

MASS IMMUNIZATIONS STAND-ALONE (MISA) APPLICATION USER GUIDE



Scientific Technologies Corporation



Advancing Public Health Outcomes Through Information Technology



**Scientific Technologies Corporation
4400 E. Broadway Blvd. Ste. 705
Tucson, AZ 85711**

Original: 11/02/07 (4.2) Revision: 07/25/08 (4.4.1); 07/22/09 v4.6.3 (4.7.1); 09/30/09 v4.7.3;
10/23/09 v4.7.4; 03/01/10; v4.11.x; 07/08/11; v5.11.0-09/30/11

Scientific Technologies Corporation (STC) provides this material "as is."
The programmatic and technical staff used their best efforts to prepare and
test this material.

©2011 by Scientific Technologies Corporation (STC). All rights
reserved. Other trademarks, service marks, products, logos, or services,
are trademarks of their respective holders.

Document Number: MISA-STAL-UG-5.11.9-09.30.11





TABLE OF CONTENTS

1	Introduction to the Mass Immunization Application.....	1-1
2	About the Guide.....	2-1
	Documentation Standards and Conventions.....	2-1
	Printing the Guide.....	2-2
	Reporting Discrepancies within this Guide.....	2-2
3	About the Application.....	3-1
	Using the Windows Operating System.....	3-1
	Application Characteristics.....	3-2
	Entering Data into the Fields.....	3-4
	Using the Keyboard and Mouse.....	3-5
	Setup or Workflow Steps.....	3-6
4	Starting the Application.....	4-1
	Inserting the Thumb Drive.....	4-1
	Downloading the Application.....	4-2
	Running the application.....	4-7
	Entering the Password.....	4-11
5	The File Menu.....	5-1
	New Patient.....	5-2
	Save Patient.....	5-2
	Search (Patient).....	5-3
	Properties.....	5-3
	Lots Tab - Setting up Lot Properties.....	5-4
	Editing/Deleting a Lot.....	5-6
	Physicians Tab – Setting up Physicians.....	5-7
	Editing/Deleting a Physician.....	5-9
	Facilities Tab – Setting up Facilities.....	5-10
	Editing/Deleting a Facility.....	5-12
	Campaign & Tiers Tab – Setting up the Campaign/Tier.....	5-13
	Important Notes about Campaigns & Tiers.....	5-13
	Export Tab - Exporting Data.....	5-16
	Prefix & Setup Tab - Setting up the Patient Prefix.....	5-22
	Exit - Exiting the Application.....	5-24
6	The HELP Menu.....	6-1
	Check for (Application) Updates.....	6-1
	Upload Data.....	6-3
	Workflow.....	6-3
	Uploading Mass Immunizations Data.....	6-5
	System Setup.....	6-6
	Database Tab.....	6-6
	Password Tab.....	6-8
	Default Data Tab.....	6-9
	System Updates Tab.....	6-10
	HL7 Settings.....	6-11
	Debug Tab.....	6-13
	About Mass Imm Stand Alone.....	6-15



7	Adding Patients, Immunizations, and Contraindications.....	7-1
	Searching for a Patient	7-1
	Scanning for a Patient	7-6
	Adding a Patient	7-7
	Editing a Patient.....	7-8
	Adding an Immunization	7-11
	Adding a Contraindication	7-13
8	Index	8-17

LIST OF FIGURES

Figure 4-1:	Lexar Media	4-1
Figure 4-2:	Lexar Media File Opened.....	4-2
Figure 4-3:	FTP Root at Condor.stchome.com	4-3
Figure 4-4:	FTP Site with Page Menu	4-3
Figure 4-5:	Log on As Dialog Box.....	4-4
Figure 4-6:	FTP Root at Condor.Stchome.Com	4-5
Figure 4-7:	FTP Public Directory Folder List	4-5
Figure 4-8:	FTP Directory/public/Louisiana-Links/Applications.....	4-6
Figure 4-9:	FTP Directory/.../Mass Immunization Flash Drive List	4-6
Figure 4-10:	Copying/Pasting Dialog Box	4-7
Figure 4-11:	Flash Drive Folder.....	4-8
Figure 4-12:	Compressed (zipped) Folders Dialog Box	4-9
Figure 4-13:	Extraction Wizard – Extraction Complete	4-9
Figure 4-14:	Cmd Window.....	4-10
Figure 4-15:	CMD Window Minimized.....	4-10
Figure 4-16:	STC Logo – Copyright – Enter Password.....	4-11
Figure 4-17:	Enter Password.....	4-12
Figure 4-18:	STC Mass Immunizations	4-13
Figure 4-19:	STC Mass Immunizations Icon	4-13
Figure 5-1:	File Menu	5-1
Figure 5-2:	Properties Tabs.....	5-3
Figure 5-3:	Lot Properties.....	5-5
Figure 5-4:	Physicians	5-8
Figure 5-5:	Facilities	5-11
Figure 5-6:	Campaign & Tiers	5-14
Figure 5-7:	Export Tab.....	5-19
Figure 5-8:	Patient.Txt File	5-20
Figure 5-9:	Vaccination.Txt File.....	5-21
Figure 5-10:	Contraindications.Txt File	5-21
Figure 5-11:	Export Complete	5-22
Figure 5-12:	Patients.Txt File Content.....	5-22
Figure 5-13:	Vaccinations.Txt File Content	5-22
Figure 5-14:	Contraindications.Txt File Content.....	5-22
Figure 5-15:	Prefix & Setup Properties.....	5-23
Figure 5-16:	Save Confirmation Dialog Box	5-24
Figure 6-1:	Help Menu Options	6-1





Figure 6-2: Check Updates.....	6-2
Figure 6-3: Upload Data	6-5
Figure 6-4: System Setup Parameters – Database.....	6-7
Figure 6-5: System Setup Parameters - Password.....	6-8
Figure 6-6: System Setup Parameters – Default Datasets	6-9
Figure 6-7: System Setup Parameters– System Updates	6-10
Figure 6-8: System Setup Parameters - HL7 Settings	6-12
Figure 6-9: System Setup Parameters - Debug	6-14
Figure 6-10: About Mass Imm Stand Alone	6-15
Figure 7-1: STC Mass Immunizations – Patient Search	7-2
Figure 7-2: Patient Search with Results	7-5
Figure 7-3: System Alert – Zero Patients Returned	7-6
Figure 7-4: Scan Barcode Now	7-6
Figure 7-5: STC Mass Immunization – Patient Add	7-8
Figure 7-6: Patient Search Results.....	7-9
Figure 7-7: Editing a Patient's Information	7-10
Figure 7-8: STC Mass Immunizations – Vaccine Information	7-12
Figure 7-9: Patient Saved Dialog Box	7-13
Figure 7-10: STC Mass Immunizations – Contraindication List	7-14
Figure 7-11: Vaccine Drop-Down List.....	7-15
Figure 7-12: Contraindication Drop-Down List	7-15



LIST OF TABLES

Table 3-1: Windows Operating System Buttons/Controls	3-1
Table 3-2: Application Characteristics	3-2
Table 3-3: Entering Data into the Fields	3-4
Table 3-4: Keyboard, Editing Keys, and Mouse	3-5
Table 5-1: Lot Properties	5-5
Table 5-2: Physician Properties Field Descriptions	5-8
Table 5-3: Facilities Properties Field Descriptions	5-11
Table 5-4: Campaign & Tiers Field Descriptions	5-14
Table 5-5: Export Field Order Mappings	5-16
Table 5-6: Export Tab Field Descriptions	5-19
Table 5-7: Prefix & Setup Field Descriptions	5-23
Table 6-1: Check Updates Field Descriptions	6-2
Table 6-2: System Updates Field Descriptions	6-10
Table 6-3: HL7 Settings Field Descriptions	6-12
Table 7-1: STC Mass Immunizations Patient Search Field Descriptions	7-2
Table 7-2: STC Mass Immunizations – Adding an Immunization	7-12





1 INTRODUCTION TO THE MASS IMMUNIZATION APPLICATION

The **Mass Immunization (MI)** application is used in the field to quickly conduct entry of patient demographic and vaccination information including inventory for dispensed medication gathered in mass immunization situations.

The application interface has been bundled with a Java Runtime Environment on a small removable thumb drive. A thumb drive is portable memory storage and is re-writeable and holds its memory without a power supply (unlike RAM), and fits into any USB port on a computer. A user can plug the drive into a computer and will not have to restart it to access the thumb drive. The application interface is optimized for speedy entry of limited data elements. After this data is collected with the Mass Immunization application, it can be sent to the IWeb application whereby reports, reminder recall, and other assessments can be conducted from the central registry.

The following tasks can be performed:

- Search for patients
- Add/edit patients
- Add vaccinations/medications
- Add contraindications
- Setup the vaccine inventory



[This page intentionally left blank.]





2 ABOUT THE GUIDE

The Mass Immunization Thumb Drive User Guide was prepared for you to use as a reference book. It includes “step-by-step” instructions with illustrations that show you “how” to use the application.

DOCUMENTATION STANDARDS AND CONVENTIONS

The documentation standards and conventions used are:

- Menu names, options, and commands are printed in bold type and capitalized. For example; Point and click the **FILE** menu, and then select **SAVE**.
- Dialog boxes and application windows are enclosed in quotes with the first letter capitalized. For example; The “STC Mass Immunization” window appears.
- Important notes are indicated with the word note and printed in bold italics. For example:
Note: If you do not see **ACCESS GRANTED**, you will need to re-enter an accurate **USERNAME** and **PASSWORD** in order to continue.
- Field names and descriptions are listed in consistent tables.
- Footers contain section and page number.
- Alternating headers contain Title of the Guide, Section Name, and associated graphics.
- Text that is typed by an end-user appears in Courier font, so you can easily read it in the document. For example;

Lincoln Medical Center



-
- Every document includes a Table of Contents, an illustration of every application window, with an explanation of the window's purpose, and steps to navigate the window.
 - Every application guide includes tips on using the application, such as entering data into fields, keyboard and editing keys, and application characteristics (such as drop-down menus, radio buttons, checkboxes, etc.).

PRINTING THE GUIDE

This guide uses a double-sided layout; thus, the page numbers will print like a book when sent to a duplex printer.

REPORTING DISCREPANCIES WITHIN THIS GUIDE

If you should happen to find a discrepancy in the guide, a typographical error, or the information is unclear, please contact your local state's help desk to fill out a job ticket for a documentation correction/clarification.









3 ABOUT THE APPLICATION

This section describes the application characteristics that are used on all the windows and includes tips for entering text and using the keyboard and mouse.

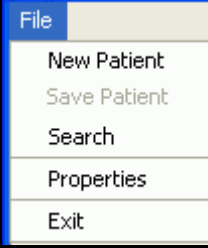
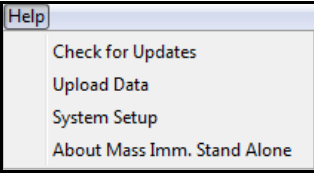
USING THE WINDOWS OPERATING SYSTEM

If you are new to Windows Explorer, please continue to read this section.

Table 3-1: Windows Operating System Buttons/Controls

ITEM	DESCRIPTION
Cursor	The cursor appears as a blinking vertical bar. If you point and click the left mouse button, it will reinsert the cursor where you click. To reposition the cursor, slide the mouse pointer and left-mouse click where you want to type or select an item.
Minimize Window Button 	Located in the upper right-hand portion of the window and appears like an underscore. Click the minimize button when you want to remove the screen from view and turn it into an icon button on the toolbar.
Maximize Window Button 	Located in the upper right-hand portion of the window and appears like a box. Click the maximize button when you want to enlarge the window to its fullest size.
Restore Window Button 	Located in the upper right-hand portion of the window and appears like a double box. Click the restore button when you want to view the window the way it was when you first opened it.
Close Window Button 	Located in the upper right-hand portion of the window and appears like an X in a box. Click the close button when you want to close the current window. If the current




ITEM	DESCRIPTION
	window is the main window of the program, you will exit the application.
<p>File Menu</p> 	The File Menu is located in the upper left-hand portion of the window. Point and click on the File word to open the menu. The available options are: New Patient, Save Patient (appears when there are patients; otherwise, it is “grayed” out), Search, Properties, and Exit. Refer to the section titled, “The File Menu” for additional information.
<p>Help Menu</p> 	The Help Menu is located to the right of the File Menu. Point and click on the Help word to open the menu. The available options are: Check for Updates, Upload Data, System Setup, and About Mass Imm. Stand Alone. Refer to the section titled, “The HELP Menu” for additional information.

APPLICATION CHARACTERISTICS




Common features on the application windows are described in the table.

Table 3-2: Application Characteristics

APPLICATION CHARACTERISTICS	
<p>DROP-DOWN MENUS</p> 	Pull-down menus are displayed when the drop-down arrow is clicked. A list of valid entries will appear in alphabetical order, or the most frequently used order. Highlight and click your desired choice to select it.
<p>MANDATORY FIELD ENTRIES</p>	RED field labels indicate an entry is required before proceeding.





APPLICATION CHARACTERISTICS	
<p>CHECK BOXES</p> 	<p>Press the TAB key to move through the checkboxes. Press the keyboard SPACEBAR to select the item next to the checkbox, or press it again to deselect the item. You may also point and click the checkbox to select/deselect it.</p>
<p>RADIO BUTTONS</p> 	<p>Press the TAB key to move to the desired set of radio buttons. Press the directional keyboard ARROW to select (highlight) the desired radio button.</p>
<p>SCROLL BARS</p> 	<p>Scroll bars are used to display information that cannot fit into the window. They allow you to move the window upward and downward in order to see additional information.</p>
ICONS, BUTTONS & KEYBOARD BUTTONS	
<p>SEARCH (CTRL E)</p>	<p>When using the application, you can use the programmed icons by pointing and clicking with the left mouse button, or you can use the keyboard's programmed Control Keys with a Letter).</p> <p>CTRL E means to press and hold the Control (CTRL) key on the keyboard while pressing the letter E. The "Search" process will begin.</p>
<p>SAVE (CTRL S)</p>	<p>When using the application, you can use the programmed icons by pointing and clicking with the left mouse button, or you can use the keyboard's programmed Control Keys with a Letter).</p> <p>CTRL S means to press and hold the Control (CTRL) key on the keyboard while pressing the letter S. The "Save" process will begin.</p>
<p>F1 – F24</p>	<p>Function Keys (top row on keyboard). As vaccines (lot numbers, manufacturers, etc.) are entered into the application, a FUNCTION key is assigned for each vaccine/lot.</p> <p>F1 will select the first vaccine in the list. To deselect it, press the F1 key again.</p>



ENTERING DATA INTO THE FIELDS

When entering data into the fields, the following information in the table describes the recommended methods.

