order for your data to print out with the correct spacing (to fit Avery 5160 Mailing Labels), select in the "Print box" the following: Internet Explorer <ul style="list-style-type: none">• Page Scaling: NONE• Auto-Rotate: UNCHECKED• Center: UNCHECKED

During the Clinic

The Wyoming Immunization Registry, WylR Barcoding tool can be used for collecting patient data using Driver's Licenses/State IDs and Reminder Recall postcards.

NOTE: The barcode scanner functionality is present within both the Mass Immunizations and Standard application. In order to capture additional information not available within the Mass Immunization Module (e.g., Site, Route, etc...), use of the Standard application may be optimal. See Appendix A for instruction on using the scanner in the Standard application.

Using the functionality in Mass Immunizations

After logging in, select the appropriate **Facility** from the drop down list. Click on the **[Continue]** button. Then select the **Application**. Click on **[Mass Immunizations]** from the drop down list, then click on the **[Submit]** button.

After configuring the **Settings/Personal**, as well as updating the Vaccines within the Toolbox menu using the Lot Numbers option, the user can quickly begin searching for patients using the Mass Immunization Module.

After clicking on **[Patient-Search/Add]**, a screen similar to the following appears:

The screenshot displays the WylR Mass Immunizations Patient Search interface. On the left is a navigation menu with categories: Main (Home, Login, Logout, Select Application, Select IRMS, Select Facility), Patient, Toolbox (Lot Numbers, Scan Sheet), Reports, Settings (Change Password, Help), and Contact Us. The main content area shows the user is logged in as KIM BROWN on June 7, 2011, with IRMS: TEST-CHEYENNE-1015 (1001). Below this is the 'Patient Search' section, which includes a 'Patient Information' form with fields for 'First Name or Initial:', 'Last Name or Initial:', and 'Birth Date:'. A 'Capture Barcode' field is highlighted with a red oval. A 'Search' button is located at the bottom right of the form.

Once the cursor within the **Capture Barcode** field has stopped, click on the **[Search]** button. A screen similar to the following will appear:

Patient Search						
Search Criteria						
Patients found with: First Initial = " J " and Birthday = " 09/01/1969 "						
OR						
Last Initial = " A " and Birthday = " 09/01/1969 "						
Search Results						
Records Found = 1						
Select	First Name	Middle Name	Last Name	Birth Date	Grd First Name	Mother's Maiden
-->	JOHN		ANDERSON		NUNYA	UNK

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

Cancel Add New Patient

The search will display potential matches in the Search Results area. Click on the **[Select]** arrow to the left of the First Name to verify the patient match.

If it is *not* a match, click on the **[Add New Patient]** button.

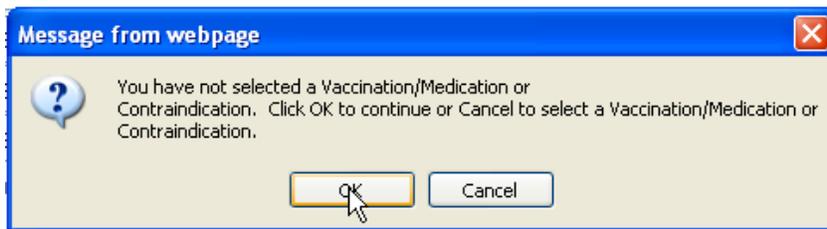
When adding a new patient a screen similar to the following will display all of the associated information:

Patient Add			
First Name:	TINA		
Middle Name:	A		
Last Name:	SAMPLE		
Medicare Id:			
Birth Date:	01/01/1990		
Gender:	FEMALE		
SSN:			
Medicaid #:			
Address			
Address:	123 ANYSTREET		
Zip Code:	00000		
City:	ANYCITY		
State:	--select--		
Phone Number:			
Guardian Info			
Mother's Maiden Name:			
Guardian First Name:			
Comments			
Campaign:	--select--		
Tier:	--select--		
Vaccinator:	<Scan Barcode Here> --select--		
Vaccination/Medication Add			
Default Date: 06/08/2011			
Vaccine/Medicine	Date	Manufacturer / Lot	Dose Size
<input type="checkbox"/> Anthrax	06/08/2011		--select--
<input type="checkbox"/> Influenza Nasal Spray	06/08/2011		--select--
<input type="checkbox"/> Influenza split, 6+ months	06/08/2011		--select--
<input type="checkbox"/> Novel H1N1,Injectable, 48+ Mos	06/08/2011		--select--
<input type="checkbox"/> Varicella (Varivax)	06/08/2011		--select--
<input type="checkbox"/> --select--	06/08/2011	/	Full
Contraindications Add			
<input type="checkbox"/> Print			
Cancel	Save	Capture Lot Barcode	

Information may be edited if it differs from what is presented by the patient. After making any edits, scroll down and click on the **[Save and Queue]** button to place the patient in the **Waiting Room**.



