



RESOURCE AND PATIENT MANAGEMENT SYSTEM

IMMUNIZATION MODULE

(BI)

User Manual

Version 8.1
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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. This manual describes all of the processes and procedures involved in collecting and managing the immunization data of patients, and 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 8.1. 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 typing ?), 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 that developed a set of design requirements for the software. Version 7.1, which offered many enhancements to v7.0, was released in 2001. The current v8.1 software replaces all previous versions.

2.0 New Features of Version 8.1

2.1 The Most Important New Features

2.1.1 Developing GPRA Communities Taxonomy

Upon installation of Version 8.1, sites will be prompted to develop their list of GPRA communities. The GPRA coordinators should be consulted to ensure that the list is consistent with the list used for GPRA indicators.

2.1.2 Automatic Activation into the Immunization Package

The “Not in Registry” status will no longer exist. New Scan feature searches the RPMS Patient Database for children who are less than 36 months old and reside in GPRA communities for the facility and automatically enters them into the Register. Children already in the Register or residing outside of the GPRA communities will not be affected. When you look up an inactive <36 month old child in the Immunization Package, you will get a prompt asking if you want to activate the child.

2.1.3 Inactivating Children

To inactivate a patient, you will need to select a reason from a drop down menu. Reasons include: Moved Elsewhere, Treatment Elsewhere, Deceased, and Ineligible. If possible, add the location where patient moved, and provider’s name if a patient is getting care elsewhere. Patients who were inactivated prior to Immunization v8.1

will have “Previously Inactivated” or “Never Activated” in the Reason for Inactivation field.

2.2 New Features by Menu Options

The following features are new to version 8.1, categorized by Menu Options.

2.2.1 Patient Menu

2.2.1 When adding immunizations, if the Category of Historical is entered or if the date is more than 5 days prior to “today”, the person entering the immunization will *not* be automatically entered as the default provider.

2.2.2 When a Category of Historical is chosen on the Add/Edit an Immunization screen, Inactive vaccines will be available for selection.

2.2.3 Risk Taxonomies now affect forecasting of Influenza and Pneumo. Other enhancements to forecasting of Pneumo and Influenza have been made (including forecasting Influenza through March 31).

2.2.4 New fields are added for Skin Tests to record Site and Volume.

2.2.5 TST-PPD can now be added as a contraindication (with a reason of “Positive TB Skin Test”).

2.2.6 On the Patient View screen, new fields are displayed under Additional Information:

- a) The Patient’s Current Community is now displayed.
- b) “Date First Entered” now appears with a method (automatically, manually).
- c) “Inactive Date” now has a Reason displayed with it.
- d) “Made Inactive by” now appears with the name of the user.
- e) “Moved to/Tx Elsewhere” now appears (text up to 50 characters).
- f) “High Risk Flu/Pneumo” status is now displayed.
- g) “Forecast Flu/Pneumo” now includes a Disregard High Risk option.
- h) “Pneumo Site Parameter” is displayed for reference.
- i) “Next Appointment” only displays if the Patient has one in RPMS.

2.2.7 Logic to check Inpatient Status has been improved (and can be disabled via Manager’s Edit Site Parameter menu).

2.2.8 Enhancements to Lists & Letters options:

- a) “Reason Inactivated” can be selected as Additional Info.

b) On Patient Lists & Letters, Current Community automatically displays in the right-most column instead of Parent/Guardian (which has been moved to an Additional Information item to be added if desired).

c) A selectable Date Range has been added to the Immunizations Received parameter of the List & Letters.

d) Letters: New template available that lists Forecast first, then History. Also, contraindications that are “Refusals” will no longer appear in printed letters.

e) Two new Patient Groups have been added to Lists & Letters: “Automatically Activated” and “Refusals.”

f) An “Include Deceased” parameter has been added to Lists & Letters menu.

2.2.9 Patient lookup automatically adds patients to the Register, with prompt for Active versus Inactive based on age.

2.2.10 It is now possible to select for specific Immunizations *Past Due*.

2.3 Reports Menu

2.3.1 All reports now offer the opportunity to list all of the patients considered in the report and to edit the patients’ data individually from within the report.

2.3.2 Immunization Package Version# and Patch# now appears at the top left of all printed reports.

2.3.3 New Manager-edited Set of GPRA Communities can be selected for any reports in order to produce closer consistency with CRS reports.

2.3.4 Number of Refusals appears at the bottom of relevant reports.

2.3.5 New option in Two-Yr-Old Report allowing choice of either 19-35 month span or 24-35 month span.

2.4 Manager Menu

2.4.1 New Vaccines: Four new vaccines have been added to the Vaccine Table in keeping with the latest additions to the CDC NIH Standard Vaccine Table: TETTOX, NOS (112), Td-ADULTpf (113), MENING-CV4 (114), Tdap (115).

2.4.2 Vaccine Forecasting Options: There are still 10 Vaccine Forecasting options, however, they have changed somewhat. For each of the options, the site can choose to use or not to use the 4 day grace period. The forecasting options vary by use of Comvax, and by the recommended age for the 3rd IPV, 4th DTaP, final Hib, final Hep B, 4th Pn, MMR, and Varicella. The options are:

	6 Mths	12 Mths	15 Mths	24 Mth
1)	IPV	DTaP, Hib, MMR, Pn, Var		Pn23
2)	Hib, IPV, MMR, Pn, Var	DTaP	
3)	IPV	DTaP, Hib, MMR, Pn, Var		
4)	DTaP, Hib, IPV, MMR, Pn, Var		
5)	IPV	Hib, MMR, Var	DTaP, Pn	
6)	IPV	Hib, MMR, Pn	DTaP, Var	
7) Comvax	IPV	DTaP, HepB, Hib, MMR, Pn, Var		
8) Comvax	HepB, Hib, IPV, MMR, Pn	DTaP, Var	
9) Comvax	IPV	HepB, Hib, Var, MMR	DTaP, Pn	
10) Comvax	HepB, Hib, IPV, MMR, Var	DTaP, Pn	

All versions include DTaP for Infants and Hep A.

2.4.3 Forecasting On/Off by Vaccine Groups: There is a new screen to turn on/off forecasting for each Vaccine Group.

2.4.4 The full vaccine name is displayed on the Edit a Vaccine screen.

2.4.5 New Site Parameters

a) GPRA Communities: New site parameter allows identifying a set of GPRA Communities to be used in reports.

b) Inpatient Visit Check: New site parameter to enable/disable the checking of a patient’s Inpatient Status when adding new immunization visits.

c) High Risk Factor Check: New site parameter to enable/disable the automated check on patients’ high risk status when forecasting.

d) Import CPT-coded Visits: New site parameter to enable/disable the automated import of visits added only via CPT Coding and not through the Immunization Package or PCC Data Entry IM mnemonic.

2.4.6 A minor problem with the Lot Number Add option has been corrected (no longer prompts for multiple vaccines).

2.4.7 Hep A Peds (31) will no longer be forecast for patients 18 years of age and older but will be translated to Hep A ADLT (52).

2.4.8 Hep B Peds (8) will no longer be forecast for patients 20 years of age and older but will be translated to Hep B ADLT (43).

2.4.9 New Scan feature searches the RPMS Patient Database for children who are less than 36 months old and automatically enter them into the Register.

2.4.10 New Data Element “HL7-CVX LEADING ZERO” added for exports to CASA.

2.5 Other

2.5.1 The new PIMS API for creating Visits is now used if present on the system.

2.5.2 Most FileMan Database calls have been converted to employ the new Silent API Calls (in preparation for GUI interfaces).

2.5.3 New programmer API call for GPRA Two-Year-Old Report (provides list of patients to other packages, i.e., CRS).

2.5.4 New forecasting API for Health Maintenance Reminder software.

2.5.5 Enhancement to handle extremely large patient histories in the forecasting string.

2.5.6 Twenty (20) New Programmer Entry Points (PEPs) have been designed and documented for various calls by other software into the Immunization database. (These PEPs are documented in the Immunization Technical Manual and in the code.)

3.0 Orientation

3.1 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. Registered patients will be automatically added to the Immunization registry as “Active” or “Inactive.” Children < 36 months of age residing in GPRA communities for the facility will automatically be activated. Other patients who are to be tracked for Immunizations may be made active in the “Immunization Registry,” which is a subset of all registered patients. Active Patients in the Immunization Register are those whose immunizations are tracked at the site. 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.

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 the Return key. 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.

3.2 Menu System

The main entry point into the RPMS Immunization Module is the Immunization Menu option. (This option may also be the synonym “IMM.” Contact your computer

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.

3.2.2 Reports Menu

This menu is used to generate the following standard reports:

- *Adult Immunization Report* – Presents immunization rates for patients over the age of 50 and over the age of 65.
- *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 19 to 35 month old Active Children, including the 4-3-1-3 rate (4DTP, 3polio, 3Hib, 1MMR) used for national Year 2010 Objectives.
- *Vaccine Accountability Report* – Presents doses administered for a given time period by age group and series.

3.2.3 Managers Menu

Managers use this menu portion of the software 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.

3.3 Menu Diagram

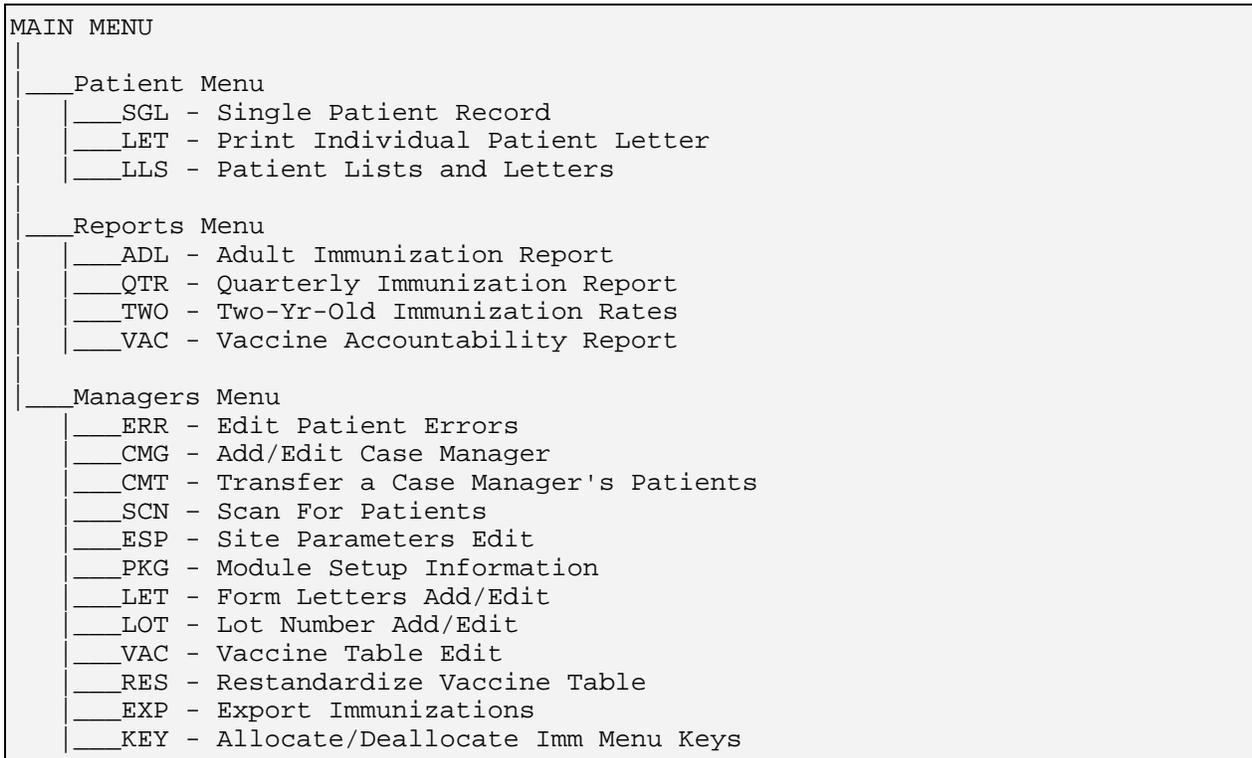


Figure 3-2: Menu Diagram

3.4 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.)

3.5 ImmServe 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 childhood and adult immunizations, except influenza and pneumovax (forecast by RPMS), and can be customized for different immunization schedules. ImmServe will be refined as immunization logic evolves or new vaccines and vaccine combinations are added. See Appendix C: ImmServe.

3.6 Conventions in the Software and Manual

The Resource and Patient Management System (RPMS) has established certain terms and operating procedures (conventions) for the Immunization module. The following is a brief discussion on those conventions, knowledge of which will enable you to learn how to use the system quickly. As you read the following explanations, refer to your keyboard. This will insure that you have correctly identified each of the keys and command functions.

3.6.1 The Return Key

At many points in this manual you will be instructed to type some letters and press the Return key. The Return key refers to the key on your keyboard marked with the word *Return* or *Enter*. (On electric typewriters, it was the carriage return key.) “Press the Return key” and “press the Enter key” are synonymous commands. Most PC computer keyboards have an Enter key rather than a Return key. Whenever you see [RET] or the Return key, simply press the Return or Enter Key.

3.6.2 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 done so that you do not 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 @ at the default prompt.

3.6.3 Screenshots

Figure 3-3 shows an example of a screenshot or screen capture.

```

IMMUNIZATION v8.1          *   PATIENT MENU   *           Site: DEMO MED CTR
                           =====           User: USER, MARTHA

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

Select Patient Menu Option: PAT   Patient Immunization Record

```

Figure 3-3: Sample Screenshot

When you see boldface type in a screenshot, it indicates a user action. After every entry that you type, you must press the Return key to create the entry. If the screenshot displays only the two double slashes (//) without any boldface/italic type, simply press the Return key without entering anything.

3.6.4 On-line Help

On-line help is available for most menu options and data entry prompts. Typing a single question mark (?) at the data entry prompt produces instructions for entering requested data. Typing two question marks (??) causes the system to display a more complete message. Some prompts display a list of available choices. If at any time you are not sure how to answer a particular question, or if you want to know more about the menu choices, you may type a single question mark (?) and more information will be displayed.

