

# Wyoming Immunization Registry

## Mass Immunizations – Quick Start Guide

### BEFORE THE CLINIC-

**Login/Select Application/Select Facility** Upon Login, click **Select Application**, located within the Navigation Menu on the left-hand side of the page. Click the Mass Immunization option and then click submit.

**Personal Settings** Before conducting a clinic, users should configure their personal settings to assist in the Mass Immunization clinic. This will speed up the data entry process, as well as make the information entered more accurate. In the Navigation Menu, click **Settings**, then **Personal**.

Mass Immunizations Date: September 18, 2012

Logged in: JOHN ANDERSON  
 IRMS Facility: WYOMING DEPARTMENT OF HEALTH (0005) / IMMUNIZATION SECTION

**Personal Settings**

Override Facility Settings

**Patient Defaults** [click to update](#)

City: CHEYENNE Zip Code: 82009  
 State: WYOMING Phone Area Code: (307)  
 Campaign:

**Vaccination Defaults** [click to update](#)

Vaccinator: \_\_\_\_\_ Facility: \_\_\_\_\_  
 Default Date: \_\_\_\_\_

**Lot Defaults** [click to add](#)

Vaccine Name	Manufacturer	Lot Number	Facility	Pub Supp	Exp Date	Update	Delete
Influenza Nasal Spray (FluList ®)	MEDIMUNE, INC.	TEST1234	IMMUNIZATION SECTION	Public	12/31/2013	<a href="#">Update</a>	<a href="#">Delete</a>
Influenza split, 6+ months	SANOFI PASTEUR	MASS1234	IMMUNIZATION SECTION	Public	12/31/2013	<a href="#">Update</a>	<a href="#">Delete</a>

**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	<a href="#">enable/disable</a>

For personal settings, a good “rule of thumb” is that if a data field is similar more than 60% of the time, users may want to set that field up with a default entry.

**Lot Defaults** – Under Personal Settings, click **click to add** for Lot Defaults. The information provided is an example only – users should always enter accurate vaccine information.

**Lot Defaults Add/Update**

Vaccine/med Description: Influenza split, 6+ months

Manufacturer: \_\_\_\_\_ [Click to select](#)

Lot Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Lot Facility: \_\_\_\_\_

Publicly Supplied:

[Cancel](#) [Reset](#) [Add/Update Now](#)

After selecting the vaccine from the drop-down menu, click Click to select link; a pop-up will display on the screen displaying the possible lot options to default.

Click the appropriate “select” arrow as displayed in the window to the left. After clicking on the arrow, the information should auto populate the fields.

**Lot Defaults Add/Update**

Vaccine/med Description: Influenza split, 6+ months

Manufacturer: SANOFI PASTEUR [Click to select](#)

Lot Number: MASS1234

Expiration Date: 12/31/2013

Lot Facility: IMMUNIZATION SECTION

Publicly Supplied:

[Cancel](#) [Reset](#) [Add/Update Now](#)

Click the **Add/Update Now** button.

The selected vaccine(s) appear in the Lot Defaults. Continue the process until all vaccine needed for the clinic are populated.

**Lot Defaults** [click to add](#)

Vaccine Name	Manufacturer	Lot Number	Facility	Pub Supp	Exp Date	Update	Delete
Influenza Nasal Spray (FluList ®)	MEDIMUNE, INC.	TEST1234	IMMUNIZATION SECTION	Public	12/31/2013	<a href="#">Update</a>	<a href="#">Delete</a>
Influenza split, 6+ months	SANOFI PASTEUR	MASS1234	IMMUNIZATION SECTION	Public	12/31/2013	<a href="#">Update</a>	<a href="#">Delete</a>

## DURING THE CLINIC-

**Patient Search** Click **Patient > Search/Add** in the Navigation Menu.

WYIR Facility: WYOMING DEPARTMENT OF HEALTH (5005) / IMMUNIZATION SECTION

**Patient Search**

Patient Information

First Name or Initial: tommy

Last Name or Initial: test

Birth Date: 09/01/1969

Search

Enter the patient's First Initial, Last Initial, and Birth Date and click **Search**. A list of potential matches will populate. Click the arrow to the left of the appropriate patient, or add a new patient, if necessary.

**Patient Edit** Under the Patient Edit page, note that the defaults, as defined under personal settings, populate the Patient's information.

**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: 9101 YELLOWSTONE RD

City: CHEYENNE State: WY

Zip Code: 82009 Phone Number: (307)777-5773

County: LARAMIE

**Patient Edit**

First Name: TOMMY SSN: [ ]

Middle Name: [ ] Medicine Id: [ ]

Last Name: TEST Birth Date: 09/01/1969

Medicaid #: [ ] Sex: MALE

Address: [ ]

Zip Code: 82009 City: CHEYENNE

State: WY Phone Number: (307)777-5773

Guardian Info

Mother's Maiden Name: [ ] Guardian First Name: [ ]

Comments

Campaign: --select--

Tier: --select--

Vaccinator: --select--

**Vaccination/Medication Add**

Vaccine/Medication	Date	Manufacturer / Lot
<input type="checkbox"/> Influenza Nasal Spray (FluMist®)	09/18/2012	<input type="radio"/> MEDVACUNE, INC. / TEST1234
<input checked="" type="checkbox"/> Influenza split, 6+ months	09/18/2012	<input checked="" type="radio"/> SANOFI PASTEUR / MASS1234
<input type="checkbox"/> --select--	09/18/2012	[ ]

Continue Adding Add

Cancel Save

Review the address in the Patient Address Information (in **green**) – if the address is correct, check the highlighted box, and the information in this section will populate the **Patient Edit** fields below.

To change the patient's information, click and type in the desired and required fields to update the information.

Update the Default Date, if necessary; click the button next to the manufacturer/lot, then click **Save**.

Once the data entry is complete, the **Patient Record** may be printed off and handed to or mailed to the patient to provide a record of immunizations.

## POST CLINIC-

**Reports Menu** Under the Reports Menu, there are reports available that may assist in ensuring accurate data entry.

**Reports**

- Patient Record
- Daily Patient Immunization List
- Patient Detail
- Lot Number Summary

The **Daily Patient Immunization List** will provide a list of patients that had data entered into the WyIR for an event – which may be compared to the paperwork collected at the event to ensure all the patient's were entered into the WyIR.

The **Patient Detail Report** is helpful in investigating if there is a discrepancy between what is being reported in the inventory, and what was administered during an event – the output from the report can be visually analyzed for errors in data entry (e.g., missing lot number, incorrect vaccine type, etc.).

The **Lot Number Summary** will provide detail as to what vaccine types were administered, including dose totals.