A message similar to the following may appear:



Click **[OK]** to advance to the next patient, which returns to the **Patient-Search/Add** screen. **Vaccine/Medication** will be selected when the patient is called from the **Waiting Room**.

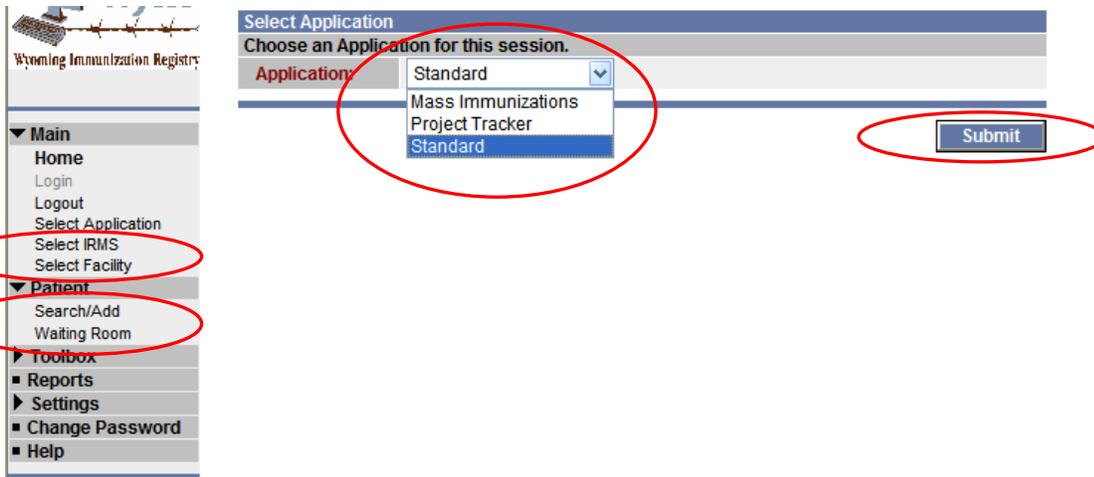
Once patients have been added to the **Waiting Room**, the patients within the **Waiting Room** can be retrieved.

Scanning Reminder Recall Notices

If a patient/parent presents a Recall/Reminder notice with a barcode displayed, the patient record can easily be located within the WYIR.

Click on **[Patient Search/Add]**.

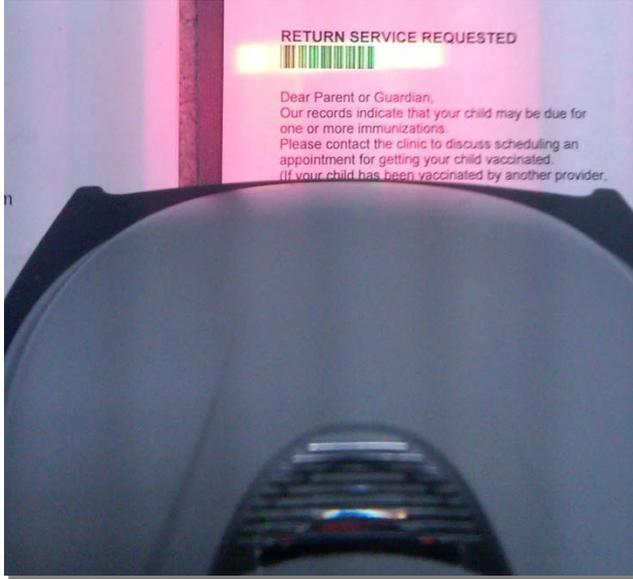
Click on **[Select Application]** found in the Main menu. Change from **Mass Immunizations** to **Standard**. Click on the **[Submit]** button.



Place cursor in the SIIS Patient ID / Bar Code field, as highlighted in the following screen shot.

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street:	<input type="text"/>
City:	<input type="text"/>	State:	--select-- <input type="text"/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
<p>Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.</p> <input type="checkbox"/> Check here if adding a new patient.			
Scan Barcode		Add Anonymous	Clear Reset Search

To scan the barcode on the Reminder/Recall notice grab the barcode scanner, press the trigger and move the laser light over the barcode until a beep is heard.