3.6.5 Backspace and Arrow Keys

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

3.6.6 The Up-Hat (^)

The up-hat, also known as the caret (^) (Shift-6), is a special control character. Use it to exit from a particular activity or data entry sequence. Typing the up-hat (caret) at any prompt will usually take you back to the preceding prompt or menu level. It can also be used to exit from long data displays, such as vendor lists, that usually involve many screens.

Activate the up-hat by pressing the Shift key and the 6 key, located at the top of the typewriter keyboard. Note that pressing the Shift key and the 6 key on the adding machine-like keypad will not create a ^ character.

3.6.7 The “Select Device: ” Prompt

Whenever the software is about to display a list or report, it will display the “Select Device:” prompt. 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, type HOME (or 0). For help in answering the “Select Device:” prompt, please contact your site manager.

Some reports will allow you to type 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 typing Q, the system displays the “Queue To Print On Device:” prompt. At this point you enter the name of the printer on which you wish to print the report.

3.7 ListMan Screen Displays

The RPMS Immunization Module v8.1 makes extensive use of ListMan Screens to display information and to provide a means of taking various actions on the information presented. Figure 3-4 shows a typical ListMan Screen:

```

PATIENT VIEW (IMM v8.1)   Sep 15, 1998 16:52:30           Page: 1 of 2
Patient: DEMO,PATIENT           DOB: 01-May-1998 4 months)
Chart#: 00-00-54 at UNSPEC MED CTR   Inactive      Female      M HBsAg: UNK

#  Immunization History          | Immunizations DUE on 01/27/2004
1  03/27/03  DTaP (PEDIARIX)      unsp          | Td-ADULT      past due
2  03/27/03  IPV (PEDIARIX)       unsp          | Last Letter: None
3  03/27/03  HEP B PED (PEDIARIX) unsp          |
4  11/17/03  *VARICELLA              unsp          |
    -INVALID--EXPIRED-          |

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 3-4: ListMan 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 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 three elements – Message Line, Actions, and Action Prompt.

- **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 the Return key 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

3.7.1 Generic Actions

In addition to the Actions specific to the ListMan screen, 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, as illustrated in the table:

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)

Table of generic actions and descriptions

3.8 ScreenMan Displays

RPMS Immunization Module v8.1 makes extensive use of ScreenMan to allow the editing of data relating to patients and their immunizations, skin tests, contraindications, etc.

Much like ListMan, ScreenMan 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.

Figure 3-5 shows a sample of a ScreenMan display.

```

* * * ADD/EDIT IMMUNIZATION VISIT * * *

Patient: DOE,FLORENCE                      DOB: 05-Oct-1997 (20 months)
Chart#: 00-00-04 at UNSPEC MED CTR          Inactive      Female

-----
Date: MAR 27,2003                          Category: Ambulatory
Vaccine: DTaP-Hep B-IPV                     Lot#:
Inj Site:                                   Vol:      ml
Location Type: IHS                          Location: UNSPEC MED CTR
Provider:                                    Reaction:
VIS Date:                                   Dose Override:

Exit      Save      Refresh
Enter a command or '^' followed by a caption to jump to a specific field.
COMMAND:                                     Press <PF1>H for help

```

Figure 3-5: Sample Screen of ScreenMan

ScreenMan Tips:

- Context sensitive help (messages relating to the particular prompt/question at which your cursor is resting) will be automatically displayed in the bottom third of the screen. Type ? at any prompt to display more help at the bottom of the screen.
- In general, it is most efficient to press the Return key to move from one prompt to the next; however, you may move 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. That 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.

4.1 Single Patient Record (SGL)

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 immunization profile for any patient in the Immunization register.

Selecting the Single Patient Record option

To select a Single Patient Record, type **SGL** at the “Select Patient Menu Option:” prompt. Type the patient’s name, chart #, or **DOB** at the “Select Patient Name:” prompt (Figure 4-3).

PATIENT VIEW (IMM v8.1)		Jan 31, 2004 18:28:51		Page: 1 of 3	
Patient: DEMO,PATIENT		DOB: 01-May-1998 (4 months)			
Chart#: 00-00-54 at UNSPEC MED CTR		Inactive		Female M HBsAg: UNK	
#	Immunization History	Immunizations DUE on 15-2ep-1998			
1	02/15/03 PEDVAXHIB UNSP	DTaP past due			
2	05/05/03 *PEDVAXHIB UNSP -INVALID--DEFECTIVE- (Arthritis or Arthralgias)	IPV past due PNEUM-CONJ past due INFLUENZA due			
3	05/29/03 PEDVAXHIB (COMVAX) UNSP	Last Letter: None			
4	09/05/03 PEDVAXHIB (COMVAX) UNSP				
5	02/16/03 HEP B PED UNSP	-----			
6	05/07/03 *HEP B PED UNSP	* CONTRAINDICATIONS/REFUSALS *			
HIBTITER: Anaphylaxis					
ADDITIONAL PATIENT INFORMATION					

Case Manager.....: AVRITT,RALPH					
Next Appointment : 01/04/04					
+ Scroll down to view more. Type ?? or Q to QUIT.					
A Add Immunization D Delete Visit P Patient Edit					
S Skin Test Add I ImmServe Profile C Contraindications					
E Edit Visit H Health Summary L Letter Print					
Select Action: Next Screen//					

Figure 4-3: Patient Immunization Record Screen

Important Notes

- All patients called up under the “Single Patient Record” menu option will be automatically added to the Immunization Register if they are not already listed in it.
 - If the patient is over 18 years or if the user/clerk does not have the BIZ EDIT PATIENTS Key, then the Patient is added with a Status of Inactive and a reason of “Never Activated.”
 - If the patient is 18 years or younger and the user/clerk has the BIZ EDIT PATIENTS Key, then the user/clerk is prompted to select a status.
 - If the patient is already in the Register and has a Status of Inactive BUT is of an age less than 36 months, then user/clerk (if they have the BIZ EDIT PATIENTS Key) will be prompted to change the patient’s Status to Active.
 - If the patient is deceased, he or she is automatically added with a Status of Inactive and a reason of “Never Activated.”
- 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*.
- 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.
- If a patient is recorded as “deceased” in the Registration module, this will be displayed. Letters do not print for “deceased” patients.
- At the “Select Action:” prompt on most of the ListMan screens, you can type ?? to view the list of hidden actions.

<p>Note: Cross reference Section 3.7.1, Generic Actions, for a description of actions.</p>

4.1.1 Add Immunization (A)

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 registered (Figure 4-4).

```

* * * ADD IMMUNIZATION VISIT * * *
Patient: DOE,JOHN          DOB: 04-Feb-1976 (28 yrs)
Chart#: 00-00-05 at UNSPEC MED CTR          Active      Male
-----
Date: FEB 2,2004          Category: Ambulatory
Vaccine: HIB (PRP-OMP)          Lot#: 123456
          (PEDVAXHIB)
Inj Site: Left Thigh IM          Vol:.5 ml
Location Type: IHS          Location: UNSPEC MED CTR
Provider: DOCTOR,NURSE
VIS Date: DEC 16,1998
-----
Exit      Save      Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND:          Press <PF1>H for help      Insert

```

Figure 4-4: Add/Edit Immunization Visit Screen

The RPMS Immunization Package is designed to include all the information required to be documented when immunizations are given. Each site that chooses to do direct data entry should require that all fields be completed.

Combination vaccines can be entered by name i.e., Comvax® or Pediarix™. There will not be any dose numbers. The site, route, and amount can be recorded in RPMS.

The Categories for entries are as follows:

Ambulatory refers to outpatient or clinic visits (as opposed to inpatient) that occurred at the clinic or hospital where the Immunization software is being used.

Historical refers to immunizations given at other facilities (not the current facility where the software is being run) and to visits that occurred in the past and of which not many details are known. This is offered in order to complete a patient's immunization history as much as possible, while recognizing that all of the information may not be available. If a date other than today is entered, the Category automatically defaults to Historical. If indeed an Ambulatory visit is being entered belatedly, the Category can be changed back to Ambulatory.

Note: Ordinarily, when entering immunizations and the Category is Ambulatory, only the current "Active" vaccines are available for selection (as determined by the Manager under the Vaccine Table Edit option). However, when the Category is Historical, all

vaccines, both Active and Inactive, are available, in order to allow the entering of a complete history.

CAUTION! Care should be taken when entering Ambulatory immunizations at the current facility a day or more later than the actual visit. If the Date is other than today, the Category will automatically default to Historical and *many Inactive (and inappropriate) vaccines will be available for selection*. Designating a visit as Historical relaxes many of the safeguards put in place for complete and accurate data entry (checks for Active vaccines, Lot Number requirements, duplicate visit checks, etc.).

If the immunization being entered is not truly Historical, but merely an Ambulatory visit being entered a day or two late, then it is very important to *change the Category back to Ambulatory*. This will help to ensure accurate data entry and avoid difficulties and confusion later.

Inpatient refers to those immunizations given while a patient is admitted to the current hospital/facility, where the software is in use.

	Ambulatory	Historical	Inpatient
Date	Today's date – the default	Enter the date of the immunization	Today's date – the default
Vaccine	Enter vaccine name – can use name of combination – Comvax® or Pediarix®	Enter vaccine name – can use name of combination – Comvax® or Pediarix®	Enter vaccine name – can use name of combination – Comvax® or Pediarix®
Lot #	Enter the Lot # on the vial	Leave blank as unknown	Enter the Lot # on the vial
Injection Site	Enter site	Leave blank as unknown	Enter site
Volume	Accept default unless different	Delete the default - @ sign	Accept default unless different
Location Type	Accept default (IHS)	Accept default (IHS) or change to other (O) if not an IHS location	Accept default (IHS)
Location	Accept default – your facility	Enter location immunization given	Accept default – your facility
Provider	Accept default – change if person entering not the same as person who gave immunization	Delete default - @ sign (shift 2)	Accept default – change if person entering not the same as person who gave immunization
VIS Date	Accept default	Delete default - @ sign (shift 2)	Accept default

	Ambulatory	Historical	Inpatient
Category	Accept default - Ambulatory	Accept default – Historical	Change to Inpatient

Shortcut Keys

- Exit and Save – press F1 and then E.
- Exit and not save – press F1 and then Q.
- Delete a specific entry – type @.
- To accept the last IHS location entered if different than the default – press the spacebar and then the press the Return key.

Lot #:

The manager sets a default lot number for each vaccine in the Manager Menu, and chooses whether to make Lot # required or optional.

Note: Cross reference Section 6.0 Manager 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 the 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 may finish entering the Immunization Visit without a Lot Number, and add the Lot Number to this visit after the duplicate has been resolved. Or you can quit without adding the visit at this time.

For users who hold the BIZ MANAGER Key:

You have selected a "Duplicate Lot Number." This means that the Lot Number already exists 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.

Location Type:

Location Type is used to designate whether a location is IHS - any location that has a recognized IHS Facility Location Code, or OTHER- unofficial locations, such as private doctors without an IHS Facility Location Code. All "OTHER" locations point to one Location Code which is set in Section 6.4.

Location:

If the location is an official IHS location, you must enter the correct code. If you chose "OTHER" for Location Type, you may use non-official locations (e.g., Dr. Ray Beck).

Reaction:

Choose from the following list:

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

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. You can set a default VIS date in the Vaccine Table Edit option, Section 6.9.

4.1.2 Skin Test Add (S)

With this action on the Patient View screen (Figure 4-5) 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 in which you add immunizations.

```

* * * ADD/EDIT SKIN TEST VISIT * * *

Patient: DEMO, PATIENT                DOB: 16-Mar-1999 (6 months)
Chart#: 00-00-99 at UNSPEC MED CTR    Active      Male
-----
Date: FEB 15, 2003                    Category: Ambulatory
Skin Test: CHLAMYDIA                   Site: LEFT FOREARM   Volume: .1 ml
Result: NEGATIVE                       Reading: 13mm       Date of Reading:
Location Type: IHS                      Location: UNSPEC MED CTR
    
```

Skin Test Provider: Skin Test Reader:
COMMAND Press <PF1>H for help Insert

Figure 4-5: Add/Edit Immunization Visit

Use the procedure outlined in Section 4.1.1. Add Immunization (A) to add a skin test. To display a list of skin tests type ?? at the “Skin Test:” prompt. The result of the skin test will be Positive or Negative. The reading is the “induration” in *mm* (e.g., 0, 02, or 12mm). Identify the skin test provider and reader.

4.1.3 Edit Visit (E)

With this action on the Patient View screen you can change wrong vaccine or skin test information in RPMS, including wrong dates, vaccine, etc. The screens and actions are identical to those described in Section 4.1.1 Add Immunization (A) except you have two additional choices when editing a vaccine:

	Ambulatory	Historical	Inpatient
Reaction	Use ?? to see choices – enter if there was a reaction to a vaccine.	Leave blank – will probably not know on historical – enter if known.	Use ?? to see choices – enter if there was a reaction to a vaccine.
Dose Over-ride*	Use to force a dose valid (if given a day or so early but won’t affect school) or invalid (due to expired vaccine, etc). Use ?? to see choices. Use only with provider approval.	Use to force a dose valid (if given a day or so too early but won’t affect school) or invalid (due to expired vaccine, etc). Use ?? to see choices. Use only with provider approval.	Use to force a dose valid (if given a day or so too early but won’t affect school) or invalid (due to expired vaccine, etc). Use ?? to see choices. Use only with provider approval.

Note: Using dose over-ride affects the forecasting – will ignore invalid doses and will count forced valid doses.

Short Cut Keys

- Exit and Save – press F1 and then E
- Exit and not save –press F1 and then Q
- Delete a specific entry – type @
- To accept the last IHS location entered if different than the default – press the spacebar and then the Return key.

4.1.4 Delete Visit (D)

With this action on the Patient View screen shown in Figure 4-6, 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 v8.1          *  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 4-6: Delete an Immunization Visit Screen

4.1.5 ImmServe Profile (I)

With this action on the Patient View screen, you can view an in-depth 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 Module Information (PKG) option on the Manager menu or to Appendix C: ImmServe for more information about ImmServe forecasting.)

Figure 4-7 displays an example of the ImmServe Profile screen.

