



RESOURCE AND PATIENT MANAGEMENT SYSTEM

IMMUNIZATION MODULE

USER MANUAL

Version 7.1

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PREFACE

The purpose of this manual is to provide users with the information they need to appropriately understand and use the RPMS Immunization Module. The manual describes all of the processes and procedures involved in collecting and managing patients' immunization data and on the specific steps involved in the setup and customization of the software for use at individual sites.

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1.0 INTRODUCTION

This manual describes the use of the Indian Health Service (IHS) Resource and Patient Management System (RPMS) Immunization Module, Version 7.1. The manual is designed to aid healthcare staff and computer personnel in the use of the new Module. While there is context-sensitive on-line help available at all prompts (by entering a “?”), this manual provides a more organized presentation of the features of the software.

The original RPMS Immunization tracking software was written in the 1980s. Version 7.0, which was a complete rewrite of the Immunization software, began in 1996 with consultation from a national team of IHS field staff who developed a set of design requirements for the software. The current v7.1 software replaces v7.0 and v6.8.

1.1 OLD FEATURES OF VERSION 6.8

Version 7.0 contains many of the features that were found in the old version 6.8 of the Immunization software. These features include the ability to track patients' immunization due dates, enter and edit patients' immunization histories, print due lists and letters, print a Quarterly Immunization Report of Age-appropriate Immunizations, and print a Vaccine Accountability (Doses Administered) report.

1.2 NEW FEATURES OF VERSION 7.0

Version 7.0 contains many new or updated features. Immunization due dates are forecast by a regularly updated forecasting algorithm, ImmServe, developed and maintained by Medical Decision Associates. ImmServe also provides a detailed report or “profile” on each patient's immunization history and forecast. An unlimited number of Letters may be created and customized. Immunization data may be exported for transmission to a State Immunization Database or a software program such as CASA, which calculates immunization rates. In addition to the Quarterly Immunization Report, the Two-Year-Old Report presents vaccine-specific and vaccine-combination reports of immunizations for two-year olds to chart progress toward Year 2000 Health Objectives.

1.3 NEW FEATURES OF VERSION 7.1

Version 7.1 contains the following enhancements and updates to v7.0:

- 1) **Polio:** All references to OPV have been removed. Only IPV is forecast.
- 2) **Rotavirus:** Rotavirus vaccine and forecasting is automatically inactivated.
- 3) **Influenza:** Influenza vaccine will be routinely forecast for persons ≥ 50 years old.
- 4) **Patient View Screen:** On the Patient View screen, in the Forecast section on the right hand side, the dates have been removed because they caused confusion. Only the vaccines due on the date of the forecast will be displayed.

5) Forecasting options : There are now 9 forecasting Rule Sets. To select a Rule Set: choose “MGR” (Manager Menu), choose “Edit Site Parameters”, choose “Forecasting Rules”, review the Rule Sets and select one that matches your immunization schedule. The forecasting Rule Sets are:

- 1) 12m:IPV,Var,Pn 15m:DTaP,Hib,MMR
- 2) 12m:IPV, Hib, MMR,Var,Pn 15m:DTaP
- 3) 6m:IPV 12m:DTaP,Hib,Pn,MMR,Var
- 4) 12m:DTaP,Hib,MMR,IPV,Var,Pn
- 5) Comvax 12m:HepB,MMR,Var,Pn 15m:DTaP,IPV
- 6) Comvax 12m:HepB,DTaP,Pn,MMR,Var,IPV
- 7) Comvax 12m:HepB,IPV,MMR,Pn 15m:DTaP,Var
- 8) Comvax 6m:IPV 12m:HepB,MMR,Var 15m:DTaP,Pn
- 9) Comvax 12m:HepB,MMR,Pn 15m:DTaP,IPV,Var

* **Please note:** the Immunization package does not list “Comvax” as a separate vaccine. Comvax should be entered as PedvaxHIB and Hep B vaccines, using the same Lot# to link the two vaccines.

6) Measles dose numbers : We have added a dose number to Measles to eliminate errors resulting from not having a dose number. Dose numbers are currently required for all vaccines except Influenza and Pneumovax.

7) Pneumococcal Conjugate Vaccine: There are now 2 pneumococcal vaccines:

- * Pneumo-PS- (Pneumovax) - forecast for adults > 65 (in AK forecast >55, every 6 years);
- * Pneum-conj.- pneumococcal conjugate vaccine (Prevnar) - forecast for children 6 weeks to 59 months of age.

Pneum-conj. is forecast at 2,4,6, and 12-15 months of age. For children starting late:

- 7-11 months of age - 2 doses, 4 weeks apart; booster after 8 weeks at 12-15 mos.
- 12-24 months of age - 2 doses at least 8 weeks apart.
- 24-59 months of age - 1 dose.

8) Printing: A problem that sometimes resulted in control character printing at the tops of letters has been fixed.

9) Reports: Pneumococcal conjugate vaccine has been added to the Quarterly Immunization Report (but pneum-conj doesn't count in the totals), the Two-Year-old report and the Vaccine Accountability Report.

10) Reports: A “Health Care Facilities” parameter has been added to the Quarterly Immunization and the Two-Yr-Old Immunization Reports. If you select for specific Health

Care Facilities, only patients who have active chart #'s at one or more of the selected Facilities will be included in the report.

11) Letters: If the RPMS Scheduling Package is being used at a site, you can now choose to have the patient's next scheduled appointment to appear on a Due Letter. Next Appointment will also appear at the bottom of the Patient View Screen, and Next Appointment is now an element that may be included in the Due List as Additional Information.

12) Export: Two new Data Elements have been added to the Export: "Mother's Maiden Name" and "Patient Beneficiary Type".

13) Data entry: If a patient is hospitalized and has not yet been discharged, the software was changing the Category of any new immunization entered from Ambulatory to Inpatient. This created a problem for sites that enter Contract hospitalizations but never "discharge" the patients. Now the Immunization software will ignore a hospitalization if it has a Visit Type of "Contract".

14) Patient Menu Change: Wording of options on the Patient Menu has been changed to more clearly indicate that the Lists and Letters option is not limited to "Due Lists" (lists of patients who are due for immunizations). Several other listings of patients are available under the option now named "Patient Lists and Letters."

15) Other minor bugs have been corrected.

2.0 GETTING STARTED

2.1 OVERVIEW OF THE SYSTEM

The Immunization Module provides a means to track and recall patients for immunizations, to provide feedback to the providers and administrators about immunization rates in their patient population, and to share immunization information with authorized agencies.

Any patient whose immunizations are to be forecast must first be registered in the main patient database through the RPMS Registration Module. Immunization data for all registered patients is stored along with all other patient medical information in the Patient Care Component (PCC) files. Patients who are to be tracked for Immunizations may be added to the Immunization Register, which is a subset of all registered patients. Patients in the Immunization Register are those being tracked and followed by the immunization coordinator at the site. Patients in the Immunization Register may have a status of either Active or Inactive. This allows healthcare staff to focus on Active patients (young children and other special needs patients) and to change patients to Inactive status if they move or go to another provider.

Note that patients who have never been entered into the Register but have received immunizations show up with a status of Not in Register in displays and reports in this Immunization Module

The RPMS Immunization Module is composed of a Main Menu, with three submenus, and Options presented on each submenu. An Option is selected by typing the name of the Option or by typing the 3-character synonym that appears in the column to the left of the Option name and then pressing RETURN/ENTER. Options on the submenus are grouped by the type of function they perform. Several screens also have Actions at the bottom of the screen, which perform various operations on the information presented on the screen.

Not all Options and Actions are available to all users. Some Options and Actions require special knowledge or display confidential information. These Options may be locked with Keys that are given only to certain staff, such as the Program Manager. It may be that not all of the Options or Actions described in this User Manual appear on your screen, possibly because you have not been given the Key to that particular Option. If you have questions regarding locked Options and Actions, or questions in general regarding how to navigate through RPMS menus, please contact your Site Manager.

- * Print a Due Letter

In the **Print Individual Patient Letter** Option you can view and print for a patient any of the customized letters that have been set up, including the Official Immunization Record.

In the **Patient Lists and Letters** Option you can select various groups of patients by Age Range, Active Status, Community, Immunizations received, Lot Numbers and more. You can also print either a master list of the group patients, or send a selected letter to the group of patients.

2.2.2 Reports Menu

This menu is the portion of the software used to generate the following standard reports:

- * **Quarterly Immunization Report** – Presents age-appropriate immunization rates in 3 to 27 month-old Active children.
- * **Two-Yr-Old Immunization Rates** – Presents age-specific immunization rates for 24 to 35 month old Active children including the 4-3-3-1 rate (4 DTP, 3 polio, 3 Hib, 1 MMR) used for national Year 2000 Objectives.
- * **Vaccine Accountability Report** – Presents doses administered for a given time period by age group and series.
- * **Translation Table of Vaccines** – Presents Standard Names and HL7 codes for all Immunizations, as maintained by the Centers for Disease Control (CDC), along side of the old IHS Names and Codes.

2.2.3 Managers Menu

This menu is the portion of the software used by managers to perform such functions as adding and editing Form Letters, editing Site Parameters, re-standardizing the Vaccine Table, and exporting immunizations in flat ASCII Text. The Managers Menu is locked and is only available to those who hold the Manager Key.

2.3 MENU DIAGRAM

MAIN MENU

- |
- | **___ Patient Menu**
- | | ___SGL - Single Patient Record
- | | ___LET - Print Individual Patient Letter
- | | ___LLS - Patient Lists and Letters
- |
- | **___ Reports Menu**
- | | ___QTR - Quarterly Immunization Report
- | | ___TWO - Two-Yr-Old Immunization Rates
- | | ___VAC - Vaccine Accountability Report
- | | ___VTT - Translation Table of Vaccines
- |
- | **___ Managers Menu**
- | | ___ERR - Edit Patient Errors
- | | ___CMG - Add/Edit Case Manager
- | | ___CMT - Transfer a Case Manager's Patients
- | | ___ESP - Site Parameters Edit
- | | ___PKG - Module Setup Information
- | | ___LET - Form Letters Add/Edit
- | | ___LOT - Lot Number Add/Edit
- | | ___MAN - Manufacturer Add/Edit
- | | ___VAC - Vaccine Table Edit
- | | ___RES - Restandardize Vaccine Table
- | | ___EXP - Export Immunizations
- | | ___KEY - Allocate/Deallocate Imm Menu Keys
- | | ___OLD - Old Module Cleanup Menu
 - | | | ___PPP - Print Conversion Problem Patients
 - | | | ___DPP - Delete Conversion Problem Patients
 - | | | ___OKY - Allocate New Keys to Holders of Old

2.4 CASE MANAGERS AND THE PROGRAM MANAGER

A **Case Manager** is a user of the RPMS Immunization Module who is responsible for managing patients. This can include immunization tracking and recall, entering or editing patient data, selecting appropriate letters, scanning for delinquent needs, and more. Every patient in the RPMS Immunization Register should be assigned a Case Manager.

The **Program Manager** is the person chiefly responsible for the setup and operation of the RPMS Immunization Module at a given site. This person works with the computer site manager on the technical aspects of the software and performs maintenance tasks that require a more detailed understanding of the software than is required of Case Managers. At small sites, the Program Manager may also be the only Case Manager. (This individual is assigned the BIZ MANAGER key by the site manager.)

2.5 IMM SERVE FORECASTING PROGRAM

Indian Health Service is contracting with a company, Medical Decision Associates, for use of their rule-based software, ImmServe, to evaluate immunization histories and determine due dates. ImmServe contains immunization logic for both childhood and adult immunizations and can be customized for different immunization schedules. ImmServe will be refined as immunization logic evolves or new vaccines are added. ImmServe recognizes incomplete histories if the listed vaccines were given correctly. However, ImmServe reports “error” messages if duplicate vaccines were given, or if no dose number is given for an immunization, or if vaccines are out of sequence.

See **Appendix E: ImmServe Vaccine Forecasting**.

2.6 CONVENTIONS IN THE SOFTWARE AND MANUAL

2.6.1 The <RETURN> Key

At many points in this manual you are instructed to type some letters and press <RETURN>. <RETURN> refers to the key on your keyboard marked with the word **Return** or **Enter**. (On electric typewriters it was the carriage return key.) **“Press <RETURN>” and “Press <Enter>” are synonymous.** Most PC computer keyboards have an **“Enter”** key rather than a “Return” key.

2.6.2 Double Slash (//)

Frequently, the software will ask you a question, followed by a prompt, followed by two slashes //. The answer displayed in front of the two slashes is the default answer for that question. Pressing the <RETURN> key selects the default answer (this is so you don't have to type it out). If you do not want to take the default answer (or if no default answer is presented with double slashes), simply type in your response and then press the <RETURN> key. If a prompt has a default, but you want the answer to be blank, you can leave an answer blank by deleting the default or typing an "@" sign at the default.

2.6.3 Screen Examples



Cross reference figure in Section 2.2, Menu System for how screen examples in this manual will look.

Whenever you see **boldface type like this** in a screen sample, it indicates what you would type. After every entry that you type in, nothing happens until you press <RETURN>. If the screen sample shows only the two double slashes (//) without any boldface/italic type, simply press <RETURN> without entering anything.

2.6.4 On-line Help

Use the ? or ?? to access online Help. If you want to know what other choices are available besides the default choice, you can type a question mark (?), and then press <RETURN>. Doing this invokes the on-line help, which gives you additional help in what choices are available. The ? can be entered any time you are not sure of how to answer a particular question or if you want to know more about the menu choices.

2.6.5 Backspace and Arrow Keys

Your BACKSPACE key should move the cursor to the left erasing characters as it goes. The UP and Down arrow keys should move you up and down the fields. The Left and Right arrow keys generally are not used. If you are having problems with these keys check with your site manager.

2.6.6 The 'Hat' (^)

A special character called the “hat” (or “caret”) is used to stop or exit a particular activity. The “hat” is entered by pressing and holding the SHIFT key and then pressing the “6” key. Entering the “^” at any prompt usually takes you back to the preceding prompt or menu. The “hat” may also be used to exit from a long list of results scrolling across the screen.

2.6.7 The “Select DEVICE ” Prompt

Whenever the software is about to display a list or report, it will ask you to “Select DEVICE: ”. In order to send the report or list to a printer, enter a printer name or number. In order to display the report or list on your screen, enter “HOME” (or 0, the number zero). For help in answering the “Select DEVICE:” prompt, please contact your site manager.

Some reports will allow you to enter a “Q” (for Queue) at the “DEVICE:” prompt. This enables you to send a report to a printer and then returns you immediately to your screen, while the report is printing—rather than waiting for the report to finish before returning you to your screen. This is a good idea if the report you are running typically takes a long time to run (search) or print. After entering “Q”, it will say “QUEUE TO PRINT ON DEVICE: “. At this point you enter the name of the printer you wish the report to come out on.

(Parts of the preceding descriptions were adapted from Q-Man Volume 1, Mastering the Basics, Version 2 July 1993.)

2.7 LISTMANAGER SCREEN DISPLAYS

The RPMS Immunization Module, V. 7.1, makes extensive use of Listmanager Screens to display information and to provide a means of taking various actions on the information presented. The following screen in Figure 2 shows a typical Listmanager Screen:

PATIENT VIEW (IMM v7.1)		Sep 15, 1998 16:52:30		Page: 1 of 2	
Patient: DEMO,PATIENT		DOB: 01-May-1998 4 months)			
Chart#: 00-00-54 at ANCH MED CTR		Inactive	Female	M HBSAg: UNK	
#	Immunization History	Immunizations DUE on 15-2ep-1998			
1.	29-Jun-1998 1-DTaP Anch		1-Hep B	past due	
2.	29-Jun-1998 1-OPV Anch		2-DTaP	due	
3.	29-Jun-1998 1-PedvaxHIB Anch		2-OPV	due	
4.	30-Jul-1998 2-HibTITER Anch				
5.	30-Jul-1998 PPD Anch		Last Letter: None		
ADDITIONAL PATIENT INFORMATION					

Case Manager.....: AVRITT,RALPH					
+ Scroll down to view more. Type ?? or Q to QUIT.					
A	Add an Immunization	D	Delete a Visit	P	Patient Edit
S	Skin Test Add	I	ImmServe Profile	C	Contraindications
E	Edit a Visit	H	Health Summary	L	Letter Print
Select Action: Next Screen//					

Figure 2: Listmanager Screen

These three screen areas can be described as follows:

Header Area: The header area is a “fixed” (non-scrollable) area that displays the Screen Title and Patient Demographic Information (e.g., lines beginning on the left with *Patient* and *Chart*).

List Area: This area scrolls (with the Up or Down Arrow keys) if there are more items than will fit on one page. It displays a list of items, such as “Immunizations” or “Date of Forecast” that you can take action on. If there is more than one page of items, the page number is listed in the upper right-hand corner of the screen (Page 1 of #).

Action Area: This screen section contains the following three elements:

- * **Message Line:** This line displays a plus (+) sign, a minus (-) sign, a string of periods (...), or an informational statement (e.g., Enter ?? for more actions). If you enter a plus sign at the action prompt, the display moves forward a page. If you enter a minus sign at the action prompt, the display moves back a screen. The plus, minus, and > signs are only valid actions if they are displayed on this message line.
- * **Actions:** This section contains a list of actions. If a double question mark (??) is entered at the “Select Action:” prompt, a “hidden” list of additional actions is displayed.