The SIIS Patient ID number will populate the field, as shown in the following screen shot.

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text"/>	WIG ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	7502
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street: <input type="text"/>
City:	<input type="text"/>	State:	--select-- <input type="button" value="v"/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient.

Scan Barcode	Add Anonymous	Clear	Reset	Search
--------------	---------------	-------	-------	---------------

As always, run a Search for the patient first. After clicking on the **[Search]** button, the patient's SIIS ID will match with the patient demographics in the WylR.

A screen similar to the one shown in the following screen shot will appear:

Patient Demographics			
Patient			
First Name:	JOSHUA	Race:	
Middle Name:		Ethnicity:	
Last Name:	WYOMING	Language:	
Suffix:			
Birth Date:	02/09/2000	Medicaid:	
Birth File #:		Multiple Birth:	1 of 1
Age:	11	Military:	
Block Recall:		Recall Attempts:	4
Gender:	MALE	Inactive:	
Mother Maiden Nm:	WYOMING	WyVIP status:	Medicaid
		Vaccine Supply:	PUBLIC
Primary Address			
Address 1:	6101 YELLOWSTONE RD.	Address 2:	
City:	CHEYENNE	State:	WY
Zip Code:	82003		
Phone Number:	(307)777-2413		
Email:			
Country:	United States	County/Parish:	LARAMIE
Family & Contact			
Contact 1 First:	MAMA		
Contact 1 Middle:		Contact 2 First:	
Contact 1 Last:		Contact 2 Last:	
Work Phone:			
Secondary Patient Demographics			
Allergies:		Program/Mem.IDs:	
Monthly Income:		Number In Family:	
Association:		High Risk:	
School			
School:			
School Entry Date:			
Primary Insurance			
Health Plan Name:		Medicare ID:	
Health Plan ID:		Enroll Date:	
Medical Home Facility			
Physician:		Facility:	CITY COUNTY HEALTH DEPARTMENT
Admission Date:		District/Region:	
Next Appt. Date:		Chart Number:	
Medicaid Provider #:			
Birth Record			
Birth Country:		Birth State:	
Record Info			
SIIS Patient ID:	7527	IRMS Owner:	1001 - TEST- CHEYENNE-1015
Entry Date:	01/31/2011 09:33:20 AM	Last Update:	01/31/2011 09:33:20 AM

Edit High Risk Categories

Update Programs

Back Edit

Add to Queue

Click on the [Add to Queue] button and the patient will be added to the **Waiting Room**.

Return to **Mass Immunizations** by selecting the application in the Main menu.

Adding New Patient

After running a search, if the patient does not appear in the Search Results, click on **[Add New Patient]**. Fill in the fields to complete the patient’s demographic information. Click **[Save]**.

Click **[OK]** to advance to the next patient, which returns to the **Patient-Search/Add** screen. Vaccines will be selected when the patient is called from the Waiting Room.

Once all of the patients have been added, and immunization areas are open, the patients within the **Waiting Room** can be retrieved.

Waiting Room

When the provider is ready to start administering vaccinations, the **Waiting Room** functionality can be used to retrieve patients in an orderly manner, using the “fifo” system (e.g. first in, first out).

Click on **[Patients/Waiting Room]**. A screen similar to the following will appear:

Administration Waitlist						
Total Patients in Queue: 5				Total Patients Deferred: 1		
Deferred Patients	First Name	Middle Name	Last Name	Birth Date	Time Added/Deferred	
[>]	LEE	WARREN	TAYLOR	07/03/1994	11:12 AM /2:51 PM	Remove
Waitlist	First Name	Middle Name	Last Name	Birth Date	Time Added	
[>]	LESLIE	ANN	WALLACE	05/12/1966	11:46 AM	Defer Remove
[>]					2:49 PM	Defer Remove
[>]	JOHN		ANDERSON		2:50 PM	Defer Remove
[>]	TINA	A	SAMPLE	01/01/1990	2:51 PM	Defer Remove

NOTE: Patients will appear within the **Waiting Room** until they are either **Selected** or **Removed**. If a patient called is not available, the patient may be deferred until later by clicking on the **[Defer]** button.

In the example provided, the first patient listed had been previously deferred but not removed. In the image, the **Time Added/Deferred** is shown. At the end of a clinic it is important to

remove patients from the **Waitlist** within the Waiting Room to eliminate possible confusion regarding patients waiting in future clinics that may be held.