```

Patient:
PATIENT, JANE      DOB:27-APR-1998 (7m) Chart#:11-11-70 at UNSPEC MED CTR
Active           Female
-----
ImmServe (Release 5.1, Rule Set 3.0, Version: IHS_1)
  Case run Fri Oct 9 09:11:47 19998
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 4-7: ImmServe Profile Screen

4.1.6 Health Summary (H)

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 Immunization, Adult Regular, Cancer, CHR, Dental, Diabetes Standard, Mental Health/Social Services, Patient Merge (Complete), Pediatric, Problem List, and Sample. A sample Health Summary screen is shown in Figure 4-8.

```

***** CONFIDENTIAL PATIENT INFORMATION -- APR 14,1999  8:36 AM  [JEC] *****
DOE,PATIENT #99999  (IMMUNIZATION SUMMARY)  pg. 1 *****

DOE,PATIENT      DOB: AUG 8,1982
INDIAN HOSP.    HEALTH RECORD NUMBER: 99906
5 PALM DR, MYTOWN, NM  87999

----- IMMUNIZATIONS -----
IMMUNIZATION FORECAST:
  HEP B          past due

      DTP          03/07/91  18 mths UNSPEC Med Ctr
      DTP          04/07/95   5 yrs  UNSPEC Med Ctr
      Td-ADULT     08/09/02  12 yrs  UNSPEC Med Ctr          U0520AA
+   Enter ?? for more actions                                >>>
+  NEXT SCREEN      -  PREVIOUS SCREEN      Q  QUIT
Select Action: +//
    
```

Figure 4-8: Health Summary Screen

4.1.7 Patient Edit (P)

With this action on the Patient View screen (Figure 4-9); 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 or Disregard forecast based on Risk Factors.
- Add the name of a parent or guardian for due letters.

```

* * * EDIT PATIENT CASE DATA * * *

Patient Name: PATIENT,PATIENT (46 years)           Chart#: 99999
Street: 123 ANYWHERE                               Patient Phone: Unknown
City/St/Zip: ANYWHERE, AK 99503

(The above data may be edited through Patient Registration)
Case Manager: YOUR NAME
Parent/Guardian:
Other info:

Inactive Date: 12/21/98 Inactive Reason: Moved Elsewhere
Moved to/Tx Elsewhere: Fred text may be entered here.

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

COMMAND:      Press <PF1>H for help  Insert

```

Figure 4-9: Patient Edit Screen

Important Notes:

- Entering a date in the Inactive field will flag the patient as Inactive as of that date. Several reports and letters allow the user to specify whether to include Inactive patients or only Active patients. CAUTION: If the patient is “inactivated” in the RPMS Patient Registration package, it will not be possible to select and edit the patient in the Immunization package (for the given site). This can lead to a problem wherein a patient counts as delinquent for immunizations, but cannot be edited or even inactivated in the Immunization package. Therefore it is important to inactivate the patient in the Immunization package *first* and then inactivate the patient in the Patient Registration package.
- If the Parent/Guardian field is left blank, the due letters are addressed to "Parent/Guardian of" followed by the patient name.
- Use the Forecast Influenza/Pneumo field to add the patient to the group that is forecast for Influenza every year between September 1 and March 31 and/or forecast for Pneumo. 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). You may also select (4) Disregard Risk Factors in order to prevent this patient from being forecast for Influenza and Pneumo due to previous High Risk diagnoses in their record.
- If you enter HBsAg “positive,” this status shows up each time you view the Patient’s Immunization Record on the Patient View screen.

4.1.8 Contraindications (C)

With this action on the Patient View screen (Figure 4-10), you can add or delete contraindications for specific vaccines. The reasons for contraindication include:

- | | |
|------------------------------|----------------------------------|
| Anaphylaxis | Immune Deficiency |
| Carrier (e.g. HBsAg Carrier) | Immune Deficient |
| Convulsion | Lethargy/Hypotonic Episode |
| Egg Allergy | Neomycin Allergy |
| Fever > 104 | Parent Refusal |
| Hx of Chicken Pox | Patient Refusal |
| Immune | Persistent Crying |
| | Positive TB Skin Test (PPD only) |

CONTRAIND (IMM v8.1)		Apr 16, 1999 16:04:36	Page: 1 of 1
Patient: DOE,PATIENT		DOB: 23-Jan-53 (46 years)	
Chart#: 99999 at UNSPEC MED CTR		Active	Female
#	Vaccine Reason	Date Noted	
1	VARICELLA: Hx of Chicken Pox	10-Dec-1998	
Enter ?? for more actions.			
A	Add Contraindication	E	Explanation
D	Delete Contraindication		
Select Action: Quit//			

Figure 4-10: Contraindications Screen

This is the Patient Contraindication screen, the point from which you add or delete the patient's contraindications.

The *top* of the screen lists the patient's demographic information, most of which is edited through the RPMS Patient Registration.

The *middle* of the screen lists any Contraindications to vaccines that the patient may have, along with the Reason for the contraindication and the date it was noted.

The *bottom* of the screen provides the actions to Add or Delete Contraindications, or to view this Explanation.

Contraindications added for the patient here will cause the contraindicated vaccine to be eliminated from the Forecast (in the right column of the main Patient View screen). However, if the Reason chosen for a Contraindication is "Patient Refusal," the vaccine will NOT be eliminated from the Forecast. If you choose "Immune Deficiency," then MMR, Varicella, OPV, and Flu-Nasal (all live vaccines) are automatically contraindicated.

Note: You may select TST-PPD INTRADERMAL (PPD) as the "vaccine." In this case, the only reason selectable will be "Positive

"TB Skin Test." This allows the system to display a contraindication to future PPD tests.

4.1.9 Letter Print (L)

With this action on the Patient View screen (Figure 4-11); you can print any form letter (Due Letter, Official Immunization Record, etc) for the given patient. The form letters are set up by the Site 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.

```

                                DEMO Clinic
                                123 MAIN
                                Anywhere, Alaska 12345
                                (123) 456-7890

30-Mar-1999
                                Date of Birth: 01-Jan-1900 (6 Months)
Chart#: 99960                    Parent/Guardian of
DEMO PATIENT
100 5TH ST.
Anywhere, Alaska 12345

Dear Parent or Guardian:

Your child, DEMO, 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 UNSPECIFIED MEDICAL CENTER

Sincerely,

Dr. ADAM ADAM
Printed: 30-Mar-1999 @12:26          Case Manager: DEMO USER

```

Figure 4-11: Letter Print Screen

4.2 Print Individual Patient Letter (LET)

The Patient Menu option (Figure 4-12) allows you to display or print any one of a list of form letters for a patient. This option is identical to the Action described in Section 4.1.9, however the option here is offered entirely by itself and not in conjunction with all the other Patient Edit actions. This provides clerical staff with

the ability to send letters to patients, without giving the clerical staff access to edit patient data.

```

IMMUNIZATION v8.1          *   PATIENT MENU   *           Site: UNSPEC MED CTR
                          =====           User:  USER, DEMO

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

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

Figure 4-12: Patient Menu

This option displays prompts for selection of the patient, selection of the Form Letter, and selection of the device on which the letter will be printed. At the “Form Letter Prompt:” type the name of the letter or ? to select from a list of form letters. Figure 4-13 shows an example of an Official Immunization Record for an individual patient.

```

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

30-Mar-1999                                Date of Birth: 01-Jan-1999 (2 months)

Parent/Guardian of
DEMO PATIENT
100 Main Street
ANYWHERE, ALASKA 12345

Our records show that DEMO has received the following immunizations:

      Immunization      Date Received      Location
      -----      -----      -----
      1-DtorP          26-Mar-1999      UNSPECIFIED Medical Center
      1-Hib            26-Mar-1999      UNSPECIFIED 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 4-13: Sample Official Immunization Record

4.3 Patient Lists and Letters (LLS)

With this Patient Menu option (Figure 4-14) 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 v8.1          *   PATIENT MENU   *           Site: UNSPEC MED CTR
                          =====           User: DEMO, USER

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

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

Figure 4-14: Patient Menu

The Immunization Lists and Letters screen (Figure 4-15) contains a header at the top, a numbered list in the center, and actions at the bottom of the screen.

```

IMMUNIZATION v8.1      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
12-Include Deceased. . . . . : No

Select a left column number to change an item

List of Patients          Print Due Letters          Explanation

Select Action: Quit//
    
```

Figure 4-15: Immunization Lists and Letters Screen

On the Patient Menu, type **LLS** at the Select Patient Menu Option prompt. The system displays the Immunization Lists and Letters screen with a “Select Action:” prompt.

4.3.1 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 12 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 a parameter, enter its left column number (1-11) at the prompt on the bottom of the screen. Type ? 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.

4.3.2 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.

Date of Forecast/Clinic (1):

The Forecast Date or Clinic Date is the date that will be used for calculating which immunizations are due for patients. For example, if you choose today, the letter or report will list the immunizations for which patients are due 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.

Age Range in Months (2):

Enter the patient Age Range in months, using a dash in between the limits of the range (e.g., 6-23). The Age Range will include patients whose ages span from the minimum age to one Day Less than a month after the maximum age. For example, 6-23 includes patients 6 months old, up to, but not including 24 months old. 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 to change from months to years.

Patient Group (3):

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 1-6 by entering the numbers separated by commas (for example: 1, 3, 4). Due or 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.

```

IMMUNIZATION v8.1          *   PATIENT GROUP   *

Please select the Patient Group for this list:

 1- DUE.....(Patients Due for Immunizations)
 2- PAST DUE.....(Only Patients who are PAST Due)
 3- ACTIVE.....(List of Active Patients)
 4- INACTIVE.....(Inactive Patients, by date if desired)
 5- AUTOMATICALLY ACTIVATED..(By date if desired)
 6- REFUSALS.....(Patients who have refused an vaccines)
 7- SEARCH TEMPLATE.....(Pre-selected group of patients)

Select Patient Group: 1,3//

```

Figure 4-16: 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 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" will list all Patients (Active, and Inactive), 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"; then on the main Immunization Lists & Letters screen you would specify the Vaccine under "Immunizations Received" or the Lot Number under "Lot Numbers."

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.

Communities (4):

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 4-17)

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.

```

SELECT ITEM      Oct 09, 1998 10:33:13      Page:  1 of 1

Select one or more Communities:

#  Community          State
-----
1  ANYWHERE           ALASKA
2  DEMO                ALASKA
3  ANY COMMUNITY      ALASKA
-----

Type ?? for more actions

  A  Add an Item  E  Entire File (Add ALL Items)
  D  Delete an Item C  Clear All (Delete ALL Items)

Select Action: Quit//

```

Figure 4-17: Select Communities Screen

Four Actions are available for editing these lists:

- **Add:** Adds another item to the list
- **Delete:** Removes an item from the list
- **Entire File (E):** Selects all of the specified items
- **Clear All (C):** 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.

Case Managers (5):

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. 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.

Immunizations Received (6):

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 for selecting Communities. Your personal list of vaccines is saved each time you build it.

Immunizations Due (7):

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.

Note that if the Patient Group (3) is strictly "Past Due," then this parameter, "Immunizations Due" will become "Immunizations Past Due." This allows searching for patients who are past due for only specific vaccines.

Lot Number (8):

You can 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.

Additional Information (9):

When you print a list, you may select Additional Items of Patient Information to be included in the display or printout of this Patient List (Figure 4-18). (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.

"Parent/Guardian", Item 7, refers to the patient's parent or guardian AS LISTED under "Additional Patient Information" of the Patient View in Immunization.

<p>Note: This is not necessarily the same as the "Father's Name" or "Mother's Maiden Name" as listed in the RPMS Patient Registration module.</p>
--

"Next Appointment," Item 11, 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.

Also note that "Current Community" will automatically appear in the right-most column of the Due List when it displays or print. "Current Community" here refers to Page 1 (Field# 8) of Patient Registration.

```

IMMUNIZATION v8.1
                *   ADDITIONAL INFORMATION   *

Please select any Items of Additional Patient Information you wish to be
included in the Due List by entering the corresponding number(s).

To include more than one Item, separate the numbers with commas. For example:
1,2,4 would include Phone Number, Address, and Directions to House.

    0   No Additional Information
    1   Phone Number
    2   Address
    3   Immunization History
    4   Immunization History w/Lot#'s
    5   Immunization Forecast
    6   Directions to House
    7   Parent/Guardian
    8   Case Manager
    9   Reason Inactivated
   10   Skin Tests
   11   Next Appointment (RPMS Scheduling)

Select Items:

```

Figure 4-18: Additional Items of Patient Information Screen

Order of Listing (10):

The Select Order screen (Figure 4-19) allows you to select the order in which patients will be sorted.

```

IMMUNIZATION v8.1
                *   SELECT ORDER   *

Select the Order by which patients should be sorted.

    1   Patient Age
    2   Patient Name (alphabetically)
    3   Patient Chart#
    4   Case Manager
    5   Case Manager, then Community
    6   Community, then Case Manager
    7   Community, then Patient Age
    8   Community, then Patient Name
    9   Community, then Patient Chart#
   10   Zipcode, then Patient Name

Select Order: Patient Age//

```

Figure 4-19: 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 Number (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 zip codes first, then patient name (useful for bulk mailing discounts).

Include Deceased (11):

This option allows you to include deceased patients in the list or report. In general deceased patients are left off of lists and reports unless you need this for purposes such as tracking recipients of a particular vaccine or reconciling various reports.

4.3.3 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 4-20).