Table 3-3: Entering Data into the Fields

ENTERING DATA INTO THE FIELDS	
If the wrong type of data is entered into a field, an error message appears usually at the top of the window.	
DATA STORAGE (UPPERCASE)	The application is not case-sensitive and data is stored in capital (uppercase) letters.
DATES	The application pads the date fields with a forward slash (/) between month, day, and year. Dates are entered in the following formats: mm/dd/yyyy mm/dd/yy mmdyyyyy mmdyy
SOCIAL SECURITY NUMBER	The application pads the social security number with the dash (-) in the appropriate places. You may enter the numbers with or without dashes; i.e., 123456789 or 123-45-6789
PHONE AND FAX NUMBERS	The application pads the phone and fax numbers with parenthesis () for the area code and a dash (-) between the three digit prefix and four digit suffix. You may enter phone and fax numbers using the dash, or without; i.e., (602) 241-1502 or 6022411502
ZIP CODES	The application pads the zip code fields with a dash (-) if the entire 9-digit number is entered. Zip codes can be entered as 5-digits or 9-digits with or without the dash.





USING THE KEYBOARD AND MOUSE

When using the keyboard and mouse, the following information in the table describes some suggestions.

Table 3-4: Keyboard, Editing Keys, and Mouse

KEYBOARD, EDITING KEYS, AND MOUSE	
TAB	All the fields have a TAB order. This means when the cursor is in a field and the TAB key is pressed, it will move the cursor to the next field.
SHIFT TAB	By pressing the SHIFT with TAB , the cursor will move backward to the previous field.
ENTER	Pressing the ENTER key on most windows, executes the function to process the active page. For example, while on the Patient Search window, the ENTER key will execute the Search function. An exception to this rule is when the TAB key is pressed that highlights a button, the ENTER key executes the button that is highlighted.
Note: The Cut , Copy , and Paste functions may work differently on some windows and/or computers. Try using different combinations to get the desired result.	
CUT	Highlight the data to be cut, then perform one of the following: <ul style="list-style-type: none">• CTRL + X• Right-click the mouse and select Cut from the menu• Select Edit from the toolbar and then select Cut• Shift + Delete
COPY	Highlight the data to copy, then perform one of the following: <ul style="list-style-type: none">• CTRL + C• Right-click the mouse and select Copy from the menu• Select Edit from the toolbar and then select Copy• CTRL + Insert
PASTE	Left-click the mouse where you want to place the



KEYBOARD, EDITING KEYS, AND MOUSE	
	data and perform one of the following: <ul style="list-style-type: none"> CTRL + V Right-click the mouse and select Paste from the menu Select Edit from the toolbar and then select Paste Shift + Insert
SCROLL MOUSE	The scrolling mouse wheel can be used to scroll through selected drop-down lists and current web page, if the mouse is programmed correctly.

SETUP OR WORKFLOW STEPS

When using the Stand-Alone Mass Immunizations application, certain setup steps should be done before actually entering Mass Immunization data.

1. Setup the Lot defaults for the specific Mass Immunization Event. Continue to the section titled, “Lots Tab - Setting up Lot Properties.”

2. Setup the Patient Prefix to identify the specific Mass Immunization Event, especially when more than one application/system is involved in the Event. Patient Prefix is set for each thumb drive instance; once data is exported and the database is reset, the Patient Prefix will need to be redefined prior to the next “export” session. Continue to the section titled, “Properties - Prefix & Setup Tab - Setting up the Patient Prefix.”

Note: If the Patient Prefix is NOT set and an Export is attempted, an error will occur. You MUST set the Patient Prefix before performing the Export.





4 STARTING THE APPLICATION

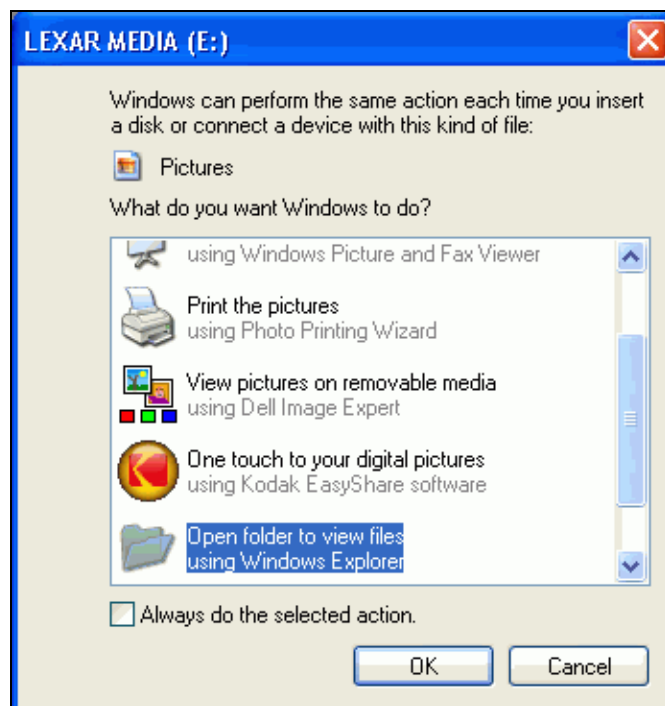
To start the Mass Immunization application, you must either insert the “Thumb Drive” or know the FTP site of which to “download” the application to your desktop.

INSERTING THE THUMB DRIVE

Locate your USB port on your computer hardware and perform the following:

1. Insert the Thumb Drive into a USB port. A dialog box appears indicating, “New hardware found” and then your computer will attempt to open the file. The “Lexar Media” dialog box appears.

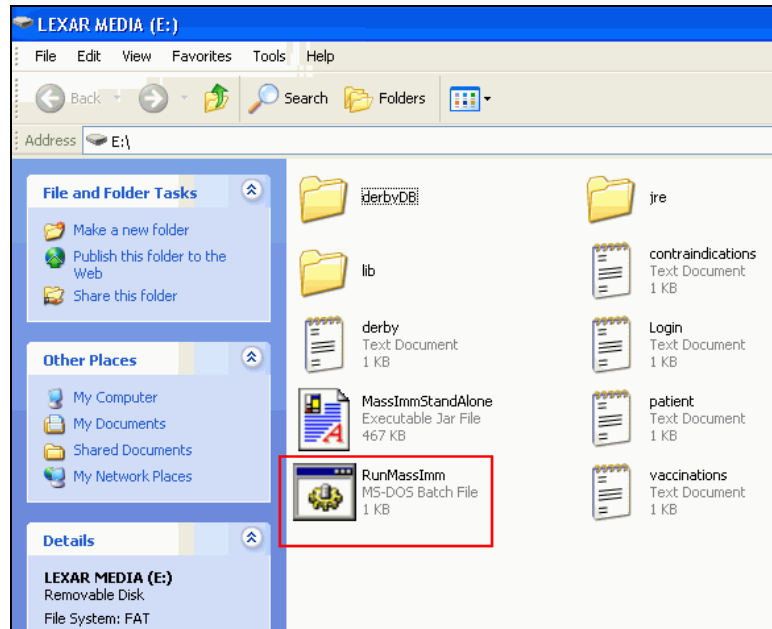
Figure 4-1: Lexar Media





2. Open the file using **Windows Explorer** (highlighted in the above illustration) by clicking the **OK** button. The “Lexar Media” file folder opens.

Figure 4-2: Lexar Media File Opened



3. Continue to the section titled, “Starting the application” for instructions.

DOWNLOADING THE APPLICATION

To download the application to your desktop, perform the following:

1. Type the following into your Browser’s address field:

<ftp://condor.stchome.com>

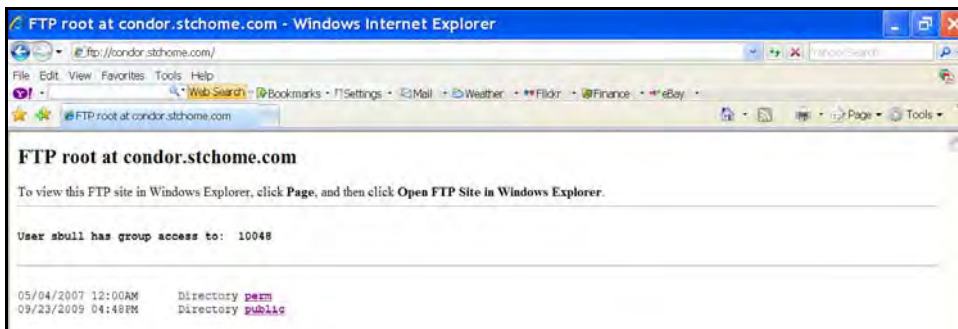
2. Press the **ENTER** key. The “FTP Root at Condor.stchome.com” window appears.





Starting the Application

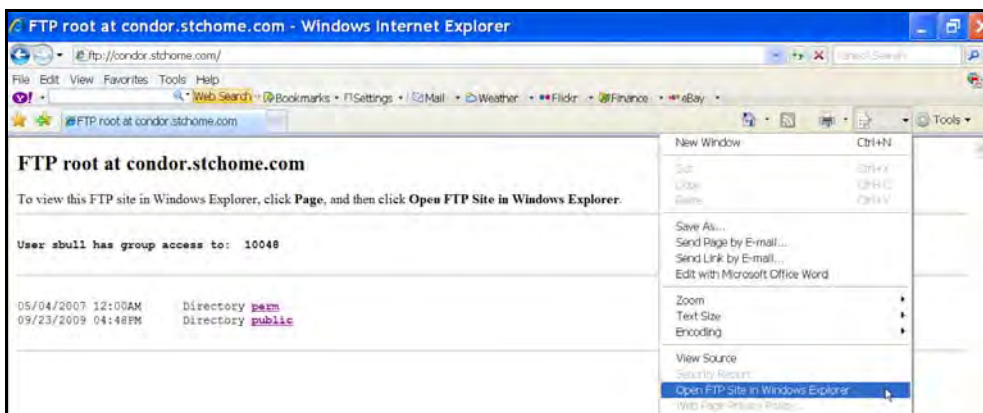
Figure 4-3: FTP Root at Condor.sthome.com



3. In Internet Explorer 7, click the **PAGE** menu and select the **OPEN FTP SITE in WINDOWS EXPLORER** option. Your screen should look similar to the one shown below.

Note: If using Internet Explorer 6, the above command is automatic.

Figure 4-4: FTP Site with Page Menu



4. The “Log on As” Dialog box appears.



Figure 4-5: Log on As Dialog Box

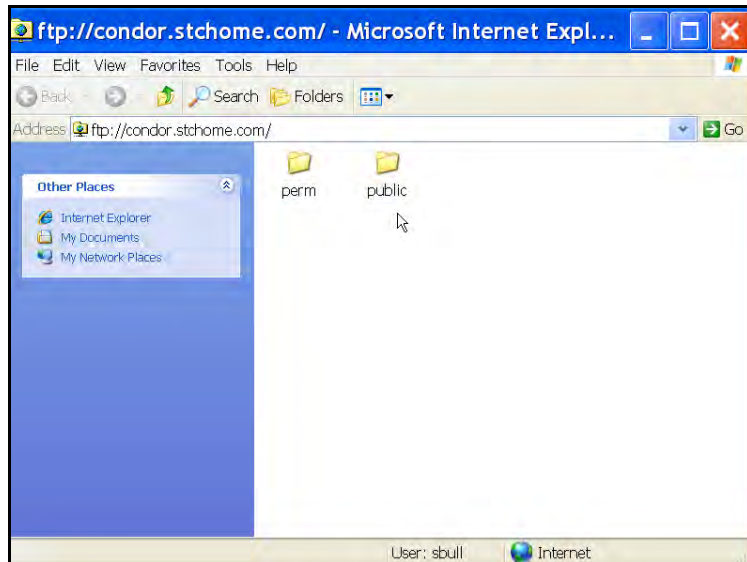


5. Type the provided **USER NAME** and **PASSWORD** and click the **LOGON** button. The “FTP Condor Explore” window appears.



