



Mass Immunizations – Settings

The **Mass Immunizations Settings** help save time, reduce data entry errors, and helps patients get through the vaccination process more quickly. Default settings for each user can be set up several days in advance of clinic dates. 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)

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

The screenshot shows a navigation menu with 'Main' selected. Under 'Main', 'Home', 'Logout', and 'Select Application' are listed. To the right, a 'Select Application' dialog box is open, showing 'Choose an Application for this session.' with 'Application:' set to 'Mass Immunizations'.

Settings

In order to make data entry quick and efficient, set some of the personal settings.

- Click on **Settings > Personal**

The screenshot shows the 'Personal Settings' menu with options: 'Override Facility Settings', 'Update Contact Information', 'Street', 'City', 'State', 'Zip Code', 'County', 'Patient Defaults', 'Vaccination Defaults', 'Lot Defaults', 'VIS Publication Date Defaults', 'Vaccine Default Volume', and 'Preferences'.

- Select **Patient Defaults**.

The screenshot shows the 'Patient Defaults' form with fields for 'City:', 'State:', and 'Campaign: MASS IMM TRAINING'.

- Click on **Update**.
- Select the Campaign from the **Campaign** dropdown.
- Click **Save**.
- Select **Vaccination Defaults**.

The screenshot shows the 'Vaccination Defaults' form with 'Vaccinator: IMM1, MASS RN' and 'Facility: MASS IMM TRAINING FACILITY'.

- Select a vaccinator from the **Vaccinator** dropdown.
- Select a facility from the **Facility** dropdown.

- Click **Save**.
- Select **Lot Defaults**.

The screenshot shows the 'Lot Defaults' form with fields for 'Vaccine Description', 'Manufacturer', 'Lot Number', 'Lot Facility', 'Expiration Date', and 'Funding Source'.

- Select a vaccine from **Vaccine Description** dropdown.
- Click in **Lot Number** box and a pop-up window will appear.
- Select the appropriate **Lot Number** and the information will auto populate.
- Click **Add**.
- Complete steps 3 thru 6 for each lot number.

The screenshot shows the 'Lot Defaults' form with an 'Add' button at the bottom right.

- Select **VIS Publication Date Defaults**.

The screenshot shows the 'VIS Publication Date Defaults' form with fields for 'Vaccine Description', 'Publication Date 1', 'Publication Date 2', 'Publication Date 3', and 'Publication Date 4'.

- Select a vaccine from **Vaccine Description** dropdown.
- Enter the date in **Publication Date 1** box.
- Click **Add**.
- Select **Vaccine Default Volume**.

The screenshot shows the 'Vaccine Default Volume' form with fields for 'Vaccine' and 'Dosage Default'.

- Select a vaccine from **Vaccine** dropdown.
- Enter the dosage in **Dosage Default** box.
- Click **Add**.