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 if you initially select Print.

```

IMMUNIZATION v8.1

      WARNING: Confidential Patient Information, Privacy Act applies.

                UNSPECIFIED 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
-----
PATIENT, DEMO       12345        01-Jan-1999      (2 months)
  Needs: HIB
         POLIO
-----
DEMO, JOANNE       67890        01-Jan-1999      (2 months)
  Needs: HEPB
         HIB
         POLIO
-----
    
```

Figure 4-20: List of Patients Selected Screen

4.3.4 Print a Due Letter

The Print a Due Letter 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 it was printed. 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 4-21.

```

IMMUNIZATION v8.1

                *   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, UNPECIFIED 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, UNPECIFIED Medical Center
    
```

Figure 4-21: 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.

5.0 Reports Menu

The Reports option of the Main Menu (Figure 5-1) provides the ability to generate and print or display standard reports of immunization rates in the following formats: Adult Immunization Report, Quarterly Immunization Report, and Two Year Old Report. In each of these reports if you View the Report you will get a prompt at the bottom of the screen that will allow you to display and edit the individual of patients who were included in the report. These patients can be grouped and displayed in one of three ways: Not Current (Not Age Appropriate), Current, or Both Groups. (Note: This feature is only available if the report is viewed rather than printed.)

The Reports Menu also offers a doses administered report called the Vaccine Accountability Report.

Selecting the Reports Menu

To select the Reports Menu, type **REP** at the “Select New Immunization Menu Option:” prompt. The Reports menu displays the options shown in Figure 5-2.

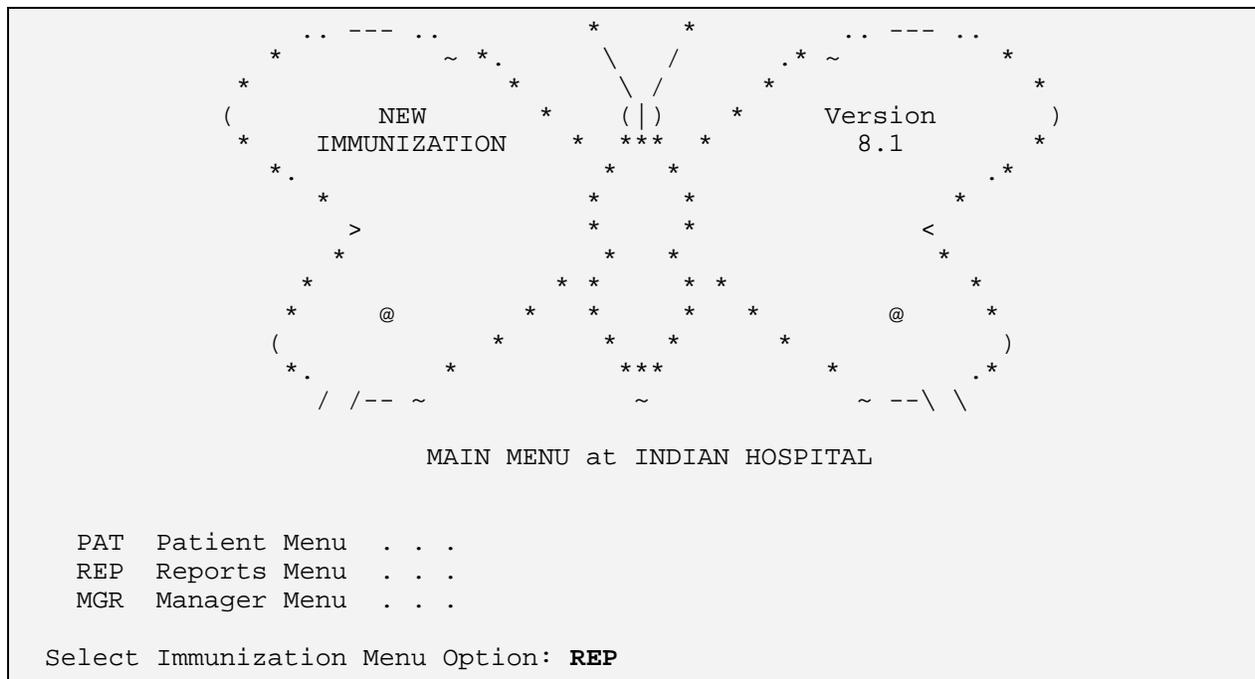


Figure 5-1: Main Menu-Reports Option

Sections 5.1 through 5.4 explain how to use the options within the Reports Menu (Figure 5-2)

```

IMMUNIZATION v8.1                *   REPORTS MENU   *           Site: UNSPC MED CTR
                                =====                 User: USER, DEMO

ADL  Adult Immunization Report
QTR  Quarterly Immunization Report
TWO  Two-Yr-Old Immunization Rates
VAC  Vaccine Accountability Report

Select Reports Menu Option:

```

Figure 5-2: Reports Menu

5.1 Adult Immunization Report (ADL)

The Adult Immunization Report will provide statistics on Adult Immunizations. The population of patients reviewed is those over the age of 50 who have been seen at least *twice* in the past *three years* and who live in a community specified by the user. (These patients are often referred to in RPMS as "Active Clinical Users.")

Criteria:

- **Tetanus:** The patient must have had a tetanus immunization documented in the past 10 years. This includes any of the following CVX Codes: 1, 9, 20, 22, 28, 35, 50, 106, 107, 110.
- **Influenza:** The patient must have had an influenza immunization documented in the past year. This includes CVX Codes 15, 16, 88, 111 or a diagnosis of V04.8 or V06.6 or a CPT Code of 90657, 90658, 90659, or 90660.
- **Pneumovax:** The patient must have had a pneumococcal immunization documented ever (and in the past 6 years in Alaska). This includes any of the following CVX Codes: 33, 100, 109.

Report Parameters

The Immunization Adult Report screen allows you to adjust the report to your needs. There are 4 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 (1-4) at the prompt on the bottom of the screen. Type ? 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 Adult 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.)

Community (1): If you select Communities, only patients whose current community matches one of the Communities selected will be included in the report. "Current Community" refers to Item 6 on page 1 of the RPMS Patient Registration package.

Health Care Facility (2): If you select Health Care Facilities, only patients who have active chart numbers at one of the selected facilities will be included in the report.

Beneficiary Types (3): If you select 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 package.

CPT Coded Visits (4): If you type YES in this field, the report will search for and include any immunizations that were only entered as CPT Codes.

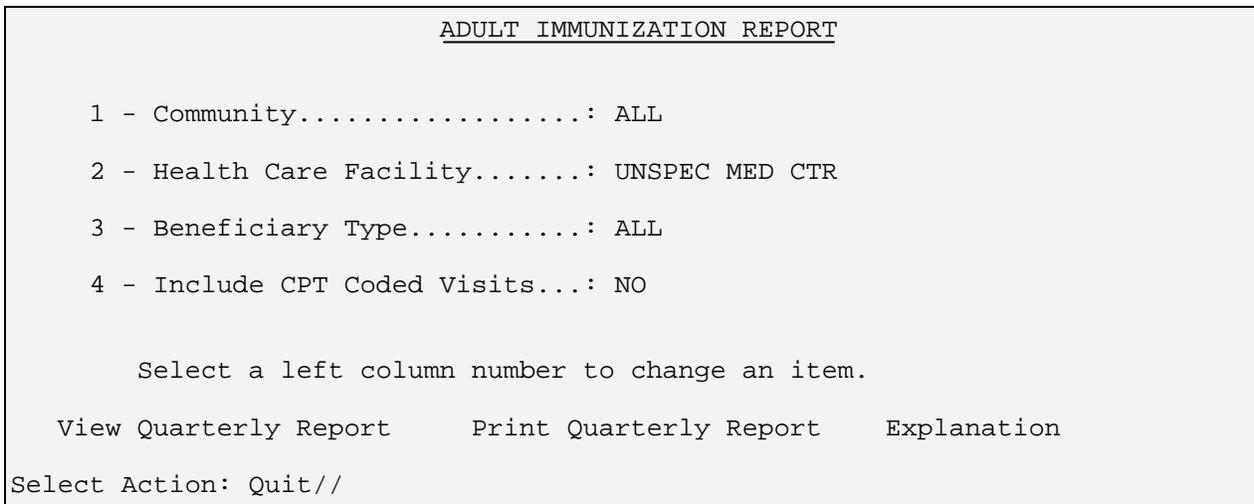


Figure 5-3: Adult Immunization Report Screen

UNSPECIFIED Medical Center Adult Immunization Report 30-Jan-2004 to 30-Jan-2003		

Facility: UNSPEC MED CTR		

	Number	Percent
=====		
Total Number of Patients over 50 years old.....:	14,183	
TETANUS: # patients w/Td in past 10 years.....:	5,911	41.7
INFLUENZA: # pts w/Influenza vaccine in past year...:	1,314	9.3
PNEUMOVAX: # patients w/Pneumovax ever.....:	6,498	45.8
PNEUMOVAX (Alaska): # pts w/Pneumovax in past 6 yrs.:	4,644	32.7
Total Number of Patients over 65 years old.....:	5,088	
TETANUS: # patients w/Td in past 10 years.....:	2,026	39.8
INFLUENZA: # pts w/Influenza vaccine in past year...:	592	11.6
PNEUMOVAX: # patients w/Pneumovax ever.....:	3,431	67.4
PNEUMOVAX (Alaska): # pts w/Pneumovax in past 6 yrs.:	2,372	46.6
Total Patients included who had Refusals on record....:	5	

Figure 5-4: Sample Adult Immunization Report

5.2 Quarterly Immunization Report (QTR)

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 5-6). The Immunization Quarterly Report screen allows you to adjust the report to your needs.

The IHS and Tribal programs report the current age-appropriate immunization rate of active children 3-27 months of age. The criteria listed below are used by IHS to determine the up-to-date status of children in each age group, and the age-specific rates are combined into a total rate. Pneumococcal, Varicella, and Hepatitis A vaccines can be included in the report totals by typing **Yes** for option 6. However, for your report to Headquarters type **No** to exclude these from the totals. 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 Hib requirements match the PedvaxHIB schedule.)

Age-Appropriate Immunization Rates	
3-4 months old	1-DTaP 1-IPV 1-Hib 1-HepB

Age-Appropriate Immunization Rates	
5-6 months old	2-DTaP 2-IPV 2-Hib 2-HepB
7-15 months old	3-DTaP 2-IPV 2-Hib 2-HepB
16-18 months old	3-DTaP 2-IPV 3-Hib 2-HepB
19-23 months old	4-DTaP 3-IPV 3-Hib 3-HepB 1-MMR
24-27 months old	4-DTaP 3-IPV 3-Hib 3-HepB 1-MMR

Quarter Ending Date (1): The report will compile immunization rates as of the date entered. Typically, this date would be the end of a Quarter. The system will interpret most forms in which you type the date. If you type in only a month and a year, the system assigns the last day of the month for the report. The patient ages (3 months, 5 months, etc.) will be calculated as of the date you enter here.

Community (2): If your selection is for specific Communities, only patients whose Current Community (under Patient Registration) matches one of the Communities selected will be included in the report. "Current Community" refers to Item 6 on Page 1 of the RPMS Patient Registration package.

Health Care Facility (3): If you select Health Care Facilities, only patients who have active chart numbers at one or more of the selected facilities will be included in the report. (The default facility will be the one under which you have logged-in.)

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

Beneficiary Types (5): If you select Beneficiary Types, only patients whose Beneficiary Type is one you selected will be included in the report. "Beneficiary Type" refers to Item 3 on page 2 of the RPMS Patient Registration package.

Include Hep A, Pneumo & Var (6): Answer "YES" if you wish to have the Hep A, Pneumo, and Varicella rates included in the "Appropriate for Age" statistics at the top of the report.

Immunization v8.1	Feb 17, 2004 16:23:04	Page: 1 of 1
<u>QUARTERLY IMMUNIZATION REPORT</u>		
1 - Quarter Ending Date.: 31-Mar-1998		
2 - Community.: ALL		
3 - Health Care Facility: UNSPECIFIED MEDICAL CENTER		
4 - Case Manager: ALL		
5 - Beneficiary Type....: ALL		

```

6 - Include Hep A, Pneumo & Var: NO

      Select a left column number to change an item.

View Quarterly Report      Print Quarterly Report      Explanation
Select Action: Quit//
    
```

Figure 5-5: Quarterly Immunization Report Screen

Note: The software stores every patient in the report. If you View the Report you will get a prompt at the bottom of the screen that will allow you to print lists of patients who were: Not Current (Not Age Appropriate), Current, or Both Groups. (This is only available if the report is viewed rather than printed.)

It is possible that some children were “Not Age Appropriate” because they were behind on vaccines so they may not be *due* for any immunizations. Also, any immunizations given after the Quarter Ending Date of the report are not counted.

UNSPECIFIED Medical Center Quarterly Immunization Report For Children 3-27 Months of Age 30-Sep-2003								

Facility: UNSPEC MED CTR								

	Age in Months						Totals	
	3-4	5-6	7-15	16-18	19-23	24-27		
# in Age	138	138	587	190	275	271	1599	
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	119 86%	101 73%	458 78%	148 78%	186 68%	217 80%	1229 77%	
1-DTaP	119	126	539	179	258	259	1480	
2-DTaP	28	102	515	170	248	253	1316	
3-DTaP		25	463	160	237	248	1133	
4-DTaP			15	68	190	222	495	
1-POLIO	120	126	538	178	257	258	1477	
2-POLIO	28	101	512	169	243	252	1305	
3-POLIO		26	459	158	228	243	1114	
1-MMR			168	154	238	247	807	
1-HIB	120	126	538	178	258	260	1480	
2-HIB	27	102	506	171	243	253	1302	

3-HIB			181	149	223	236	789
4-HIB			6	10	16	26	58
1-HEPB	128	133	548	182	262	264	1517
2-HEPB	101	125	521	176	249	252	1424
3-HEPB	19	77	456	166	236	244	1198
1-VAR			141	139	215	226	721
1-HEPA				1	1	134	136
2-HEPA						1	1
1-PNE	118	126	533	177	252	256	1462
2-PNE	26	99	506	167	238	250	1286
3-PNE		25	405	131	214	234	1009
4-PNE			7	24	111	132	274
Total Patients included who had Refusals on record							14

Figure 5-6: Sample Quarterly Immunization Report

5.3 Two-Yr-Old Immunization Report

The Two-Yr-Old Immunization report (Figure 5-8) provides age-specific immunization rates for individual vaccines (e.g. DTaP) as well as groups of vaccines (e.g. DTaP 4, polio 3, MMR 1) in Active children currently 19 to 35 months of age.