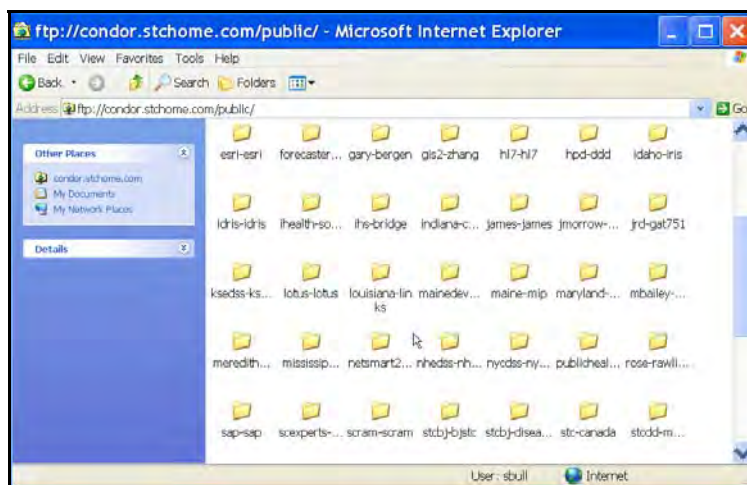


Figure 4-6: FTP Root at Condor.Stchome.Com



6. Double-click on the **PUBLIC** folder. The “FTP Public Directory Folder” list appears.

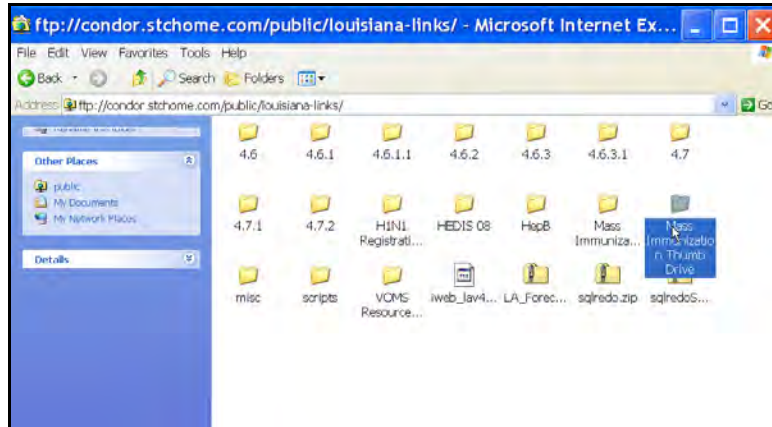
Figure 4-7: FTP Public Directory Folder List



7. Locate your state/application name and click the folder. Your state’s application “listing screen” appears.

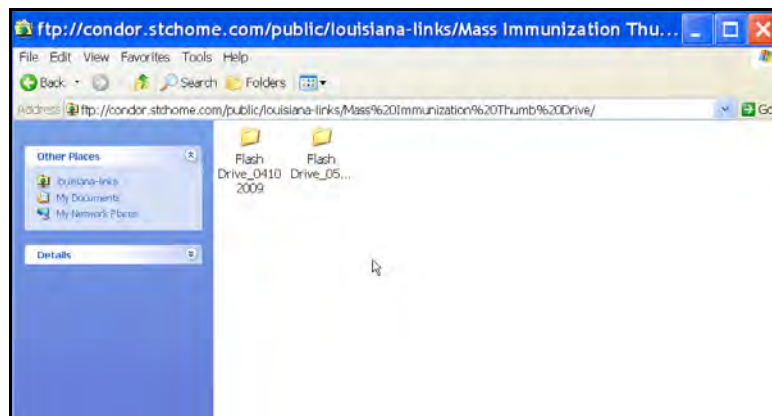


Figure 4-8: FTP Directory/public/Louisiana-Links/Applications



8. Locate the **MASS IMMUNIZATION THUMB DRIVE** application and double-click the folder.

Figure 4-9: FTP Directory/.../Mass Immunization Flash Drive List



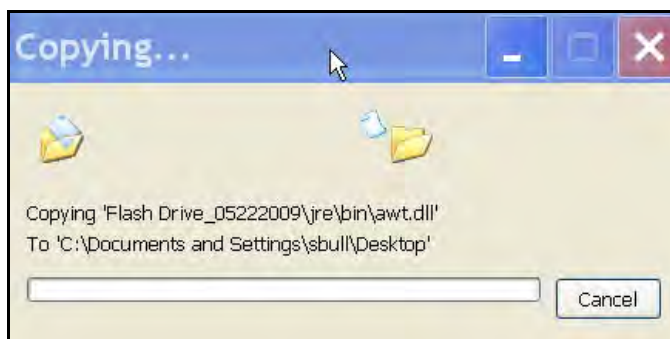
9. Right-click the desired **FLASH_DRIVE_mmddyyyy** folder and choose the **COPY** command.
10. Decide where you want to paste the file. For example, to paste it to the Desktop;
 - Access the Desktop and right-click it.





- Choose the **PASTE** command. The estimate of time to paste the file will display and then begin copying.

Figure 4-10: Copying/Pasting Dialog Box



- The file will appear on your desktop and is ready to copy to a thumb drive; thus, is ready to be distributed or used.

11. Continue to the next section.

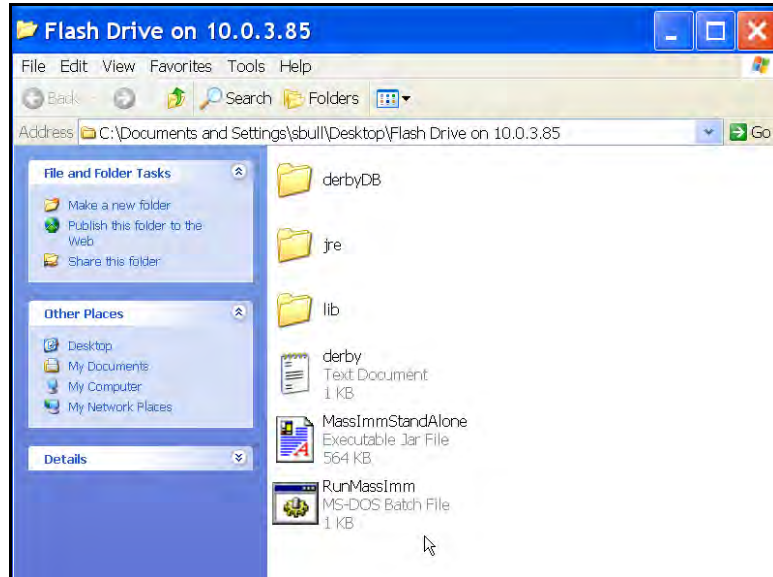
RUNNING THE APPLICATION

To begin using the application, perform the following:

1. Locate the folder containing the application and double-click it to open it.



Figure 4-11: Flash Drive Folder

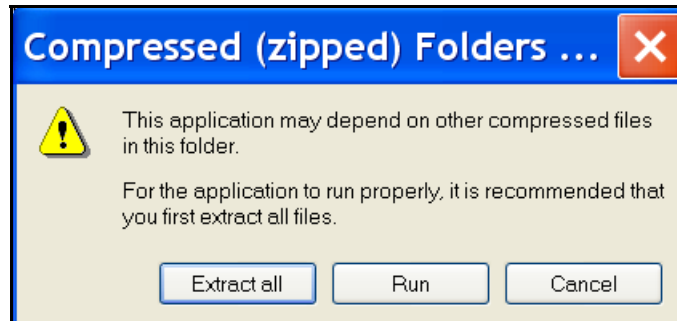


2. Locate the appropriate batch file and double-click it:
 - **RunMassImm.bat** – Contains the Help Desk Phone Number for LA and MS.
 - **RunMassImmId.bat** – Does not contain the Help Desk Phone Number.
 - **RunMassImmWy.bat** – Wyoming for their vaccine because it is displayed differently than other states.
3. The “Compressed (zipped) Folders” dialog box appears.



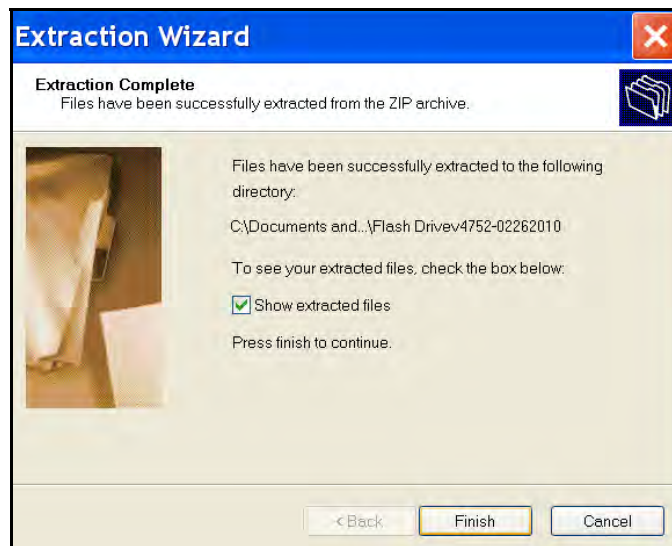


Figure 4-12: Compressed (zipped) Folders Dialog Box



4. Click the **EXTRACT ALL** button to extract all the files to the same directory. The “Extraction Wizard” appears. Click the **NEXT** button until the “Extraction Wizard – Extraction Complete” window appears.

Figure 4-13: Extraction Wizard – Extraction Complete

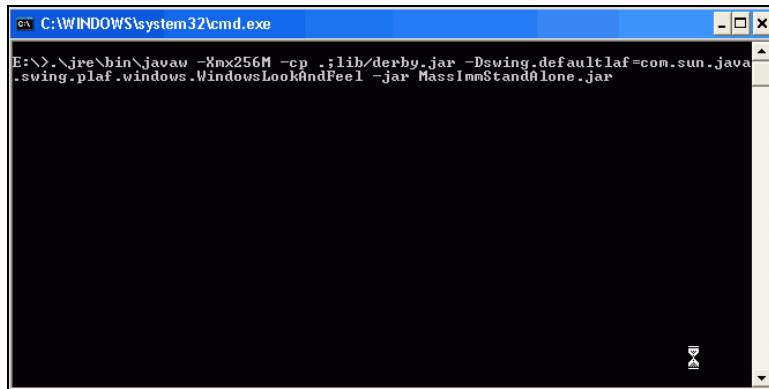


5. Click the **FINISH** button. Double-click the Flashdrive folder again and double-click the appropriate batch file.
 - **RunMassImm.bat** – Contains the Help Desk Phone Number for LA and MS.
 - **RunMassImmld.bat** – Does not contain the Help Desk Phone Number.



- **RunMassImmWy.bat** – Wyoming only since their vaccine is displayed differently than other states.
6. The “Command Window” appears.

Figure 4-14: Cmd Window



7. Minimize the window by clicking the **MINIMIZE** button. The “Cmd” window should appear as an icon in your bottom tray (icon shown below).

Figure 4-15: CMD Window Minimized



8. The “STC Logo – Copyright - Enter Password” dialog box appears.

Note: This is considered the “Home” page or “Opening Screen.”





Figure 4-16: STC Logo – Copyright – Enter Password



9. This screen offers the following information:
- STC Logo and website – Click the STC Logo to open a new browser window to access Scientific Technologies Corporation’s website (www.stchome.com) providing information about the company, services, and products.
 - STC Copyright Notice
 - Help Desk – Call 877-922-3385 for assistance.
 - a) Does not appear for RunMassImmId.Bat or RunMassImmWy.Bat
 - Enter Password – Continue to the next section.

ENTERING THE PASSWORD

After inserting the Thumb Drive and minimizing the “STC Logo – Copyright - Enter Password” window appears.



Figure 4-17: Enter Password



1. Passwords are case sensitive. Type the (default) password:

Massimm
2. Click one of the buttons:
 - **OK** – to continue and start using the application. These instructions assume you are continuing.
 - **CANCEL** – to discontinue and not use the application.
3. After entering the correct password, the “STC Mass Immunizations” window appears.





Figure 4-18: STC Mass Immunizations

4. This screen will be fully described in the section titled, “Adding Patients, Immunizations, and Contraindications.” The **FILE** and **HELP** menus are described in their own chapters.

Note: The application icon also appears in the bottom tray of your active applications (shown below).

Figure 4-19: STC Mass Immunizations Icon



5. If this is your first time using the application, continue to the next section titled, “The File Menu - Properties” to set up your defaults for Lot, Patient Prefix ID, etc.; otherwise,



continue to the section titled, “Adding Patients, Immunizations, and Contraindications.”

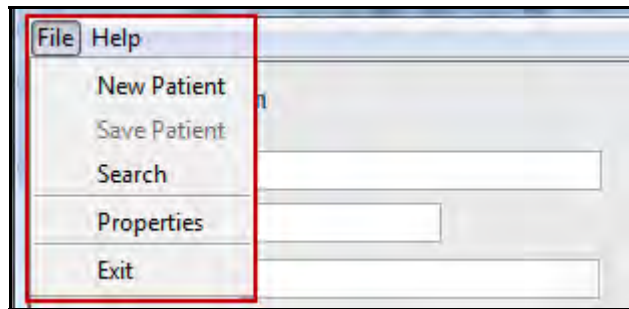




5 THE FILE MENU

To access the **FILE** menu, point to the menu bar of the “STC Mass Immunizations” window and click it (shown below highlighted/framed in red).

Figure 5-1: File Menu



The **FILE** Menu is used for the following:

- **New Patient** – Erases the fields on the “STC Mass Immunizations” window to prepare the fields for the next “Patient Search” and new patient entry.
- **Save Patient** – Saves the data displayed on the “STC Mass Immunizations” window to the Thumb Drive. This option is the same as pressing the **SAVE** icon. This option will be “grayed” out until a patient has been searched and displayed.
- **Search** – Searches the Thumb Drive for the patient data entered on the “STC Mass Immunizations” window. This option is the same as pressing the **SEARCH** icon.
- **Properties** – Provides the following tabbed pages to setup defaults that will automatically populate on the windows. The properties that are available perform the following:
 - **Lots** – is used to setup Vaccine Properties (Lot Number, Vaccine Name, Manufacturer, and Expiration Date).



-
- **Physicians** – is used to setup the names of Physician Codes and Physician Names.
 - **Facilities** – is used to setup the names of Facility Codes and Facility Names.
 - **Campaign & tiers** – is used to setup the name of the Campaign, whether a Tier is required, Tier Code, and Tier Name that will be used for the mass immunization application.
 - **Export** – is used to prepare three files (patients, vaccinations, and contraindications) by exporting the data to the Thumb Drive so it can be imported into the IWeb application.
 - **Patient Prefix** – to identify the specific Mass Immunization Event when more than one application/system is involved in the Event. This must be set before an export is attempted.
 - **Exit** – Logs you off and closes the Browser window.

Each property is discussed in detail in its own section.

NEW PATIENT

The **NEW PATIENT** menu option simply erases the field data from the “STC Mass Immunizations” window. This is useful when you have done a search and want to do another search.

SAVE PATIENT

The **SAVE PATIENT** menu option simply saves the patient data to the Thumb Drive and is the same as pressing the **SAVE** icon. This icon is used to save all data to the Thumb Drive and its use is detailed appropriately in the applicable sections throughout this document.





SEARCH (PATIENT)

The **SEARCH** menu option searches the Thumb Drive for the patient data entered on the “STC Mass Immunizations” window. This option is the same as pressing the **SEARCH** icon. This icon is used to search all data on the Thumb Drive and its use is detailed appropriately in the applicable sections throughout this document.