- * **Action Prompt:** At the “Select Action:” prompt, type the name or abbreviation of Options and press <RETURN> to perform any of the following actions:
 - * Browse through the list
 - * Select items that need action
 - * Take action against those items
 - * Select other actions without leaving the Option

2.7.1 Generic Actions

In addition to the Actions specific to the Listman screen you are using currently, the system provides generic “Hidden Actions” applicable to all Listman screens. To view these generic actions, enter a double question mark (??) at the “Select Action:” prompt. The abbreviation for each action is shown in brackets following the action name. These actions are described below:

Action	Description
Next Screen [+]	Move to the next screen (may be shown as a default)
Previous Screen[-]	Move to the previous screen
Up a Line [UP]	Move up one line
Down a Line [DN]	Move down one line
Shift View to Right [>]	Move the screen to the right if the screen width is more than 80 characters
Shift View to Left [<]	Move the screen to the left if the screen width is more than 80 characters
First Screen [FS]	Move to the first screen
Last Screen [LS]	Move to the last screen
Go to Page [GO]	Move to any selected page in the list
Re Display Screen [RD]	Redisplay the current screen
Print Screen [PS]	Prints header and portion of the list currently displayed
Print List [PL]	Prints the list of entries currently displayed
Search List [SL]	Finds selected text in list of entries
Auto Display (On/Off) [ADPL]	Toggles the menu of actions to be displayed/not displayed automatically
Quit	Exits the screen (may to shown as a default)

2.8 SCREENMANAGER DISPLAYS

The RPMS Immunization Module, V. 7.1, makes extensive use of Screenmanager to allow editing of data relating to patients and their immunizations, skin tests, contraindications, etc.

Much like the Listmanager Displays, Screenmanager displays Header information in the top third of the screen, editable information in the middle third of the screen, and commands and help in the bottom third of the screen.

The following screen (Figure 3) shows a sample of a Screenmanager display.

```

          * * *  ADD/EDIT IMMUNIZATION VISIT  * * *
Patient: DOE,FLORENCE                      DOB: 05-Oct-1997 (20 months)
Chart#: 00-00-04 at ANCH MED CTR           Inactive      Female
-----
Date: NOV 15,1998
Vaccine: DIPHTHERIA, TETANUS TOXOIDS &    Dose#: 1      Lot#:
        (DTP)
Location Type: IHS      Location: KOTZEBUE HOS
Category: Ambulatory      Reaction:
VIS Date: NOV 24,1998    Immunization Provider:
-----
Exit      Save      Refresh
Enter a command or '^' followed by a caption to jump to a specific field.
COMMAND:                                     Press <PF1>H for help
```

Figure 3: Sample Screen of Screenmanager

Screenmanager Tips:

- * Context sensitive help (messages relating to the particular prompt/question your cursor is resting at) will be automatically displayed in the bottom third of the screen. Type a “?” at any prompt to display more help at the bottom of the screen.
- * In general, it is most efficient to simply press <RETURN> to move from one prompt to the next; however, you may jump around the screen using the cursor keys.

- * The key combination **PF1-E** will allow you to exit and save your data from any point on the screen without moving to the Command Line at the bottom. This is the most efficient method of exiting Screenman screens. (PF1-E means you press and hold the PF1 key and then press the “E” key.) **PF1-Q** allows you to exit *without* saving your work.

- * **Note:** PF1 refers to the PF keys on a computer terminal. If you are using a PC, then simply substitute the F1 key in place of the PF1 key. See your site manager for support with this.

3.1 SGL – SINGLE PATIENT RECORD

With this Patient Menu Option you can view the immunization history of an individual patient and perform any of the following functions for that patient:

- * Add or edit immunizations.
- * Add or edit skin tests and results.
- * Delete wrong immunization information.
- * Update contraindications, refusals or history of chicken pox.
- * Update patient registration information.
- * View a health summary (including immunization health summary).
- * Print a due letter and Official Immunization Histories
- * View the complete immunization profile for any patient in the Immunization Register.

To select a Single Patient Record, type **SGL** at the **Select Patent Menu Option** prompt and press <**RETURN**>. Type the patient’s name, chart #, or DOB at the **Select Patient Name** prompt (Figure 6).

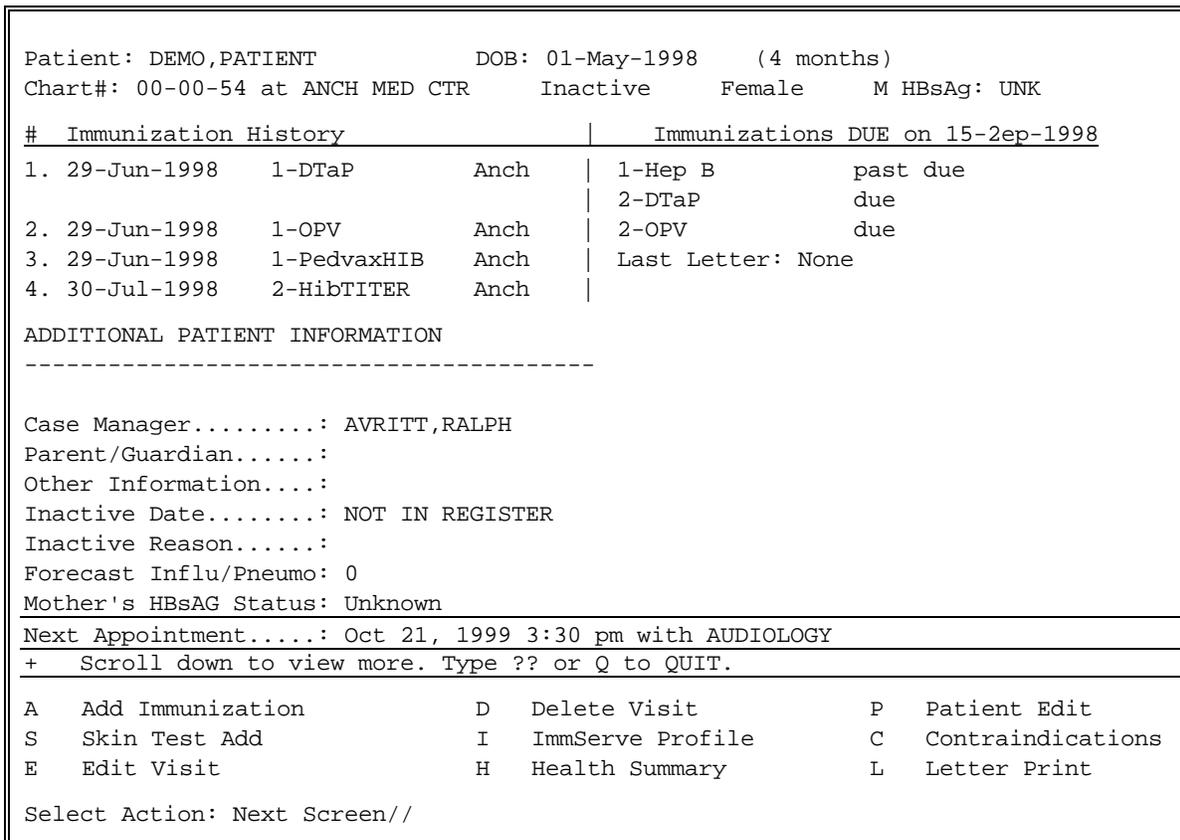


Figure 6: Patient Immunization Record Screen



NOTE 1: The line at the bottom of the Additional Patient Information section displaying Next Appointment will only appear *if your site is running* the RPMS Scheduling Package and *if the patient has a future appointment*.



NOTE 2: Patient ages throughout this module are determined by a count of months or years, just as birthdays are counted. That is, a patient is not 3 months old until the same date in the third month, regardless of how many days are in the intervening months.



NOTE 3: If the patient is NOT in the Immunization Register and you have the BIZ EDIT PATIENTS Key, the software displays the following prompt:

<Patient Name> is not currently in the Immunization database.
Do you wish to add this patient to the Immunization Database?
Enter Yes or No. NO//



NOTE 4: If a patient is recorded as deceased in the Registration Module, this information will be displayed.



NOTE 5: At the “Select Action:” prompt on most of the Listman Screens you can type ?? to view the list of Hidden Actions.



Cross reference Section 2.7.1, Generic Actions, for a description of actions.

3.1.1 A - Add Immunization

With this action on the **Patient View** screen you can enter new or historical immunizations into RPMS, regardless of whether the patient is a child or adult, inactive or active, registered or not (See Figure 7).

```

          * * * ADD/EDIT IMMUNIZATION VISIT * * *

Patient:  DOE,PETE                      DOB: 01-Feb-1961 (38 years)
Chart#:  28320 at ANCH MED CTR          NOT IN REGISTER      Male
-----
Date:    MAR 26,1999

Vaccine:                               Dose#:      Lot#:
Location Type: IHS      Location: ANCHORAGE MEDICAL CENTER
Category:  Ambulatory      Reaction:
VIS      Date:    JUN    30,    1975                Immunization    Provider:
-----
COMMAND:                               Press <PF1>H for help    Insert
    
```

Figure 7: Add/Edit Immunization Visit Screen

Use the following procedure to add an immunization record. Repeat the procedure for each immunization you need to enter to the system. Some fields automatically default to your previous entries unless you completely close the record and reopen it.

Step	Action	Result
1	On the PATIENT VIEW screen, type A (Add Immunization) at the "Select Action:" prompt and press <RETURN>.	The system displays the ADD/EDIT IMMUNIZATION VISIT screen and control is in the DATE field.
2	Type the date and press <RETURN> or just press <RETURN> to accept today's date.	Control moves to the VACCINE field.
3	Type the vaccine administered (e.g., DTaP, OPV) and press <RETURN>.	Control moves to the DOSE field.
NOTE	At any point on this screen, when you are done entering information, you can use PF1-E to exit and save, or PF1-Q to exit without saving. (See Section 2.8 for more detailed information)	Will exit the screen immediately if you are done entering data.
4	Type the dose of the vaccine (e.g., 1, 2) and press <RETURN>. (A dose number is required for all vaccines except for Td booster, Influenza, and PneumoVax.)	Control moves to the LOT # field.

Step	Action	Result
5	Type the lot number or press <RETURN> to accept the default. (You can also type the @ symbol and press <RETURN> to leave the field blank.) See NOTE 1 below.	Control moves to the LOCATION TYPE field.
6	Type HIS or Other as the type of location and press <RETURN>. (See NOTE 2 below.)	Control moves to the LOCATION field.
7	Type the location and press <RETURN>. (See NOTE 3 below.)	Control moves to the CATEGORY field.
8	Type the letter of one of the following categories and press <RETURN>: A – Ambulatory (current visit) E – Historical Event I – Inpatient	If you enter Ambulatory, the immunization creates a visit. If you enter Historical Event, the immunization does not create a visit. Control then moves to the REACTION field.
9	If appropriate, type the adverse reaction that occurred and press <RETURN>. (See NOTE 4 below for the list.) If one did not occur, type @ to leave the field blank.	Control moves to the VACCINE INFORMATION STATEMENT (VIS) DATE field.
10	Type the Date of Publication listed on the bottom of the Vaccine Information Statement which you, the provider, gave to the parent. Then press <RETURN>	Control moves to the IMMUNIZATION PROVIDER .
11	Select the Provider who administered the immunization.	Control moves to the screen Command Line .
12	Select one of the following actions: Exit Save Refresh	If Exit , you are asked if you want to save the information. Respond to the prompt and you are returned to the PATIENT VIEW screen. If Save , the information is saved, then you can use the Exit command to exit the screen. If Refresh , the screen is simply re-displayed.

Step	Action	Result
13	If you want to exit this patient's Immunization screen, type Q (for Quit) or a ^ at the "Select Action:" prompt on the PATIENT VIEW screen.	The system re-displays the Patient Menu .

PROCEDURAL NOTES:



NOTE 1: Lot #: The manager sets a default lot number for each vaccine. To add a new lot # you must access the Manager Menu. The Manager needs to choose whether to make Lot # required or Optional.



Cross reference Section 5.0, Manager's Menu.

If you select a duplicate Lot Number, you will get one of the following messages, depending upon whether or not you hold a Manager level security key:

For users who do not hold the BIZ MANAGER Key: You have selected a "Duplicate Lot Number." This means that this Lot Number exists at least one other time in the Lot Number file, and the Immunization visit you are entering cannot be stored until the duplicate has been resolved.

Only a person with access to the Immunization Manager's Menu can resolve duplicate Lot Numbers. Since you do not have this access, you should contact your Immunization Program Manager or your Computer Site Manager for support with this problem.

In the meantime, you can either finish entering the Immunization visit without a Lot Number, and come back to add the Lot Number to this visit after the duplicate has been resolved. Or you can simply quit without adding this visit at this time.

For users who hold the BIZ MANAGER Key: You have selected a "Duplicate Lot Number." This means that this Lot Number exists at least one other time in the Lot Number file, and the Immunization visit you are entering cannot be stored until the duplicate has been resolved. Refer to the Lot Number Add/Edit Option on the Manager Menu for resolution of duplicate lot numbers.



NOTE 2: Location Type: Used to designate any location that has an recognized IHS Facility Location Code. OTHER is used for a unofficial locations, such as private

doctors and points to one code. The definition of the “OTHER” code is set in Section 5.0, Manager Menu under Site Parameters.



NOTE 3: Location: If the location is an official IHS location, you must enter the correct code. If you chose “OTHER” for Location Type, you may put non-official locations (e.g., Dr. Ray Beck).



NOTE 4: Reaction: Choose from the following list:

- Anaphylaxis or Collapse (Contraindicates next dose.)
- Arthritis or Arthralgias
- Local Reaction or Swelling
- Convulsions
- Other
- Fever
- Rash or Itching
- Irritability
- Respiratory Distress
- Lethargy
- Vomiting
- Local Reaction or Swelling



NOTE 5: Vaccine Information Statement (VIS) Date: Each provider is required to give a parent/patient a VIS for each vaccine administered and document the Date of Publication as evidence of Informed Consent for the vaccination. You can set the default VIS date using the Vaccine Table Edit Option in Section 5.0, Managers Menu.

3.1.2 S - Skin Test Add

With this action on the **Patient View** screen (Figure 8) you can enter dates for placement of new or historical skin tests (PPD, Monovac, Tine) and the results of the skin tests in the same manner you add immunizations.

```

* * * ADD/EDIT IMMUNIZATION VISIT * * *
Patient: DOE, TERRY          DOB: 16-Mar-1999 (6 months)
Chart#: 00-00-99 at ANCH MED CTR  Active      Male
-----
Date: AUG 18, 1999
Skin Test:                   Result:           Reading:
                               Date of Reading:
Location Type: IHS      Location: ANCH MED CTR
Category: Ambulatory      Skin Test Provider:
-----
COMMAND                      Press <Pfl>H for help      Insert
    
```

Figure 8: Add/Edit Immunization Visit

Use the procedure outlined in Section 3.1.1, A - Add Immunization, to add a skin test. To display a list of skin tests type ?? at the “Skin Test” prompt. The “result” of the skin test is Positive or Negative. While the “Reading is the induration in *mm* (e.g., 0, 02, or 12mm).

3.1.3 E - Edit Visit

With this action on the *PATIENT VIEW* screen you can change wrong immunization or skin test information in RPMS, including wrong dates, vaccine type, series number, lot number, or the VIS date. The screens and actions will be identical to those described in Section 3.1.1, A – Add Immunization, above, depending on whether you have chosen to edit an immunization or a skin test.

3.1.4 D - Delete Visit

With this action on the Patient View screen shown in Figure 9, you can delete a complete immunization visit or a skin test that was erroneously entered (e.g. a duplicate immunization record). The screen below displays an example of the Delete confirmation screen, once you have chosen a visit to delete:

```
Immunization v7.1          * DELETE AN IMMUNIZATION VISIT *
Do you really wish to DELETE this Visit?
Patient: DOE,DIANA          Chart#: 99977
26-Mar-1999 @12:00 COCCI   Negative 2 mm   Dr. Black
Enter Yes or No? NO//
```

Figure 9: Delete an Immunization Visit Screen

3.1.5 I - ImmServe Profile

With this action on the Patient View screen, you can view an in-depth current and future immunization forecast for any patient in the Immunization Register, including explanations of errors in the immunization history (e.g., DTaP 1 because it was given before 42 days of life). (Refer to the **PKG** Option on the Manager Menu or to Appendix F for more information about ImmServe forecasting.)

An example of the ImmServe Profile screen is displayed in Figure 10.

```

Patient:
DOE, JANE          DOB:27-APR-1998 (7m) Chart#:10-45-60 at ANCH MED CTR
Active            Female
-----
ImmServe (Release 5.1, Rule Set 3.0, Version: IHS_1)
      Case run Fri Oct 9 09:11:47 1998
INDIAN HEALTH SERVICE Report Writer 1.0
Requested Numbered Doses Processing Method: HIGHEST NUMBERED DOSE
Requested Series Forecasting: HepB DTP Td/B Hib OPV/IPV MMR/Me
      HepA Var
Series Forecasted: HepB DTP Td/B Hib OPV/IPV MMR/Me HepA VAR
Requested Series Failure Modes: None.
-----
Case:  DOE, JANE      Chart#: 10-45-60
Date used for forecast: 10/9/98
Date of birth: 4/27/1998
Contraindicated vaccines: Varicella (Hx of chicken Pox)
Other facts: Mother HBsAg status unknown
DtaP 1: 6/6/1998 HbOC 1: 6/6/1998

The following immunizations are due on 10/9/98
      HepB 1 (past due)
      DtaP 2 (past due)
      HbOC 2 (past due)
      Polio 1 (past due)

The following immunizations will be due:
      HepB 2, on or after 11/9/1998
      DtaP 3, on or after 12/9/1998
      HbOC 3, on or after 12/9/1998
      Polio 2, on or after 12/9/1998

The following vaccine series are either complete or no longer relevant for this
case:
      Hib              VAR
    
```

Figure 10: ImmServe Profile Screen

3.1.6 H - Health Summary

With this Option on the Patient View screen you can view or print a health summary for the patient. You can select from a number of health summaries including Adult Regular, Cancer, CHR, Dental, Diabetes Standard, Immunization, Mental Health/Social Services, Patient Merge (Complete), Pediatric, Problem List, and Sample. An example of the Health Summary Screen is shown in Figure 11.

```

***** CONFIDENTIAL PATIENT INFORMATION -- APR 14,1999  8:36 AM  [JEC] *****
DOE,CHRISTINA #99906  (IMMUNIZATION SUMMARY)  pg. 1 *****

DOE,CHRISTINA  DOB: AUG 8,1982
ALBUQUERQUE PHS INDIAN HOSP. HEALTH RECORD NUMBER: 99906  44 W.
PALM DR,DORA,NM,87999

----- IMMUNIZATIONS -----
IMMUNIZATION FORECAST:
  1-HEP B          past due
  1-OPV            past due    08-Nov-1982
  1-MMR            past due    08-Dec-1983
  1-VARICELLA     past due    08-Mar-1984
  1-HEP A          past due    08-Feb-1985

+   Enter ?? for more actions                                >>>
+ NEXT SCREEN      -   PREVIOUS SCREEN      Q   QUIT      Select
Action: +//
    
```

Figure 11: Health Summary Screen

Use the following procedure to view and/or print a health summary:

Step	Action	Result
1	On the PATIENT VIEW screen, type H (Health Summary) at the “Select Action:” prompt and press <RETURN>.	The system displays the HEALTH SUMMARY TYPE prompt.
2	Type Adult (for Adult Regular) and press <RETURN>. (You can also type ?? to select from a list of other health summary types.)	The system displays the patient's full health summary.
3	Type ?? at the “Select Action:” prompt to select from the list of actions available with this patient record. When done, type Q to exit the file back to the PATIENT VIEW screen.	