In order to select a patient from the **Waiting Room** to update vaccination information, click on the arrow next to the patient's name under the **Waitlist** area, as displayed in the previous screen shot. The patient's record should then appear within the Mass Immunization module in a manner similar to the following:

Patient Address Information (Most recent record in system)

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: 2830 FOOTHILLS ROAD
City: CHEYENNE State: WY
Zip Code: 82009 Phone Number:
County: LARAMIE

Patient Edit

First Name: KIMBERLY SSN:
Middle Name: Medicare Id:
Last Name: BROWN Birth Date:
Medicaid #: Gender: FEMALE

Address

Address:
Zip Code: City:
State: --select-- Phone Number:

Guardian Info

Mother's Maiden Name: Guardian First Name:
(Last Name Only)

Comments

Campaign: --select--
Tier: --select--
Vaccinator: <Scan Barcode Here --select--

Vaccination/Medication Add

Default Date: 05/18/2011

Vaccine/Medicine	Date	Manufacturer / Lot	Dose Size
<input type="checkbox"/> Anthrax	05/18/2011		--select--
<input type="checkbox"/> Influenza Nasal Spray	05/18/2011		--select--
<input type="checkbox"/> Influenza split, 6+ months	05/18/2011		--select--
<input type="checkbox"/> Novel H1N1,Injectable, 48+ Mos	05/18/2011		--select--
<input type="checkbox"/> Varicella (Varivax)	05/18/2011		--select--
<input type="checkbox"/> --select--	05/18/2011	/	Full

Contraindications Add

Cancel Save & Queue Save & Print Capture Lot Barcode

Before saving and adding to the queue in the **Waiting Room**, the patient's address should be verified. If the address that appears in the green **Patient Address Information** box is incorrect, type the new information in the appropriate fields. If the information that appears is correct, check the box and the address will appear in the **Patient Edit** area, as shown in the following screen shot.

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:	2830 FOOTHILLS ROAD		
City:	CHEYENNE	State:	WY
Zip Code:	82009	Phone Number:	
County:	LARAMIE		

Patient Edit			
First Name:	KIMBERLY	SSN:	
Middle Name:		Medicare Id:	
Last Name:	BR	Birth Date:	
Medicaid #:		Gender:	FEMALE
Address			
Address:	2 ROAD		
Zip Code:	82009	City:	CHEYENNE
State:	WY	Phone Number:	
Guardian Info			
Mother's Maiden Name:		Guardian First Name:	
Comments			
Campaign:	--select--		
Tier:	--select--		
Vaccinator:	<Scan Barcode Here	--select--	

Vaccination/Medication Add				
Default Date:				
05/18/2011				
Vaccine/Medicine	Date	Manufacturer / Lot	Dose Size	
<input type="checkbox"/> Anthrax	05/18/2011		--select--	
<input type="checkbox"/> Influenza Nasal Spray	05/18/2011		--select--	
<input type="checkbox"/> Influenza split, 6+ months	05/18/2011		--select--	
<input type="checkbox"/> Novel H1N1,Injectable, 48+ Mos	05/18/2011		--select--	
<input type="checkbox"/> Varicella (Varivax)	05/18/2011		--select--	

NOTE: Despite not being a required field, it may be beneficial to add the **Phone Number**. This will make it easier to contact the patient regarding vaccine safety, or potentially recall the patient for an appointment at a later time.

Updating Patient Record with Vaccine/Medicine

Select the **Vaccine/Medicine** being administered and the **Dose Size**, if necessary. If the information is accurate, click on the **[Save]** button and move on to the next patient.

WyoImz Immunization Registry

Version: 4.11.5.0


Patient Address Information (Most recent record in system)
 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: 12345 MAIN STREET
City: CHEYENNE State: WY
Zip Code: 82009 Phone Number: (307)777-8558
County: LARAMIE

Patient Edit

First Name: JOHN SSN:
Middle Name: Medicare Id:
Last Name: ANDERSON Birth Date:
Medicaid #: Gender: MALE
Address
Address: 12345 MAIN STREET
Zip Code: 82009 City: CHEYENNE
State: WY Phone Number: (307)777-8558
Guardian Info
Mother's Maiden Name: Guardian First Name:
(Last Name Only)
Comments