PROPERTIES

After clicking the **PROPERTIES** option, the Properties Tabs window appears.

Figure 5-2: Properties Tabs

Vaccine	Lot Number	Exp. Date	Manufacturer
---------	------------	-----------	--------------

The **PROPERTIES** menu option provides the following tabbed pages to setup and/or to perform the following:

- **Lots** – is used to setup Vaccine Properties (Lot Number, Vaccine Name, Manufacturer, and Expiration Date).



-
- **Physicians** – is used to setup the names of Physician Codes and Physician Names.
 - **Facilities** – is used to setup the names of Facility Codes and Facility Names.
 - **Campaign & tiers** – is used to setup the name of the Campaign, whether a Tier is required, Tier Code, and Tier Name that will be used for the mass immunization application.
 - **Export** – is used to prepare three files (patients, vaccinations, and contraindications) by exporting the data to the Thumb Drive so it can be imported into the IWeb application.
 - **Patient Prefix** – to identify the specific Mass Immunization Event when more than one application/system is involved in the Event. This must be set before an export is attempted.

Each area of the Properties window is detailed in its own subsection within this chapter. The Property Settings Tabs are listed first since the other Tabs are optional.

LOTS TAB - SETTING UP LOT PROPERTIES

This option is used to add Lot Numbers for the vaccines that will be used for the Mass Immunizations Event.

To setup the Lot Properties, perform the following:

1. From the **FILE** menu, click the **PROPERTIES** option. The “Properties” window appears with the **LOTS** tab displayed. Existing lots will display at the bottom of the window.





Figure 5-3: Lot Properties

2. The fields and their descriptions are listed in the table.

Table 5-1: Lot Properties

FIELD	DESCRIPTION
Lot Number	Identifying number associated with the Vaccine Lot.
Vaccine	Name of the Vaccine. Click on the drop-down menu arrow to view/select a valid choice.
Manufacturer	Name of the Vaccine Manufacturer. Click the drop-down menu arrow to view/select a valid choice.
Expiration Date	Date the Vaccine will expire.

3. These instructions assume you are adding Lot Properties. Type as much information as you can and then click one of the available icons:

- **SAVE** – to save the vaccine information to the Thumb Drive.



-
- **CLEAR** – to erase data from the fields to prepare them for a new entry.
 - **CANCEL** – to return to the “STC Mass Immunizations” window.
 - **DELETE** – to delete a LOT Number. First, select the LOT in the bottom half of the window and then click the **DELETE** icon.
4. Click a different **TAB** or click the “**X**” to close the “Properties” window.

EDITING/DELETING A LOT

To edit or delete a lot number, perform the following:

1. From the **FILE** menu, click the **PROPERTIES** option. The “Properties” window appears with the **LOTS** tab displayed in “Add” mode. Existing lots will display at the bottom of the window. Refer to the Figure 5-3 for an illustration.
2. Determine whether you are deleting or editing a Lot.
 - If deleting a lot, locate it in the list at the bottom of the window, click it to select/copy it to the data fields to delete, and then click the **DELETE** icon.
 - If editing a lot, locate it in the list at the bottom of the window, and click it to select/copy it to the data fields to edit. Continue to the next step.
3. Edit the data fields.
4. Click the **SAVE** icon to save the new entry; it will appear at the bottom of the window or click one of the other available icons:





- **SAVE** – to save the vaccine information.
- **CLEAR** – to erase data from the fields to prepare them for a new entry.
- **CANCEL** – to return to the “STC Mass Immunizations” window.
- **DELETE** – to delete a LOT Number. First, select the LOT in the bottom half of the window and then click the **DELETE** icon.

PHYSICIANS TAB – SETTING UP PHYSICIANS

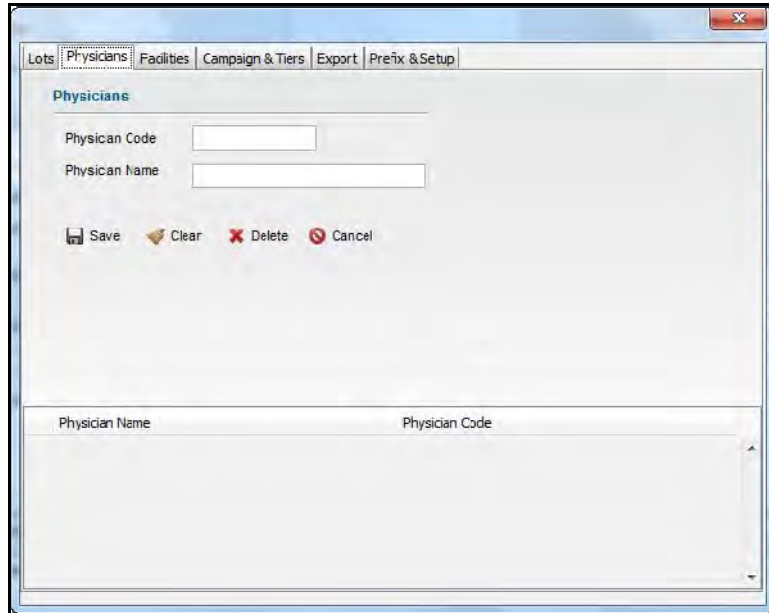
The Physicians property is used to setup the names of Physician Codes and Physician Names for the Mass Immunizations event.

To setup Physician Properties, perform the following:

1. From the **FILE** menu, click the **PROPERTIES** option. The “Properties” window appears with the **LOTS** tab displayed.
2. Click the **PHYSICIANS** Tab. The “Physician Properties” window appears.



Figure 5-4: Physicians



3. The fields and their descriptions are listed in the table:

Table 5-2: Physician Properties Field Descriptions

FIELD	DESCRIPTION
Physician Code	Identifying code for the Physician. This is the Physician ID from IWeb.
Physician Name	Name of the Physician.

4. These instructions assume you are adding Physician Properties. Type as much information as you can and then click one of the available icons:

- **SAVE** – to save the Physician information to the Thumb Drive.
- **CLEAR** – to erase data from the fields to prepare them for a new entry.





- **CANCEL** – to return to the “STC Mass Immunizations” window.
 - **DELETE** – to delete a Physician. First, select the Physician in the bottom half of the window by clicking, and then click the **DELETE** icon.
5. Click a different **TAB** or click the “**X**” to close the “Properties” window.

EDITING/DELETING A PHYSICIAN

To edit or delete a Physician, perform the following:

1. From the **FILE** menu, click the **PROPERTIES** option. The “Properties” window appears with the **LOTS** tab displayed in “Add” mode.
2. Click the **PHYSICIANS** Tab. The “Physician Properties” window appears.
3. Determine whether you are deleting or editing a Physician.
 - If deleting a Physician, locate it in the list at the bottom of the window, click it to select/copy it to the data fields to delete, and then click the **DELETE** icon.
 - If editing a Physician, locate it in the list at the bottom of the window, and click it to select/copy it to the data fields to edit. Continue to the next step.
4. Edit the data fields.
5. Click the **SAVE** icon to save the new entry; it will appear at the bottom of the window or click one of the other available icons:
 - **SAVE** – to save the physician information.



-
- **CLEAR** – to erase data from the fields to prepare them for a new entry.
 - **CANCEL** – to return to the “STC Mass Immunizations” window.
 - **DELETE** – to delete a Physician. First, select the Physician in the bottom half of the window and then click the **DELETE** icon.

FACILITIES TAB – SETTING UP FACILITIES

The Facilities property is used to setup the names of Facility Codes and Facility Names for the Mass Immunizations event.

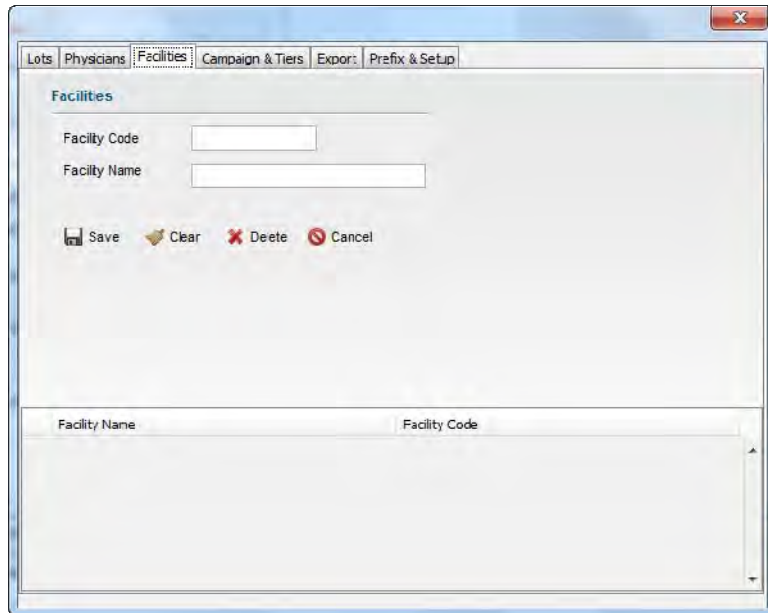
To setup Facilities Properties, perform the following:

1. From the **FILE** menu, click the **PROPERTIES** option. The “Properties” window appears with the **LOTS** tab displayed.
2. Click the **FACILITIES** Tab. The “Facilities Properties” window appears.





Figure 5-5: Facilities



3. The fields and their descriptions are listed in the table:

Table 5-3: Facilities Properties Field Descriptions

FIELD	DESCRIPTION
Facility Code	Identifying code for the Facility.
Facility Name	Name of the Facility.

4. These instructions assume you are adding Facility Properties. Type as much information as you can and then click one of the available icons:

- **SAVE** – to save the Facility information to the Thumb Drive.
- **CLEAR** – to erase data from the fields to prepare them for a new entry.
- **CANCEL** – to return to the “STC Mass Immunizations” window.



-
- **DELETE** – to delete a Facility. First, select the Facility in the bottom half of the window by clicking, and then click the **DELETE** icon.
5. Click a different **TAB** or click the “**X**” to close the “Properties” window.

EDITING/DELETING A FACILITY

To edit or delete a Facility, perform the following:

1. From the **FILE** menu, click the **PROPERTIES** option. The “Properties” window appears with the **LOTS** tab displayed in “Add” mode.
2. Click the **FACILITIES** Tab. The “Facility Properties” window appears.
3. Determine whether you are deleting or editing a Facility.
 - If deleting a Facility, locate it in the list at the bottom of the window, click it to select/copy it to the data fields to delete, and then click the **DELETE** icon.
 - If editing a Facility, locate it in the list at the bottom of the window, and click it to select/copy it to the data fields to edit. Continue to the next step.
4. Edit the data fields.
5. Click the **SAVE** icon to save the new entry; it will appear at the bottom of the window or click one of the other available icons:
 - **SAVE** – to save the Facility information.





- **CLEAR** – to erase data from the fields to prepare them for a new entry.
- **CANCEL** – to return to the “STC Mass Immunizations” window.
- **DELETE** – to delete a Facility. First, select the Facility in the bottom half of the window and then click the **DELETE** icon.

CAMPAIGN & TIERS TAB – SETTING UP THE CAMPAIGN/TIER

IMPORTANT NOTES ABOUT CAMPAIGNS & TIERS

Note: Only one campaign can be defaulted at a time on any thumb drive instance; however, up to four Custom Names can be entered. Users should export all data on a thumb drive before making changes to the campaign. If the campaign is changed/alterd mid-cycle/pre-export, all patients will be exported with whatever campaign (or lack of) is set on the default tab at the time of export.

Note: Only one set of tiers can be defaulted at a time on any thumb drive instance. Users should export all data on a thumb drive before making changes to the tier set. Tiers can be assigned without a campaign being defined, so administrators/exporters will want to make sure that the campaign has been defined before exporting the data and importing into IWeb.

To setup the Campaign and/or Tiers identifying the Mass Immunization Event, perform the following:

1. From the **FILE** menu, click the **PROPERTIES** option. The “Properties” window appears with the **LOTS** Tab displayed. Refer to Figure 5-3 for an illustration.
2. Click the **CAMPAIGN & TIERS** Tab. The “Campaign & Tiers” window displays.



Figure 5-6: Campaign & Tiers

3. The fields and their descriptions are listed in the table.

Table 5-4: Campaign & Tiers Field Descriptions

FIELD	DESCRIPTION
<p>Campaign</p>	<p>Name of the campaign associated with the Mass Immunizations. Examples of Campaigns are:</p> <ul style="list-style-type: none"> • 2008 CDC Exercise • Pan Flu (STC automatically provides this campaign) <p>Note: A patient can be associated to multiple campaigns but only one immunization can be associated per campaign.</p> <p>Note: If a Campaign is incorrectly configured in MISA, when the MISA data is imported via HL7 into IWeb, the Campaign and Tier information is appended to the "Vaccination Comments" in IWeb if they were not previously defined in IWeb.</p>





FIELD	DESCRIPTION
Custom 1 Name Custom 2 – 4 Names	Custom Name for the Campaign. Up to four (4) Custom Names can be entered and saved.
Tier Required (Checkbox)	Indicates whether or not a Tier is required. Checked indicates “YES;” unchecked indicates “NO.” If Tier is marked as required, then a patient cannot be saved without selecting a tier.
Tier Code	Unique code associated with the Campaign Tier.
Tier Name	Name of the tier associated with the Mass Immunization campaign.

4. Type as much information as you can and then click one of the available icons:
 - **SAVE** – to save the Campaign/Tier information to the Thumb Drive.
 - **CLEAR** – to erase data from the fields to prepare them for a new entry.
 - **CANCEL** – to return to the “STC Mass Immunizations” window.
 - **UP (Button)** – to position the Tier Name/Tier Code row highlighter up one row.
 - **DOWN (Button)** – to position the Tier Name/Tier Code row highlighter down one row.
 - **DELETE** – to delete a Campaign Tier. First, select the Tier in the bottom half of the window using the Up/Down button, and then click the **DELETE** button.