3.1.7 P - Patient Edit

With this action on the Patient View screen (Figure 12), you can edit a patient record in the following ways:

- * Change a patient status in the Active Immunization Register to inactive
- * Add or edit a case manager
- * Edit Mother's HBsAg status.
- * Forecast Influenza/Pneumo.
- * Add the name of a parent or guardian for due letters.

```

          * * *  EDIT PATIENT CASE DATA  * * *

Patient Name: DOE,ARLENE (46 years)           Chart#: 99960
      Street: 624 NO PLACE SPECIAL           Patient Phone: Unknown
City/St/Zip: ANCHORAGE, AK 99503

(The above data may be edited through Patient Registration)

      Case Manager: YOUR NAME
      Parent/Guardian:
      Other info:

      Inactive Date:
      Inactive Reason:

Forecast Influenza/Pneumo:
Mother's HBsAg Status: Unknown:

COMMAND:                               Press <PF1>H for help           Insert
    
```

Figure 12: Patient Edit Screen

Use the following procedure to edit a patient record:

Step	Action	Result
1	On the PATIENT VIEW screen, type P (Patient Edit) at the "Select Action:" prompt and press <RETURN>.	The system displays the EDIT PATIENT CASE DATA screen and the cursor is in the CASE MANAGER field.
2	Type the name of a case manager and press <RETURN> or just press <RETURN> through a blank field.	The cursor moves into the PARENT/GUARDIAN field.
3	Type the parent's name (incl. Foster or adoptive) and press <RETURN> or just press <RETURN> through a blank field. (See NOTE 1 below.)	The cursor moves into the OTHER INFO field.
4	Type any other demographic information you want and press	The cursor moves into the INACTIVE DATE field.

Step	Action	Result
	<RETURN>.	
5	Type in a date to change the patient's status in the Immunization Register to "Inactive." To reactivate a patient , you delete this Inactive Date.	The cursor moves into the INACTIVE REASON field.
6	Type in a reason for the status change to inactive and press <RETURN> or just press <RETURN> through a blank field.	The cursor moves into the FORECAST INFLU/PNEUMO field.
7	Type Both (see NOTE 2 below) and press <RETURN>.	The cursor moves into the ENTER MOTHER'S HbsAg field.
8	Type the mother's HBsAg status if known and press <RETURN> or scroll on through the field. (See NOTE 3 below.)	The cursor is positioned on the COMMAND line.
9	Select one of the following actions: Exit Save Refresh	If Exit , you are asked if you want to save the information, then you are exited from the screen. If Save , the information is saved, then you can exit the screen. If Refresh , the screen is simply re-displayed.



NOTE 1: If the **Parent/Guardian** field is left blank, the due letters are addressed to "Parent/Guardian of" followed by the patient name.



NOTE 2: Use the Forecast Infl/Pneumo field to add the patient to the group who are forecast for Influenza every year between September 1 and December 31. Also, patients are forecast for one dose of Pneumo (except in Alaska where they are forecast every 6 years). Select whether **Normal (0)**, **Influenza (1)**, **Pneumococcal (2)**, or **Both (3)** vaccines should be forecasted for this patient. Leave it blank or enter **Normal** to forecast these vaccines only in later life (>65yrs).



NOTE 3: If you enter HBsAg "positive", this status shows up each time you view the Patient's Immunization Record on the **PATIENT VIEW** screen.

3.1.8 C - Contraindications

With this action on the PATIENT VIEW screen (Figure 13), you can add or delete contraindications for specific vaccines. The reasons for contraindication include the following:

- | | |
|------------------------------|----------------------------|
| Anaphylaxis | Immune Deficiency |
| Carrier (e.g. HBsAg Carrier) | Immune Deficient Household |
| Convulsion | Lethargy/Hypotonic Episode |
| Egg Allergy | Neomycin Allergy |
| Fever > 104 | Parent Refusal |
| Hx of Chicken Pox | Patient Refusal |
| Immune | Persistent Crying |
| Reason not recorded | |

CONTRAINED (IMM v7.1)		Apr 16, 1999 16:04:36	Page: 1 of 1
Patient: DOE,ARLENE		DOB: 23-Jan-53 (46 years)	
Chart#: 99960 at ANCH MED CTR		Active	Female
#	Vaccine	Reason	Date Noted
1	VARICELLA:	Hx of Chicken Pox	10-Dec-1998
Enter ?? for more actions.			
A Add Contraindication		D Delete Contraindication	
Select Action: Quit//			

Figure 13: Contraindications Screen

Use the following procedure to add or delete a contraindication:

Step	Action	Result
1	On the PATIENT VIEW screen, type C (Add Contraindication) at the “Select Action:” prompt and press <RETURN>.	The Contraindication screen directly above displays with a “Select Action:” prompt. To Add, go to Step 2. To Delete, go to Step 6.
2	To Add: Type A at the “Select Action:” prompt and press <RETURN>.	The screen provides data entry fields for the vaccine, reason, and date.
3	Type the name of the vaccine and press <RETURN> or type ?? to select from a list.	The cursor moves into the REASON field.

Step	Action	Result
4	Type the reason and press <RETURN> or type ?? to select from a list. (See NOTE.)	The cursor moves into the DATE NOTED field.
5	Press <RETURN> to accept today's date.	The cursor moves to the Command line.
6	To Delete: Type D at the “Select Action:” prompt and press <RETURN>.	The system displays the SELECT CONTRAINDICATION prompt.
7	Type the number of the contraindication you wish to delete and press <RETURN>.	The system displays the contraindication and asks for confirmation of the deletion.
8	Type Yes to confirm the deletion or No to cancel it and press <RETURN>.	You are returned to the PATIENT VIEW screen.



NOTE: If you choose “Immune Deficiency,” MMR, Varicella, and OPV are automatically contraindicated. If you choose Patient Refusal or Parent Refusal, it shows up as a contraindication reason, but the vaccine is still forecasted as due.

3.1.9 L - Letter Print

With this action on the PATIENT VIEW screen (Figure 14), you can print any Form Letter (Due Letter, Official Immunization Record, etc.) for the given patient. The Form Letters are set up by the Manager. There should be at least one Standard Due Letter and one Official Immunization Record. At the prompt, type the name of the letter or ? to select from a list of form letters and press <RETURN>.

Dolores's Clinic
801 Vassar
Anchorage, Alaska 12345
(123) 456-7890

30-Mar-1999

Date of Birth: 23-Jan-1953 (6 Months)
Chart#: 99960

Parent/Guardian of
KARLA DOE
55 5TH ST.
Anchorage, Alaska 12345

Dear Parent or Guardian:

Your child, DARLENE, is due for immunizations. According to our records, the following immunizations have already been received:

CARLA will be due for the immunizations listed below:

HEP B
Td-ADULT

If you feel our records are not correct, please notify us so that we may make the corrections to update our records. Otherwise, please come to our clinic. We would surely appreciate you bringing your own personal immunization records so that we can update our records as well as your records!

23-April-1999 at ANCHORAGE MEDICAL CENTER

Sincerely,

Dr. Charles Beck
Printed: 30-Mar-1999 @12:26 Case Manager: AVRITT,RALPH

Figure 14: Letter Print Screen

3.2 LET - PRINT INDIVIDUAL PATIENT LETTER

With this Patient Menu Option (see Figure 15) you display or print any one of a list of form letters for a patient. This option is identical to the Action described in Section 3.1.9, however the option here is offered entirely by itself and not in conjunction with all the other Patient Edit Actions. The purpose in offering this capability by itself is to provide clerical staff with the ability to send letters to patients, without giving the clerical staff access to edit patient treatment data.

```

IMMUNIZATION v7.1          *   PATIENT MENU   *           Site: ANCH MED CTR
                           =====           User:  CHRISTY,MARTHA

SNG  Single Patient Record
LET  Print Individual Patient Letter
LLS  Patient Lists and Letters

Select Patient Menu Option: LET      Print Individual Patient Letter
    
```

Figure 15: Patient Menu

This Option displays prompts for selection of the patient, selection of the Form Letter, and selection of the Device to print the letter on. At the Form Letter Prompt type the name of the letter or ? to select from a list of form letters. Figure 16 shows an example of an Official Immunization Record for an individual patient.

```

                                CHILDHOOD OFFICIAL IMMUNIZATION RECORD
                                ANCHORAGE MEDICAL CENTER
                                801 Vassar
                                Anchorage, Alaska 12345
                                (123) 256-4000

30-Mar-1999                                Date of Birth: 24-Jan-1999 (2 months)

Parent/Guardian of
DIANA JONES
467 CHERRY LANE
ANCHORAGE, ALASKA 12345

Our records show that DIANA has received the following immunizations:

      Immunization      Date Received      Location
      -----      -
      1-DtorP          26-Mar-1999      Anchorage Medical Center
      1-Hib            26-Mar-1999      Anchorage Medical Center

If you feel our records are not correct, please notify us so that we may make
the corrections to update our records.

Sincerely,
Your Outpatient Nursing Department
    
```

Figure 16: Sample Official Immunization Record

3.3 LLS - PATIENT LISTS AND LETTERS

With this Patient Menu Option (Figure 17) you can print a Due list, Master list, or various letters for groups of patients. You may print the list or group of letters for a given forecast date, age range, patient group, a community or group of communities, or one or more case managers. This Option gives you the ability to search for and print lists for a specific lot number(s) or a specific vaccine type. Note that you can accept all default settings or change specific ones as necessary.

```

IMMUNIZATION v7.1          *   PATIENT MENU   *           Site: ANCH MED CTR
                           =====           User:  CHRISTY,MARTHA

SGL  Single Patient Record
LET  Print Individual Patient Letter
LLS  Patient Lists and Letters

Select Patient Menu Option: LLS      Due Lists and Letters
    
```

Figure 17: Patient Menu

The Immunization Lists and Letters screen (Figure 18) contains a **Header** at the top, a numbered **List** in the center, and **Actions** at the bottom of the screen.

```

IMMUNIZATION v7.1          Sep 15, 1998  16:53:03          Page: 1 of 1

                IMMUNIZATION LISTS AND LETTERS
-----
1- Date of Forecast/Clinic . . . . : 14-Sep-1998
2- Age Range in Months . . . . . : 1 - 72 Months
3- Patient Group . . . . . : Patients DUE for Immunizations.
4- Communities . . . . . : ALL
5- Case Managers . . . . . : ALL
6- Immunizations Received . . . . : ALL
7- Immunizations Due. . . . . : ALL
8- Health Care Facilities. . . . . : ALL
9- Lot Numbers . . . . . : ALL
10-Additional Information. . . . . : Forecast
☒ 11-Order of Listing. . . . . :      by Patient Age

                Select a left column number to change an item
-----
                                List of Patients      Print Due Letters

Select Action: Quit//
    
```

Figure 18: Immunization Lists and Letters Screen

On the **Patient Menu**, type **LLS** at the **Select Patient Menu Option** prompt and press <RETURN>. The system displays the **IMMUNIZATION LISTS AND LETTERS** screen with a **Select Action** prompt.

3.3.1 Overview of Patient List and Letters Parameters

The IMMUNIZATION LISTS & LETTERS screen provides a single point from which to view Due Lists and Master Lists, and to print Due Letters.

There are 11 items or "parameters" on the screen that you may change in order to select for a specific group of patients (see Immunization Lists and Letters Screen). To change an item, enter its left column number (1-11) at the prompt on the bottom of the screen. Use "?" at any prompt where you would like help or more information on the parameter you are changing.

Once you have the parameters set to retrieve the group of patients you want, select L to print or view the List of patients, or select P to Print Due Letters.

In building this list to view or print, the computer must examine every patient in the Immunization Register. For this reason, on some computer systems it may take some time before the list appears.

3.3.2 Specifying Parameters for a List or Letter

This section will describe how to adjust each parameter in order to specify the kind of information included in a selected list or letter.

1 - Date of Forecast/Clinic: The "Forecast Date" (or "Clinic Date") is the date that will be used for calculating which immunizations patients are due for. For example, if you choose today, the letter or report will list the immunizations that patients are due for today. If you choose a future date (the date of a clinic), the letter or report will list immunizations due on that future date.

NOTE: If you select a Forecast date in the future, some patients may appear as PAST DUE for that date in the future, even though they are not PAST DUE today.

2 - Age Range in Months: Enter the patient Age Range IN MONTHS in the form of: 6-24 Use a dash "-" to separate the limits of the range. You may also enter a single age, such as 12, to select for only 12-month-old patients.

Enter "ALL" if you wish to simply include patients of ALL ages.
Or, if you wish to select a range in YEARS, enter "Y" (no quotes).

NOTE: The Age Range will include patients whose ages span from the minimum age all the way up to ONE DAY LESS THAN a month after the maximum age.

For example, 6-24 will include patients 6 months of age and older, up to 24 months and approximately 30 days.

3 - Patient Group: This item allows you to select the group(s) of patients to include in the list. You may include any combination of the descriptors listed from 1-5 by entering the numbers separated by commas. (For example: 1,3,4) DUE and PAST DUE, if selected alone, include only ACTIVE patients. Selection of #1, DUE, automatically includes #2, PAST DUE, as well. Note that SEARCH TEMPLATE cannot be combined with any other group.

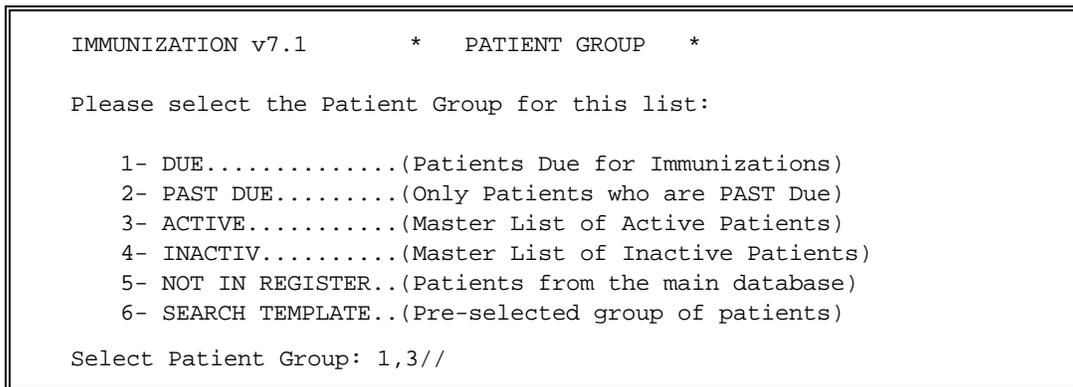


Figure 19: Patient Group Screen

In producing lists or letters, you may select the group of patients you wish to include by specifying attributes, such as DUE or ACTIVE. (This group may be further limited by the other criteria you select on the main IMMUNIZATION LISTS & LETTERS screen, such as Age Range, Communities, Lot Numbers, etc.)

The "Master List" choices of ACTIVE and INACTIVE will simply list patients in the Register, whether DUE or not--unless they are combined with DUE or PAST DUE. For example, "3" will list all ACTIVE patients in the Register; "1,3,4,5" will list ALL Patients (Active, Inactive, and Not In Register), but only those DUE for immunizations.

Another example would be if you wanted to list (or send a letter to) ALL patients who have received a particular Vaccine or Lot Number. For Patient Group here you would select "3,4,5"; then on the main IMMUNIZATION LISTS & LETTERS screen you would specify the Vaccine under "Immunizations Received" or the Lot Number under "Lot Numbers".

NOT IN REGISTER produces a list of patients from the main Patient Database (in Patient Registration), who are not in the Immunization Register. This can be used in combination with "Age Range" and "Communities" on the main IMMUNIZATION

LISTS & LETTERS to search for children who should be actively tracked in the Register but have not been added to it.

SEARCH TEMPLATES are groups of individual patients that have been produced and stored by other software, usually QMAN, and saved under a Template Name. If you choose this attribute, you will be asked to select from a file of existing Search Templates.

For more information about Search Templates and how to create your own, contact your computer support people for training.

4 - Communities: This item allows you to select and save one or more communities for which you can print a list or letters. The default is ALL communities. If you select for specific Communities, only patients whose Current Community (under Patient Registration) is one of the selected Communities will be included in the export (See Figure 20).

NOTE: Several of the parameters involve a list of items, such as Communities, Case Managers, Immunizations Received, Lot Numbers, etc. When editing these parameters you will have the opportunity to build a list of one or more of the items pertaining to the parameter. The list you build will be saved as your own personal list of this particular item and will be presented again whenever you return to make selections from that list.