Campaign: --select--
Tier: --select--
Vaccinator: <Scan Barcode Here> --select--

Vaccination/Medication Add

Default Date: 06/09/2011

Vaccine/Medicine	Date	Manufacturer / Lot	Dose Size
<input type="checkbox"/> Anthrax	06/09/2011		--select-- <input type="button" value="v"/>
<input type="checkbox"/> DTaP	06/09/2011	<input type="radio"/> GLAXOSMITHKLINE / 12345TEST	--select-- <input type="button" value="v"/>
<input type="checkbox"/> Influenza Nasal Spray	06/09/2011		--select-- <input type="button" value="v"/>
<input type="checkbox"/> Influenza split 6+ months	06/09/2011		--select-- <input type="button" value="v"/>
<input type="checkbox"/> MMR	06/09/2011		--select-- <input type="button" value="v"/>
<input type="checkbox"/> Novel H1N1,Injectable, 48+ Mos	06/09/2011		--select-- <input type="button" value="v"/>
<input type="checkbox"/> Pneumococcal(PCV) (Prennar)	06/09/2011		--select-- <input type="button" value="v"/>
<input type="checkbox"/> Varicella (Varivax)	06/09/2011		--select-- <input type="button" value="v"/>
<input type="checkbox"/> --select-- <input type="button" value="v"/>	06/09/2011	<input type="text"/> / <input type="text"/>	Full <input type="button" value="v"/>

Contraindications Add

Print

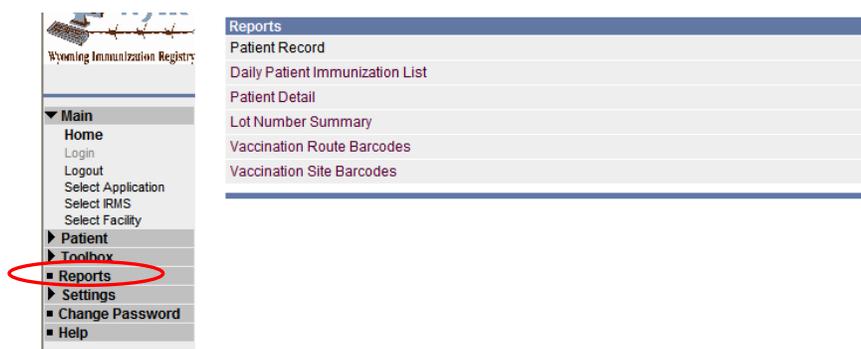
NOTE: Because the vaccine was added in the **Personal Settings**, the vaccine inventory for the Lot Number shown will be reduced after each dose administered, and the specific lot number will be tied to the patient should follow-up contact be needed about the vaccine or other information.

Post Clinic

Reports

The **Reports** function can quickly compile and display results of daily immunizations, information about patients seen and an overview of vaccine lot number inventories and usage. *(The Vaccination Route Barcodes and Vaccination Site Barcodes functions may be enabled at a future date.)*

To access **Reports**, click on **[Reports]** on the left tool bar. The list of available **Reports** will appear on the screen.



The **Daily Patient Immunization List** is very useful as a recap of **Mass Immunization** events.

The screenshot shows the 'Daily Patient Immunization List' configuration form. The 'Limit Report By' section includes the following options and fields:

- Shots Given on this Date:** (highlighted with a red circle) - empty text field
- IRMS:** Radio button selected, dropdown menu showing 'TEST-CHEYENNE- 1015 (1001)'
- IRMS Group:** Radio button unselected, dropdown menu showing '--select--'
- Do Not Limit:** Radio button unselected
- Facility:** Radio button selected, dropdown menu showing 'TEST 3'
- Do Not Limit:** Radio button unselected
- WyVIP Pin:** Checkbox unselected, dropdown menu showing '--select--'
- School:** Radio button unselected, text field empty with a 'Click to select' link
- Do Not Limit:** Radio button selected
- Vaccinator:** Checkbox unselected, dropdown menu showing '--select--'
- Hide Dose Number:** Checkbox unselected, with a hint: '(Hint: Utilize this checkbox if report performance is slow.)'

At the bottom of the form are three buttons: 'Back', 'Reset', and 'Create Report'.

An example of the **Daily Patient Immunization List Report** is shown in the following screen shot.



Daily Patient Immunization List

Report Criteria Report Date: May 19, 2011

IRMS: 1001 - TEST-CHEYENNE- 1015
 Facility: TEST 3
 MyXIP Pic: None
 Shots Given on this Date: 05/19/2011
 Vaccinator: All
 School: All
 Hide Dose Number: No

Patient Name	Birth Date	Vaccine	Dose	Facility	Vaccinator	School
ANDERSON, JOHN PRINCE	09/01/1969	DTaP	2	TEST 3		
BROWN, KIMBERLY TEGLER	10/01/1955	DTaP	1	TEST 3		
SAMPLE, TINA A	01/01/1990	Influenza Nasal Spray	1	TEST 3		
TEST, TAMMY	09/01/1981	Influenza Nasal Spray	1	TEST 3		
WOSTROM, KRISTI	12/03/1987	Varicella	1	TEST 3		

Total Number of Vaccines: 5
 Total Number of Patients: 5

The **Patient Detail Report** offers the ability to review patients seen over a range of dates, as well as an option to segment the data by numerous factors. Data fields not selected will not appear on the Report.

