



Mass Immunizations Reports

The four **Mass Immunizations Reports** that are available will enable the user to print a shot record, create lists of patients seen on a selected date, view detailed patient report, and view lot number summaries. 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**

Reports

Patient Record – Allows access to patient immunization record/forecasting immunizations that can be printed.

1. Select **Patient, Search/Add**
2. Enter the **First Name, Last Name** and **Birth Date**.

3. **Click Search**
4. After documenting the vaccination, click **Reports** and then **Patient Record**

5. Select options and run report

• Patient Information to Include:

- **Do Not Include Confidential Information** – excludes patient address and any confidential vaccinations.
- **Include Confidential Information** – includes patient address and any confidential vaccinations.

• Vaccination Record Choices:

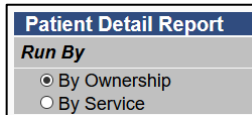
- **Immunization Record (summary)** – list of vaccinations by vaccine group
- **All Recorded Vaccinations** – list of vaccinations per vaccine type (table view)
- **All Recorded Vaccinations (option 2)** – list of vaccinations per vaccine type (non-table view) and forecast
- **Forecast of vaccines** – list of all vaccines due with scheduled date

Daily Patient Immunization List – provides a list of patients seen on a specific date and other search criteria selected.

1. Click **Reports** then **Daily Patient Immunization List**
2. **Shots Given on this Date** – click the box and a calendar will appear to select the date
3. Select any other search criteria desired
4. Click **Create Report**

Patient Detail – provides a list of patients vaccinated with detailed information based on the search criteria selected. There are several options available, but the more important ones are described below.

1. Select **Run By**



| Patient Detail Report | |
|----------------------------------|--------------|
| Run By | |
| <input checked="" type="radio"/> | By Ownership |
| <input type="radio"/> | By Service |

- **By Ownership** – the report will only provide vaccinations of patients currently “owned” by the clinic
- **By Service** – the report will provide all vaccinations given at the clinic (**Recommend setting**)

2. Select a **Vaccination Date Range**

3. Select **Campaign** and **Tier**

4. Select any other search criteria if desired

5. Click **Create Report**

Lot Number Summary – provides a summary of lot numbers administered based on the search criteria selected. There are several options available to setup the report such as:

1. Limit Report By:

- **Report Date Range**
- **Vaccine**
- **Lot Number**

2. Display By:

- **Subtotal by Vaccine**

3. Order By:

- **Lot Number**

4. Click **Create Report**