5. Click a different **TAB** or click the “**X**” to close the “Properties” window.



EXPORT TAB - EXPORTING DATA

When you are finished entering data into the Mass Immunization application and want to prepare the data for use in the IWeb application, you will **EXPORT** the data. Files that are exported are imported into the registry using the DTT Import option. The Registry Administrator will define the DTT Profile. Refer to the CorePlus Application User Guide, Imports Menu, for instructions on defining a DTT Profile.

The following table illustrates the required field order and mappings for Patients, Vaccinations, and Contraindications.

Table 5-5: Export Field Order Mappings

FIELD	PATIENTS	VACCINATIONS	CONTRAINDICATIONS
medical record number	1	1	1
patient first name	2		
patient middle name	3		
patient last name	4		
patient mailing address 1	5		
patient address city	6		
patient address state code	7		
patient address zip code	8		
patient phone number	9		
mother maiden name	10		
guardian first name	11		
patient dob (mm/dd/yyyy)	12		





FIELD	PATIENTS	VACCINATIONS	CONTRAINDICATIONS
patient gender code	13		
patient ssn (if not hidden)	14		
comments	15		
patient record creation date (mm/dd/yyyy)	16		
patient record last update (mm/dd/yyyy)	17		
tier	18		
cpt vaccine code		2	
immunization date (mm/dd/yyyy)		3	
lot number		4	
manufacturer		5	
contraindication vaccine code			2
contraindication code <ul style="list-style-type: none"> • Anaphylactic reaction to a previous dose of the vaccine=3 • Parent or Patient Refusal: Religious=35 • Medical-Not otherwise specified=37 • Anaphylactic reaction to a vaccine component=4 • Moderate or severe acute illness=25 • Parent or Patient 			3



FIELD	PATIENTS	VACCINATIONS	CONTRAINDICATIONS
Refusal: Personal=1			

When an Export is done, three text (.txt) files get created and are stored on the Thumb Drive:

- Patient.txt
- Vaccination.txt
- Contraindication.txt.

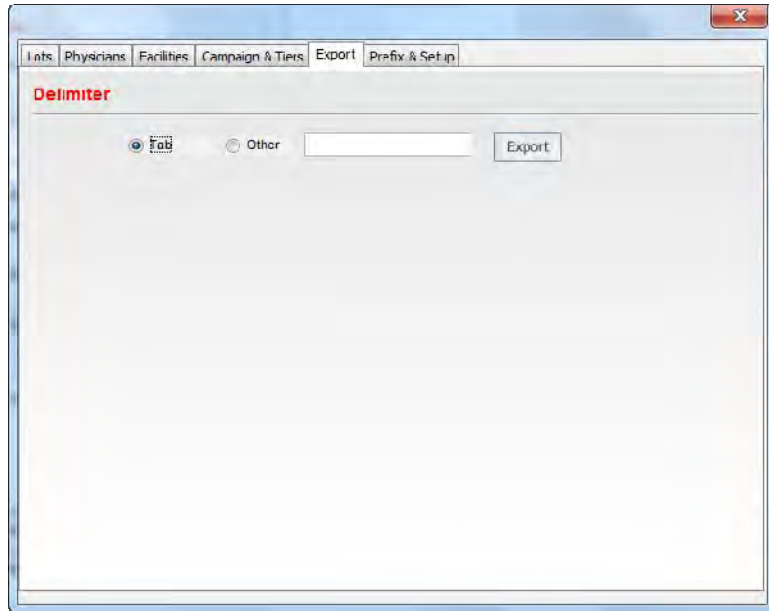
To create the export files, perform the following:

1. Verify that the Patient Prefix has been set before exporting. If a Patient Prefix has not been set, an error appears. If an error appears, access the Patient Prefix Tab and set it. Refer to the section titled, “Prefix & Setup Tab - Setting up the Patient Prefix” for instructions.
2. From the **FILE** menu, click the **PROPERTIES** option. The “Lot Properties” window appears. Refer to Figure 5-3 for an illustration.
3. Click on the **EXPORT** Tab. The “Export” window appears.





Figure 5-7: Export Tab



4. The fields and their descriptions are listed in the table.

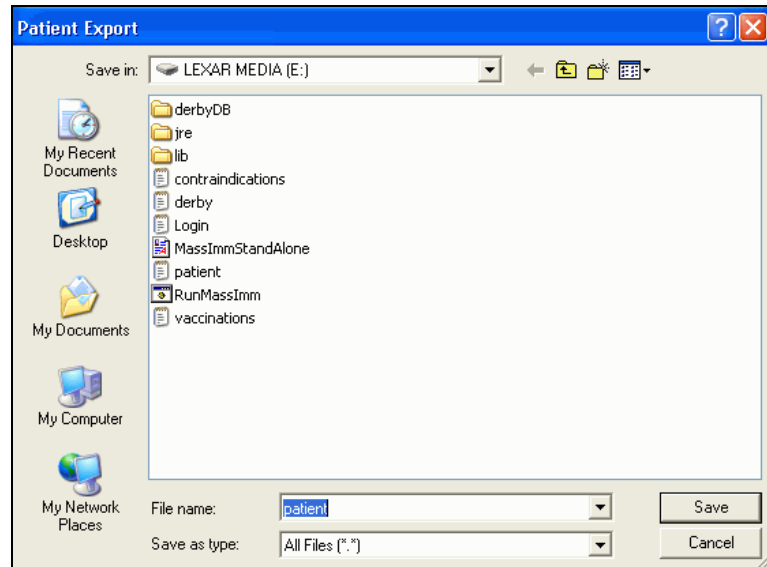
Table 5-6: Export Tab Field Descriptions

FIELD	DESCRIPTION
Delimiter	This field represents the “separator” character used to separate the data. There are two types: <ul style="list-style-type: none">• Tab – Tab symbol is used. This option is the default.• Other – Type the symbol you want to use. For example, the pipe () symbol.

5. Click the **EXPORT** button when finished. The first file that gets created is the “Patient.txt” file that appears in the “File Save As” window.



Figure 5-8: Patient.Txt File

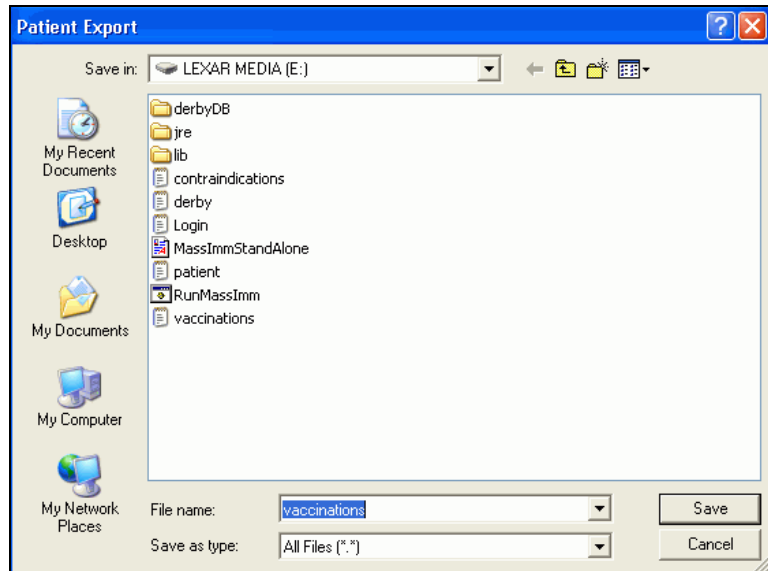


6. The filename is already filled in. Click the **SAVE** button. The next file, “Vaccinations” will appear in the “File Save As” window.



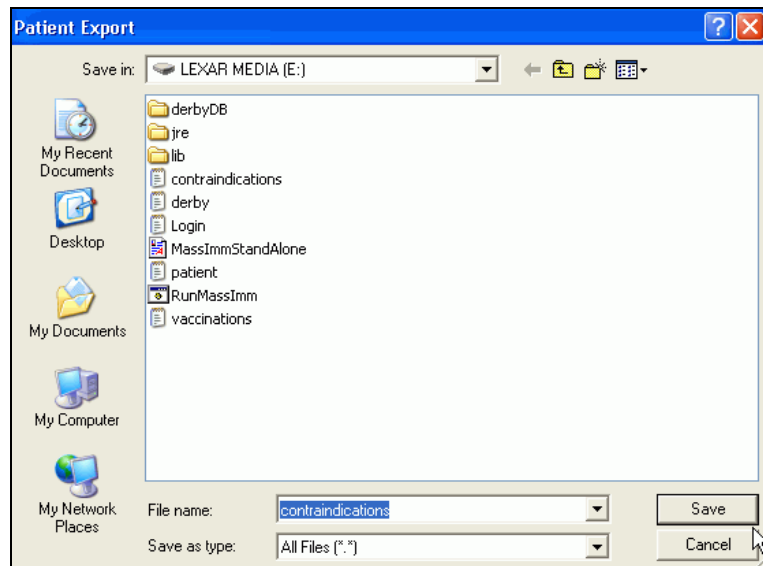


Figure 5-9: Vaccination.Txt File



7. The filename is already filled in. Click the **SAVE** button. The last file “Contraindications” will appear in the “File Save As” window.

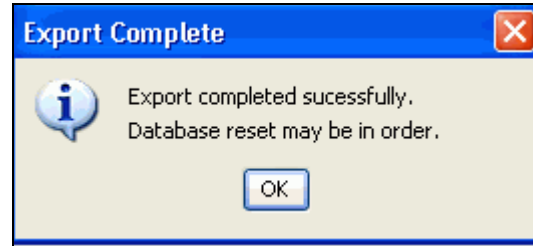
Figure 5-10: Contraindications.Txt File



8. The filename is already filled in. Click the **SAVE** button. The “Export Complete” dialog box appears.



Figure 5-11: Export Complete



9. Click the **OK** button. The “Export Tab” window reappears. Refer to Figure 5-7 for an illustration. A sample of each of these files is shown below. These sample files display the “pipe” delimiter and are illustrated in the order of creation.

Figure 5-12: Patients.Txt File Content

```
ID|Patient First Name|Patient Middle Name|Patient Last Name|Patient Mailing Address1|Patient Address City|Patient Address State Code|Patient Address Zip Code|Patient Phone Number|Mother Maiden Name|Guardian First Name|Patient DOB|Patient Gender Code|Patient Ssn|Comments|Insert Date|Update Date|Tier|Campaign
```

Figure 5-13: Vaccinations.Txt File Content

```
ID|CPT Vaccine Code|Immunization Date|Lot Number|Manufacturer Code|Insert Date|Update Date|Tier|Campaign
```

Figure 5-14: Contraindications.Txt File Content

```
ID|Contraindication Vaccine Code|Contraindication Code|
```

10. Click a different **TAB** or click the “**X**” to close the “Properties” window.

PREFIX & SETUP TAB - SETTING UP THE PATIENT PREFIX

The Patient Prefix ensures the patients are uniquely identified when they are imported back to the registry (via the Export). A Patient Prefix should be set for each thumb drive instance; once data is exported and the database is reset, the Patient Prefix will need to be redefined prior to the next “export” session.

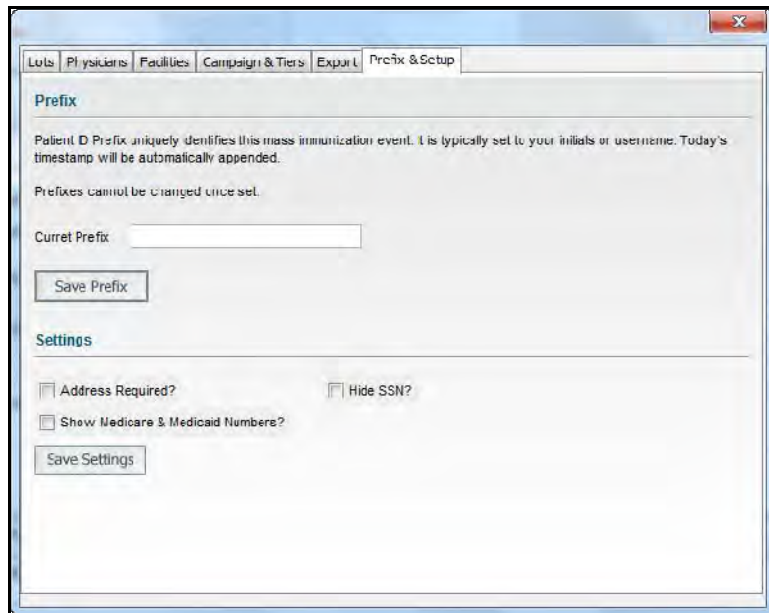




To setup the Patient Prefix, perform the following:

1. From the **FILE** menu, click the **PROPERTIES** option. The “Properties” window appears with the LOTS tab displayed. Refer to Figure 5-3 for an illustration.
2. Click the **PREFIX & SETUP** tab. The “Prefix and Setup” Tab window displays.

Figure 5-15: Prefix & Setup Properties



3. The fields and their descriptions are listed in the table.

Table 5-7: Prefix & Setup Field Descriptions

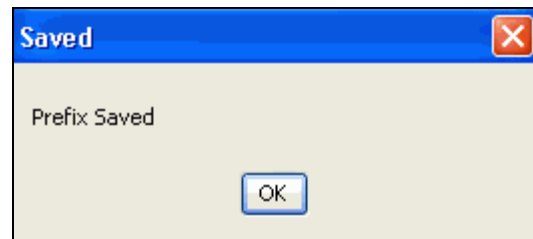
FIELD	DESCRIPTION
PREFIX	
Current Patient Prefix	This is a unique patient number prefix that identifies the Mass Immunization event. It is usually set to be your initials or username. Today’s timestamp will automatically append to this, so you only need to type the prefix. For example, SKB09292009. Note: This cannot be changed after the SAVE



FIELD	DESCRIPTION
	button is clicked.
SETTINGS	
Address Required	This setting forces an address to be entered when saving/editing a patient's information; thus, all the address fields will display in red.
Show Medicare & Medicaid Numbers	This setting forces the Medicare and Medicaid Number fields to display on the Patient screens.
Hide SSN?	This setting forces the Social Security Number to be hidden on the Patient Information screen and Patient Export (Export Tab).