Patient Detail Report

Run By

By Ownership
 By Service

Limit Report By

Vaccination Date Range From: 05/19/2011 To: 05/19/2011

Birth Date Range From: To:

IRMS TEST-CHEYENNE- 1015 (1001)
 IRMS Group --select--
 Do Not Limit

Facility TEST 3
 Do Not Limit

WyVIP Pin --select--

Campaign --select--

Tier --select--

State --select--

Patient County --select--

Zip Code

Primary Care Physician Select from the list below:
--select--

Program --select--

Health Plan --select--

Race Black or African American
Asian
American Indian or Alaska Native

Patient VFC Eligibility --select--

Vaccine VFC Eligibility --select--

Publicly Supplied Vaccine --select--

Inactive Status Active patients only

Vaccines

Unselected	Selected
Adenovirus, type 4, live, oral	
Adenovirus, type 7, live, oral	
Adenovirus, types 4 and 7	
Adult prefilled syringe kit, 100 dose pack	
Albuterol Metered Dose Inhaler 17 GM	

Vaccinator: --select--

Lot Number Select from the list below:
--select--

District/Region

School
 Do Not Limit [Click to select](#)

Only Show Patient Info

High Risk Category --select--

Sort By Last Name Vaccination Date Vaccinator

Age Group

Include 0-18 Years of Age
 Include 19+ Years of Age

[Back](#) [Reset](#) [Create Report](#)

An example of the **Patient Detail Report** is shown in the following screen shot.

Patient Detail Report

Report Criteria
Run By: By Ownership
Report Date: May 19, 2011

IRMS: 1001 - TEST-CHEYENNE-1015
Facility: TEST 3
Vaccination Date Range: 05/19/2011 to 05/19/2011
Vaccine: All
Patients Status: Active patients only
Birth Date Range: All
Patient VFC Eligibility: All
Vaccine VFC: WYVIP
Eligibility: All Pinc None

Age Group: No
Physicians: All
Health Plan: All
Race: All
Lot Number: All
District/Region: All
High Risk Category: All
Publicly Supplied Vaccine: All
Campaign: All

Program: All
Zip Code: All
State: All
Patient County: All
School: All
Sort Criteria: Last Name
Vaccinator: All
Tier: All

Total Patients Selected: 5 Deleted vaccinations are shown with a line through them.

Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian F.N.	Phone Number	VFC Eligible	Facility
7644	JOHN		ANDERSON				N	TEST 3
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Public Lot	VFC Eligible	Historical
	DTaP	05/19/2011	Full	SKB	TEST123	Y	N	TEST 3
Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian F.N.	Phone Number	VFC Eligible	Facility
7643							N	TEST 3
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Public Lot	VFC Eligible	Historical
	DTaP	05/19/2011	Full	SKB	TEST123	Y	N	TEST 3
Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian F.N.	Phone Number	VFC Eligible	Facility
7604	TINA	A	SAMPLE	01011990			N	TEST 3
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Public Lot	VFC Eligible	Historical
	Influenza Nasal Spray	05/19/2011	Full				N	TEST 3
Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian F.N.	Phone Number	VFC Eligible	Facility
7642	EMERY		TEST	09011981		(307)77-6773	N	TEST 3
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Public Lot	VFC Eligible	Historical
	Influenza Nasal Spray	05/19/2011	Full				N	TEST 3
Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian F.N.	Phone Number	VFC Eligible	Facility
7525	KRISTY		WOSTROM	12/031987			N	TEST 3
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Public Lot	VFC Eligible	Historical
	Varicella	05/19/2011	Full				N	TEST 3

The **Lot Number Summary Report** offers a quick overview of Vaccine Lot Number details, including Expiration Date, Publicly Supplied, Doses Used, Wasted, Returned, and Expired.

An example of the **Lot Number Summary Report** appears in the following screen shot.