Immunization v8.1	Feb 17, 2004 16:23:04	Page: 1 of 1
<u>TWO-YR-OLD IMMUNIZATION RATES REPORT</u>		
1 - Quarter Ending Date.: 09-Oct-1998		
2 - Age Range.....: 19-35 months		
3 - Community.: ALL		
4 - Health Care Facility: UNSPECIFIED MEDICAL CENTER		
5 - Case Manager: ALL		
6 - Beneficiary Type....: ALL		
Select a left column number to change an item.		
View Rates Report	Print Rates Report	Explanation
Select Action: Quit//		

Figure 5-7: Two-Yr-Old Immunization Rates Report

The Two-Yr-Old report audits immunization data in the same manner as CDC's CASA (Clinic Assessment Software Application) software, the National Immunization Survey and the Year 2010 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 the report date

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 the report date

UNSPECIFIED Medical Center IHS Two-Yr-Old Immunization Rates For Children between 19 and 35 Months of Age							
As of: 30-Sep-2003				Total Patients: 1066			

Facility: UNSPEC MED CTR							

Received by	3 mo # %	5 mo # %	7 mo # %	16 mo # %	19 mo # %	24 mo # %	09/30/03 # %
=====							
1-DTaP	941 88%	980 92%	998 94%	1011 95%	1016 95%	1019 96%	1021 96%
2-DTaP	12 1%	760 71%	912 86%	982 92%	989 93%	993 93%	995 93%
3-DTaP	1 0%	4 0%	647 61%	923 87%	941 88%	957 90%	963 90%
4-DTaP	1 0%	1 0%	3 0%	297 28%	710 67%	830 78%	867 81%

1-POLIO	932 87%	981 92%	997 94%	1010 95%	1015 95%	1016 95%	1017 95%
2-POLIO	12 1%	751 70%	907 85%	975 91%	978 92%	982 92%	984 92%
3-POLIO	2 0%	5 0%	628 59%	908 85%	922 86%	934 88%	942 88%

1-HIB	931 87%	975 91%	992 93%	1014 95%	1019 96%	1021 96%	1022 96%
2-HIB	11 1%	747 70%	897 84%	975 91%	979 92%	984 92%	985 92%
3-HIB	1 0%	5 0%	89 8%	849 80%	893 84%	915 86%	920 86%
4-HIB	1 0%	1 0%	2 0%	108 10%	124 12%	128 12%	132 12%

1-HEPB	984 92%	1005 94%	1015 95%	1029 97%	1031 97%	1033 97%	1035 97%
2-HEPB	829 78%	919 86%	951 89%	985 92%	986 92%	990 93%	991 93%
3-HEPB	12 1%	560 53%	707 66%	916 86%	935 88%	947 89%	950 89%

1-MMR				876 82%	926 87%	956 90%	969 91%
1-VAR			1 0%	660 62%	769 72%	828 78%	877 82%
1-HEPA				5 0%	5 0%	20 2%	509 48%
2-HEPA							61 6%
1-PNE	834 78%	935 88%	966 91%	992 93%	997 94%	999 94%	1002 94%
2-PNE	11 1%	660 62%	850 80%	946 89%	954 89%	961 90%	964 90%
3-PNE	1 0%	6 1%	529 50%	821 77%	854 80%	882 83%	895 84%
4-PNE	1 0%	1 0%	4 0%	141 13%	352 33%	422 40%	555 52%
1-DTaP 1-POL 1-HIB 1-HEPB	911 85%	964 90%	985 92%	1006 94%	1009 95%	1010 95%	1012 95%
2-DTaP 2-POL 2-HIB 2-HEPB	10 1%	720 68%	873 82%	954 89%	961 90%	967 91%	968 91%
3-DTaP 2-POL 3-HIB 2-HEPB	1 0%	4 0%	83 8%	836 78%	879 82%	905 85%	911 85%
4-DTaP 3-POL 1-MMR				290 27%	702 66%	825 77%	862 81%
4-DTaP 3-POL 1-MMR 3-HIB				286 27%	696 65%	816 77%	852 80%
4-DTaP 3-POL 1-MMR 3-HIB 3-HEPB				280 26%	686 64%	805 76%	841 79%
4-DTaP 3-POL 1-MMR 3-HIB 3-HEPB 1-VAR 1-HEPA 3-PNE					1 0%	13 1%	429 40%
Total Active Patients reviewed:							1066
Total Patients included who had Refusals on record							12

Figure 5-8: Sample of Two-Year-Old Immunization Report

5.4 Vaccine Accountability Report (VAC)

The Vaccine Accountability report (Figure 5-10) provides “doses administered” by vaccine series (e.g., DTaP) and by age group. This report can be printed for any time period (typically, these are monthly reports), for a given facility, visit type (e.g. PHN, 638), or for a community or group of communities.

```

Immunization v8.1           Oct 21, 1999 15:00:58           Page:    1 of    1

                VACCINE ACCOUNTABILITY REPORT

1 - Date Range.....from: 21-Oct-1998
                        to: 21-Oct-1999

2 - Community.....: ALL

3 - Health Care Facility: ALL

4 - Case Manager.....: ALL

5 - Beneficiary Type....: ALL

6 - Visit Type.....: YES

7 - Include Historical...: YES

    Select a left column number to change an item.

View Account Report      Print Account Report      Explanation

Select Action: Quit//
    
```

Figure 5-9: Vaccine Accountability Report Selection Screen

UNSPECIFIED Medical Center Vaccine Accountability Report 28-Jan-2004												
Reporting period: 30-Sep-2002 to 30-Sep-2003										(Historical Included)		
<1	-1-	-2-	3-5	-6-	7-10	11-12	13-18	19-24	25-44	45-64	65+	TOTAL

DT-PEDS												
5	3		3		1	1	2			1		16

DTP												
17	5		5		2			1	4	1		35

DTaP												
3207	1259	184	1401	22	3	1	4		4	1		6086

Td-ADULT												
	1		4		61	941	1142	517	1625	948	295	5534

IPV												
3170	282	54	1342	22	15	12	45	3	5	7	1	4958

OPV												
10			1									11

HIBTITER												
40	18	2	1						1			62

PEDVAXHIB												
2209	1280	62	32	2	1		6	1	1	4		3598

HBIG												
3							2		1	1		7

HEP B												
134	165	7	8	6	3	8	50	35	86	49	5	556

HEP B ADLT												
			1			1	30	238	571	290	35	1166

HEP B PED												
3260	1005	48	90	46	43	57	174	21	11	3	1	4759

MMR												
6	1268	59	1316	12	11	7	61	104	180	19		3043

VARICELLA												
5	1213	158	154	16	75	31	127	4	13	1		1797

HEP A												
3	12	1618	1103	69	148	185	543	111	246	89	2	4129

INFLUENZA												
151	297	186	422	92	331	182	463	534	2763	3351	1948	10720

PNEUM-CONJ												
2878	1062	241	209		2	1	3	2	12	22	21	4453

PNEUMO-PS												
5	4	6	11	2	13	4	34	13	153	605	412	1262

MENING-PS												
3							19	4				26

RSV-Mab												
411	81	18	9									519

COMVAX												
		1										1

PEDIARIX												
7												7

TOTAL IMMUNIZATIONS (for all vaccines in this report)												52745

Figure 5-10: Sample Vaccine Accountability Report


```

EXP   Export Immunizations
KEY   Allocate/Deallocate Imm Menu Keys

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

Figure 6-2: Manager Menu

6.1 Edit Patient Errors (ERR)

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 6-3). The columns, from left to right, list the following:

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

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.

```

                                Indian Medical Center
                                -----
ALL PATIENT ERRORS (Total: 20)

# Patient           Active  HRCN#   Age   V Grp   Error
1 Patient,Demo      I      123456  9y    HIB     Un-Numbered Dose
2 Patient,Demo      I      654321  10y   HEPB    Un-Numbered Dose
3 Patient,Demo.     I      000001  10y   HIB     Un-Numbered Dose
4 Patient,Demo      A      000002  12y   HEPB    Duplicate Dose#'S

Enter ?? for more actions
E Edit Patient Error   D Delete Patient Error   C Clear/Delete All Errors
Select Action: Quit//
    
```

Figure 6-3: Edit Patient Errors Screen

6.2 Add/Edit Case Manager (CMG)

This option (Figure 6-4) allows the manager to add or edit a Case Manager. When you add new Case Managers, they can be selected when editing a patient's Case Data. The “Date Inactivated” field makes it possible for you to inactivate case managers.

```

Immunization v8.1
                *  ADD/EDIT CASE MANAGERS  *
Select CASE MANAGER:  MANAGER, DEMO          DM          MANAGER
...OK? Yes//      (Yes)
DATE INACTIVATED:
    
```

Figure 6-4: Add/Edit Case Managers Screen

6.3 Transfer a Case Manager’s Patients (CMT)

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 6-5 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:
  DEMO, DEMO
  MANAGER, DEMO
  MANAGER, DEMO
  MANAGER, DEMO2
Select OLD CASE MANAGER:  MANAGER, DEMO
Select NEW CASE MANAGER:  MANAGER, DEMO2      RM
All patients currently assigned to:  MANAGER, DEMO
Will be reassigned to.....:  MANAGER, DEMO2
Do you wish to proceed?  Enter Yes or No? Yes
22 patients transferred from MANAGER, DEMO to MANAGER, DEMO2.
    
```

Figure 6-5: Transfer a Case Manager’s Patients Screen

6.4 Scan for Patients (SCN)

This program will scan the RPMS Patient Database for children who are less than 36 months old. Any of these children who are not in the Immunization Database and who live in one of the Communities you select will be made Active in the Immunization Register.

The program allows you to select specific communities from which patients will be scanned. (This is the "Current Community" field in RPMS Patient Registration.) You will have the opportunity to automatically use the GPRA set of communities by selecting:

- "G" to automatically use the GPRA set and proceed.
- "L" to LOAD the GPRA set and then edit your list before proceeding.
- "P" to load the PREVIOUS set of Communities you used.

6.5 Site Parameters Edit (ESP)

This option allows the manager to edit parameters that are specific to a site (facility) as displayed in Figure 6-6. Refer to the PKG option on the Manager Menu or to Site Parameters for more information relating to the Site Parameters.

```

Immunization v8.1          Oct 09, 1998   10:35:35          Page: 1 of 1

Edit Site Parameters for: INDIAN MEDICAL CENTER
-----

1) Default Case Manager.....:  MANAGER, DEMO
2) Other Location.....:  OTHER 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.....:  INDIAN 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 Option..:  Option 10, NO 4-Day Grace Period
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) Immserve Directory.....:  C:\immserve
16) GPRA Communities.....:  6 Communities selected for GPRA.
17) Inpatient Visit Check.....:  Enabled
18) High Risk Factor Check.....:  Enabled
19) Import CPT-coded Visits.....:  Enabled

      Select a left column number to change an item.

Select Action: Quit//

```

Figure 6-6: Edit Site Parameters Screen

The Site Parameters are defined as follows:

1. **Default Case Manager:** The Case Manager who is presented automatically as a default at all Case Manager prompts, such as when you are adding a new patient.
2. **Other Location:** An entry in the *IHS Location* file that is designated as the *Other Location* for a PCC Visit when the 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→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→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 goes into the Facility Report Header. (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). An example 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. The Case Manager can change this number when printing Due Letters and you can print an individual letter at any time.
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 (e.g.10 weeks of age vs. 4 months of age) .
9. **ImmServe Forecasting Option:** Reference Section 9.0 Appendix C: ImmServe. Forecasting Options govern in part which vaccines are forecast as Due and when. There are 10 Forecasting options listed below. All versions include DTaP for Infants and Hep A.

	6 Mths	12 Mths	15 Mths	24 Mth
1)	IPV	DTaP, Hib, MMR, Pn, Var		Pn23
2)	Hib, IPV, MMR, Pn, Var	DTaP	
3)	IPV	DTaP, Hib, MMR, Pn, Var		
4)	DTaP, Hib, IPV, MMR, Pn, Var.		
5)	IPV	Hib, MMR, Var	DTaP, Pn	
6)	IPV	Hib, MMR, Pn	DTaP, Var	
7) Comvax	IPV	DTap, HepB, Hib, MMR, Pn, Var		
8) Comvax	HepB, Hib, IPV, MMR, Pn	DTaP, Var	

9) Comvax	IPV	HepB, Hib, Var, MMR	DTaP, Pn
10) Comvax	HepB, Hib, IPV, MMR, Var.....	DTaP, Pn

4-Day Grace Period: The ACIP recommends that vaccine doses administered 4 days or less before the minimum interval or age be counted as valid. (Not all states accept this "4-Day Grace Period.") The Forecasting Rules allow you to choose "Yes" if you would like to screen using the 4-Day Grace Period or to choose "No" to adhere strictly to the recommended intervals.

Note: The 4-Day Grace Period will not affect vaccine forecasting, only screening for the validity of the dose administered.

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. Typically this is set at 65 (or 55 years of age in Alaska). You can also designate whether to forecast every 6 years after this age (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 a forecasting error occurs, this is due to a problem with the ImmServe Utility. In this case, either the ImmServe Utility should be re-installed (see Installation Notes in the Technical Manual), or this parameter should be disabled until the problem is corrected by technical support people.

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 entering new Immunizations or new Skin Tests through the Immunization Module, 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.

15. **Immserve Directory:** This is the directory where the Immserve Forecasting files reside. In general this directory is determined and preset by the Immunization Package Installation and Instructions. For purposes of support, the standard directory designation should be adhered to. However, this parameter allows you to enter or edit a path other than the one expected, should that be necessary. (Path length may not be more than 70 characters long.) The standard paths incorporate the Imm Package version number, for example:

- AIX: /usr/local/immserve81/
- NT/XP: C:\Program Files\Immserve\

16. **GPRA Communities:** This allows the Immunization Program Manager to build and maintain a list of communities to be used for GPRA purposes in reports, patient scans, etc. This list is not affected by other RPMS GPRA software.

