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](image)

   - **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**