4. Enter data into the fields and then click the **SAVE PREFIX AND/OR SAVE SETTINGS** button(s). A “Saved Confirmation” dialog box appears.

Figure 5-16: Save Confirmation Dialog Box



5. Click a different **TAB** or click the “**X**” to close the “Properties” window.

EXIT - EXITING THE APPLICATION

When you are finished with the application, you will want to exit and close the application.

1. From the **FILE** menu, click the **EXIT** option. Momentarily, the “STC Mass Immunizations” window closes and the





application icon is removed from your active applications tray.

2. Close the **CMD** executable window:
 - Click on the active “CMD” icon in your active tray. The “Command” window appears.
 - Click on the **CLOSE** icon to close the application.
3. Remember to remove the Thumb Drive from the USB port, if using one.



[This page intentionally left blank.]



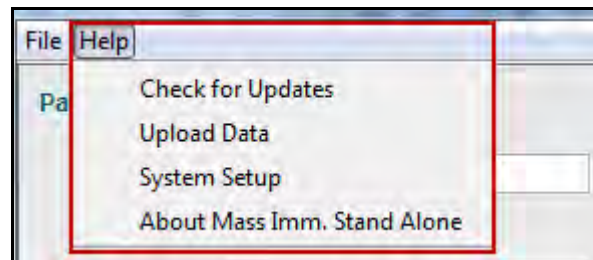


6 THE HELP MENU

The “Help Menu” offers information regarding the following topics:

- Check for (Application) Updates
 - Upload Data
 - System Setup
 - About Mass Immunizations Stand Alone
1. Click the Help Menu. The following “Menu Options” will appear.

Figure 6-1: Help Menu Options



2. Each topic is discussed in the forth-coming sections.

CHECK FOR (APPLICATION) UPDATES

The Application Updates option provides a method to check a known location for system updates. If a new update is available, a new window appears providing a method to download the application. Application updates are hosted by the client and are the responsibility of the client to maintain by logging into their own secure site such as the intranet.

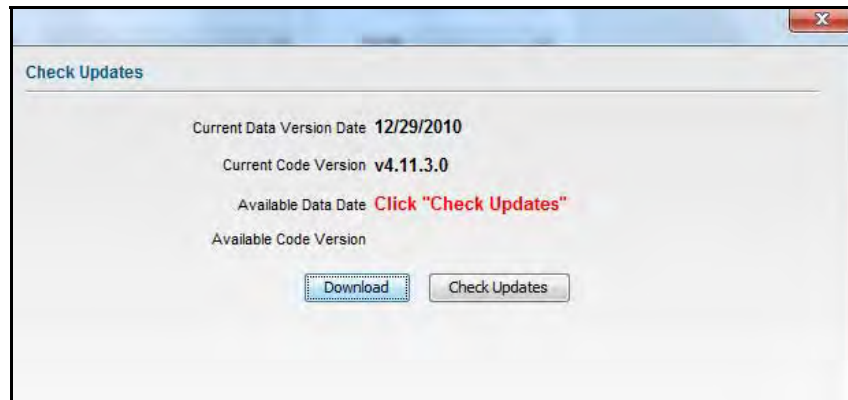


Multiple versions of the Mass Immunizations Stand Alone (MISA) can be published that may have the same code base but have different default data depending on particular immunization scenarios.

To check for application updates, perform the following:

1. Click the **HELP** menu and choose the **CHECK FOR UPDATES** option. The “Check Updates” window appears.

Figure 6-2: Check Updates



2. The fields and their descriptions are listed in the table.

Table 6-1: Check Updates Field Descriptions

FIELD	DESCRIPTION
Current Data Version Date	This date represents the current version of pre-configured data present in the application you are currently using.
Current Code Version	This is the current version of the application you are using.
Available Data Date	This is the date that will appear after you click the CHECK UPDATES button. It represents the date of the updated available data.





FIELD	DESCRIPTION
Available Code Version	This is the available version of the application that you can download,

3. Click the **CHECK UPDATES** button to see if there are any newer versions of the application; and if there are any, click the **DOWNLOAD** button to download to your system.

UPLOAD DATA

The “Upload Data” option provides a method to upload the Mass Immunizations data via HL7 to IWeb. It uploads all data that has changed since the last upload. It can run in the background and can be cancelled, if desired.

Note: When using Campaigns/Tiers, the Campaigns/Tiers must be previously set up in IWeb prior to the upload in order for the data to be saved in the pre-reserve database; otherwise, if they are not set up in IWeb, the Campaign and Tier information is appended to the “Vaccination Comments.”

WORKFLOW

The workflow is as follows:

1. The URL for HL7 server is configurable and is in the Help – System Setup – HL7 Settings file where it will not get overwritten between installs.
2. The process of connecting to the internet begins and then the user is prompted to see if they want to “upload.” If the user clicks “No,” but later wants to upload, they will use the “Help - Upload Data” option to upload.



-
3. After the internet connection is detected, MISA will attempt to send HL7 messages to the URL that was configured for the state's HL7 Server.
 4. Any errors will be reported back to the user, and the user will not be prompted again to upload during that session (while the application is running; a restart will clear this).
 - A message will appear stating, "User will need to restart MISA or start the export manually if they wish to try again."
 5. If an error occurs, an internet check will be performed. If the internet connection is down, then a dialog box appears indicating that their internet connection appears to be down, and will ask if they would like to be prompted to continue the export when connectivity has been restored.
 - If the answer is "Yes," it goes back to the regular internet checks; if "No," it acts exactly the way it had acted if the user had clicked "No" to the original prompt and will not continue to check.
 - If they have internet and they choose not to upload, the application stops checking for internet connectivity, and stops prompting them.
 6. The "Upload" status is also maintained. If an upload is continued after connectivity was lost, it picks up where it left off.
 7. While the internet is up, a regular check must be performed to see if new data has been added, and sends that to the HL7 server appropriately (if the user previously indicated they wanted to upload data).





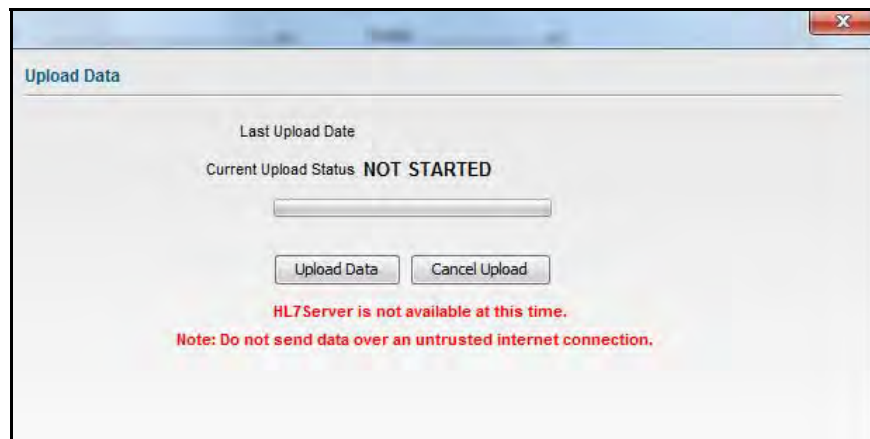
UPLOADING MASS IMMUNIZATIONS DATA

To upload the Mass Immunizations data, perform the following:

1. From the **HELP** menu, click the **UPLOAD DATA** option. The “Upload Data” window appears.

Note: The screenshot below indicates the HL7 URL, Username, and Password has not been set. This will need to be corrected (HL7 Settings) before the Upload Data will process.

Figure 6-3: Upload Data



2. The **LAST UPLOAD DATE** will display the date of the previous upload. The **CURRENT UPLOAD** status will display the current status of the upload. Directly below the field is a status indicator bar.
3. Once the HL7 settings have been set and a successful HL7 connect is started, click the **UPLOAD DATA** button when ready to upload; otherwise, click the **CANCEL UPLOAD** to stop/cancel the upload.



SYSTEM SETUP

The “System Setup” option provides separate Tabs to setup and/or maintain the following:

- Database
- Password
- Default Data
- System Updates
- HL7 Settings
- Debug

Each option is discussed below.

DATABASE TAB

The Database option is used after exporting data and is necessary to **RESET** your database to remove the data from storage.

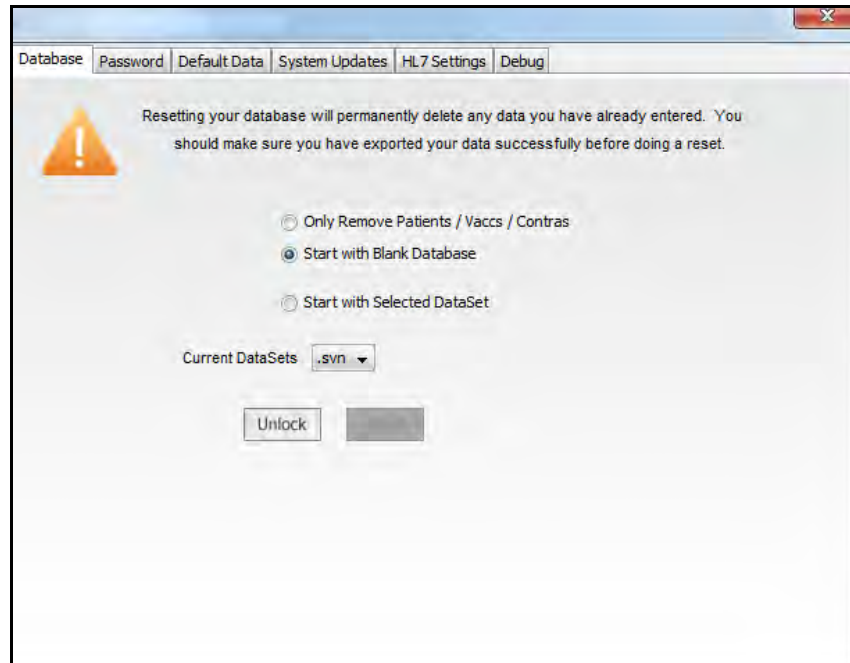
To reset your database, perform the following:

1. From the **HELP** menu, click the **SYSTEM SETUP** option. The “System Setup Options” window appears with the “Database Tab” opened.





Figure 6-4: System Setup Parameters – Database



2. Be sure you have exported your data before doing a Reset.

Note: It is important to mention that once you reset your database, there is no recovery as it is a permanent delete.

3. Click the appropriate radio button when unlocking the database. The choices are:
 - **Only Remove Patients/Vaccs/Contras** – removes only patients, vaccinations, and contraindications from the database.
 - **Start with Blank Database** – indicates you are ready to start a new event with a blank database.
 - **Start with Selected Dataset** – allows you to start a new event with the selected dataset in the “Current Datasets” field.
4. Click the **UNLOCK** button.



Note: You can click the **CURRENT DATASETS** drop-down menu arrow to select a Dataset. Datasets are created using the **DEFAULT DATA** Tab. Refer to the **DEFAULT DATA** Tab section for more information.

PASSWORD TAB

The Password Tab option is used to change the password for application access.

To change the password, perform the following:

1. From the **HELP** menu, click the **SYSTEM UPDATE** option. The “Database Tab” appears.
2. Click the **PASSWORD** Tab. The “Change Password” window appears.

Figure 6-5: System Setup Parameters - Password

A screenshot of a web application window titled "Change Password". The window has a tabbed interface with tabs for "Database", "Password", "Default Data", "System Updates", "HL7 Settings", and "Debug". The "Password" tab is selected. The main content area contains two text input fields: "New Password" and "Confirm Password". Below these fields is a "Save" button.

3. Type the **NEW PASSWORD**, press the **TAB** key, and then retype the same password in the **CONFIRM PASSWORD** field.
4. Click the **SAVE** button when finished.





5. Click a different **TAB** or click the “**X**” to close the “Properties” window.

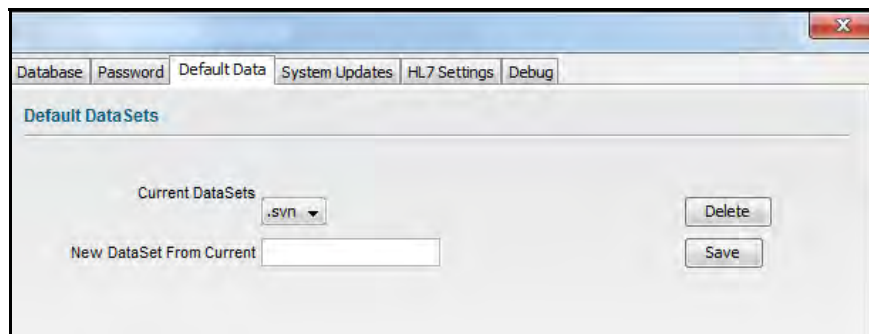
DEFAULT DATA TAB

The “Default Data Tab” allows Datasets to be managed which is useful when clients need to create different or multiple default datasets so custom versions of Mass Immunizations can be managed.

To manage your Datasets, perform the following:

1. From the **HELP** menu, click the **SYSTEM UPDATE** option. The “Database Tab” appears.
2. Click the **DEFAULT DATA** Tab. The “Default Datasets” window appears.

Figure 6-6: System Setup Parameters – Default Datasets



3. Determine whether you are adding a New Dataset Name or deleting a Dataset.
 - To create a **NEW DATASET FROM CURRENT**, type the new DataSet name in the text field and click the **SAVE** button.
 - To delete a DATASET, click the drop-down menu arrow in the “Current DataSets” field to view/select the dataset, and click the **DELETE** button.



SYSTEM UPDATES TAB

The System Updates option allows multiple versions of Mass Immunizations to be published. The different versions may be the same code base but have different Default Data based on specific immunization scenarios.

To manage your system updates, perform the following:

1. From the **HELP** menu, click the **SYSTEM SETUP** option. The “Database Tab” appears.
2. Click the **SYSTEM UPDATES** Tab. The “System Default Updates” window appears.

Figure 6-7: System Setup Parameters– System Updates

3. The fields and their descriptions are listed in the table:

Table 6-2: System Updates Field Descriptions

FIELD	DESCRIPTION
Current Data Version Date	This date represents the current version of pre-configured data that is present in the system. The date of the current version will display by default in the mm/dd/yyyy format.
Update XML URL	This is the URL location of the XML file.