17. **Inpatient Visit Check:** When an Immunization Visit or Skin Test Visit is stored, the default Category of Visit is "Ambulatory" (Outpatient). However, if the RPMS PIMS (Patient Information Management System) or various Billing applications are in use, the patient may have the Status of "Inpatient" at the time of the visit.

In order to avoid conflicts that might arise from Inpatient and Ambulatory Visits being listed for the same day, this software can check the Inpatient Status of the patient at the time of the immunization or skin test. If the patient is listed as an Inpatient at the time of the immunization, the software can automatically change the Category from Ambulatory to Inpatient for the immunization.

This feature is turned on by setting "Inpatient Visit Check" to *enable*. If the "Inpatient Visit Check" feature is causing problems, however, (such as conflicts with third-party Billing software), then set the parameter to *disable* and no Inpatient check will occur.

18. **High Risk Factor Check:** When forecasting immunizations for a patient, this program is able to look at the patient's medical history of visits and attempt to determine if the patient has an increased risk for influenza or pneumococcal disease. If the patient has 2 visits in the past 3 years for a High Risk condition, the program will forecast the patient as due for one or both of those immunizations. This parameter either Enables or Disables that feature.

19. **Import CPT-coded Visits:** In RPMS it is possible for some immunizations to be entered by CPT Code into the CPT Visit File, rather than into the true Immunization Visit File. These "CPT-coded immunizations" do *not* appear on the patient's Immunization Profile, nor are they always included in the Immunization Package Reports.

When the "Import CPT-coded Visits" site parameter is enabled, those immunizations that are entered only as CPT Visits will be checked and automatically entered into the proper Immunization Visits File if they do not already exist there.

If this parameter is disabled, the program will make no attempt to bring CPT-coded Visits into the Immunization files.

6.6 Module Information (PKG)

This option displays information about the Immunization Module v8.1. 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.

```
(Immunization v8.1)                Feb 17, 2004 16:33                Page:    1 of    18

                PACKAGE INFORMATION for IMMUNIZATION, Version 8.1

The text presented here is intended to provide Site Managers with
helpful information regarding setup and management of the RPMS
Immunization Package, version 8.1.

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 6-7: Module Information for Immunization

6.7 Form Letters Add/Edit (LET)

This option allows the manager to edit current form letters or create and save new form letters 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:

- Standard Due Letter

- 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 6-8. 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:
                                UNSPECIFIED Immies Clinic
                                123 MAIN ST
                                ANWHERE, USA 77777
                                [B1 TODAY]

                                Date of Birth: [B1 DATE OF BIRTH]
                                Chart #: [B1 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 UNSEPECIFIED Klinik, UNSPECIFIED Medical Center
-----
closing:
  Sincerely,

  Dr. Ralph Avritt
-----
+ Scroll down to view more. Type ?? for more actions
T Top      F Forecast    C Closing
H History  B Bottom     P Print Sample Letter
M Middle   D Date/Loc   X Delete Form Letter
Select Action: Quit//

```

Figure 6-8: Form Letter Add/Edit Screen

6.7.1 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 Help instructions in Section 12.0 Appendix E. 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.). You can also 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 *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.

6.8 Lot Number Add/Edit (LOT)

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 6-9.

```

Immunization v8.1
                *   EDIT IMMUNIZATION LOT NUMBERS   *

Select LOT NUMBER: 987076
LOT NUMBER: 987076//
MANUFACTURER: SQUIBB//
STATUS: ACTIVE//
VACCINE: HEPATITIS B IMMUNE GLOBULIN//

```

Figure 6-9: Lot Number Add/Edit Screen

Duplicate Lot Numbers:

Take the following 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).

6.9 Vaccine Table Edit (VAC)

With this option the manager can edit five parameters of any vaccine. Figure 6-10 below shows a sample of the table. Selecting “Change List Order” from the Action Menu below will toggle the order of the list between alphabetical (by name) and numerical (by CVX Code).

```

Immunization v8.1
                                INDIAN MED CTR
                                -----
                                EDIT VACCINE TABLE
# Vaccine      CVX      Active      Lot# Dflt      VIS Dflt      Vol Dflt      Forecast
-----
1  ACTHIB.....(48)...Active.....987654321234...12/16/98..  .5 ml  ....YES
2  ADENOV,NOS..(82)...Inactive.....                .5 ml  ....YES
3  ADENOVI,T4..(54)...Inactive.....                .5 ml  ....YES
4  ADENOVI,T7..(55)...Inactive.....                .5 ml  ....YES
5  ANTHRAX.....(24)...Inactive.....                .5 ml  ....YES
6  BCG.....(19)...Inactive.....                .5 ml  ....NO
7  BOTULINUM ..(27)...Active.....                .5 ml  ....YES
8  CHOLERA....(26)...Active.....                .5 ml  ....YES
9  CMVIG.....(29)...Active.....                .5 ml  ....YES
10 COMVAX.....(51)...Active.....123321456654...07/11/01..  .5 ml  ....YES
11 DENGUE FEV..(56)...Inactive.....                .5 ml  ....YES
12 DIPHTHERIA.(12)...Inactive.....                .5 ml  ....YES
13 DT-PEDS....(28)...Active.....                .5 ml  ....YES
+          Scroll down to view more. Type ?? for more actions
  Vaccine Edit          Change List Order          Explanation
                        Forecasting          Print List
Select Action: Quit//
    
```

Figure 6-10: Vaccine Table Edit Screen

This screen allows you to edit five fields of each Vaccine.

To edit a particular Vaccine, type V, then select the left column number that corresponds to the Vaccine you wish to edit.

Active/Inactive: If a Vaccine is set to "Inactive", users will not be able to enter *new* patient immunizations for this vaccine. However, previous immunizations with this Vaccine will continue to show up on the patient histories. The Program Manager should inactivate extra vaccines in a vaccine group (e.g. Hep A NOS, Hep B NOS), in order to minimize the number of vaccine options for providers.

Lot# Dflt: This is that Lot# default that will be automatically entered in the Lot# field for this Vaccine when users are adding new immunizations for patients. The user, of course, will be able to overwrite or delete the default if it is not correct.

VIS Dflt: This is the Vaccine Information Statement (VIS) default Date (Date of publication--not date given to patient). It gets entered automatically as in the VIS Date field when users are adding new immunizations for this Vaccine.

Vol Dflt: This is the default Volume of the injection for the given vaccine. It gets entered automatically as in the Volume field when users are adding new immunizations for this Vaccine.

Forecast: (YES/NO) The Forecast column indicates whether a vaccine will be forecast (listed as due for patients) or not. Each vaccine belongs to a VACCINE GROUP, for example, the HEP A GROUP. Turning OFF forecasting for the HEP A Vaccine Group will block all forecasting of any vaccines that contain Hep A vaccine. To change forecasting for a Vaccine Group, select the "Forecasting" Action at the bottom of the screen (see Figure 6-11 below).

```
(Immunization v8.1)           Jan 13, 2006 13:52:45           Page:    1 of    1

                                ANCH MED CTR
                                -----
                                EDIT VACCINE GROUP FORECASTING

# Vaccine Group   Forecast
1 DTORP.....YES
2 FLU.....YES
3 HEPA.....YES
4 HEPB.....YES
5 HIB.....YES
6 MENING.....YES
7 MMRORME.....YES
8 OORIPV.....YES
9 PNEUMO.....YES
10 ROTAVIRUS.....NO
11 TD_B.....YES
12 VAR.....YES

      Enter ?? for more actions
                          Change Vaccine Group
Select Action: Quit//
```

Figure 6-11: Vaccine Table Edit Forecasting Screen

Note: Combination vaccines will not be forecast specifically--their component vaccines will be forecast (if the patient is due). Use of the combination vaccines is an option open to the provider. Inputting combination vaccines into the patient's history will satisfy the requirements of the component vaccines.

6.10 Re-Standardize the Vaccine Table (RES)

The Immunization package v8.1 comes with a Vaccine Table (Immunization File), which has been standardized with HL7/CVX codes consistent with the CDC's NIP (National Immunization Program) CVX Code set. There are several fields in the Vaccine table that relate to 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, re-standardizing 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 lasts a few seconds at most.

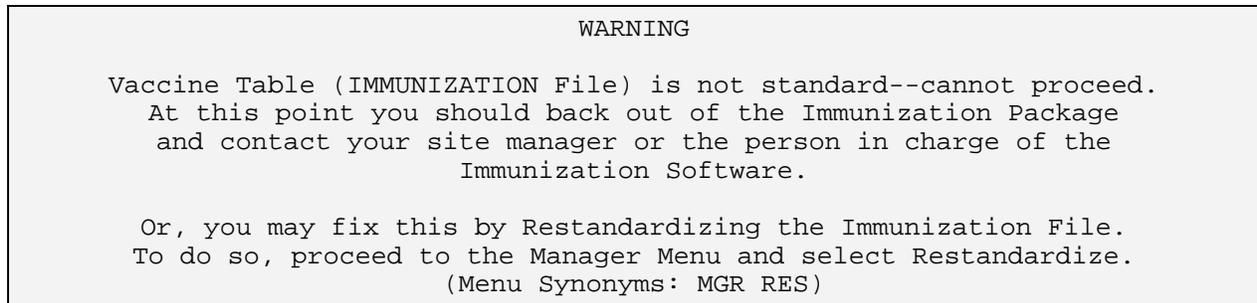


Figure 6-12: Warning Message

6.11 Export Immunizations (EXP)

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.

You will be given the option of exporting the data in an ASCII text format or ImmServe data format.

At the Manager Menu, type EXP at the “Select Manager Menu Option:” prompt. This will display the Export Immunization Records screen shown in Figure 6-13.

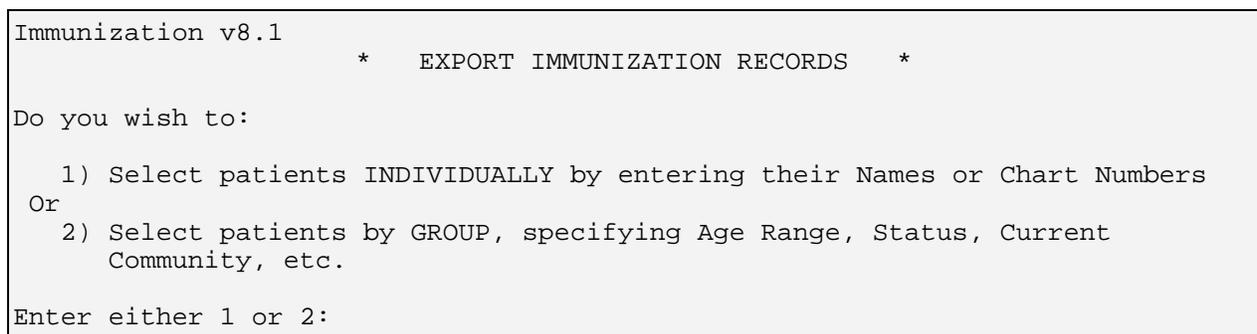


Figure 6-13: Export Immunizations Screen

6.11.1 Export Patients Individually

To export patient individually, type 1 at the “Enter Either 1 or 2:” prompt. A screen similar to Figure 6-14 displays.

```

                                EXPORT DATA BY INDIVIDUALS

1 - Survey Date.....: 01-Apr-1999
2 - Patients.....: None
3 - Immunizations Received...: ALL
4 - Data Elements.....: None
5 - File Format.....: ASCII
6 - Output Device.....: SCREEN

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

```

Figure 6-14: 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 records.

Note: Imm v8.1 contains some additional Data Elements (75 in all). Of particular significance to users who export data to CASA (an immunization program analysis tool) is the Data Element: “VACCINE CODE, HL7-CVX LEADING ZERO.” This places a leading zero at the front of any single-digit HL7-CVX code, which is a requirement of the CASA software.

File Format (#5): You may export records in either ASCII, 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). 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, and 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.

6.11.2 Export by Group

This screen provides a menu of options for exporting the data of groups of patients. There are 9 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.

You will be asked whether you want to select patients individually or by group. Type 2 (Select patients *by group*) to display the screen shown in Figure 6-15.

```

                                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 6-15: Export Data by Group Screen

Patient Group (#3):

The Patient Group may only be one of the following:

- Only patients who were *active* in the Immunization Register on the Survey Date.
- Both Active and Inactive patients in the Immunization Register.
- 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.

6.12 Allocate/De-Allocate Imm Menu Keys (KEY)

This option allows the manager to give a user any one of three access levels to the system. Figure 6-16 shows an example of the Allocate/De-Allocate IMM Menu Keys screen.

