The Mass Immunizations (MI) module is used in the field to conduct quick entry of patient demographic and vaccination information, including inventory for dispensed medication gathered in mass immunization situations. Users need the Mass Immunizations permission in order to have access and be logged in under an organization and/or facility.

**Select Application – Mass Immunizations (if applicable)**

1. From the Main Menu click on **Select Application**.
2. Select **Mass Immunizations**.

**Adding Lot Numbers**

1. Select **Toolbox**, then **Lot Numbers**
2. Add the following information:
   - Vaccine
   - Manufacturer
   - Lot Number
3. Click **Search**, then **Add**
4. Add the following information:
   - Expiration Date
   - Funding Source
   - Reason for Change – Received from CDC, not VFC supplied
   - Number of Doses Added
   - Product
   - NDC Number
5. Click **Add**.

**Settings**

In order to make data entry quick and efficient, set some of the personal settings (See Mass Immunizations – Settings QRG).

**Search for a Patient**

1. Select **Patient, Search/Add**
2. Enter the **First Name, Last Name** and **Birth Date**.
3. Click **Search**
4. If the patient:
   - Does not exist, click on **Add New Patient** and complete the steps below.
   - Does exist, select the patient and complete the steps below.

**Patient Edit**

1. If the patient does exist and the address listed is current, check the box and the address will auto populate in the **Patient Edit** section.
2. If the patient does not exist, please enter the required fields that are highlighted in red.
3. Select **Campaign** and **Tier**
4. Complete steps 2 thru 4 for each lot number.

5. Update the **Default Date** (Date Administered) (if applicable).

6. Check the box beside the appropriate vaccine.

7. If there is more than one lot number is listed, select the radio button beside the applicable lot number.

**Reports**

There are four reports available that provide detailed information *(See Mass Immunizations – Reports QRG)*.

**Reminder/Recall**

If configured by the state, Reminder/Recall allows providers to notify patients about upcoming or past due vaccinations. Each step can be tracked with the tracking bar at the top of each page.

1. Click on **Reminder Recall**

2. Reminder/Recall Parameter Page
   - How do you want to run this Reminder/Recall?
   - Who do you want to Contact?

3. Review and edit the resulting patient recall list.
   - The page displays the list of patients who meet the criteria selected on the parameter page.
   - You can remove categories of patients from the list by selecting one of the Remove options at the top.

4. Select an action on what to do with the patient recall list.
   - At the top of the page are icons with numbers next to them, showing how many total patients are included, along with how many total patients are included, along with how many mailing addresses, telephone numbers, cell phone numbers, and email addresses are available for the list of patients.
   - Mailing addresses, telephone numbers, cell phone numbers, and email addresses are available for the list of patients.
   - The following actions can be performed on this page.
     - Generate a Patient List
     - Print Letters
     - Generate Auto-Dialer Content
     - Generate Mail-Merge
     - Create Avery 8387 Postcards
     - Print Labels
     - Save as a Patient Group
     - Send Email