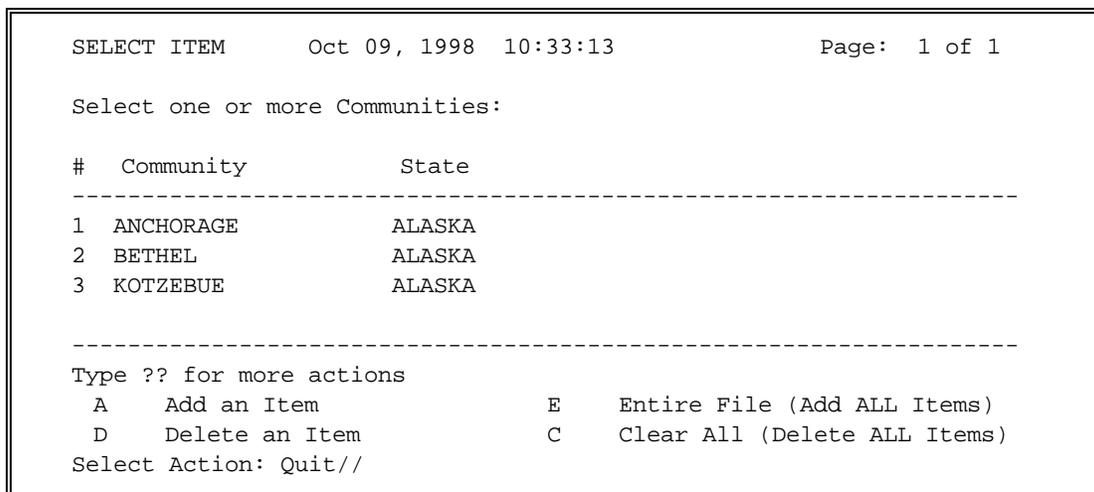


Figure 20: Select Communities Screen

Four Actions are available for editing these lists:

- * **Add** to add another item to the list.
- * **Delete** to delete an item from the list.
- * **Entire File (E)**. This selects all of the specified items.
- * **Clear All (C)**. This deletes all of the specified items from the list.

Your personal list of Communities is saved each time you build it. Whenever you return to this list, the previous list of Communities you built is presented as a default list.

5 - Case Managers: This item allows you to select and save one or more case managers of patients for whom you want to print a list or letters. The default is “ALL” case managers. If you select for specific Case Managers, only patients who have the selected Case Managers will be included in the Lists and Letters.

The procedure for selecting Case Managers is the same as described above for selecting Communities. Your personal list of Case Managers is saved each time you build it.

6 - Immunizations Received: This item allows you to select and build a list of vaccines received for your report. The default is “ALL” vaccines. If you select for specific vaccines received, then only patients who have received the selected vaccines will be included in the Lists and Letters.

The procedure for selecting vaccines is the same as described above for selecting Communities. Your personal list of vaccines is saved each time you build it.

7 - Immunizations Due: This item allows you to select and build a list of vaccines due for your report. The default is “ALL” vaccines. If you select for specific vaccines due, then only patients who are due for the selected vaccines will be included in the Lists and Letters.

The procedure for selecting vaccines is the same as described above for selecting Communities. Your personal list of vaccines is saved each time you build it.

8 – Health Care Facility: This item allows you to select and build a list of Health Care Facilities for your report. The default is “ALL” Health Care Facilities. If you select for specific Health Care Facilities, only patients who have had AT LEAST ONE immunization at one of the selected Health Care Facilities will be included in the Lists and Letters.

The procedure for selecting Health Care Facilities is the same as described above for selecting Communities. Your personal list of Health Care Facilities is saved each time you build it.

9 – Lot Number: This item allows you to select and build a list of Lot Numbers for your report. The default is “ALL” Lot Numbers. If you select for specific Lot Numbers, only patients who have received immunizations with the specified Lot Numbers will be included in the Lists and Letters.

The procedure for selecting Lot Numbers is the same as described above for selecting Communities. Your personal list of Lot Numbers is saved each time you build it.

10 - Additional Information: You may select additional Items of Patient Information to be included in the display or printout of this Patient List (Figure 21). (This selection does not pertain to the printing of Letters.)

Any combination of Items may be selected by entering the corresponding numbers, separated by commas. Items may also be selected inclusively by using a "-" dash. For example, 1-5 will include items 1,2,3,4,and 5.

"Directions to House", Item 6, refers to the physical "Location of Patient's Home", as edited on Page 9 of Patient Registration.

"Current Community", Item 7, refers to Page 1 (Field# 6) of Patient Registration.

"Next Appointment" refers to the patient's next appointment, *if* the RPMS Scheduling package is in use on this system and *if* the patient has a future appointment scheduled.

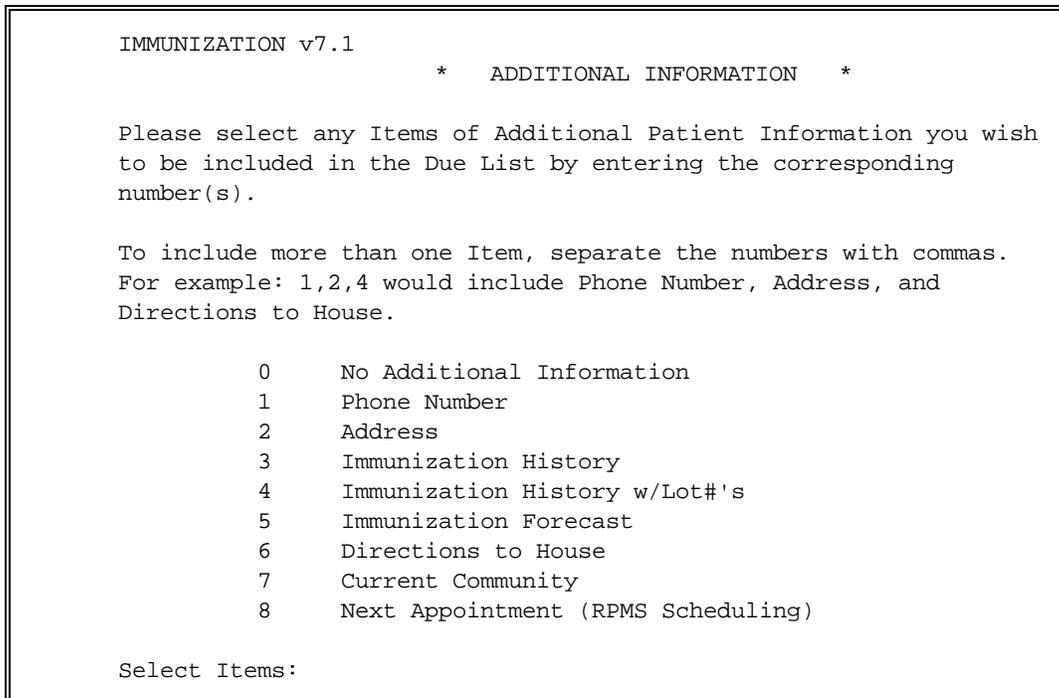


Figure 21: Additional Items of Patient Information Screen

11 - Order of Listing: This screen (Figure 22) allows you to select the order in which patients will be sorted.

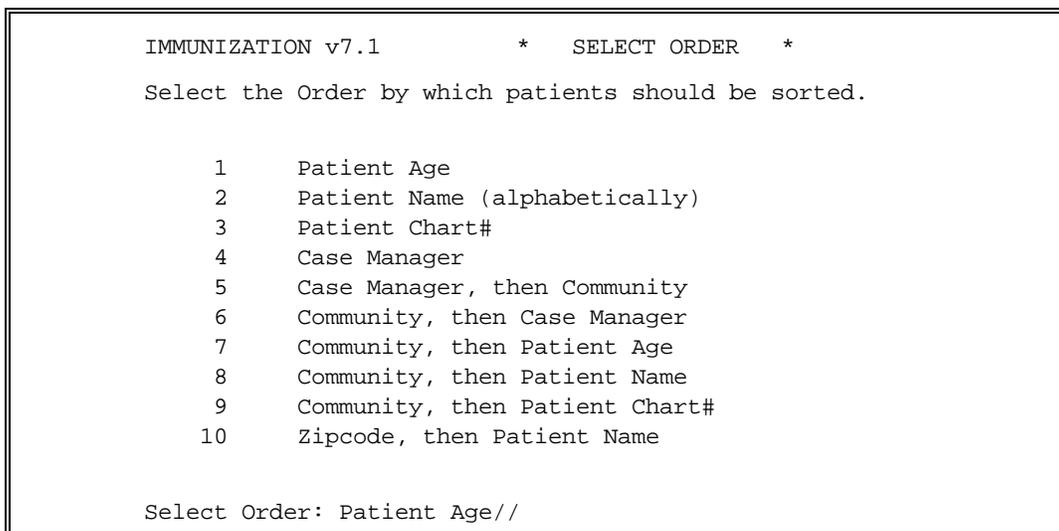


Figure 22: Select Order of Listing Screen

* **Patient Age** - will list patients in order of increasing age.

* **Patient Name** - will list patients by "LAST NAME, FIRST NAME" alphabetically.

- * **Patient Chart#** - will list patients by increasing Chart# (Health Record Number).
- * **Case Manager** - will list patients grouped by Case Manager (and then by Patient Name alphabetically under each Case Manager).
- * **Case Manager, then Community** - will list patients grouped first by Case Manager and then by Community.
- * **Community, then Case Manager** - will list patients grouped first by Community and then by Case Manager.
- * **Community, then Patient Age** - will list patients grouped first by Community and then by Patient Age.
- * **Community, then Patient Name** - will list patients grouped first by Community and then by Patient Name.
- * **Community, then Patient Chart#** - will list patients grouped first by Community and then by Patient Chart#.
- * **Zipcode, then Patient Name** - will begin with lowest Zipcodes first, then patient name (useful for bulk mailing discounts).

3.3.3 Printing a List

This action either displays the list of selected patients on your screen, from which you can also print it, or it sends the list directly to the printer queue (Figure 23).

Print: If it customarily takes a long time for your computer to produce a List of Patients, it may be more efficient for you to QUEUE it to a printer. That way you can be free to do other things until the printout is finished.

View: You will have to wait while the computer retrieves the information. However, once the List of Patients comes up on the screen, you will be able to browse the list on screen by scrolling up and down using the arrow keys. If you view it on your screen, you can also print it, but it takes longer this way than it does by initially selecting the Print action.

```

IMMUNIZATION v7.1
      WARNING: Confidential Patient Information, Privacy Act applies.
              ANCHORAGE MEDICAL CENTER
-----
Report Date: 31-Mar-1999      Total Patients: 6 (1-72 Months)
Clinic Date: 31-Mar-1999      Patient Group: Active

Name              HRCN#      DOB              Age
Parent/Guardian
=====
DOE,HARRY         49532      01-Jan-1999      (2 months)

      Needs: 1-HIB                          1-POLIO

-----

DOE,JOANNE        18102      01-Jan-1999      (2 months)

      Needs: 1-HEPB      1-HIB              1-POLIO

-----
    
```

Figure 23: List of Patients Selected Screen

3.3.4 Print a Due Letter

This action sends a selected Due letter to your printer or displays it on your screen (from which you can also print it). If you send a letter to your printer for a patient or group of patients, the Patient Immunization (**PATIENT VIEW** screen) shows the date on which you printed it. Refer to the Manager Menu if you need to modify the Standard Form Letter. An example of a Print a Due Letter Screen is shown in Figure 24.

```

IMMUNIZATION v7.1
              *   DATE/LOCATION LINE   *

The Letter you have selected prints a Date/Location line between
The Bottom Section and the Closing Section of the letter.
An example would be:

      5-May-1998 at the Children's Clinic, Alaska Native Medical Center

This line may be up to 70 characters long.
Please enter/edit the Date/Location line now.

Line
      10/9/1998 at the Children's Clinic, Alaska Native Medical Center
    
```

Figure 24: Print a Due Letter Screen



NOTE: *If you have a Date/Location in your Form letter and you are asked to choose a DATE/LOCATION of CLINIC, you may enter a specific Clinic Appointment Date, or you may change this line to request that the parent call clinic for an appointment.*

4.0 REPORTS MENU

The Reports Option of the Main Menu (Figure 25) provides the ability to generate and print or display standard reports of Immunization Rates (Quarterly Immunization Report and Two Year old Report), Doses Administered (Vaccine Accountability Report), and a Vaccine Translation Table.

```

      .. --- ..
    *          ~ *
  *          / \          *
(   NEW      * (|)      *   Version   )
  * IMMUNIZATION * *** *   7.1      *
  *          * * * *
  *          * * * *
  *          * * * *
  *          * * * *
  *          * * * *
  * @        * * * * @
  *          * * * *
  *          ***
  * / -- ~          ~          ~ -- \
                                     )

      MAIN MENU at ANCH MED CTR

PAT  Patient Menu . . .
REP Reports Menu . . .
MGR  Manager Menu . . .

Select Immunization Menu Option: REP
    
```

Figure 25: Main Menu-Reports Option

To select the Reports Menu, type **REP** (or just **R**) at the **Select New Immunization Menu Option** prompt and press <RETURN>. The **Reports Menu** displays the options shown in Figure 26.

```

IMMUNIZATION v7.1          *   REPORTS MENU   *           Site: ANCH MED CTR
                          =====           User:  CHRISTY,MARTHA

QTR  Quarterly Immunization Report
TWO  Two-Yr-Old Immunization Rates
VAC  Vaccine Accountability Report
VTT  Translation Table of Vaccines

Select Reports Menu Option:
    
```

Figure 26: Reports Menu

4.1 QTR - QUARTERLY IMMUNIZATION REPORT

With this Reports Menu Option you can generate a report of the age-appropriate immunization rates for Active children 3 to 27 months of age (Figure 27). The IMMUNIZATION QUARTERLY REPORT screen allows you to adjust the report to your needs. (See Appendix A for a sample of this report.)

There are 5 items or "parameters" on the screen that you may change in order to select for a specific group of patients. To change an item, enter its left column number (1-5) at the prompt on the bottom of the screen. Use "?" at any prompt where you would like more information on the parameter you are changing. Once you have the parameters set to retrieve the group of patients you want, select **V** to View the Quarterly Report or **P** to print it. If it customarily takes a long time for your computer to prepare this report, it may be preferable to Print and Queue the report to a printer, rather than Viewing it on screen. (This would avoid tying up your screen while the report is being prepared.)

1 - Quarter Ending Date: The report will compile immunization rates as of the date entered. Typically, this date would be the end of a Quarter.

2 - Community: If you select for specific Communities, only patients whose Current Community (under Patient Registration) will be included in the report. "Current Community" is refers to Item 6 on Page 1 of the RPMS Patient Registration.

3 - Health Care Facility: If you select for specific Health Care Facilities, only Patients who have active Chart #'s at one or more of the selected Facilities will be included in the report. (The default facility will be the one you have logged in under.)

4 - Case Manager: If you select for specific Case Managers, only patients who have the selected Case Managers will be included in the report.

5 - Beneficiary Types: If you select for specific Beneficiary Types, only patients whose Beneficiary Type is one of those you select will be included in the report. "Beneficiary Type" refers to Item 3 on Page 2 of the RPMS Patient Registration.

```

                QUARTERLY IMMUNIZATION REPORT

1 - Quarter Ending Date.: 31-Mar-1998
2 - Community. . . . .: ALL
3 - Health Care Facility: ALASKA NATIVE MEDICAL CENTER
4 - Case Manager . . . .: ALL
5 - Beneficiary Type....: ALL

        Select a left column number to change an item.
                View Quarterly Report      Print Quarterly Report
Select Action: Quit//
    
```

Figure 27: Quarterly Immunization Report Screen

Age-appropriate immunization rates are given for each age group as well as a total 3-27 months age-appropriate rate, using the following criteria: (Note that the Hib requirements match the PedvaxHIB schedule.)

3-4 months	DT(a)P 1, polio 1, Hib 1, HepB 1
5-6 months	DT(a)P 2, polio 2, Hib 2, HepB 2
7-15 months	DT(a)P 3, polio 2, Hib 2, HepB 2
16-18 months	DT(a)P 3, polio 2, Hib 3, HepB 2, MMR 1
19-23 months	DT(a)P 4, polio 3, Hib 3, HepB 3, MMR 1
24-27 months	DT(a)P 4, polio 3, Hib 3, HepB 3, MMR 1

The system can interpret most forms in which you might type the date. If you type in only a month and year, the system assigns the last day of the month for the report. The last date entered is displayed as the default date. The patient ages (3 months, 5 months, etc.) will be calculated as of the date you enter here.



NOTE: The software stores every patient it rejects when assembling this report. Typing **V** <RETURN> (View Patients Rejected as Being Not Age Appropriate) at the prompt displays the list of patients who were NOT within the recommended guidelines for immunizations, and therefore were NOT included in the tallies for the “Approp. For Age” row of the report. (This is only available if the report is viewed rather than printed.)

It is possible that the rejection of some patients for the report (as Not Appropriate for Age) is because they are NOT DUE for any immunizations. Immunizations given after the recommended age cutoff causes a patient to be rejected from the “Approp. For Age” tally. Also, any immunizations given after the Quarter Ending Date of the report are not counted.

See **Appendix A** for a sample printout of this report.

4.2 TWO - TWO-YR-OLD IMMUNIZATION REPORT

The Two-Yr-Old Immunization Report (Figure 28) provides age-specific immunization rates for individual vaccines (e.g. DT(a)P) as well as groups of vaccines (e.g. DT(a)P 4, polio 3, MMR 1) in Active children currently 24 to 35 months of age. See Appendix B for a sample of this report.

```

                TWO-YR-OLD IMMUNIZATION RATES REPORT

1 - Quarter Ending Date.: 09-Oct-1998
2 - Community. . . . .: ALL
3 - Health Care Facility: ALASKA NATIVE MEDICAL CENTER
4 - Case Manager . . . .: ALL
5 - Beneficiary Type....: ALL

        Select a left column number to change an item.
                                View Rates Report      Print Rates Report
Select Action: Quit//
    
```

Figure 28: Two-Yr-Old Immunization Rates Report

The Two-Yr-Old Report presents the immunization data in the same format as the CDC’s CASA (Clinic Assessment Software Application) software and the Year 2000 Health Objectives.