```

                HOLDERS OF IMMUNIZATION KEYS AT INDIAN MED CTR
                -----
HOLDER                BIZMENU    BIZ EDIT PATIENTS    BIZ MANAGER

USER, CHRISTOPHER    .....YES
USER, CYNTHIA        .....YES
USER, LAZELL          .....YES.....YES.....YES
USER, ELLEN           .....YES.....YES
USER, BARBARA         .....YES.....YES
USER, ALFRED          .....YES.....YES

+           Scroll down to view more.  Type ?? for more action

A  Add/Edit a Holder      E  Explanation of Keys      P  Print List

Select Action: Quit//
    
```

Figure 6-16: 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 that 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.*

7.0 Appendix A: Change History

7.1 History of Changes

Features of Version 6.8

Version 6.8 features included 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.

Features of Version 7.0

Version 7.0 contained the features that were found in the old version 6.8 of the Immunization software and many new or updated features. Immunization due dates were forecast by a regularly updated forecasting algorithm, ImmServe, developed and maintained by Medical Decision Associates. ImmServe also provided a detailed report or "profile" on each patient's immunization history and forecast. An unlimited number of Letters could be created. An export function was developed. A new Two-Year-Old Report was added, which presented vaccine-specific and vaccine-combination reports of immunizations for two-year olds to chart progress toward Year 2000 Health Objectives.

Features of Version 7.1

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

- **Updated Forecasting:** for polio, and influenza (forecast at age 50) and rotavirus (inactivated).
- **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.
- **Forecasting Options:** Nine forecasting Rule sets are offered.

Please note: in Version 7.1 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.

- **Measles Dose Numbers:** A dose number was added to Measles.
- **Pneumococcal Conjugate Vaccine:** There are now two 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 < 59 months of age.
- **Reports:** Pneumococcal conjugate vaccine has been added to the Quarterly Immunization Report (however pneum-conj is not counted in the totals), the Two-Year-old Report and the Vaccine Accountability Report.
- **Reports:** A “Health Care Facilities” parameter has been added to the Quarterly Immunization and the Two-Yr-Old Immunization Reports.
- **Letters:** If the RPMS Scheduling Package is being used at a site, you can now choose to have the patient’s next scheduled appointment appear on a Due Letter. Next Appointment will also appear at the bottom of the Patient View Screen, and is now an element that may be included in the Due List as Additional Information.
- **Export:** Two new Data Elements have been added to the Export: “Mother’s Maiden Name” and “Patient Beneficiary Type.”
- **Data Entry:** If a patient is hospitalized and has not yet been discharged, the Immunization software will ignore a hospitalization if it has a Visit Type as “Contract.”
- **Patient Menu Change:** Wording of options on the Patient Menu has been changed to “Patient Lists and Letters” to more clearly indicate that the Lists and Letters option is not limited to “Due Lists.”

Features of Version 8.0

- **Combination Vaccines** – Every potential vaccine (CVX) code, including combination vaccines, will be available for data entry. For combination vaccines, the nurse/data entry person can enter either the product name (e.g. Pediarix™) or antigens (e.g DTaP-IPV-HepB). ImmServe will forecast the individual antigens and list the individual antigens in their own series group on the vaccine history as follows:

DTaP (Pediarix)	10/1/03	Due for:	DTaP
Hep B (Pediarix)	10/1/03		Hep B
IPV (Pediarix)	10/1/03		IPV

- Combination vaccines are displayed in this way throughout the Immunization Package and split into their component antigens for all reports (except Vaccine Accountability Report).

- When you enter a combination vaccine you will only be able to enter one VIS date. In the future, the CDC hopes to have one VIS date for all childhood vaccines.
- The vaccine table, spellings, CVX codes and CPT codes are taken directly from the CDC table <http://www.cdc.gov/nip/registry/hl7/hl7-cvx.pdf>.
- Contraindications to a combination vaccine will prevent the forecast of the related antigens (e.g. Contraindication to Pediarix™ prevents forecast of DTaP, IPV, or Hib).
- There are **no dose numbers** on vaccines. Vaccines are forecast based only on the actual number of doses included in RPMS, and the age/ intervals. All reports only count the number of doses in RPMS.
- We have added to the Health Summary the **age** at which the dose was given.
- **Vaccine Forecasting Options:** There are 10 Vaccine Forecasting options. For each of the options, the site can choose to use or not to use the **4 day grace period**. The forecasting options vary by use of Comvax, and by the recommended age for the 3rd IPV, 4th DTaP, final Hib, final Hep B, 4th Pn, MMR, and Varicella. The options are:

	6 Months	12 Months	15 Months
1)		IPV, MMR, Pn, Var	DTaP, Hib
2)		Hib, IPV, MMR, Pn, Var	DTaP
3)	IPV	DTaP, Hib, MMR, Pn, Var	
4)		DTaP, Hib, IPV, MMR, Pn, Var	
5)	IPV	Hib, MMR, Var	DTaP, Pn
6) Comvax		HepB, Hib, MMR, Pn, Var	DTaP, IPV
7) Comvax	IPV	DTap, HepB, Hib, MMR, Pn, Var	
8) Comvax		HepB, Hib, IPV, MMR, Pn	DTaP, Var
9) Comvax	IPV	HepB, Hib, Var, MMR	DTaP, Pn
10)	IPV	Hib, MMR, Pn	DTaP, Var

- **Forecast Influenza in Children:** All children who are 6-23 months of age between September 1st and January 31st are forecast for a first dose of influenza during this time period. We do not have the sophistication to forecast a second dose the first year.
- **Updated Adult Pneumococcal Forecasting:** Pneumococcal vaccine is forecast automatically at 65 years of age (or you can choose 55 years in the Managers' Menu) for all adults. Adults who receive a pneumococcal dose < 65 years of age will have another dose forecast at 65 (or 55) years of age. In Alaska, you can choose to have pneumococcal vaccine forecast every 6 years after 55 years of age.

- **Force Invalid/Valid Doses:** In the “Edit vaccine” option there is an option to “force” a dose to be invalid (because it was expired or had inappropriate temperature exposure) or to be valid (if it is invalid according to ImmServe because it doesn’t meet minimum age/interval criteria but it is valid in your State). The “forced” valid or invalid doses (determined by the ImmServe forecast or forced invalid by the provider) will be tagged with an asterisk and brief explanation on the Health Summary and Vaccine History, but not on Due Letters.
- **Reports:**
 - a. **Adult Report (New):** Will print a vaccine report on “today’s date” for adults > 50 and adults >65 years with a visit to the reporting facility in the past year with the proportion who received:
 - i. Influenza in past year
 - ii. Pneumo ever
 - iii. Pneumo in past 6 years
 - iv. Td in past 10 years
 - b. **Two Year Old Report:** Will change age range to 19-35 months to be consistent with age ranges for the National Immunization Survey.
 - c. **Vaccine Accountability Report**
 - i. Will not show dose numbers
 - ii. Added “location type so that providers can look at doses by PHN vs. IHS
 - d. **Quarterly Report:**
 - i. When you view the report, you can print a line list of: a) patients on the report who are age- appropriate, b) patients who are not age-appropriate, or c) all patients included in the report.
 - ii. You can choose to include or not include Hep A, Varicella and Pneumococcal vaccine in the total age-appropriate rate. Even if you don’t include it in the total rate, the report will still report these vaccines individually.
- **Direct Data Entry**
 - a. Added fields for new options:
 - i. Forcing valid or invalid
 - ii. Site/route of administration (e.g. Left thigh IM)
 - iii. Dose amount (default 0.5cc for most)
 - a. You can change default in Vaccine Edit Table (MGR→VAC)
 - b. For entries other than today’s date, the default will be historical immunization
 - c. Data entry screen is reorganized for more efficient navigation
- **Standard Manufacturers Table:** We will be using standard Manufacturer’s codes. Currently, providers have a non-standard Manufacturer’s list.

- The new version will only run on the *CACHE platform*. Site managers will need to have their systems upgraded from MSM to CACHE.
- **Orphan Visits modified in PCC:** The PCC Visit re-linking program in PCC was modified to link "orphan" or "incomplete" immunization visits created by direct data entry to a visit entered by data entry personnel which has a provider and purpose of visit. If the re-linker cannot link immunizations to a visit, then the PCC data entry staff can use a newly created option called "Complete Orphaned Immunization Visits". This program will assign a purpose of visit and a provider of service to the visit. This option should be run *only* for a time period for which the data entry staff has completed all PCC forms to prevent automatically completing visits that will eventually be completed by the normal data entry process. (For example, if data entry is 2 weeks behind in data entry this option should be run for a time period the ends with a date that is 2 weeks ago.)

8.0 Appendix B: Vaccine Table for v8.1

Vaccine Table
04-Nov-2005

#	Vaccine	HL7	Active	Default Lot#	VIS Default	Forecast
1	ACTHIB	(48)	Active	12/16/98	.5 ml	YES
2	ADENOV,NOS	(82)	Inactive		.5 ml	NO
3	ADENOVI,T4	(54)	Inactive		.5 ml	NO
4	ADENOVI,T7	(55)	Inactive		.5 ml	NO
5	ANTHRAX	(24)	Inactive	04/24/03	.5 ml	NO
6	BCG	(19)	Inactive		.5 ml	NO
7	BOTULINUM	(27)	Active		.5 ml	NO
8	CHOLERA	(26)	Active		.5 ml	NO
9	CMVIG	(29)	Active		.5 ml	NO
10	COMVAX	(51)	Active	07/11/01	.5 ml	NO
11	DENGUE FEV	(56)	Inactive		.5 ml	NO
12	DIPHThERIA	(12)	Inactive		.5 ml	NO
13	DT-PEDS	(28)	Active	06/10/98	.5 ml	YES
14	DTaP	(20)	Active	07/30/01	.5 ml	YES
15	DTAP,5PE	(106)	Inactive	07/30/01	.5 ml	YES
16	DTAP,NOS	(107)	Inactive	07/30/01	.5 ml	YES
17	DTAP-HIB	(50)	Inactive	07/30/01	.5 ml	NO
18	DTP	(1)	Inactive	07/30/01	.5 ml	YES
19	DTP-HIB	(22)	Inactive	07/30/01	.5 ml	NO
20	DTP-HIB-HE	(102)	Inactive	07/30/01	.5 ml	NO
21	FLU-NASAL	(111)	Active	500333P		YES
22	FLU-SPLIT	(15)	Active	07/18/05	.5 ml	YES
23	FLU-WHOLE	(16)	Inactive	05/06/03	.5 ml	YES
24	HANTAVIRUS	(57)	Inactive		.5 ml	YES
25	HBIG	(30)	Active		.5 ml	YES
26	HEP A	(85)	Inactive	08/04/04	.5 ml	YES
27	HEP A 2PED	(83)	Active	08/04/04	.5 ml	YES
28	HEP A 3PED	(84)	Inactive	08/04/04	.5 ml	YES
29	HEP A ADLT	(52)	Active	08/04/04	1 ml	YES
30	HEP A PED	(31)	Inactive	08/04/04	.5 ml	YES
31	HEP B	(45)	Inactive	07/11/01	.5 ml	YES
32	HEP B ADLT	(43)	Active	07/11/01	1 ml	YES
33	HEP B ADOL	(42)	Inactive	07/11/01	.5 ml	YES
34	HEP B DIAL	(44)	Inactive	07/11/01	1 ml	YES
35	HEP B PED	(8)	Active	07/11/01	.5 ml	YES
36	HEP C	(58)	Inactive		.5 ml	NO
37	HEP E	(59)	Inactive		.5 ml	NO

#	Vaccine	HL7	Active	Default Lot#	VIS Default	Forecast
38	HERPES SIM	(60)	Inactive		.5 ml	NO
39	HIB	(17)	Inactive	12/16/98	.5 ml	YES
40	HIBTITER	(47)	Active	12/16/98	.5 ml	YES
41	HIV	(61)	Inactive		.5 ml	NO
42	HPV	(62)	Inactive		.5 ml	NO
43	IG	(86)	Active		.5 ml	NO
44	IG,NOS	(14)	Inactive		.5 ml	NO
45	IGIV	(87)	Active		.5 ml	NO
46	INFLUENZA	(88)	Active	05/06/03	.5 ml	YES
47	IPV	(10)	Active	01/01/00	.5 ml	NO
48	JAPANESE E	(39)	Inactive		.5 ml	NO
49	JUNIN VIRU	(63)	Inactive		.5 ml	NO
50	LEISHMANIA	(64)	Inactive		.5 ml	NO
51	LEPROSY	(65)	Inactive		.5 ml	NO
52	LYME	(66)	Inactive		.5 ml	NO
53	MALARIA	(67)	Inactive		.5 ml	NO
54	MEASLES	(5)	Inactive	01/15/03	.5 ml	YES
55	MELANOMA	(68)	Inactive		.5 ml	YES
56	MEN-C CONJ	(103)	Inactive		.5 ml	YES
57	MENING-CV4	(114)	Active	04/04/05	.5 ml	YES
58	MENING-PS	(32)	Active	10/07/05	.5 ml	YES
59	MENINGOCOC	(108)	Inactive		.5 ml	YES
60	MMR	(3)	Active	01/15/03	.5 ml	YES
61	MMRV	(94)	Inactive		.5 ml	NO
62	MR	(4)	Inactive	01/15/03	.5 ml	YES
63	MUMPS	(7)	Inactive	01/15/03	.5 ml	YES
64	NO VACCINE	(998)	Inactive		.5 ml	NO
65	OPV	(2)	Inactive	01/01/00	.5 ml	NO
66	OTHER	(999)	Inactive		.5 ml	NO
67	PARAINFLUE	(69)	Inactive		.5 ml	NO
68	PEDIARIX	(110)	Active	07/30/01	.5 ml	NO
69	PEDVAXHIB	(49)	Active	12/16/98	.5 ml	YES
70	PERTUSSIS	(11)	Inactive		.5 ml	NO
71	PLAGUE	(23)	Inactive		.5 ml	NO
72	PNEUM-CONJ	(100)	Active	09/30/01	.5 ml	YES