Lot Number Summary

Report Criteria
IRMS: 1001 - TEST-CHEYENNE-1015
Facility: TEST 3
WYVIP Pin: All
Lot Number: All
Vaccines: All
Include Inactive Lots: No
Manufacturer: All
Expiration Date Range: All
Report Date Range: 04/13/2011 to 05/19/2011
Report Completed By: KIM BROWN (KBROWNK)

Report Date: May 19, 2011
Include Expired Lots: No
Include Order/Transfer Quantities: No
Sort Order: Publicly Supplied Only
Vaccine Name: No

Note: This report was run for a limited date range. All inventory counts displayed (Doses Available, Doses Total, etc.) reflect the inventory during that period of time only.

Lot Number	Vaccine Name	Manufacturer	Expires	Publicly Supplied	Ending Doses	Starting Doses	Doses Adjusted	Doses Used	Doses Wasted Returned	Doses Wasted Expired	Doses Wasted Disposed
12345TEST	DTaP	PMC	12/17/2011	Y	8	0	10	2	0	0	0
Total For	DTaP				8	0	10	2	0	0	0

Reconciling Inventory

The Vaccinations – WylR Quick Reference Guide, located at <http://www.health.wyo.gov/Media.aspx?mediaId=11753>, may assist the user in ensuring that their inventory is properly accounted for and reconciled correctly prior to undergoing another clinic.

Appendix A: Using Scanner in the Standard Application

In order to capture additional information not available within the Mass Immunization Module (e.g., Site, Route, etc...), use of the Standard application may be optimal.

The barcode scanner functionality is present within both the Mass Immunizations and Standard applications.

Once the user is logged into the Standard application, a screen will present similar to the following:

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street: <input type="text"/>	
City:	<input type="text"/>	State:	--select-- <input type="button" value="v"/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient.

<input type="button" value="Scan Driver's License"/>	<input type="button" value="Add Anonymous"/>	<input type="button" value="Clear"/>	<input type="button" value="Reset"/>
<input type="button" value="Search"/>			

Click on the **[Scan Driver's License]** button (highlighted above), and a screen will appear similar to the following:

Patient Search		Click here to use the 'advanced' search	
Capture Barcode	<input type="text"/>		
<input type="checkbox"/> Check here if adding a new patient.			
<input type="button" value="Enter Patient Data"/>	<input type="button" value="Add Anonymous"/>	<input type="button" value="Clear"/>	<input type="button" value="Reset"/>
<input type="button" value="Search"/>			

Click within the Capture Barcode field, and then scan the back of the Driver's License; once complete, a screen similar to the following should appear:

Patient Search		Click here to use the 'advanced' search
Capture Barcode	DCGUSADCHnoneDAZBLN DCJ25209578 ZWA ZWBYZWC ZWD ZWE	
<input type="checkbox"/> Check here if adding a new patient.		
<input type="button" value="Enter Patient Data"/>		<input type="button" value="Add Anonymous"/>
<input type="button" value="Clear"/>		<input type="button" value="Reset"/>
<input type="button" value="Search"/>		

Once the cursor stops moving within the field, click on the **[Search]** button. If a potential match is present within the system, the name will appear similar to the following:

Patient Search		Click here to use the 'advanced' search
First Name or Initial:	<input type="text" value="JOHN"/>	WIC ID: <input type="text"/>
Last Name or Initial:	<input type="text" value="ANDERSON"/>	SIIS Patient ID / Bar Code: <input type="text"/>
Birth Date:	<input type="text" value="0"/> <input type="text" value=""/> <input type="text" value="9"/>	Chart Number: <input type="text"/>
Family and Address Information:		
Guardian First Name:	<input type="text"/>	Mother's Maiden Name: <input type="text"/>
Street:	<input type="radio"/> P.O. Box: <input type="text"/> <input checked="" type="radio"/> Street: <input type="text" value="87"/> <input type="text" value=""/> ROAD	
City:	<input type="text" value="CHEYENNE"/>	State: <input type="text" value="WY"/> <input type="button" value="v"/>
Zip Code:	<input type="text" value="82009"/>	Phone Number: <input type="text"/>

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

<input type="checkbox"/> Check here if adding a new patient.		
<input type="button" value="Scan Driver's License"/>		<input type="button" value="Add Anonymous"/>
<input type="button" value="Clear"/>		<input type="button" value="Reset"/>
<input type="button" value="Search"/>		

Patient Search Results							
Records Found = 1		Search Criteria: Advanced Search - Edit / View Only					
Select	First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name
<input type="button" value="-->"/>	JOHN	<input type="text"/>	ANDERSON	<input type="text" value="0"/> <input type="text" value=""/> <input type="text" value="9"/>	BASIN	UNK	

Click on the select arrow beside the potential match; query the patient for the information. If the patient is the same, proceed to the Vaccinations – View/Add screen, and add the vaccination information as usual.