FIELD	DESCRIPTION
Download URL	This is the URL that is launched via the Browser.

4. Type the new field data and then click the **SAVE** button; otherwise, click the **MAKE XML** button to create a new XML link. The “XML File” window appears.
5. Type a name for the **XML MISA** file version and click the **SAVE** button.

Note: This is the file that is used by the “Check for Updates” option.

HL7 SETTINGS

The HL7 Settings option is used to setup the Server in order to upload data. This should be setup prior to running the Upload Data option.

To setup the HL7 Settings, perform the following:

1. From the **HELP** menu, click the **SYSTEM SETUP** option. The “Database Tab” window appears.
2. Click on the **HL7 SETTINGS** Tab. The “HL7 Settings” window appears.



Figure 6-8: System Setup Parameters - HL7 Settings

3. The fields and their descriptions are listed in the table.

Table 6-3: HL7 Settings Field Descriptions

FIELD	DESCRIPTION
Last Upload Date	This date represents the last date the upload was run; hence, if this is the first time, this field will be blank. The date will display by default in the mm/dd/yyyy format.
HL7 Server URL	This is the URL location of the HL7 Server. This will look similar to http://localhost:8080/test_la/HL7Server
HL7 Username	This is the HL7 Username that allows the connection to occur.
HL7 Password	This is the HL7 Password associated with the HL7 Username to complete the connection.
Send Campaign Info	This checkbox indicates whether or not to send the Campaign information along with the vaccinations. Checked equals "Yes;" unchecked equals "No." Note: If a Campaign is incorrectly configured in MISA, when the MISA data is imported via HL7 into IWeb, the Campaign and Tier information is appended to the "Vaccination





FIELD	DESCRIPTION
	Comments" in IWeb if they were not previously defined in IWeb.

4. Fill out all the fields and click the **SAVE** button.
5. Click a different **TAB** or click the “**X**” to close the “Properties” window.

DEBUG TAB

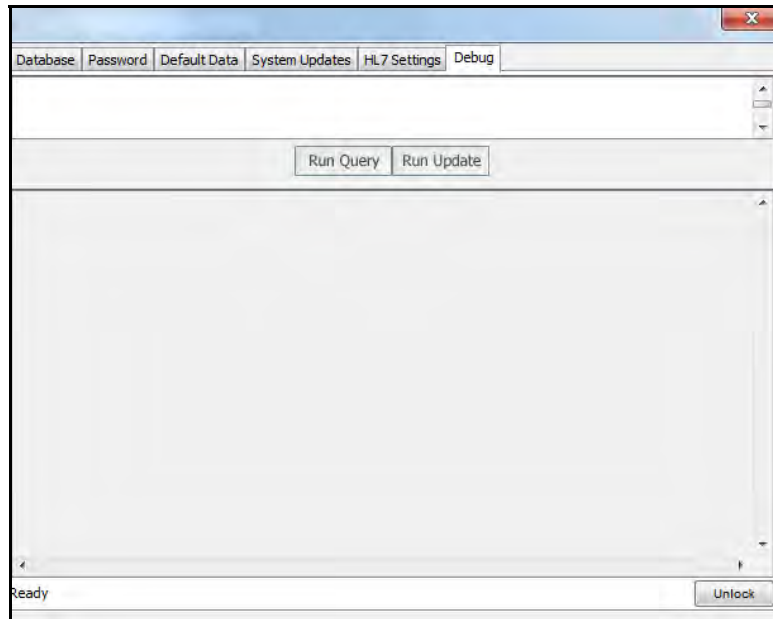
The Debug option is used to query the local database; therefore, one must know how to unlock the database and how to use query commands. This tab is typically used by an application developer as opposed to an end-user.

To unlock and query the database, perform the following:

1. From the **HELP** menu, click the **SYSTEM SETUP** option. The “Database Tab” window appears.
2. Click on the **DEBUG** Tab. The “Debug” window appears.



Figure 6-9: System Setup Parameters - Debug



3. In the command area where the cursor is positioned, type:

Stc123
4. Click the **UNLOCK** button. The “Query Buttons” (Run Query and Run Update) will open and become usable.
5. Type the database command and click one of the available buttons:
 - **RUN QUERY** – to submit the command to query the database.
 - **RUN UPDATE** – to update the database with the entered “command.”
6. Click a different **TAB** or click the “**X**” to close the “Properties” window.





ABOUT MASS IMM STAND ALONE

This option displays the current code version number and the current Data Version Date.

To display the “About Mass Imm Stand Alone” information, perform the following:

1. From the **HELP** menu, click the **ABOUT MASS IMM STAND ALONE** option. The “Current Version/Current Code” window appears.

Figure 6-10: About Mass Imm Stand Alone



2. Click the “**X**” to close the “About Mass Imm Stand Alone” window.



[This page intentionally left blank.]





7 ADDING PATIENTS, IMMUNIZATIONS, AND CONTRAINDICATIONS

The “STC Mass Immunization” window is the first window that appears after entering a correct application password. It is used for the following:

- Search/Add/Edit Patients
- Add Immunizations
- Add Contraindications

Once a patient is entered, the deduplication process runs to see if there are any duplicates. If there are duplicates, they will appear in the “Search Results” window.

SEARCHING FOR A PATIENT

Regardless of whether you are editing, viewing, or adding a new patient, a Patient Search is performed first before attempting to add a patient.

Note: If you are using a scanner for driver’s license information, continue to the section titled, “Scanning for a Patient.”

To search for a patient, perform the following:

1. The “STC Mass Immunizations” window appears after entering a correct application password.



Figure 7-1: STC Mass Immunizations – Patient Search

The screenshot shows the 'STC Mass Immunizations v4.11.3.0' application window. The 'Patient information' section contains fields for First Name, Middle Name, Last Name, Birth Date, Gender (set to 'Unknown'), Physician, Facility, Street, Zip Code, City, State, and Phone Number. Below this are fields for Mother's Maiden Name and Guard First Name. The 'Comments & Other' section has a text area and a 'Tier' dropdown. The 'Defaults' section includes a 'Vaccine Date' field. At the bottom, there is a table with columns for 'Vaccine', 'Date', and 'Lot'. Below the table are two dropdown menus for 'Vaccine' and 'Contraindication'. The status bar at the bottom indicates 'Ready'.

- The fields and their descriptions are listed in the table:

Table 7-1: STC Mass Immunizations Patient Search Field Descriptions

FIELD	DESCRIPTION
PATIENT PERSONAL INFORMATION	
First Name	Patient's first name. You can enter the patient's full name or their first name initial. This is a required field.
Middle Name	Patient's middle name.
Last Name	Patient's last name. You can enter the patient's full name or their last name initial. This is a required field.





Adding Patients, Immunizations, and Contraindications

FIELD	DESCRIPTION
Birth Date	Patient's date of birth. Date should be entered in mmddyyyy format.
Gender	Patient's sex gender. Click the drop-down menu arrow to view/select a valid choice.
SSN	Patient's Social Security Number (SSN). This will appear when it is not hidden via the File - Properties - Prefix & Setup Tab.
Physician	The Physician drop-down menu will appear when it has been setup using the File - Properties - Physician Tab.
Facility	The Facility drop-down menu will appear when it has been setup using the File - Properties - Facility Tab.
ADDRESS	
Street	Patient's residence street address. Note: This field will display in red indicating "required" if set in the Prefix & Setup Property; otherwise, it displays in black indicating optional.
Zip Code	Patient's residence street address zip code. Note: This field will display in red indicating "required" if set in the Prefix & Setup Property; otherwise, it displays in black indicating optional.
State	Patient's residence state. Note: This field will display in red indicating "required" if set in the Prefix & Setup Property; otherwise, it displays in black indicating optional.
City	Patient's residence street address city. Note: This field will display in red indicating "required" if set in the Prefix & Setup Property; otherwise, it displays in black indicating optional.
Phone Number	Patient's residence phone number.
GUARDIAN INFO	
Mother's Maiden Name	Maiden name (birth-given last name) of the patient's mother.



FIELD	DESCRIPTION
Guardian's First Name	Patient's Guardian's First Name.
Comments	Any additional comments relating to the patient.
Tier	Name of the specific Tier within the campaign for the specific patient. Note: If the property has been set for "Tier Required," this field will display in red and you will be forced to select a Tier when saving.
Medicaid Number	Allows the patient's Medicaid Number to be entered. Note: This field will display if set in the Prefix & Setup Property.
Medicare Number	Allows the patient's Medicare Number to be entered. Note: This field will display if set in the Prefix & Setup Property.
COMMENTS & OTHER	
Blank Text Field	Used to enter any additional comments or information.
Tier	Allows the Tier to be selected. Click the drop-down menu arrow to view/select a valid Tier.
DEFAULTS	
Vaccine Date	Allows a date to be entered that will be used as the default vaccination date; thus eliminating the need to keep entering a vaccination date.

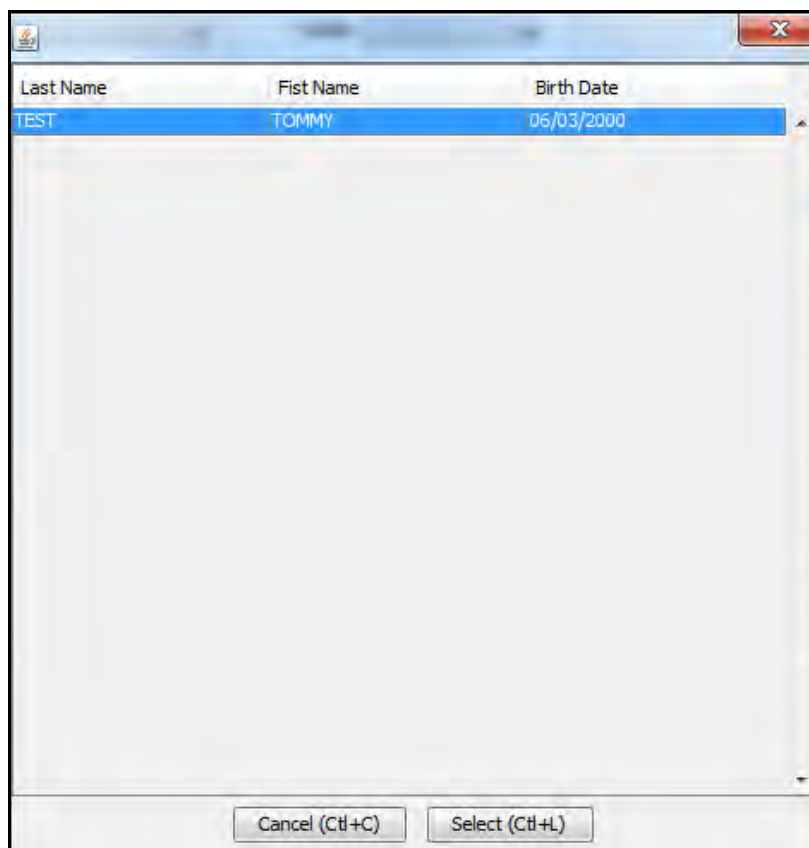
3. At a minimum, type data into the "**RED**" labeled fields.
4. Click the **SEARCH** icon (or press **CTRL E** on the keyboard).
 - If a match (or close duplication) is located, the "Patient Search Results" window appears.





Adding Patients, Immunizations, and Contraindications

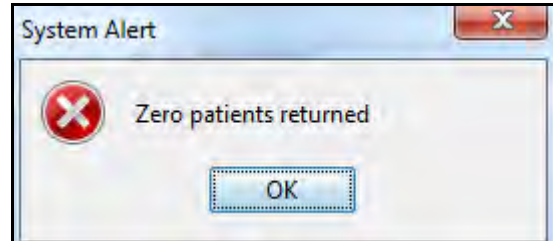
Figure 7-2: Patient Search with Results



- a) If you see the patient you need, highlight it by clicking it and then click the **SELECT** button (or press **CTRL L** on the keyboard) and continue to the section regarding the action you want to perform; otherwise, click the **CANCEL** button (or press **CTRL C** on the keyboard) to return to the “STC Mass Immunization” window.
- If no match is located, the “System Alert” dialog box appears indicated “Zero Patients Returned.”



Figure 7-3: System Alert – Zero Patients Returned



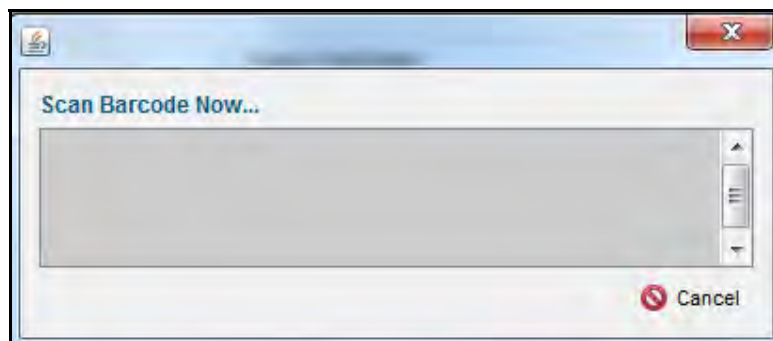
- a) Click the **OK** button and continue to the next section or the section titled, “Adding a Patient.”

SCANNING FOR A PATIENT

When using a barcode scanner to scan driver’s license information (First Name, Middle Name, Last Name, Date of Birth, Address, and Gender), perform the following:

1. Log into the Mass Immunizations Stand Alone application.
2. Click **F12**. The “Scan Barcode Now” pop-up dialog box appears.

Figure 7-4: Scan Barcode Now



3. Using your barcode scanner, scan the driver’s license barcode. The pop-up dialog box disappears and the





following information will be displayed on the “Patient Information” screen.

- First Name
 - Middle Name
 - Last Name
 - Birth Date
 - Address
 - Gender
4. Continue to the section titled, “Adding an Immunization” or the desired section.

ADDING A PATIENT

When adding a patient, always perform a patient search first. The “STC Mass Immunizations” window consists of three information sections: Patient, Vaccines, and Contraindications.