73	PNEUMO-PS	(33)	Active	07/25/03	.5 ml	YES
74	PNEUMOCOCC	(109)	Inactive		.5 ml	NO
75	POLIO	(89)	Inactive	01/01/00	.5 ml	NO
76	PROHIBIT	(46)	Inactive	12/16/98	.5 ml	YES
77	Q FEVER	(70)	Inactive		.5 ml	NO
78	RABIES,ID	(40)	Active		.5 ml	NO
79	RABIES,IM	(18)	Active	11/04/03	.5 ml	NO

#	Vaccine	HL7	Active	Default Lot#	VIS Default	Forecast
80	RABIES,NOS	(90)	Inactive	11/04/03	.5 ml	NO
81	RESERVED -	(99)	Inactive		.5 ml	NO
82	RHEUMATIC	(72)	Inactive		.5 ml	NO
83	RIFT VALLE	(73)	Inactive		.5 ml	NO
84	RIG	(34)	Active		.5 ml	NO
85	ROTAVIRUS	(74)	Inactive		.5 ml	NO
86	RSV-IGIV	(71)	Inactive		.5 ml	NO
87	RSV-MAb	(93)	Active		.5 ml	NO
88	RUBELLA	(6)	Inactive	01/15/03	.5 ml	YES
89	RUBELLA/MU	(38)	Inactive	01/15/03	.5 ml	NO
90	SMALLPOX	(75)	Active	01/16/03	.5 ml	NO
91	SMALLPOX,D	(105)	Inactive		.5 ml	NO
92	STAPHYLOCO	(76)	Inactive		.5 ml	NO
93	Td-ADULT	(9)	Active	06/10/94	.5 ml	YES
94	Td-ADULTpf	(113)	Active		.5 ml	YES
95	Tdap	(115)	Active	09/22/05	.5 ml	YES
96	TET TOX	(35)	Active	06/10/94	.5 ml	YES
97	TET TOX,NOS	(112)	Inactive		.5 ml	YES
98	TICK-BORNE	(77)	Inactive		.5 ml	NO
99	TIG	(13)	Active		.5 ml	NO
100	TST,NOS	(98)	Inactive		.5 ml	NO
101	TST-OT TIN	(95)	Inactive		.5 ml	NO
102	TST-PPD	(96)	Active		.5 ml	NO
103	TST-PPD TI	(97)	Inactive		.5 ml	NO
104	TULAREMIA	(78)	Inactive		.5 ml	NO
105	TWINRIX	(104)	Active		.5 ml	NO
106	TYPHOID,N	(91)	Active	05/19/04	.5 ml	NO
107	TYPHOID,OR.	(25)	Active	05/19/04	.5 ml	NO
108	TYPHOID,PA.	(41)	Active	05/19/04	.5 ml	NO
109	TYPHOID,PM.	(53)	Active	05/19/04	.5 ml	NO
110	TYPHOID,VI.	(101)	Active	05/19/04	.5 ml	NO
111	VACCINIA I.	(79)	Active		.5 ml	YES
112	VARICELLA	(21)	Active	12/16/98	.5 ml	YES
113	VEE, INACT.	(81)	Inactive		.5 ml	NO
114	VEE, LIVE	(80)	Inactive		.5 ml	NO
115	VEE, NOS	(92)	Inactive		.5 ml	NO
116	VZIG	(36)	Active		.5 ml	NO
117	YELLOW FEV	(37)	Active	11/03/04	.5 ml	NO

9.0 Appendix C: ImmServe

Vaccine Forecasting Rules

These parameters are in the IMM/Def Table and are used for forecasting vaccine doses.

Vaccine Dose	Acceptable Age	Recommended Age	Past Due Age	Minimum wait since last dose	Maximum Age
HBIG	0M	0M			7D
HepB1	0M	0M	3M		18Y
HepB2	4W	4W	5M	4W	
HepB3	6M	6M	15M	8W	
DTorP1	6W	6W or 2M	3M		7Y
DTorP2	10W	4M	5M	4W	7Y
DTorP3	14W	6M	7M	4W	7Y
DTorP4	12M	12 or 15M	19M	6M*	7Y
DTorP5	4Y	4Y	6Y	6M	7Y
TD_B/Tdap	11Y	11Y		5Y	
Hib1	6W	2M	3M		59M
Hib2	10W	4M	5M	4W	59M
HibTITER3	14W	6M	7M	4W	59M
HibTITER4	12M	12 or 15M	16M	8W	59M
PedvaxHIB3	12M	12M	16M	8W	59M
IPV1	6W	6W or 2M	3M		18Y
IPV2	10W	4M	5M	4W	18Y
IPV3	14W	6,12, or 15M	19M	4W	18Y
IPV4	4Y**	4Y	6Y	4W	18Y
MMR1	12M	12 or 15M	16M		18Y
MMR2	4Y***	4Y	6Y	4W	18Y
Varicella1	12M	12M	19M		18Y
Varicella2	(only > 13 y)			4W	18Y
HepA1	12M	15M	30M		18Y
HepA2	18M	21M		6M	
Influenza	6M	6M		4W	24M
Mening CV4	11Y	11Y			

* For screening table, minimum interval is 4 months (-4 days if 4 day grace period).

** For screening table, minimum age is 18 weeks (-4 days if 4 day grace period).

*** For screening table, minimum age is 13 months (if first dose given at 12 months).

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 at 11 years of age. Tdap is forecast one time between 11 and 18 years of age.
- Influenza vaccine – forecast each year for persons over 50 years of age. Influenza is forecast for persons 2 to 49 years of age who have had two visits in the past three years for a high-risk medical condition.
- Pneumococcal vaccine – forecast for persons over 65 (55) years of age. Pneumococcal vaccine is also forecast for persons 5-64 (55) years of age who have had two visits in the past three years for a high-risk medical condition.
- HepB – forecast for adults who received a dose at an age younger than 18 years old.

Version Variant Table (Recommended Ages)

The table shown below is an example of the current set of ImmServe Forecasting Rules, V8.1. Options 1, 3, 5, 7, 8, 9 forecast the first series at 6 weeks. *Adult vaccine options: TD-Adult -forecast every 10 years starting at 11 years of age. Influenza vaccine - (>50) forecast turned on 9/1/-12/31. **Pneumococcal - (>65 or >55) forecast once, except in Alaska where it is done every 6 years.

Forecasting Options

New Table new option 1 (NM) and new option 6 (15 mo Var), and 10 (12 mo. IPV), deleted old Option 1 (15m Hib) and 6 (15m IPV).

Recommended Ages (revision 11-30-05)

Vaccine	Option 1 NM	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8	Option 9	Option 10
	6m IPV 12m Hib,MMR, Var,DTaP, Pn 24mPnPS	12m IPV, Hib, Var, MMR, Pn,15m DTaP	6m IPV 12m DTaP, Hib, Var, MMR,Pn	12m DTaP, Hib, IPV, MMR, Var, Pn	6m IPV 12m Hib, MMR Var, 15m DTaP,Pn	6m IPV 12m Hib, MMR Pn, 15m DTaP, Var	Comvax, 6m IPV 12m HepB, Hib,DTaP, Pn MMR,Var,	Comvax, 12m HepB, Hib,IPV, MR, Pn 15m DTaP, Var	Comvax 6m IPV 12mHepB, Hib Var MMR 15m DTaP, Pn	Comvax 12M IPV HepB, Hib Var MMR 15m DTaP, Pn
HepB1	0M	0M	0M	0M	0M	0M	0M	0M	0M	0M
HepB2	6W	2M	6W	2M	6W	6W	6W	6W	6W	2M

Vaccine	Option 1 NM	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8	Option 9	Option 10
HepB3	6M	6M	6M	6M	6M	6M	12M	12M	12M	12M
DTorP1	6W	2M	6W	2M	6W	6W	6W	6W	6W	2M
DTorP2	4M	4M	4M	4M	4M	4M	4M	4M	4M	4M
DTorP3	6M	6M	6M	6M	6M	6M	6M	6M	6M	6M
DTorP4	12M	15M	12M	12M	15M	15M	12M	15M	15M	15M
DTorP5	4Y	4Y	4Y	4Y	4Y	4Y	4Y	4Y	4Y	4Y
Tdap	11Y	11Y	11Y	11Y	11Y	11Y	11Y	11Y	11Y	11Y
Hib1	6W	2M	6W	2M	6W	6W	6WPedvax	6WPedvax	6WPedvax	2MPedvax
Hib2	4M	4M	4M	4M	4M	4M	4MPedvax	4MPedvax	4MPedvax	4MPedvax
Hib3- HboC	6M	6M	6M	6M	6M	6M				
Hib4 (3)	12M	12M	12M	12M	12M	12M	12MPedvax	12MPedvax	12MPedvx	12MPedvx
IPV1	6W	2M	6W	2M	6W	6W	6W	6W	6W	2M
IPV2	4M	4M	4M	4M	4M	4M	4M	4M	4M	4M
IPV3	6M	12M	6M	12M	6M	6M	6M	12M	6M	12M
IPV4	4Y	4Y	4Y	4Y	4Y	4Y	4Y	4Y	4Y	4Y
MMR1	12M	12M	12M	12M	12M	12M	12M	12M	12M	12M
MMR2	4Y	4Y	4Y	4Y	4Y	4Y	4Y	4Y	4Y	4Y
Varicella	12M	12M	12M	12M	12M	15M	12M	15M	12M	12M
HepA	15M	15M	15M	15M	15M	15M	15M	15M	15M	15M
HepA	21M	21M	21M	21M	21M	21M	21M	21M	21M	21M
PCV7 1	6W	2M	6W	2M	6W	6W	6W	6W	6W	2M
PCV7 2	4M	4M	4M	4M	4M	4M	4M	4M	4M	4M
PCV7 3	6M	6M	6M	6M	6M	6M	6M	6M	6M	6M
PCV7 4	12M	12M	12M	12M	15M	12M	12M	12M	15M	15M
MenCV4	11Y	11Y	11Y	11Y	11Y	11Y	11Y	11Y	11Y	11Y
Flu	50Y	50Y	50Y	50Y	50Y	50Y	50Y	50Y	50Y	50Y
PneumPS	24M, 65Y	65Y	65Y	65Y	65Y	65Y	65Y	65Y	65Y	65Y

10.0 Appendix D: High Risk ICD-9 Codes

Taxonomy of High Risk ICD-9 Codes

This appendix lists the ICD-9 Codes used to trigger the forecast of Flu and Pneumo immunizations in high risk persons who are not automatically forecast by their age.

10.1 Influenza

Persons 3-49 years who have 2 or more visits in the past 3 years with a diagnosis ICD-9 code in this list will be forecast for Influenza vaccine.

Influenza Vaccine High Risk Taxonomies (1/2/06)

Influenza Vaccine High Risk Taxonomies	
042.0-043.09, 044.9	HIV Infection
250.00-250.93	Diabetes
393.-398.99	Rheumatic Heart D
402.00-402.91	Hypertensive HD
404.00-404.93	Hyperten Heart/Renal
410.00-414.9	Ischemic HD
415.0-416.9	Pulmonary HD
424.0-424.9	Other Endocardial HD
425.0-425.9	Cardiomyopathy
428.0-428.9, 429.2	CHF
491.0-491.9	Chronic Bronchitis
492.0-492.8	Emphysema
493.00-493.91	Asthma
494.0-496.	Bronchiectasis, CLD, COPD
501-505	Pneumoconioses
571.0-571.9	Chronic Liver Dis.
581.0-581.9	Nephrotic Syndrome
585.	Renal Failure
996.80-996.89	Transplant
V42.0-V42.89	Kidney Transplant
V58.1	Chemotherapy
V67.2	Chemotherapy f/u

10.2 Pneumococcal

Persons 5-64 years who have 2 or more visits in the past 3 years with a diagnosis ICD-9 code in this list will be forecast for Pneumococcal vaccine.

Pneumococcal Vaccine High Risk Taxonomies (1/2/06)

Pneumococcal Vaccine High Risk Taxonomies	
042.0-043.09, 044.9	HIV infection
250.00-250.93	Diabetes
303.90-303.91	Alcohol Dependency
428.0-428.9, 429.2	CHF
492.0-492.8	Emphysema
494.0-496.	Bronchiectasis, CLD, COPD
501-505	Pneumoconioses
571.0-571.9	Chronic Liver Dis.
581.0-581.9	Nephrotic Syndrome
585.	Renal Failure
865.00 - 865.19	Spleen Injury
996.80-996.89	Transplant
V42.0-V42.89	Kidney Transplant
V58.1	Chemotherapy
V67.2	Chemotherapy f/u

11.0 Appendix E: Package Setup Information

This appendix contains print-screen 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 8.1

The text presented here is intended to provide Site Managers with helpful information regarding setup and management of the RPMS Immunization Package, version 8.1.

11.1 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.

11.2 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 that 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→Exp).

11.3 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, which will update (as of 2000) 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 PCs 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, we have found that NetTerm 4.2e available at a nominal cost from Intersoft International, Inc. via the WWW, is among the best products for use with RPMS software. Trial versions may be obtained online at: <http://www.securenetterm.com/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.

11.4 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 Main Menu, and then selecting Edit Site Parameters (MGR→ESP). Help text is displayed during the edit each Site Parameter.

11.5 Vaccine Table

The Immunization Package version 8.1 comes with a Vaccine Table that has been standardized with the CDC's NIP HL7/CVX Code Table. The vaccine table, spellings, CVX codes and CPT codes are taken directly from the CDC table <http://www.cdc.gov/nip/registry/hl7/hl7-cvx.pdf>. 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.

Listed below is the text of the warning. (Users without the BIZ MANAGER Key will not see the last paragraph.) As the warning indicates, re-standardizing 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 Re-standardizing the Immunization File. To do so, proceed to the Manager Menu and select Re-standardize. (Menu Synonyms: MGR→RES)

11.6 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 v8.1 recognizes 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, making sure it is Active and that all relevant vaccines are listed 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).

11.7 Protocols for Use by Other Packages

RPMS Immunization v8.1 contains three ListMan Protocols that may be of use to programmers of other packages:

- **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.
- **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.
- **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.

12.0 Appendix E: Word Processor Help

12.1 Summary of Key Sequences

12.1.1 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

12.1.2 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

12.1.3 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

12.1.4 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> .
Status line toggle	<PF1> ?

12.1.5 Formatting

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

12.1.6 Finding

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

12.1.7 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

12.2 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:

“Use Function, Arrow, and Ctrl Keys for windows” should not be checked.

13.0 Glossary

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

Term	Definition
Key	entered/selected when editing a patient's Case Data. 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
Output Device	The equipment to which a file is sent; usually refers to a printer or to the computer monitor screen (Home).
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).
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).
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.
Record Letter	Generally sent to schools, parents, other clinics, etc.
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).
Statement	Vaccine administered and documents the Date of

Term	Definition
	Publication as evidence of Informed Consent for the vaccination.
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	Currently available; may be entered/selected when entering new immunizations.
Vaccine	Listed only for historical purposes; no longer available as a valid choice.
Vaccine Information	A statement provided to the parent of a patient that identifies each.
Vaccine Table	A standard list of all IHS vaccines and their HL7 codes.

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15.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the ITSC Service Center by:

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