If a match is not present within the system, click upon the **Check here if adding a new patient** box; a screen similar to the following will then appear:

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	JOHN	WIC ID:	
Last Name or Initial:	ANDERSON	SIIS Patient ID / Bar Code:	
Birth Date:	0 [] 9	Chart Number:	
Family and Address Information:			
Guardian First Name:		Mother's Maiden Name:	
Street:	<input type="radio"/> P.O. Box: []	<input checked="" type="radio"/> Street: 8 [] ROAD	
City:	CHEYENNE	State:	WY
Zip Code:	82009	Phone Number:	

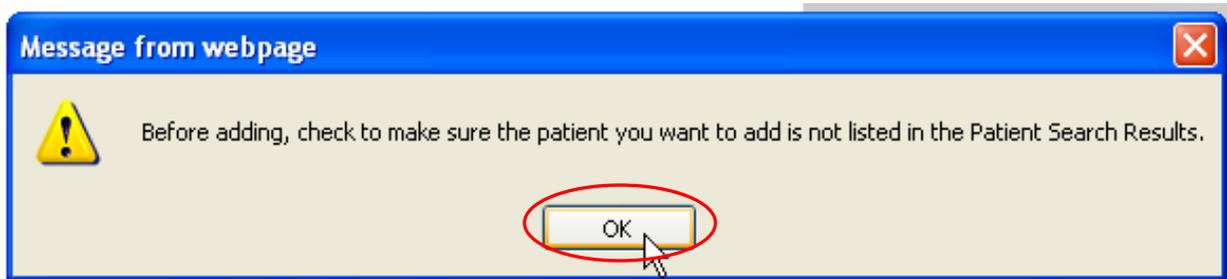
Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient. (Required fields are highlighted)

Scan Driver's License Add Anonymous Clear Reset **Search**

Patient Search Results							
Records Found = 1		Search Criteria: Advanced Search - Edit / View Only					
Select	First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name
-->	JOHN	[]	ANDERSON	0 [] 9	BASIN	UNK	

Next, click on the **[Search]** button; a popup similar to the following will appear:



Click on the **[OK]** button; a screen similar to the following should appear:

Patient Search Click [here](#) to use the 'advanced' search

First Name or Initial:	JOHN	WIC ID:	
Last Name or Initial:	ANDERSON	SIIS Patient ID / Bar Code:	
Birth Date:	0[]9	Chart Number:	
Family and Address Information:			
Guardian First Name:		Mother's Maiden Name:	
Street:	<input type="radio"/> P.O. Box: []	<input checked="" type="radio"/> Street: 8[] RO[]	
City:	CHEYENNE	State:	WY <input type="button" value="v"/>
Zip Code:	82009	Phone Number:	

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient. (Required fields are highlighted)

Scan Driver's License	Add Anonymous	Clear	Reset
			Search

Patient Search Results
 Records Found = 1 Search Criteria: Advanced Search - Add / Edit / View

Select	First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name
<input type="button" value="-->"/>	JOHN	[]	ANDERSON	0[]9	BASIN	UNK	

Before adding, check to make sure the patient you want to add is not listed above or not pending manual review.



Click on the **[Add Patient]** button; the user will then be taken to the Patient Demographics screen.

Apply Defaults from Personal Settings to this Record

Patient Demographics Edit

First Name:	JOHN	Race:	White Black or African American Asian
Middle Name:	PRINCE	Ethnicity:	--select--
Last Name:	ANDERSON	Language:	--select--
Suffix:	--none--		
Birth Date:	[]	Medicaid #:	
Birth File #:		Multiple Birth:	--select-- or --select--
Gender:	--select--	Inactive:	--select--
Mother Maiden Name:		WyVIP Status:	Ineligible
Military:	<input type="checkbox"/>	Block Recall:	<input type="checkbox"/>
Comments:	<input type="text"/>		

Address

Add the required fields (in red), and then click on the **[Save]** or **[Save and Queue]** buttons in order to place the patient into the **Waiting Room**.

Once the vaccination is ready to be added to the Patient's record, click upon the Vaccination – View/Add link, and add the vaccination as detailed within the Vaccinations-WyIR Quick Reference Guide (<http://www.health.wyo.gov/Media.aspx?mediaId=11753>).