Single vaccines: e.g. % with DT(a)P 1 by age 3 months
 % with DT(a)P 2 by age 5 months
 % with DT(a)P 3 by age 7 months
 % with DT(a)P 4 by age 19 months, by 24 months, by 36 months

Vaccine groups: e.g. % with DT(a)P 1, polio 1, Hib 1, Hep B 1 by age 3 months
 % with DT(a)P 4, polio 3, Hib 3, MMR 1 by age 24 months, by 36 months

See **Appendix B** for a sample printout of this report.

4.3 VAC - VACCINE ACCOUNTABILITY REPORT

The Vaccine Accountability Report (Figure 29) provides “doses administered” by vaccine series (e.g., OPV #1) and by age group. This report can be printed for any time period (typically, these are monthly reports), for a given facility, or for a community or group of communities.

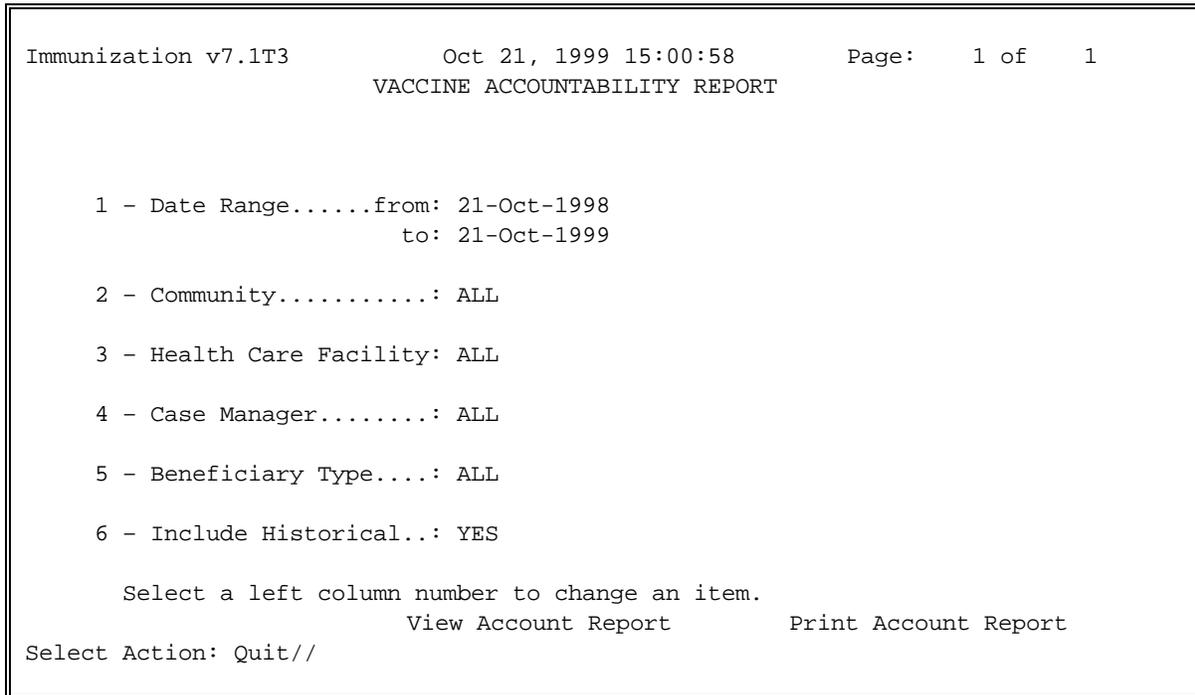


Figure 29: Vaccine Accountability Report Selection Screen

See **Appendix C** for a sample printout of this report.

4.4 VTT - VACCINE TRANSLATION TABLE

With the installation of Immunization, V. 7.1, new vaccines were added to the Vaccine Table and several non-standard vaccines were translated to new standard names. More importantly, the old IHS Codes for vaccines were translated to their equivalent HL7 Codes.

The Vaccine Translation Table shows how the old IHS Vaccine Table on your computer was converted to the new HL7 Table.

The list DOES NOT contain all of the new vaccines that are now in your Vaccine Table--it only shows how the old Vaccines were translated to the new HL7 Vaccine Table. (The entire new Vaccine Table may be viewed/printed under the Manager Menu, MGR-->VAC.)

It may be helpful to print this list initially for people who were previously using the old IHS Codes for Data Entry. This will show them which HL7 Codes should now be used instead.

Note that this table is site-specific; its contents depend on the site's "old immunization codes" and thus may differ from site to site.

A sample of this report is shown in Figure 30.

ALASKA NATIVE MEDICAL CENTER					

VACCINE TRANSLATION TABLE					
OLD					
IHS	OLD	NEW HL7	HL7		
CODE	SHORT NAME	SHORT NAME	CODE	NEW HL7	LONG NAME

16	BCG.....	BCG.....	19		BACILLUS CALMETTE-GUERIN VACCINE
71	BPIG.....	IG.....	14		IMMUNE GLOBULIN, NOS
13	CHOLERA.....	CHOLERA.....	26		CHOLERA VACCINE
34	DT-PEDS.....	DT-PEDS.....	28		DIPHTHERIA & TETANUS TOXOIDS, PEDIAT
03	DTP.....	DTP.....	1		DIPHTHERIA, TETANUS TOXOIDS & PERTUS
42	DTaP.....	DTaP.....	20		DIPHTHERIA, TETANUS TOXOIDS & aPERTU
70	HBIG.....	HBIG.....	30		HEPATITIS B IMMUNE GLOBULIN
40	HEP A.....	HEP A.....	85		HEPATITIS A VACCINE, NOS
36	HEP B VAC.....	HEP B.....	45		HEPATITIS B VACCINE, NOS
35	HIB-PS.....	HIB.....	17		H INFLUENZAE B, CONJUGATE, NOS
38	HIBTITER.....	HIBTITER.....	47		H INFLUENZAE B, HBOC CONJ

Figure 30: Vaccine Translation Table

5.0 MANAGER MENU

Only Case Managers and Program Managers have access to the Manager Menu. Figure 31 shows the Main Menu with the Manager Option. From this menu, managers can correct patient errors, add/edit Case Managers, edit site parameters for the Immunization module, re-standardize the Vaccine Table, and export Immunization Data to another software program or to an agency (e.g., State Health Department), and more.

```

.. --- ..          *      *          .. --- ..
*                ~ *      \      /      * * ~      *
*                *      \      /      * * ~      *
(      NEW      *      (|)      *      Version      )
*      IMMUNIZATION *      ***      *      7.1      *
*                *      *      *      *      *      *
*                *      *      *      *      *      *
*                *      *      *      *      *      *
*                *      *      *      *      *      *
*                *      *      *      *      *      *
*      @      *      *      *      *      *      *      @
(      *      *      *      *      *      *      *      )
*                *      *      *      *      *      *
*                *      *      *      *      *      *
/ /-- ~          ~          ~          ~ --\ \

MAIN MENU at ANCH MED CTR

PAT Patient Menu . . .
REP Reports Menu . . .
MGR Manager Menu . . .

Select Immunization Menu Option: MGR
    
```

Figure 31: Main Menu - Manager Option

To select the Manager Menu, type **MGR** at the **Select New Immunization Menu Option** prompt and press <RETURN>. The **Manager Menu** displays the Options shown in Figure 32:

```

IMMUNIZATION v7.1          *  MANAGER MENU  *                Site: ANCH MED CTR
                          =====                User: CHRISTY,MARTHA

ERR   Edit Patient Errors
CMG   Add/Edit Case Manager
CMT   Transfer a Case Manager's Patients
-----
ESP   Site Parameters Edit
PKG   Package Setup Information
LET   Form Letters Add/Edit
LOT   Lot Number Add/Edit
MAN   Manufacturer Add/Edit
VAC   Vaccine Table Edit
RES   Restandardize Vaccine Table
EXP   Export Immunizations
KEY   Allocate/Deallocate Imm Menu Keys
-----
OLD   Old Module Cleanup Menu . . .

Select Manager Menu Option: ERR   Edit Patient Errors
    
```

Figure 32: Manager Menu

5.1 ERR - EDIT PATIENT ERRORS

This screen displays patients whose Immunization Histories contain errors according to the ImmServe Forecasting Utility and provides you with the ability to correct or delete those errors (Figure 33). The columns, from left to right, list the following:

- 1) Patient Name
- 2) Active/Inactive Status (A=Active, I=Inactive, N=Not In Register)
- 3) HRCN# (Health Record Number or Chart#)
- 4) Age (y=years, m=months, d=days)
- 5) Vaccine Group in which the error is occurring
- 6) An abbreviated statement of what the error is

The three actions at the bottom of the screen allow you to make corrections to patient errors on the list (Edit Patient Error) or to delete them, either individually (Delete Patient Error) or all at once (Clear/Delete All Errors) from the list.

5.3 CMT - TRANSFER A CASE MANAGER'S PATIENTS

The manager can use this Option to transfer patients to another case manager in events such as a turnover in staff or a re-assignment of cases. Figure 35 shows an example of a Transfer Case Manager's Patients Screen. The person indicated as the new Case Manager must first be added to the file using the **Add/Edit Case Managers** Option.

```
Select OLD CASE MANAGER: ??  
Choose from:  
    AVRITT,RALPH  
    ALBERTA,NORIKO  
    LUNA,CAMERON M.  
    SINGLETON,RHONDA  
Select OLD CASE MANAGER: AVRITT,RALPH  
Select NEW CASE MANAGER: SINGLETON,RHONDA      RS  
All patients currently assigned to: AVRITT,RALPH  
Will be reassigned to.....: SINGLETON,RHONDA  
Do you wish to proceed? Enter Yes or No? Yes  
22 patients transferred from AVRITT,RALPH to SINGLETON,RHONDA.
```

Figure 35: Transfer a Case Manager's Patients Screen

5.4 ESP - SITE PARAMETERS EDIT

This Option allows the Manager to edit parameters that are specific to a site (facility)(See Figure 36). Refer to the **PKG** Option on the Manager Menu or to Appendix F for more information relating to the Site Parameters.

```
Immunization v7.1   Oct 09, 1998   10:35:35           Page: 1 of 1
Edit Site Parameters for: ANCHORAGE MEDICAL CENTER
-----
1) Default Case Manager.....: AVRITT,RALPH
2) Other Location.....: OTHER ALASKA NON-IHS (e.g. private doctor)
3) Standard Imm Due Letter ..: Standard Due Letter
4) Official Imm Record Letter...: Official Immunization Report
5) Facility Report Header.....: ANCHORAGE MEDICAL CENTER
6) Host File Server Path.....: C:\INETPUB\FTPROOT\PUB\
7) Minimum Days Last Letter....: 60 days
8) Minimum vs Recommended Age...: Recommended Age
9) ImmServe Forecasting Rules...: Seq Polio, 15m-DTaP, Hib, MMR
10) Lot Numbers required.....: No
11) Age Appropriate for Pneumo...: 65 years old
12) Forecasting (Imms Due).....: Enabled
13) Chart# with dashes.....: No Dashes (123456)
14) User as Default Provider....: No
15) Operating System.....: AIX

Select a left column number to change an item.
Select Action: Quit//
```

Figure 36: Edit Site Parameters Screen

The Site Parameters are defined as follows:

- 1) **Default Case Manager:** The Case Manager who is presented automatically at all Case Manager prompts, such as when you are adding a new patient, and who will be the Case Manger for most Immunization Database patients.
- 2) **Other Location:** An entry in the IHS LOCATION file that serves as the Location for a PCC Visit when the actual location is not in the LOCATION File (e.g. private doctor).
- 3) **Standard Imm Due Letter:** The form letter that is sent to patients or their parents listing their Immunization History and informing them of which immunizations are due next. It may also contain information about where and when to receive the next immunizations. The letter selected here will be presented as the default letter to use when printing Due Letters. In order to select the letter for this Site Parameter, it must already have been created via the LET Option on the Manager Menu (MGR \rightarrow LET). Create a new letter named "Standard Due Letter" and then return to this site parameter to choose it.
- 4) **Official Imm Record Letter:** The letter that presents all of a patient's Immunization information and is generally sent to schools, parents, other clinics, etc. The letter selected here will be used as the patient's Official Immunization Record whenever users select that action. In order to select the letter for this Site Parameter, it must already have been created

via the LET Option on the Manager Menu (MGR \neq LET). Create a new letter named "Official Immunization Record" and then return to this site parameter to choose it.

- 5) **Facility Report Header:** The name of your site or institution as you would like it to appear at the top of various reports and screens throughout this software. (This may be the same as the Site Name that appears on some of screens; however, that name is often an abbreviated form of the actual site name.)
- 6) **Host File Server Path:** The directory on the Host File Server where files to be imported and exported are stored. Include ALL necessary slashes in the path name (everything except the filename itself). Examples would be: C:\TEMP\ (on a PC) or /usr/mumps/ (in unix).
- 7) **Minimum Days Last Letter:** The least number of days that must pass after a letter is printed for a patient before the software automatically prints another letter to the same patient. The software will not print a second Due Letter within this default number of days since the last one was generated. However, the Case Manager can change it when printing Due Letters.
- 8) **Minimum vs. Recommended Age:** Allows you to direct the ImmServe Forecasting program to forecast Immunizations due at either the Minimum Acceptable Patient Age or at the Recommended Age.



Reference Section 6.4, ImmServe Forecasting Rules.

- 9) **ImmServe Forecasting Rules:** The rules that govern in part which vaccines are forecast as Due and when. The current Options listed all include "all IPV. The 12- or 15-month designations deal with the recommended ages for 4th DTaP, 4th Pneum, 4th HibTITER, 3rd PedvaxHIB, 1st MMR, and 1st Varicella. Comvax versions all forecast PedvaxHIB and 3rd HepB at 12 months. (Versions only vary in the recommended ages while acceptable ages are standard.)
 - 1) 12m:IPV,Var,Pn 15m:DTaP,Hib,MMR
 - 2) 12m:IPV,Hib,MMR,Var,Pn 15m:DTaP
 - 3) 6m:IPV 12m:DTaP,Hib,Pn,MMR,Var
 - 4) 12m:DTaP,Hib,MMR,IPV,Var,Pn
 - 5) Comvax 12m:HepB,MMR,Var,Pn 15m:DTaP,IPV
 - 6) Comvax 12m:HepB,DTaP,Pn,MMR,Var,IPV
 - 7) Comvax 12m:HepB,IPV,MMR,Pn 15m:DTaP,Var
 - 8) Comvax 6m:IPV 12m:HepB,MMR,Var 15m:DTaP,Pn
 - 9) Comvax 12m:HepB,MMR,Pn 15m:DTaP,IPV,Var

- 10) **Lot Numbers Required:** Indicates whether Lot Numbers should be required when entering Immunization visits (Yes) or should be Optional (NO). If Lot Numbers should be required when entering Immunization visits, enter YES for this parameter. If Lot Numbers should be Optional, enter NO. Note: Lot Numbers will NOT be required for Immunizations with a Category of "Historical Event", even if this site parameter is to YES.
- 11) **Age Appropriate for Pneumo:** The adult age at which pneumococcal immunizations are to be routinely forecast (prescribed). Typically this is set to either 65 or 55 years of age in Alaska.
- 12) **Forecasting (Imms Due):** Indicates whether the ImmServe Forecasting Utility is properly installed (Enable) or is not installed (Disable). If the ImmServe Forecasting Utility is properly installed and Immunizations Due should be forecast when viewing and editing patient histories, printing Due Lists, etc., choose "Enable." If the ImmServe Utility is not installed, choose "Disable." If at any point in the software an <XCALL> error occurs, this is due to the ImmServe Utility being called without it being installed. In this case, either the ImmServe Utility should be installed (see Installation Notes in the Technical Manual), or this parameter should be Disabled.
- 13) **Chart # with Dashes:** Indicates whether or not chart numbers (Health Record Numbers) are displayed with dashes throughout the Immunization module.

Chart# displayed without dashes.: 12345

Same Chart# displayed with dashes: 01-23-45

- 14) **User as Default Provider:** When new Immunizations or new Skin Tests are being added, it is possible to have the User appear as the Default Provider. In other words, when the screen for a new Visit first comes up, the Provider field is already filled in with the User's name. (The User is the person logged on and entering the data.)

This will ONLY occur if the User is a Provider (has been given the Provider Key). This will NOT occur on edits of pre-existing Visits, whether they have a Provider or not.

- 15) **Operating System:** This parameter asks you to indicate the Operating System that is in use on this machine by selecting one of the choices below:

- 1) AIX
- 2) NT
- 3) SCO
- 4) SUN

Choices of SCO or SUN will have a follow-up question regarding the MSM Home Directory. (See the Installation Manual for more detail.)

5.5 PKG MODULE INFORMATION

This Option displays information about the Immunization module, V. 7.1. It addresses software Options and access to them, device information, handling of the old software, and reference to site parameters. Information in this Manager Menu Option is intended for use by the module manager and the local/site programmer in setting up the new module and maintaining it. Note that the information provided through this Option is reproduced in this manual in Appendix F.

```

MODULE INFORMATION for IMMUNIZATION, Version 7.1

The text presented here is intended to provide Site Managers with helpful
Information regarding set up and management of the RPMS Immunization
Module, version 7.1.

OPTIONS:
-----
The main menu Option for the Immunization module is BIMENU. At most
Sites this would be placed on AKMOCORE along with other RPMS modules.
For the sake of consistency from site to site, it is recommended that the
Synonym "IMM" (Immunization) be given to the main menu Option BIMENU,
However, this is not a requirement. BIMENU allows access to every other
Option within the module. (Keys: BIZMENU ,BIZ EDIT PATIENTS, and BIZ
+      Enter ?? for more actions
P      Print this text.

Select Action: Quit//
    
```

Figure 37: Module Information for Immunization

5.6 LET - FORM LETTERS ADD/EDIT

This Option allows the Manager to edit current form letters or create and save a new form letter to use under the **Letter Print Action** on the **PATIENT VIEW** screen or the **IMMUNIZATION LISTS AND LETTERS** screen.