1. If you previously selected/viewed a patient, click the **CLEAR** icon to erase all field data prior to beginning a search.
2. Perform a patient search. Enter the First Name, Last Name, and Birth Date and click the **SEARCH** icon (or press CTRL E). Refer to Steps 1-4 in the previous section titled, “Searching for a Patient” for detailed instructions.
3. Continue to enter the “**RED**” labeled fields and as much information as you can.

Note: You may also use the **FILE** menu and choose **NEW PATIENT** to enter a new patient.



Figure 7-5: STC Mass Immunization – Patient Add

A screenshot of the 'STC Mass Immunizations v4.11.3.0' software interface. The window title is 'STC Mass Immunizations v4.11.3.0'. The interface is divided into several sections: 'Patient information' with fields for First Name (TOMMY), Middle Name, Last Name (TEST), Birth Date (06/03/2000), Gender (Male), SSN (123-45-1234), Physician (Marsha Brady), and Facility; 'Address & Guardian Information' with fields for Street (1 SOMEWHERE LANE), Zip Code (85024), City (PHOENIX), State (AZ), Phone Number (602-241-1502), Mother's Maiden Name (SMITH), and Guard First Name (KATHY); 'Comments & Other' with a text area containing 'THIS IS A COMMENT' and a 'Tier' dropdown; 'Defaults' with a 'Vaccine Date' field set to 04/20/2011; and two tables. The first table has columns 'Vaccine', 'Date', and 'Lot'. The second table has columns 'Vaccine' and 'Contraindication', both with dropdown menus. At the bottom, there are 'Save (Ctrl+S)', 'Search (Ctrl+E)', and 'Clear' buttons. The status bar at the bottom left says 'Ready'.

4. Refer to Table 7-1 for a list of fields and their descriptions.
5. Continue to the section titled, “Editing a Patient.”

EDITING A PATIENT

To edit a patient, perform the following:

1. If you previously selected/viewed a patient, click the **CLEAR** icon to erase all field data prior to beginning a search.
2. Perform a Patient Search. Enter the Last Name, First name, and Birth Date and click the **SEARCH** icon (or press

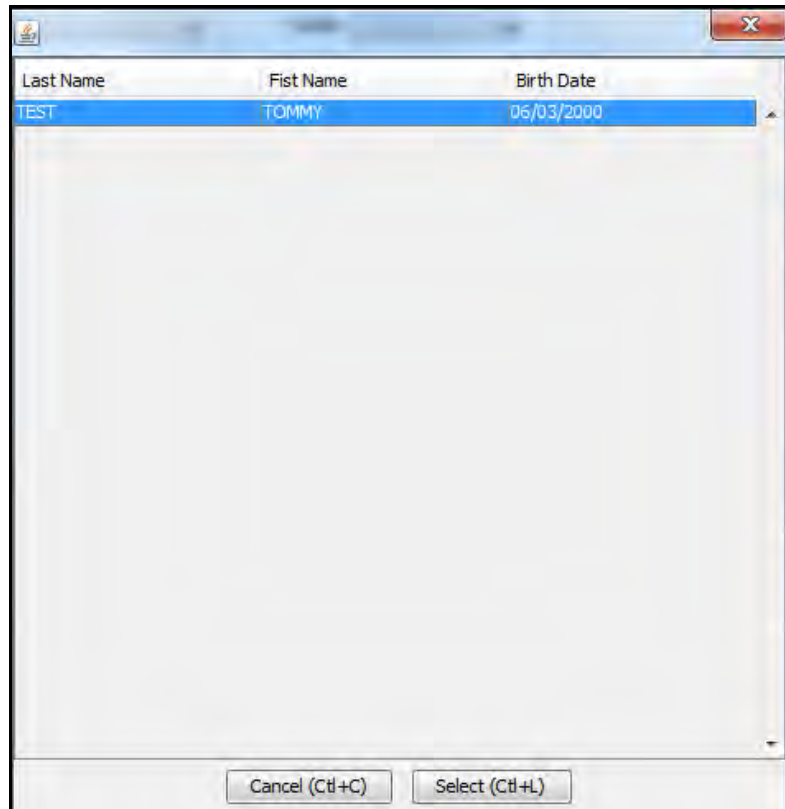




Adding Patients, Immunizations, and Contraindications

CTRL E). Refer to Steps 1-4 in the section titled, “Searching for a Patient” for detailed instructions. Assuming a match was located, the “Search Results” screen appears.

Figure 7-6: Patient Search Results



3. Point to highlight the desired patient and then click the **SELECT** icon (or click CTRL L). The patient’s information will display.



Figure 7-7: Editing a Patient’s Information

File

Personal information

First Name: JOHN Birth Date: 07/01/1975
 Middle Name: Gender: Unknown
 Last Name: DOE SSN:

Address

Street: 8370 E VIA DE VENTURA BLV
 Zip Code: 85258 City: SCOTTSDALE
 State: AZ Phone Number: 602-241-1502

Guardian information

Mother's Maiden Name: LONG Guard. First Name: DEAN

Comments & Other

NO COMMENTS AT THIS TIME. Tier:
 Medicare: Medicaid:
 Save (Ctrl+S) Search (Ctrl+E) Clear

Defaults

Recap Date: 03/01/2010

Vaccine	Date	Lot
F1 <input checked="" type="checkbox"/> MMR/Varicella	03/01/2010	2-ABBOT
F2 <input checked="" type="checkbox"/> Novel H1N1, All Formulations	03/01/2010	1-ABBOT

Vaccine	Contraindication
<input type="checkbox"/> --select--	--select--

Ready

4. If you are making changes to the patient data, type/select the data fields and then click **SAVE** (or press CTRL S). The “Patient Saved” dialog box appears. If you are adding an immunization, continue to the section titled, “Adding an Immunization.”
5. Click the **CLEAR** icon. The “Patient Information” screen reappears in a “cleared” state.





ADDING AN IMMUNIZATION

To add an immunization, perform the following:

Note: Be sure to enter Lot Information before attempting to add immunizations.

1. Perform a **Patient Search** and either decide to “Add a new Patient” and refer to the previous section or select the patient from the “Search Results” and continue to the next step.
2. On the “STC Mass Immunization” window is the “Vaccine Information” section (framed in red in the illustration below).



Figure 7-8: STC Mass Immunizations – Vaccine Information

The screenshot displays a web-based form for entering immunization data. The 'Personal Information' section includes fields for First Name (JOHN), Middle Name, Last Name (DOE), Birth Date (07/01/1975), Gender (Unknown), and SSN. The 'Address' section includes Street (8370 E VIA DE VENTURA BLV), Zip Code (85298), City (SCOTTSDALE), State (AZ), and Phone Number (602-241-1502). The 'Guardian Information' section includes Mother's Maiden Name (LONG) and Guard. First Name (DEAN). The 'Comments & Other' section includes a text area with 'NO COMMENTS AT THIS TIME.', a Tier dropdown, and fields for Medicare and Medicaid. The 'Defaults' section includes a Vaccine Date field set to 03/01/2010. A table below lists two vaccines:

Vaccine	Date	Lot
F1 <input checked="" type="checkbox"/> MMR/Varicella	03/01/2010	2-ABBOT
F2 <input checked="" type="checkbox"/> Novel H1N1, All Formulations	03/01/2010	1-ABBOT

Below the table is another section with 'Vaccine' and 'Contraindication' dropdown menus, both currently set to '--select--'. The status bar at the bottom indicates 'Ready'.

- The fields and their descriptions are listed in the table.

Table 7-2: STC Mass Immunizations – Adding an Immunization

FIELD	DESCRIPTION
Function Key (F1, F2, etc.)	Function keys or (F Keys) on the keyboard have been assigned to Vaccines. You may either use your mouse to click the Vaccine Checkbox or press the assigned F Key.
Vaccine Checkbox	Checkbox assigned to the Vaccine. You may



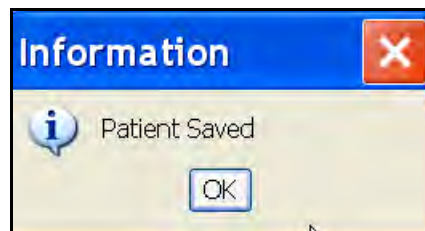


Adding Patients, Immunizations, and Contraindications

FIELD	DESCRIPTION
	use either the checkboxes or the Function Keys to select the vaccine.
Vaccine Name	Name of the immunization being given to the patient.
Date	Month, day, and year the immunization was given to the patient. This will not appear until after a save is done and defaults to “today’s” date.
Lot	Vaccine lot number and manufacturer.

4. Either check the appropriate vaccine’s checkbox or press the appropriate Function (F) key.
5. Click the **SAVE** icon (or CTRL S) when finished. The “Patient Saved” dialog box appears.

Figure 7-9: Patient Saved Dialog Box



6. Click the **OK** button. The “STC Mass Immunizations” window reappears for a new entry.

ADDING A CONTRAINDICATION

If the patient cannot receive the vaccination or medication, then the reason can be entered and recorded as a contraindication.

To add a contraindication, perform the following:

1. Perform a **Patient Search** and either decide to “Add a new Patient” and refer to the section titled, “” or select the



patient from the “Search Results” and continue to the next step.

2. On the “STC Mass Immunization” window is the “Contraindication” section of the window (framed in red in the illustration below).

Figure 7-10: STC Mass Immunizations – Contraindication List

The screenshot shows a web-based form for patient information. The form is divided into several sections: Personal information, Address, Guardian information, Comments & Other, and Defaults. At the bottom, there is a table of vaccines and a section for contraindications. The 'Vaccine' and 'Contraindication' fields in the table are highlighted with a red border.

Vaccine	Date	Lot
F1 <input checked="" type="checkbox"/> MMR/Varicella	03/01/2010	2-ABBOT
F2 <input type="checkbox"/> Mumps		3-ADAMS
F3 <input checked="" type="checkbox"/> Novel H1N1, All Formulations	03/01/2010	1-ABBOT

Vaccine	Contraindication
<input type="text" value="--select--"/>	<input type="text" value="--select--"/>

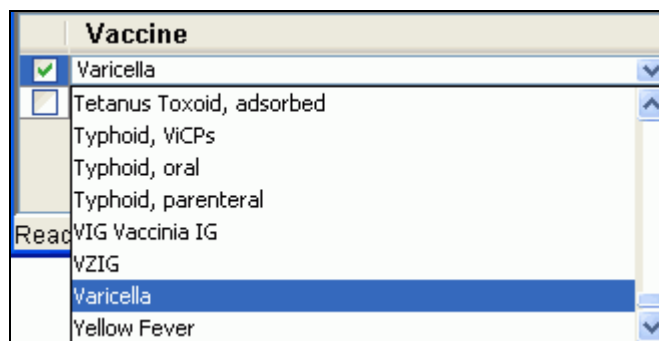
3. Point to the – select – text in the **VACCINE** field to access the drop-down list. The “Vaccine Drop-Down” list appears.





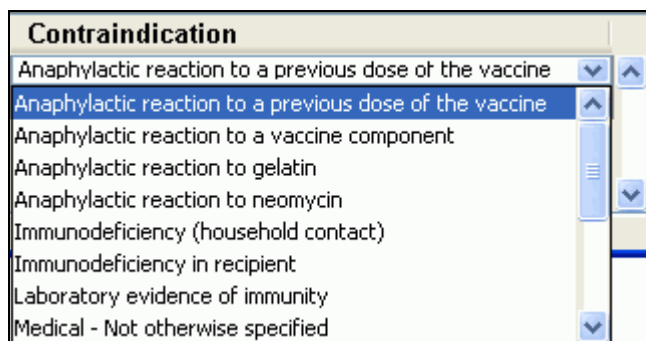
Adding Patients, Immunizations, and Contraindications

Figure 7-11: Vaccine Drop-Down List



4. Point and click the appropriate vaccine. The Vaccine Checkbox will automatically select.
5. Point and click in the **CONTRAINDICATION** field. The “Contraindication Drop-Down” list appears.

Figure 7-12: Contraindication Drop-Down List



6. Point and click the appropriate contraindication.
7. Click the **SAVE** icon when finished. The “Patient Saved” dialog box appears. Refer to Figure 7-9 for an illustration.



[This page intentionally left blank.]





8 INDEX

A

About Mass Imm Stand Alone 6-15
 Add or Edit a lot number 5-6, 5-9, 5-12
 adding a contraindication 7-13
 adding a patient 7-7
 adding an immunization 7-11
 application characteristics 3-2
 Application Updates 6-1

C

campaign & tiers 5-2, 5-4
 Contraindication.txt 5-18

D

Database 6-6
 Debug 6-13
 debug tab 6-13
 Default Data 6-9
 documentation standards 2-1
 downloading the application 4-2

E

editing a patient 7-8
 entering data into the fields 3-4
 entering the password 4-11
 exit 5-2, 5-24
 exiting the application 5-24
 export 5-2, 5-4
 export field order mapping 5-16
 export tab 5-16
 exporting data 5-16

F

file menu 5-1
 FTP 4-4

H

Help Menu 6-1
 HL7 Settings 6-11

I

inserting the thumb drive 4-1

L

lots 5-1, 5-3

N

new patient 5-1, 5-2

P

Password 6-8
 patient prefix 5-2, 5-4
 patient prefix tab 5-23
 Patient.tx 5-18
 preparing the data for IWeb 5-16
 printing the guide 2-2
 properties 5-1, 5-3
 Public Directory 4-5

Q

querying the database 6-13

R

reporting discrepancies 2-2
 running the application 4-7

S

save patient 5-1, 5-2
 scan driver's license information 7-6
 search 5-1
 search patient 5-3
 searching for a patient 7-1
 setting up campaign & tiers 5-13
 setting up lot properties 5-4
 setting up the patient prefix 5-23
 setup steps 3-6
 setup the Campaign and/or Tiers 5-13
 starting the application 4-1
 System Setup 6-6
 System Updates 6-10

U

Upload Data 6-3
 using the keyboard and mouse 3-5
 using windows 3-1



V	Vaccination.txt	5-18
---	-----------------------	------

