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.

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.

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.

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.
**DURING THE CLINIC -**

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

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.

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.

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**POST CLINIC -**

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

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.