When you choose to add a new form letter this program loads a sample form letter, which you may then edit to suit the purpose of your new form letter. There are two sample form letters:

- 1) Standard Due Letter
- 2) Official Immunization Record

After you have selected a form letter, it is displayed on the **VIEW/EDIT FORM LETTER** Screen for you to edit and save as your new form letter.

The VIEW/EDIT FORM LETTER Screen allows you to customize Form Letters. The TOP section of the screen displays the name of the Form Letter.

The MIDDLE section of the letter displays the body of the letter in a scrollable region. Use the up and down arrow keys to view all parts of the letter.

The BOTTOM section of the screen lists actions you can take to edit sections of the letter or to print or delete the letter.

Fields in the letter are signified by uppercase text within vertical bars, such as |PATIENT NAME|. These Fields may be moved within the letter or they may be deleted. However, the text within the vertical bars must NOT be altered.

The Form Letter is divided into 7 sections illustrated in Figure 38 and described below it. You can edit any portion of the sample letter to create your new form letter by entering the letter or word of the section (e.g., T - Top) at the prompt.

Top:

Jimmy's Immies Clinic
7 Your Street
Your City, ST 77777

[BI TODAY]

Date of Birth: [BI DATE OF BIRTH]
Chart #: [BI CHART NUMBER]

|BI PARENT/GUARDIAN|
|BI NAME FIRST LAST|
|BI MAILING ADD-STREET|
|BI MAILING ADD-CITY STATE ZIP|

Dear Parent or Guardian:

Your child, |BI NAME FIRST|, is due for immunizations. According to our records, the following immunizations have already been received:

history:

12-Aug-1994: 1-DTP, 1-OPV, 1-PEDVAXHIB, 1-HEP B VAC
10-Oct-1994: 2-DTP, 2-OPV, 2-PEDVAXHIB, 2-HEP B VAC

middle:

|BI NAME FIRST| will be due for the immunizations listed below:

forecast:

DTP
HEP B VAC

bottom:

If you feel our records are not correct, please notify us so that we may make the corrections to update our records. Otherwise, please come to our clinic.

We would surely appreciate you bringing your own personal immunization records so that we can Update our records as well as your records!

date/location:

10-Dec-1994 at Kiddy Klinik, Anchorage Medical Center

Figure 38: Form Letter Add/Edit Screen

Form Letter Section Descriptions:

- * **T - Top:** This section of the letter contains your address, today's date, and the patient's name, chart number, and address. You may edit any feature of the "Top" using the Word Processor instructions in Appendix A. Today's date, the patient's name, address, phone number, and date of birth appear automatically as noted by the appropriate text inside brackets (e.g., [TODAY]).
- * **H - History:** This section of the letter contains the immunization history of the patient. You can change the immunization history (by date, by vaccine, etc.), and you can choose not to include the immunization history in your form letter. This section will also include the patient's contraindications, if any.
- * **M - Middle:** This section of the letter is free text. You can edit any portion of the middle section.
- * **F - Forecast:** This section of the letter contains the immunizations for which the child is due on the Forecast/Clinic date chosen in "Immunization lists and letters." The Forecast does not show the series number, just the vaccines for which the patient is due. You may choose not to show the Forecast.
- * **B - Bottom:** The bottom section of the letter is also free text. It can contain a line that says "Current Next Appt: |BI NEXT APPOINTMENT|". If your site is running RPMS Scheduling, this field will print the patient's next scheduled appointment. If your site is not running RPMS Scheduling, this line will not print the patient's next appointment.
- * **D - Date/Loc:** This section of the letter gives the patient the Date and Location for Immunization Clinic and can be used if you are requesting that the patient come to a specific clinic. This is a special section that may be edited by the user (clerk or clinic staff) at the time the letter is being sent. It allows clinical staff to change the date/time/location of an appointment "on the fly" when printing the letter—without giving them access to edit the other 6 sections of the Form Letter. If you wish to have the patient call for an appointment, you can include that message (e.g., "Please call the Children's clinic, 729-1000, for an appointment to get your child's immunizations updated) in the B BOTTOM section and you can eliminate this portion of the letter.
- * **C - Closing:** The closing contains your name and the name of the clinic. You may edit this section.

Use the following procedure to edit a form letter:

Step	Action	Result
1	On the MANAGER MENU screen, type LET at the SELECT MANAGER MENU OPTION prompt and press <RETURN>.	The system displays the SELECT FORM LETTER prompt.
2	<p>To Add a New Form Letter: Type NEW at the prompt and press <RETURN>.</p> <p>To Edit an Existing Form Letter: Type the name of the desired letter and press <RETURN> or type ?? to select it from the list of form letters.</p>	<p>If Add: The system asks if you are adding <name> as a new BI LETTER. If Yes, the system displays the letter template for you to edit. If you type No, the system redisplay the SELECT FORM LETTER prompt.</p> <p>If Edit: the system displays the selected letter with “Select Action:” prompt.</p>
3	At the prompt, type the letter of the section in which you want to make a change and press <RETURN>.	The letter section you selected is isolated for your editing.
4	Make your changes using the guidelines in Appendix D, then save and exit.	The full letter is displayed again with the “Select Action:” prompt.
5	To Print the Form Letter: Type P at the prompt and press <RETURN>.	You are asked for the patient name and other information depending upon the form letter.
6	Type in the patient name and press <RETURN> or type ?? to select from a list of patients. Respond to any other prompts for information, pressing <RETURN> after each entry.	The system asks for the device to which to send the form letter.
7	Press <RETURN> to accept Home (displays on your screen) or type in the name of the printer and press <RETURN>.	The system displays (Home) or prints the form letter.
8	To Delete the Form Letter: Type X at the prompt and press <RETURN>.	The system asks if you are sure you want to delete the entire form letter.
9	Type Yes and <RETURN> to continue the deletion or press <RETURN> to cancel it.	The system returns you to the MANAGER MENU .

5.7 LOT - LOT NUMBER ADD/EDIT

With this Option the manager can add or edit a current lot number for any vaccine in the vaccine table. Selection of this Option displays the screen shown in Figure 39:

```
Immunization v7.1

                                *  EDIT IMMUNIZATION LOT NUMBERS  *

Select LOT NUMBER: 987076
LOT NUMBER: 987076//
MANUFACTURER: SQUIBB//
STATUS: ACTIVE//

    NOTE: If this Lot Number represents a vaccine combination, enter each of
          The vaccines in the following fields (up to four different
          Vaccines).

VACCINE #1: HEPATITIS B IMMUNE GLOBULIN//
VACCINE #2:
VACCINE #3:
VACCINE #4:
```

Figure 39: Lot Number Add/Edit Screen

Combination Vaccines: To add a lot number that represents a vaccine combination, enter each component as a separate vaccine in one of the four VACCINE # fields beginning with #1. If the vaccine is not a combination, only enter VACCINE #1.

Duplicate Lot Numbers: There is one scenario when a duplicate lot number is valid. When you have a combination vaccine, such as Tetramune, you will have the same lot number for DTP (e.g. 888-041) and for HibTITER (888-041). To avoid problems with duplicates, add a letter at the end to designate which vaccine it is (e.g. DTP – 888-041DTP, and HibTITER – 888-041H).

Take the following three steps to resolve duplicate Lot Numbers:

1. Enter the Lot Number in question. Two or more choices will be presented. Select one of the choices to be the valid Lot Number. Edit this Lot Number, making sure it is Active and that all relevant vaccines are listed under it.
2. Select and edit each of the duplicate Lot Numbers. Edit the Lot Number itself by placing a **z** at the beginning (e.g., 483-116 --> z483-116). If there is a second duplicate, add **zz** to the beginning of that Lot Number; for a third duplicate, add **zzz**, and so on. The adding of leading **z**'s to the duplicates makes them distinguishable from the valid Lot Number. This method also makes the old duplicate Lot Numbers recognizable

on pre-existing visits.

3. The duplicate Lot Numbers should also be made INACTIVE. If an old Visit is to be edited and it has one of the old duplicate Lot Numbers, the old duplicate should be replaced with the current valid Lot Number (easily recognized by ignoring the leading **z**'s).

For additional information, refer to the **PKG** Option on the Manager Menu or to Appendix F.

5.8 MAN - MANUFACTURER ADD/EDIT

This Option allows the manager to add or edit a vaccine manufacturer (Figure 40). In the future, the manufacturer's table will be standardized with HL7 codes just as the Vaccine Table is.

```

Immunization v7.1

                                *  EDIT IMMUNIZATION MANUFACTURERS  *

Select MANUFACTURER: JOHNSON

    Are you adding 'JOHNSON' as a new IMM MANUFACTURER (the 17TH)? No//      YES
    (Yes)

NAME: JOHNSON//

Select VACCINE: TETANUS
Select VACCINE:
    
```

Figure 40: Manufacturer Add/Edit Screen

5.9 VAC - VACCINE TABLE EDIT

With this Option the manager can edit default parameters of any vaccine. Figure 41 is a sample drawn from the Vaccine Table. Refer to the **PKG** Option on the Manager Menu or to Appendix F for more information about the Vaccine Table.

```

Immunization v7.1
                                ANCHORAGE MEDICAL CENTER
                                -----
                                EDIT VACCINE TABLE
# Vaccine      HL7      Active      Default Lot#      VIS Default      Forecast ---
-----
1  ACTHIB11 ... (48) ...Active ..... YES
2  BCG ..... (19) ...Inactive ... NO
3  CHOLERA ..... (26) ...Active ..... NO
4  DT-PEDS ..... (28) ...Active ..... YES
5  DTP ..... (1) ...Active ..... YES
6  DTaP ..... (20) ...Active ..... 0916490 ..... 10-Jun-1996 ..... YES
7  HBIG ..... (30) ...Active ..... YES
8  HEP A ..... (85) ...Active ..... YES
9  HEP B ..... (45) ...Active ..... 0144H ..... 10-Jun-1996 ..... YES
10 HEP B PED ... (8) .....Inactive ... YES
    
```

Figure 41: Vaccine Table Edit Screen

- * Active or Inactive status (Inactive vaccines are only listed for historical purposes and cannot be entered)
- * Default Lot Number
- * Default VIS Date
- * Forecast this vaccine: You can choose not to forecast for any vaccine even if it is included in the ImmServe forecast (e.g., If your service unit does not administer Hep A vaccine, you can choose not to forecast for this vaccine).

5.10 RES - RESTANDARDIZE THE VACCINE TABLE

The Immunization Package, V. 7.1, comes with a new Vaccine Table (IMMUNIZATION File), which has been standardized with HL7/CVX Codes. There are several new fields in the Vaccine Table that relate to new functions in the package, most notably the ImmServe Forecasting utility For this reason it is critically important that specific fields within the table not be altered.

Each time a user logs into the Immunization Package, the Vaccine Table is checked for integrity. If certain fields have been altered, a warning message is issued, and several functions within the package begin to display the warning. Some basic functions of the package will continue to operate, such as the display of a patient's immunization history. Other functions will only display the warning.

Following is the text of the warning. (Users without the BIZ MANAGER Key will not see the last paragraph.) As the warning indicates, restandardizing the table simply involves selecting "RES" from the Manager Menu. This can be done at any time, and users need not log out of the package. Runtime is a few seconds at most.

WARNING

Vaccine Table (IMMUNIZATION File) is not standard--cannot proceed.
At this point you should back out of the Immunization Package
and contact your site manager or the person in charge of the
Immunization Software.

Or, you may fix this by Restandardizing the Immunization File.
To do so, proceed to the Manager Menu and select Restandardize.
(Menu Synonyms: MGR-->RES)

5.11 EXP - EXPORT IMMUNIZATIONS

This program will allow you to select a group of patients and to export their demographic and immunization data either to a file or to your screen (for capture by a PC).

You will have the opportunity to either select individual patients (by Name or Chart#), or to select a group of patients by specifying Status in the Register, Visit History, Age Range, Facility, and Current Community. You will also be able to limit the export data to specific Vaccines.

Lastly, you will be given the option of exporting the data in either an ASCII text format or an HL7 v2.2 format.

On the *MANAGER MENU*, type **EXP** at the **Select Manager Menu Option:** prompt and press <RETURN>. This will display the **EXPORT IMMUNIZATION RECORDS** screen shown in Figure 42.

```
Immunization v7.1
                    *   EXPORT IMMUNIZATION RECORDS   *
Do you wish to:
  1) Select patients INDIVIDUALLY by entering their Names or Chart Numbers
Or
  2) Select patients by GROUP, specifying Age Range, Status, Current
    Community, etc.
Enter either 1 or 2:
```

Figure 42: Export Immunizations Screen

5.11.1 Export Patients Individually

Enter **1** (**Select patients INDIVIDUALLY**) and press <RETURN> to display the screen shown in Figure 43.

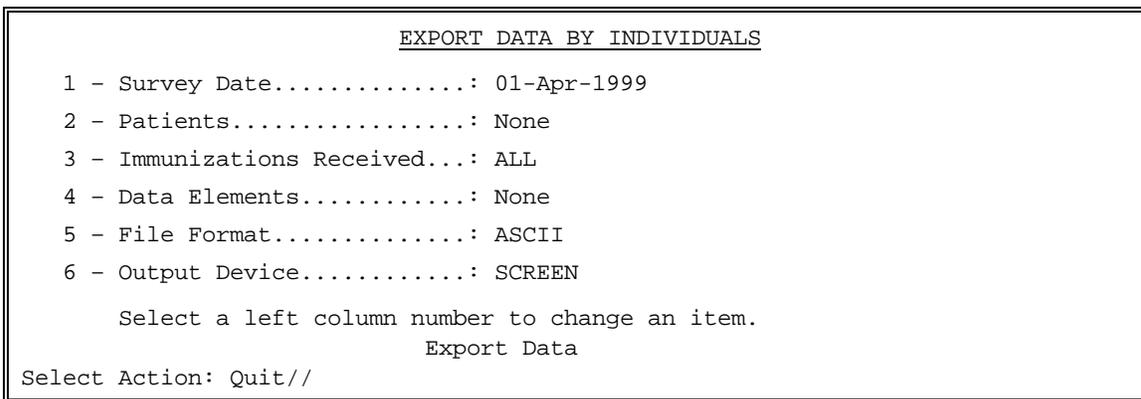


Figure 43: Export Data By Individuals Screen

Data Element (#4): This selection only pertains to exports with ASCII Format. (HL7 and Imm/Serv Data Elements are predetermined.) The very first (or top) record will list, by title, the selected Data Elements (or fields) in the order in which they occur in the following records.

File Format (#5): You may export records in either ASCII, HL7, Imm/Serv format. ASCII format positions the Data Elements you specify for each immunization on a separate line or record. Data Elements are separated by quote-comma-quote (known as a CSV file). HL7 will produce Immunization records according to the HL7 standard. Imm/Serv is a commercial, vendor-specific format of use only to programmers working with this software.

Output Device (#6): You can export the data to your screen or to a file. Export to your screen (PC) allows you to view it, then save it as a file. Export to a file allows you to copy it to a disk or transmit it to another computer for processing. When you select File and are asked to name it, your filename must confirm to the naming convention of your operating system without slashes, colons, or spaces. The path is set in the Site Parameters (MGR-->ESP) by your Site Manager or Program Manager.

5.11.2 Export by Group

This screen provides a menu of Options for exporting the data of groups of patients. There are 9 items or "parameters" on the screen that you may change in order to specify

which patients and which data is to be exported, as well as the output device for the export.

When you are asked if you want to select patients individually or by group, enter **2** (**Select patients BY GROUP**) and press <RETURN> to display the screen shown in Figure 44.

```

                                EXPORT DATA BY GROUP

1 - Survey Date.....: 01-Apr-1999
2 - Age Range.....: 1-72 Months
3 - Patient Group.....: ACTIVE in the Register.
4 - Health Care Facility....: ALL
5 - Community.....: ALL
6 - Immunizations Received..: ALL
7 - Data Elements.....: None
8 - File Format.....: ASCII
9 - Output Device.....: SCREEN

      Select a left column number to change an item.
                                Export Data
Select Action: Quit//
```

Figure 44: Export Data by Group Screen

Patient Group (#3): The Patient Group may only be one of the following:

1. Only patients who were ACTIVE in the Immunization Register on the Survey Date.
2. Both Active and Inactive patients in the Immunization Register.
3. All patients who have had an Immunization at the selected facility(s), including those not in the Immunization Register.

Health Care Facility (#4): If you select for specific Health Care Facilities, only patients who have had AT LEAST ONE immunization at one of the selected Health Care Facilities are included in the export.

Community (#5): If you select for specific Communities, only patients whose Current Community (under Patient Registration) is one of the selected Communities are included in the export.

Immunizations Received (#6): If you select for specific Vaccines, only immunizations given with the selected vaccines are included in the export.

Other parameters are similar to those in the Export Patients Individually choice.

5.12 KEY - ALLOCATE/DE-ALLOCATE IMM MENU KEYS

This Option allows the manager to give a user any one of three access levels to the system. Figure 45 shows an example of the Allocate/De-Allocate IMM Menu Keys Screen.

