

# Medical Immunizations

## Immunization Maintenance

### To add/maintain the student immunization information:

1. Select Student Center > Medical > Immunizations
2. Choose the student from the list or select SEARCH to search for a student

### To enter vaccination dates:

>Enter the dates in the horizontal slots with the appropriate shot

### To enter an exemption:

>Use the drop down menu in the Exemption column next to each vaccination to choose the exemption

### To record that the student had the disease:

>Click the vaccination description to open the vaccination detail

>Check the 'Had Disease' check mark and enter a disease date if applicable

>Click SAVE

### To enter vaccination detail such as comments, additional doses, referrals or to override a calculated status:

>Click the vaccination description to open the vaccination detail

>Enter the information

>Click SAVE

3. When finished entering the information click either:

SAVE to save the screen

LIST to save the screen and return to the previous search list

SEARCH to save the screen and begin a new student search

---

## Immunization Validation

The Immunization Validation program calculates a status for each immunization for each selected student. The statuses determine which students should receive a notification. The program should be run prior to any immunization listing or notification printing or to simply update student immunization records.

### Overall Status Codes:

Exempt - the student has at least one vaccination with a status of Exempt.

Complete - no further vaccinations needed - the student has fulfilled all requirements.

Meets Requirements - no vaccinations are needed at this time; however, there are additional doses that are required at a later date.

In Process - the student has at least one vaccination that has a dose due, but not overdue. The student does not have any vaccinations that have a status of Overdue, No Record, Insufficient Information, or Exempt.

## Medical Immunizations

Overdue - the student has at least one vaccination with a dose that is overdue. If the student has some vaccinations with the status of No record and other vaccinations with different statuses, then the status is set to No record. The student does not have any vaccinations with a status of Exempt.

Insufficient Information - the student has at least one vaccination with a warning status set. The student does not have any vaccinations with a status of Exempt.

No Record - there are no dates entered for any of the vaccinations required for the student.

### **Series Status Codes:**

Exempt - if an exemption code has been entered for a vaccination that is a series, the vaccination series has a status of Exempt.

Complete - no further vaccinations needed - the student has fulfilled all requirements for this vaccination.

Meets Requirements - no vaccinations are needed at this time; however, there are additional doses that are required at a later date.

In Process - the student is due for a dose, but not overdue.

Overdue - the student has at least one vaccination with a dose that is overdue.

Insufficient Information - the student has a warning status set.

No Record - there are no dates entered for this vaccination. This status also displays before the Immunization Validation has been run.

Disease - the student has had the disease for this vaccination.

Not Applicable - the student did not need this vaccination to fulfill his/her requirements.

### **To run the immunization validation:**

1. Select Medical Center > Immunizations > Immunization Validation
2. Answer the prompts and select a filter to run for a select group of students if desired
3. Click RUN
4. From the My Home page view the immunization validation log to view how each student was processed

# Medical Immunizations

## Notification Generation and Listings

Once the calculations have been run, use the following instructions to generate the notification merge file and print lists of students who qualified for notifications:

### **To print a list of students who will receive a notification:**

1. Select Medical Center > Notifications > Generate Notification Listing
2. Choose the appropriate building and range of dates to process
3. If desired, enter criteria in the Filter section to process a select group of students or immunizations
4. Click RUN
5. From the My Home page open the Generated Notifications Listing and choose the print icon

\*Note: The Immunization Validation log is another report that will display student immunization detail information. The log is produced when the Immunization Validation program is run. If students are receiving notifications due to incorrect vaccination dates, the data must be fixed on the student's Immunization page and the Immunization Validation must be rerun.

### **To generate and send the merge file:**

1. Select Medical Center > Notifications > Send Notifications
2. Answer prompts
3. If desired, enter criteria in the Filter section to process a select group of students or immunizations
4. Click RUN
5. Open the Microsoft Word letter template from your local network location and merge the data
6. Print the letters

\*Note: The Send Notification program send the merge file to the directory entered in the Medical Building Configuration for the building being processed. Users merging the file into Microsoft Word must have access to that location.

# Medical Immunizations

## **Immunization Notification Procedure Summary\***

1. Verify that immunization information has been entered for students
2. Run the Immunization Validation program and view the generated status log
3. If desired, run the Generate Letters Listing to print a list of students who will receive notifications
4. Run the Generate Letters Merge to generate the letter merge file and send it to the desired location on your local network
5. Open Microsoft Word and merge the generated data file into the letter templates defined for your district and/or building.

\*Please note that the following setup pieces must be in place to successfully run the notifications:

>Medical Configuration: Letter Print Setup

>A Microsoft Word letter template for each type of letter issued