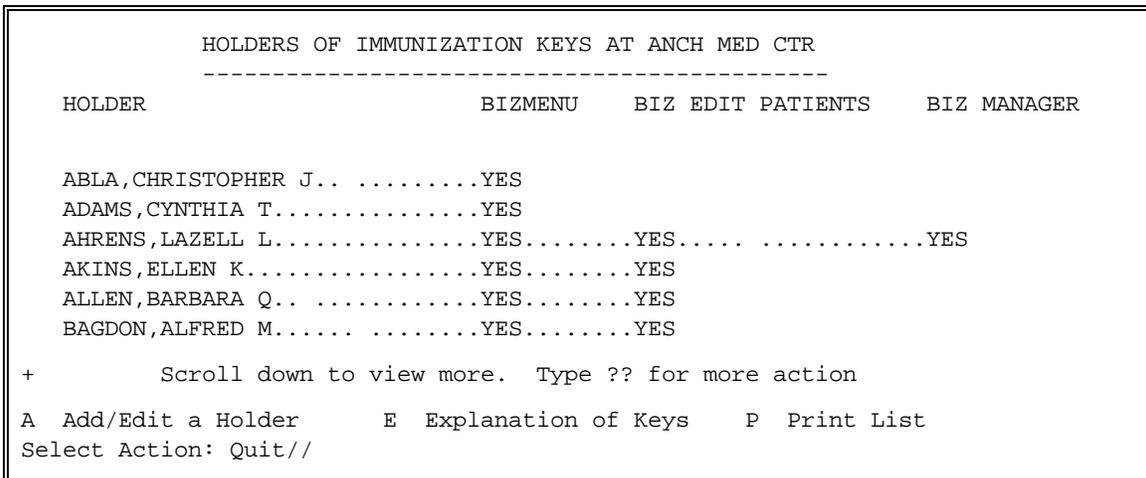


Figure 45: Allocation/De-allocation of Immunization Keys Screen

This Option may be used to assign any of the following security keys to users:

- * **BIZMENU** - Access to the Main Menu of the New Immunization Module (BIMENU) and its submenus for viewing Patient data and Reports. The BIZMENU Key does NOT provide any Add or Edit capabilities, however, holders of this key may print patient letters, view patient data, and run reports.
- * **BIZ EDIT PATIENTS** - Allows users to ADD and EDIT a patient's Immunization History, Contraindications, Skin Tests, Parent/Guardian, etc. This key does not provide access to any additional menu Options; instead it adds several Actions to the main Patient View screen. This key should be given to staff who are responsible for data entry and patient management.
- * **BIZ MANAGER** - Allows managers to access the Manager Menu (BI MENU-MANAGER), which is a submenu of the main menu (BIMENU). The Manager Menu provides access to many sensitive functions pertaining to Site Parameters, Form Letters, the Vaccine Table, Lot Numbers, Exports, and the allocation of Security Keys. The BIZ MANAGER Key should only be given to the manager of the Immunization Module.

Refer to the **PKG** Option on the Manager Menu or to Appendix F for additional information about security keys. To display the Explanation of Keys type E at the prompt, and to print a list of Key Holders type P at the prompt.

5.13 OLD - OLD MODULE CLEANUP MENU

This Option contains 3 menu items you can use to clean up the old immunization module. Type **OLD** at the "Select Action:" prompt on the **MANAGER MENU** and press <RETURN> to display the menu shown in the Figure 46.

```

IMMUNIZATION v7.1          *  OLD MODULE CLEANUP  *          Site: ANCH MED CTR
                           =====          User:  CHRISTY, MARTHA

PPP   Print Conversion Problem Patients
DPP   Delete Conversion Problem Patients
OKY   Allocate New Keys to Holders of Old

Select Old Module Cleanup Menu Option:
    
```

Figure 46: Old Module Cleanup Menu

5.13.1 Print Conversion Problem Patients

This utility allows the manager to print a list of "problem" patients who are in the Immunization Register but do not have an Active or Inactive status (Figure 47). During the conversion of patients from the old Immunization Register to the new one, some of the patients converted did not have an Active/Inactive Status; that is, they were neither active nor inactive. During the conversion to the New Register, any patients without a status were given a status of ACTIVE and were stored in a separate FileMan file (BI PROBLEM PATIENTS). Use this Option to print that list of Problem Patients so that you may either follow up on them as active patients or change them to inactive. Remove patients from the BI PROBLEM PATIENT File by using the "DPP Delete Conversion Problem Patients" Option.

BI PROBLEM PATIENTS LIST		APR 1,1999 16:12	PAGE 1
NAME	DOB	PROBLEM	TEXT
DOE,NORMAN	FEB 5,1962	This patient did not have an IMM	ACTIVE/INACTIVE Status.
JONES,ISSAC	JUN 20,1977	This patient did not have an IMM	ACTIVE/INACTIVE Status.
JONES,DEE	MAY 14,1966	This patient did not have an IMM	ACTIVE/INACTIVE Status.

Figure 47: Print List of Problem Patients Screen

5.13.2 Delete Conversion Problem Patients

Once the manager has printed these patients, he can use this Option to delete the problem patients. The system first asks if you want to delete ALL patients from the Conversion Problem Patient File. If you say No, it asks you to select the conversion problem patients to delete.

5.13.3 Allocate New Keys to Holders of Old

This function allows the Manager to allocate the keys to the New Immunization to the same users who had access keys to the old module. It automatically allocates to all holders of the old Key AMCHZ IMMUNIZATION EDIT the new Key BIZMENU. It essentially transfers the same privileges of adding and editing Immunizations, sending Letters, and printing Due Lists that these Users had under the old AMCH module.

6.0 APPENDIX A – QUARTERLY IMMUNIZATION REPORT

Indian Medical Center								page 1
Quarterly Immunization Report								
For Children 3-27 Months of Age								
31-Dec-1998								
	Age in Months						Totals	
	3-4	5-6	7-15	16-18	19-23	24-27		
# in Age	224	272	866	250	309	247	2168	
Minimum Needs	1-DtaP 1-POLIO 1-HIB 1-HEPB	2-DTaP 2-POLIO 2-HIB 2-HEPB	3-DTaP 2-POLIO 2-HIB 2-HEPB	3-DTaP 2-POLIO 3-HIB 2-HEPB 1-MMR	4-DTaP 3-POLIO 3-HIB 3-HEPB 1-MMR	4-DTaP 3-POLIO 3-HIB 3-HEPB 1-MMR		
Approp. for Age	142 63%	135 50%	485 56%	163 65%	209 68%	185 75%	1319 61%	
1-DTaP	144	169	542	186	246	207	1494	
2-DTaP	53	141	535	181	248	205	1363	
3-DTaP		39	491	175	245	204	1154	
4-DTaP			108	152	222	189	671	
1-POLIO	144	164	538	187	246	206	1485	
2-POLIO	53	143	529	180	249	206	1360	
3-POLIO		38	476	171	244	205	1134	
1-MMR	1		157	175	242	201	776	
1-HIB	143	168	544	184	245	207	1491	
2-HIB	53	140	529	179	249	205	1355	
3-HIB		38	488	175	244	202	1147	
4-HIB			116	153	215	183	667	
1-HEPB	182	214	637	176	236	202	1647	
2-HEPB	141	166	539	188	242	201	1477	
3-HEPB	1	36	494	173	244	207	1155	
1-VAR	1		28	31	34	41	135	
1-HEPA		2	13	17	45	93	170	
2-HEPA			3	3	35	45	86	
1-PNE	86	78	263	46	65	64	602	
2-PNE	3	3	13	2	1		22	
3-PNE			5				5	
4-PNE							0	

7.0 APPENDIX B – TWO-YR-OLD REPORT

Indian Medical Center							
IHS Two-Yr-Old Immunization Rates							
For Children between 2 and 3 Years of Age							
01-Mar-1999							
page 1							
Received by	3 mo	5 mo	7 mo	16 mo	19 mo	24 mo	36 mo
	# %	# %	# %	# %	# %	# %	# %
1-DTaP	603 83%	623 85%	625 86%	632 87%	632 87%	636 87%	636 87%
2-DTaP	16 2%	496 68%	591 81%	627 86%	628 86%	633 87%	637 87%
3-DTaP		11 2%	436 60%	610 84%	618 85%	626 86%	635 87%
4-DTaP				462 63%	540 74%	579 79%	621 85%
1-POLIO	602 82%	621 85%	624 85%	631 86%	631 86%	633 87%	633 87%
2-POLIO	16 2%	495 68%	590 81%	626 86%	627 86%	631 86%	635 87%
3-POLIO		11 2%	430 59%	607 83%	615 84%	623 85%	632 87%
1-HIB	598 82%	617 85%	621 85%	628 86%	628 86%	632 87%	632 87%
2-HIB	16 2%	494 68%	586 80%	624 85%	626 86%	630 86%	634 87%
3-HIB		11 2%	427 58%	598 82%	610 84%	619 85%	627 86%
4-HIB				457 63%	528 72%	559 77%	587 80%
1-HEPB	615 84%	618 85%	618 85%	620 85%	620 85%	620 85%	622 85%
2-HEPB	590 81%	609 83%	618 85%	625 86%	625 86%	628 86%	629 86%
3-HEPB	2 0%	15 2%	443 61%	612 84%	617 85%	627 86%	633 87%
1-MMR				508 70%	583 80%	611 84%	632 87%

1-VAR				13	17	42	186
				2%	2%	6%	25%
1-HEPA	1	1	42	117	126	136	425
	0%	0%	6%	16%	17%	19%	58%
2-HEPA				43	74	106	181
				6%	10%	15%	25%
1-PNE	1	1	42	117	126	136	425
	0%	0%	6%	16%	17%	19%	58%
2-PNE				43	74	106	181
				6%	10%	15%	25%
PNE	1	1	42	117	126	136	425
	0%	0%	6%	16%	17%	19%	58%
4-PNE				43	74	106	181
				6%	10%	15%	25%
1-DTaP 1-POL	575	594	598	605	605	608	609
1-HIB 1-HEPB	79%	81%	82%	83%	83%	83%	83%
2-DTaP 2-POL	15	478	570	605	606	611	616
2-HIB 2-HEPB	2%	65%	78%	83%	83%	84%	84%
3-DTaP 2-POL		11	415	578	588	597	604
3-HIB 2-HEPB		2%	57%	79%	81%	82%	83%
4-DTaP 3-POL				447	522	558	599
1-MMR				61%	72%	76%	82%
4-DTaP 3-POL				445	519	554	593
1-MMR 3-HIB				61%	71%	76%	81%
4-DTaP 3-POL				440	513	548	587
1-MMR 3-HIB				60%	70%	75%	80%
3-HEPB							
4-DTaP 3-POL					4	16	159
1-MMR 3-HIB					1%	2%	22%
3-HEPB 1-VAR							
1-HEPA 3-PNW							
Total Active Patients reviewed: 730							

8.0 APPENDIX C – VACCINE ACCOUNTABILITY REPORT

Immunization v7.1		Oct 29, 1999 17:53:54		Page: 1 of 3									
Indian Medical Center Vaccine Accountability Report 29-Oct-1999													
Reporting period: 29-Oct-1998 to 29-Oct-1999										(Historical Included)			
Dose	<1	1	2	3-5	-6-	7-10	11-12	13-18	19-24	25-44	45-64	65+	TOTAL

DT-PEDS													
1	5	1				2	4			6	1	1	20
2	3				1								4
3	2												2
4+		1	1	2	1	1		1	1				8
Tot	10	2	1	2	2	3	4	1	1	6	1	1	34

DTP													
1	33	2		2				2	1	15	4	3	62
2	20	2											22
3	26	5	1					1					33
4+		15	5	36	1	1	1				2		61
Tot	79	24	6	38	1	1	4	1	1	15	6	3	178

DTaP													
1	963	4	1	8	1				1	9		3	990
2	874	17	4	6									901
3	799	63	13	15		1							891
4+	5	863	98	1037	31	7	1	1					2043
Tot	2641	947	116	1066	32	8	1	1	1	9		3	4825

Td-ADULT													
1		1	1	2		72	361	1155	348	1587	876	296	4699
2		1				1				3	2		7
3						2							2
4+						9	4	2					15
Tot		2	1	2		84	365	1157	348	1590	878	296	4723

IPV													
1	721		1	1		2		2		6	3		736
2	480	4	1	1			1	2		6			495
3	35	7				1				1			44
4+				20				6		3			29

Tot	1236	11	2	22		3	1	10		16	3		1304

OPV													

1	275	5		7	1		2		2	4			296
2	419	16	3	6	1	1							446
3	732	97	20	26		6	1	1					883
4+	4	23	1	963	31	18	6	17		1		1	1065

Tot	1430	141	24	1002	33	25	9	18	2	5		1	2690

ACTHIB													

1										1		1	2

Tot										1		1	2

HIBTITER													

1	148	6		3									157
2	851	17	3	2									873
3	787	68	14	11		2							882
4+	11	864	67	71	1							1	1015

Tot	1797	955	84	87	1	2						1	2927

PEDVAXHIB													

1	848	1		1						2			852
2	38												38
3	22	1		1									24
4+	1	27	5	8									41

Tot	909	29	5	10						2			955

HEP B													

1	1178	4	2	6	7	79	36	220	95	247	83	4	1961
2	971	9	4	9	4	65	57	202	78	187	78	7	1671
3	827	52	13	24	9	73	47	176	81	225	70	5	1602
4+	18	10	5	18	4	38	7	17	7	37	15		176

Tot	2994	75	24	57	24	255	147	615	261	696	246	16	5410

MMR													

1	6	874	28	28	4	9	7	39	48	106	23		1172
2		40	18	860	25	365	402	1150	184	149	2	3	3198
3	3			32	6	28	18	63	7	9	2		168
4+					1	3		1	3	2			10

Tot	9	914	46	920	36	405	427	1253	242	266	27	3	4548

MR													

1		1								1		1	3

Tot	1								1	1		3	
VARICELLA													
1	1	581	290	544	68	152	39	46	2	9	3	1735	
2		5	5	12	1	1		9		3		36	
Tot	1	586	295	556	69	153	39	55	2	12	3	1771	
HEP A													
1	21	40	645	478	71	472	265	647	67	162	59	2	2929
2		50	182	832	139	587	312	744	82	176	67	3	3174
3		1	4	48	8	48	12	48	4	6			179
4+								2					2
Tot	21	91	831	1358	218	1107	589	1441	153	344	126	5	6284
INFLUENZA													
1	9	58	59	155	67	250	115	393	308	2024	2422	1563	7423
2			1	2	5		1			3			12
3											2		2
4+											2		2
Tot	9	58	60	157	72	250	116	393	308	2027	2426	1563	7439
PNEUM-CONJ													
1			1									2	3
Tot			1									2	3
PNEUMO-PS													
1			8	6	3	4	4	11	16	234	540	354	1180
2										1	5	12	18
3												1	1
Tot			8	6	3	4	4	11	16	235	545	367	1199
ROTAVIRUS													
1	1												1
Tot	1												1
TOTAL IMMUNIZATIONS (for all vaccines in this report)												44296	

9.0 APPENDIX D – WORD PROCESSOR HELP FOR FILEMAN V. 21

Summary of Key Sequences

Navigation

Incremental movement	Arrow keys
One word left and right	<Ctrl-J> and <Ctrl-L>
Next tab stop to the right	<Tab>
Jump left and right	<PF1><Left> and <PF1><Right>
Beginning and end of line	<PF1><PF1><Left>and <PF1><PF1><Right>
Screen up or down	<PF1><Up> and <PF1><Down>
or:	<PrevScr> and <NextScr>
or:	<PageUp> and <PageDown>
Top or bottom of document	<PF1>T and <PF1>B
Go to a specific location	<PF1>G

Exiting/Saving

Exit and save text	<PF1>E
Quit without saving	<PF1>Q
Exit, save, and switch editors	<PF1>A
Save without exiting	<PF1>S

Deleting

Character before cursor	<Backspace>
Character at cursor	<PF4> or <Remove> or <Delete>
From cursor to end of word	<Ctrl-W>
From cursor to end of line	<PF1><PF2>
Entire line	<PF1>D

Settings/Modes

Wrap/nowrap mode toggle	<PF2>
Insert/replace mode toggle	<PF3>
Set/clear tab stop	<PF1><Tab>
Set left margin	<PF1>,<
Set right margin	<PF1>.<
<i>Status line toggle</i>	<PF1>?<

Formatting

Join current line to next line	<PF1>J
Reformat paragraph	<PF1>R

Finding

Find text	<PF1>F or <Find>
Find next occurrence of text	<PF1>N
Find/Replace text	<PF1>P

Cutting/Copying/Pasting

Select (Mark) text	<PF1>M at beginning and end of text
Unselect (Unmark) text	<PF1><PF1>M
Delete selected text	<Delete> or <Backspace> on selected text
Cut and save to buffer	<PF1>X on selected text
Copy and save to buffer	<PF1>C on selected text
Paste from buffer	<PF1>V
Move text to another location	<PF1>X at new location
Copy text to another location	<PF1>C at new location

Change to RPMS Mailman Full Screen Editor

Use the following steps for changing from Line Editor to Full Screen Editor in RPMS Mailman:

1. In RPMS: Select IHS Kernel Option: MailMan Menu
2. Select MailMan Menu Option: OML Other MailMan Functions
3. Select Other MailMan Functions Option: EML Edit user Options
4. MESSAGE ACTION DEFAULT: ^ PREFERRED EDITOR
5. PREFERRED EDITOR: (Select: SCREEN EDITOR)
6. In Windows: Switch to Program Manager
7. Go into the Terminal Icon: Settings: Terminal Preferences:
8. "Use Function, Arrow, and Ctrl Keys for windows" should not be checked.

10.0 APPENDIX E – IMM SERVE

Vaccine Forecasting Rules

These parameters are in the IMM/Def TABLE and are used for forecasting vaccine doses. Note that Recommended Ages vary; those shown below are examples only.

Vaccine dose	Acceptable Age	Maximum Age	Recommended Age	Past Due Age	Minimum wait since last dose
HBIG	0M	7D	0M		
HepB1	0M		0M	3M	
HepB2	4W		4W	5M	4W
HepB3	6M		6M	13M	2M
DTorP1	6W	7Y	2M	3M	
DTorP2	10W	7Y	4M	5M	4W
DTorP3	18W	7Y	6M	7M	4W
DTorP4	12M	7Y	15M	19M	6M
DTorP5	4Y	7Y	4Y	6Y	6M
TD_B	11Y		11Y		5Y
Hib1	6W	59M	2M	3M	
Hib2	10W	59M	4M	5M	4W
HibTITER3	18W	59M	6M	7M	4W
HibTITER4	12M	59M	15M	16M	2M
PedVaxHIB3	12M	59M	13M	16M	2M
OorIPV1	6W	17Y	2M	3M	
OorIPV2	10W	17Y	4M	5M	4W
OorIPV3	6M	17Y	12M	19M	4W
OorIPV4	4Y	17Y	4Y	6Y	4W
MMR1	12M		15M	16M	
MMR2	4Y		4Y	6Y	4W
Varicella1	12M	18Y	12M	19M	
Varicella2					4W
HepA1	24M	18Y	24M	30M	
HepA2	30M		30M		6M

Options for customizing Vaccine Forecasting:

Forecasting Options are listed in the “Edit Site Parameters” Option of the Manager’s Menu (MGR-->ESP). Parameter 8 allows the Program Manager to choose to forecast due dates at the “Acceptable Age” or at the “Recommended Age.” Parameter 9 allows the Program Manager to choose a set of “ImmServe Forecasting Rules.”

Forecasting Adult Vaccines:

The new Immunization software forecasts the minimum Adult Vaccines, including:

- * TD-Adult (TD_B) – forecast every 10 years starting 11 years of age
- * Influenza vaccine – forecast each year for persons over 65 years
- * Pneumococcal vaccine – forecast every 6 years for persons over 65 years
- * MMR – forecast for persons born after 1956
- * HepB – forecast for adults unless a HepB contraindication of “carrier” or “immune” is entered.

Version Variant Table (Recommended Ages)

The table shown below is an example of the original set of ImmServe Forecasting Rules. This table will continue to change as later updates of the forecasting software are made.

	Option 1	Option 2	Option 3	Option 4	Option 5
HBIG	0M	0M	0M	0M	0M
HepB1	0M	0M	0M	0M	0M
HepB2	4W	4W	4W	4W	4W
HepB3	6M	6M	6M	12M	12M
DtorP1	2M	2M	2M	2M	2M
DtorP2	4M	4M	4M	4M	4M
DtorP3	6M	6M	6M	6M	6M
DtorP4	15M	12M	12M	15M	12M
DtorP5	4Y	4Y	4Y	4Y	4Y
Td booster	11Y	11Y	11Y	11Y	11Y
Hib1	2M (Hib)	2M (Pedvax)	2M (Hib)	2M (Pedvax)	2M (Pedvax)
Hib2	4M	4M (HibTiT)	4M (Hib)	4M (Pedvax)	4M (Pedvax)
Hib3	6M	6M (HibTIT)	6M (Hib)	12M (Pedvx)	12M (Pedvx)
Hib4	15M	12M (HibTI)	12M (Hib)	12M (Pedvx)	12M (Pedvx)

	Option 1	Option 2	Option 3	Option 4	Option 5
OorIPV1	2M (IPV)	2M (IPV)	2M (IPV)	2M (IPV)	2M (polio)
OorIPV2	4M (IPV)	4M (IPV)	4M (IPV)	4M (IPV)	4M (*)
OorIPV3	12M (OPV)	12M (OPV)	12M(OPV)	15M (OPV)	12M(OPV)
OorIPV4	4Y	4Y	4Y	4Y	4Y
MMR1	15M	12M	12M	12M	12M
MMR2	4Y	4Y	4Y	4Y	4Y
Varicella	12M	12M	12M	12M	12M
HepA	24M	24M	24M	24M	24M
**Flu	65Y	65Y	65Y	65Y	65Y
**Pneumo	65Y	55Y	65Y	65Y	65Y

11.0 APPENDIX F – PACKAGE SETUP INFORMATION

This appendix contains printscreen of the entire text of the Package Setup Information that is presented under the PKG – Package Setup Information option of the Manager Menu (MGR --> PKG).

SETUP INFORMATION FOR VERSION 7.1

The text presented here is intended to provide Site Managers with helpful information regarding setup and management of the RPMS Immunization Package, version 7.1.

I. OPTIONS

The main menu option for the Immunization package is BIMENU. At most sites this would be placed on AKMOCORE along with other RPMS packages. For the sake of consistency from site to site, it is recommended that the synonym "IMM" (Immunization) be given to the main menu option BIMENU, however, this is not a requirement. BIMENU allows access to every other option within the package. (The Package Keys, BIZMENU ,BIZ EDIT PATIENTS, and BIZ MANAGER, are discussed below under Security in Section II.)

The option BI PATIENT VIEW/EDIT, "Patient Immunization Record", is the main option for all users to view a patient's immunization data. This option allows users to display or print the patient's Immunization History and Forecast, Official Immunization Record, and Health Summary. If the user has the appropriate key (BIZ EDIT PATIENTS), additional actions for adding/editing patient data will be made available under this option.

NOTE: Users accessing this option will have NO ADD/EDIT capability whatsoever--it will be informational only--UNLESS they have the BIZ EDIT PATIENTS Key; in which case additional Add/Edit Actions will be available. (See Security Section II below.)

This option may be attached to any other Kernel menu and need not be accessed via the main menu, BIMENU. This option is found within

the package under the Patient Menu of the Immunization Main Menu.

After this package has been installed and the BIMENU and BI PATIENT VIEW/EDIT Options added to the appropriate menus, it is a good idea to run the "Build Primary Menu Trees" Option under Kernel Menu Management (under AKMOEVE). This will enable users to jump to menu synonyms within the new Immunization Package.

II. SECURITY

The Security Key BIZMENU allows users to access the Main Menu of the RPMS Immunization Package, BIMENU, and its submenus for viewing Patient data and Reports. The BIZMENU Key does NOT provide any Add or Edit capabilities, however, Holders of this key may print patient letters, view patient data, and run reports.

The Security Key BIZ EDIT PATIENTS allows users to ADD and EDIT a patient's Immunization History, Contraindications, Skin Tests, Parent/Guardian, etc. This key does not provide access to any additional menu options; instead, it adds several Actions to the main Patient View screen. This Key should be given to staff who are responsible for data entry and Patient Management.

The security key BIZ MANAGER allows a user to access the Manager Menu (BI MENU-MANAGER), which is a submenu of the main menu (BIMENU). The Manager Menu provides access to many sensitive functions pertaining to Site Parameters, Form Letters, the Vaccine Table, Lot Numbers, Exports, and the allocation of Security Keys.

The BIZ MANAGER Key should only be given to the manager of the Immunization Package.

Also see "Explanation of Keys" Action on the HOLDERS OF IMMUNIZATION KEYS" Screen (MGR-->KEY).

III. DEVICES

This package makes extensive use of the VA Screen Manager and List Manager, which requires that several of the cursor and screen handling fields of the Terminal Type file be present for any Device accessing the package. It is recommended that any Device

accessing this package be given a Terminal Type ("Subtype") of "C-VT100", since the standard VA Kernel distribution comes with all of the necessary codes pre-loaded. A user whose Terminal Type does not contain a complete set of screen handling codes will receive a message that Screenman cannot "load the form."

If you suspect that the screen handling codes for C-VT100 on your system are not complete, this package comes with a routine, BIVT100, that will update (as of 1999) your VT100 codes. The routine must be run from Programmer Mode, and a line with ZIS must be uncommented. This job should be done by a programmer or experienced Site Manager.

Other Terminal Types may also be chosen, however, the screen handling codes for Cursor movements, "PF keys", "Erase Entire Page", etc., may need to be entered manually if they are not already present for the selected Terminal Type.

If for some reason it is not practical to define Devices accessing the package with a Subtype of C-VT100, users of the package may be given a "DEFAULT TERMINAL TYPE FOR LM" in the NEW PERSON File #200 of C-VT100. (They will then be given a Terminal Type of C-VT100 regardless of which DEVICE they sign on through.) It may also be necessary to set the field "ASK DEVICE TYPE AT SIGN-ON" (again in file #200) equal to "ASK" in order to get a user's Terminal Type to change to the C-VT100.

It is important that PC's accessing this software through terminal emulation software have their function keys F1-F4 set to transmit standard VT-100 codes for these keys rather than other customized codes.

This software makes use of basic character format codes such as Reverse Video, Highlight, and Underlining. It may be helpful to adjust the colors that the terminal emulation software employs to display these formats.

There are several network terminal emulation programs available, however many of them have limitations such as not recognizing function keys, not displaying reverse video, not slave printing, etc. As of this printing, April 1999, we have found that NetTerm 4.2.8, available at a nominal cost from Intersoft International, Inc. via the WWW, is among the best products for use with RPMS software. As of July 1999, trial versions may be obtained online at:

<http://starbase.neosoft.com/~zkr01/html/netterm.html>

Initial difficulties with the screen handling codes for ScreenMan and Listman are not specific to Immunization; however, if problems with the setup cannot be resolved, please contact your Computer Support staff for further assistance.

IV. OLD MCH IMMUNIZATION MENUS/OPTIONS

WARNING!

Execution of certain options in the old MCH Program may cause corruption of the Vaccine Table (IMMUNIZATION File #9999999.14) or result in program errors.

It is therefore important to remove any of the old MCH Program options from the Kernel menus. These old options appear as "AMCH..." and are most commonly found under the AMCHMENU and/or AMCHMAIN options.

This installation will automatically place all AMCH options in an "OUT OF ORDER" status.

As an additional precaution, it is advisable to first save and then delete all routines in the AMCH* namespace.

Any local modifications to the AMCH routines should be examined by your local programmer to determine what, if any, steps are needed to replace the previous local modifications/functions.

V. PARTITION SIZE AND STACK

Much of current RPMS software released in recent years requires at times a larger user partition or a large stack capability than earlier software did. This is due to increased sophistication and functionality of the software. A Site Manger need not understand these issues completely in order to recognize and correct problems relating to them. There are two specific issues that may arise in MSM; their solutions are presented here:

PARTITION SIZE - A Partition Size of 36k or even 50k may at times be too small. This will be manifested by the occasional <PGMOV> error. If this error occurs, raise the Default Partition Size to 100k. This is done in the MGR UCI:

D ^SYSGEN-->3(Edit Config)-->12(Default Part Size)-->100.

Be sure that any Tied Terminal entries are also set to 100k:

D ^SYSGEN-->3-->8.

(See MSM Manuals for further instructions on SYSGEN.)

STACK - A Stack of 30k or less will at times be too small. This will be manifested by the occasional <STKOV> error. If this error occurs, raise the Stack Size to 50K or higher. This is done in the MGR UCI:

D ^SYSGEN-->9(Sys Config Params)-->3(Stack and Stap)-->50.

(See MSM Manuals for further instructions on SYSGEN.)

VI. SITE PARAMETERS

As part of the installation of this new version of Immunization, the site parameters must be reviewed and edited.

The Site Parameter screen may be accessed from the programmer prompt by entering "D ^BISITE" (no quotes). It may also be accessed from within the Immunization menus by selecting Manager Menu from the the Main Menu, and then selecting Edit Site Parameters (MGR-->ESP). Help text is displayed during the edit each Site Parameter.

VII. VACCINE TABLE

The Immunization Package version 7.1 comes with a new Vaccine Table (IMMUNIZATION File), which has been standardized with HL7/CVX Codes. There are several new fields in the Vaccine Table that relate to new functions in the package, most notably the ImmServe Forecasting utility (See IV. above). For this reason it is critically important that specific fields within the table not be altered.

Each time a user logs into the Immunization Package, the Vaccine

Table is checked for integrity. If certain fields have been altered, a warning message is issued, and several functions within the package begin to display the warning. Some basic functions of the package will continue to operate, such as the display of a patient's immunization history. Other functions will only display the warning.

Listed below is the text of the warning. (Users without the BIZ MANAGER Key will not see the last paragraph.) As the warning indicates, restandardizing the table simply involves selecting "RES" from the Manager Menu. This can be done at any time, and users need not log out of the package. Runtime is a few seconds at most.

WARNING

Vaccine Table (IMMUNIZATION File) is not standard--cannot proceed.

At this point you should back out of the Immunization Package and contact your site manager or the person in charge of the Immunization Software.

Or, you may fix this by Restandardizing the Immunization File. To do so, proceed to the Manager Menu and select Restandardize. (Menu Synonyms: MGR-->RES)

VIII. DUPLICATE LOT NUMBERS

Some sites have duplicate Lot Numbers in their IMMUNIZATION LOT File, which will cause the storing of Immunizations in the V IMMUNIZATION File to fail. RPMS Immunization v7.1 recognized duplicate Lot Numbers ahead of time and informs the user. If the user holds the BIZ MANAGER Key, the text below will be displayed:

Two steps should be taken to resolve duplicate Lot Numbers:

*** STEP 1:**

Duplicate Lot Numbers are resolved under the Manager Menu, "Lot Number Add/Edit" (MGR-->LOT). Go to this option and enter the Lot Number in question. Two or more choices will be presented. Select one of the choices to be the valid Lot Number. Edit this Lot Number, under it.

*** STEP 2:**

Select and edit each of the duplicate Lot Numbers.

Edit the Lot Number itself by placing "z" at the beginning (e.g., 483-116 --> z483-116). If there is a second duplicate, add "zz" to the beginning of that Lot Number; for a third duplicate, add "zzz", and so on. The adding of leading "z"s to the duplicates will make them distinguishable from the valid Lot Number. This method will also make the old duplicate Lot Numbers recognizable on pre-existing visits.

The duplicate Lot Numbers should also be made INACTIVE. If an old Visit is to be edited and it has one of the old duplicate Lot Numbers, the old duplicate should be replaced with the current valid Lot Number (easily recognized by ignoring the leading "z"s).

IX. PROTOCOLS FOR USE BY OTHER PACKAGES

RPMS Immunization v7 contains 3 Listmanager Protocols that may be of use to programmers of other packages:

- 1) BI PATIENT VIEW/EDIT EXT CALL - This protocol calls up the Listman Patient View/Edit screen. The called assumes that DFN (patient) defined. Other optional parameters are described in routine HAVEPAT^BIPATVW. Users will only have Edit capability if they hold the BIZ EDIT PATIENTS Key.
- 2) BI IMMUNIZATION ADDED - This protocol is an Extended Action Type of Protocol (any protocols entered as ITEMS will be called when this protocol is called). The Description field of this protocol lists all of the defined variables that relate to the immunization that has just been added.
- 3) BI IMMUNIZATION DELETED - This protocol is an Extended Action Type of Protocol (any protocols entered as ITEMS will be called when this protocol is called). The Description field of this protocol lists all of the defined variables that relate to the immunization that has just been deleted.

*** END OF PACKAGE INFORMATION TEXT ***

12.0 GLOSSARY

Active Case Manager: Currently carrying a caseload; available for selection when editing a patient's Case Data.

Patient: One who is being tracked and followed up on for immunization purposes because of age and/or vulnerability to disease; generally those patients under a certain number of years of age (e.g., 7 or 8).

Vaccine: Currently available; may be entered/selected when entering new immunizations.

Case Manager - A user of the RPMS Immunization module responsible for managing patients. This includes immunization tracking and recall, entering or editing patient data, selecting appropriate letters, scanning for delinquent needs, and more.

Contraindication - A symptom or condition that makes a particular procedure or treatment inadvisable.

Data Element - A field in a record (e.g., patient record).

Due Dates - Dates on which ImmServe, a forecasting algorithm, has forecast immunizations as due.

Due Letter - A letter generated and printed by the software that is sent to a patient containing information about immunizations that are due.

Export - A process by which you can send a report to a file or to another computer, site, or agency.

File Format - The layout and style in which data is formatted in a file for export or electronic transmittal.

Forecast - A projection of immunizations that are due and that date on which they should be administered.

Health Summary - A listing of patient information including demographic data, insurance, allergies, scheduled visits, in-hospital visits, outpatient/field visits, referred care, immunizations, health maintenance reminders, missed dental visits, Diabetes and Cancer summary information, mental health/social services data and a problem list.

ImmServe - Software that evaluates immunization histories and determines due dates.

Immunization Rate - The proportion of patients who received a specified vaccine or group of vaccines within a timeframe or by a certain age.

Immunization Register - Also known as Immunization Register; the subset of RPMS registered patients whose immunization administrations are actively being tracked/followed.

Inactive - Case Manager: Listed for historical purposes; cannot be entered/selected when editing a patient's Case Data.

Patient: One who is no longer being tracked or followed up on for immunization purposes; generally those patients beyond a certain number years of age (e.g., 7 or 8).

Vaccine: Listed only for historical purposes; no longer available as a valid choice.

Key - A "password" that allows or restricts access to specific areas of functionality in the software.

Location Type - An identification of a location as an IHS facility or Other such as a private clinic or physician practice.

Lot Number - The number identifying a manufacturer's batch of a particular vaccine; important in the tracking of recipients of a specific batch with which a problem has been determined.

Official Immunization - The letter that presents all of a patient's Immunization information

Record Letter - Generally sent to schools, parents, other clinics, etc.

Output Device - The equipment to which a file is sent; usually refers to a printer or to the computer monitor screen (Home).

PCC Category - Patient Care Component category; that is, ambulatory, historical event, or inpatient.

Program Manager - The person chiefly responsible for the setup and operation of the RPMS Immunization Module at a given site.

Reaction - An adverse response to the administration of an immunization.

Site Manager - The person responsible for operation of the IHS site; determines and assigns access levels to site users.

Site Parameters - Settings that can be made by the Site Manager to customize the software and data to a particular site.

Skin Test - A subcutaneous test to determine delayed hypersensitivity and thereby exposure to an antigen (e.g., PPD).

Translation Table - A table that gives standard alternate names, maximum doses, series types, and HL7 codes for all vaccines; it explains the translation of the old vaccine names and codes in the Old Immunization Table to the new HL7 codes and names.

Vaccine Information - A statement provided to the parent of a patient that identifies each.

Statement - Vaccine administered and documents the Date of Publication as evidence of Informed Consent for the vaccination.

Vaccine Table - A standard list of all IHS vaccines and their HL7 codes.

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