Vaccines Due Report IMR User Guide

Created 2024

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Introduction and Contact Information

This guide is intended for state of Vermont employees and partners that use the Vaccines Due by Practice report in the Vermont Immunization Registry (IMR). Access to this report is determined by the role and associated permission of the user. If you do not have but would like to request access to this report, please contact the Registry team.

Access to the registry is mandated by Vermont State Law and the information contained therein must remain confidential and privileged (18 V.S.A. § 1129).

To gain access to the IMR, users must submit the proper confidentiality agreement to the state, upon which the request will be reviewed, and permission provided. To learn more about the process to gain access to the IMR, please visit our website.

If you have any questions, please contact us:

Vermont Immunization Registry (Website)
Email: IMR@Vermont.Gov
Phone: (888) 688-4667
- Option 2 – password resets
- Option 3 – general support

Getting Started

Practice Reports

- Patient List by DOB
- Practice View: Vaccine Coverage
- **Vaccines due by Practice**
- Not up to Date Report
- Generate Labels for Recall Notices
- Invalid Doses
- Objections and Contraindications for Practice
- Immunizations Given by Practice
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- Number of Children Vaccinated
- Patient List by Month
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- Immunizations Given Overview
- Immunization Quality Improvement Report
- Random Selection

As of fall 2024, the Vaccines Due by Practice (Vaccines Due) report in the Vermont Immunization Registry (IMR) is upgraded to improve functionality and accessibility for users.

This guide is intended for use by IMR users who are already comfortable performing basic functions in the Registry, including a patient search and running practice-level reports. Users who have issues logging in or need assistance with these functions are encouraged to review pages 1 – 8 of our current user guide, or contact us for a more in depth training.

The steps to open the Vaccines Due report remain unchanged: after performing a patient search and navigating into the Immunization Registry page containing the patient's immunization grid, click on the button for the Vaccines Due by Practice Report near the top of the lefthand blue toolbar.

Parameters

First, enter the **Practice name or associated PIN** (for VDH users).

The **Age section** determines the date of birth range for the patients pulled by the report. Select multiple age bands to cover a broader age range, if necessary.

The **Date Range section** defaults to the current date but can be adjusted for a future date or date range to provide vaccines that patients will be due for in the future.

Parameters, continued

The **Vaccine section** includes expected vaccines for five different age groups. At least one vaccine must be selected from the age group corresponding to the choice from the Age Section.

Users will have the option to click "**Create Report**", to list patients as well as vaccine details, or "**Create Labels**" to create mailing labels for patients within the same list.

Navigating the report

The Top Toolbar

Search for and highlight text or values

Navigate between pages in the report (mouse scroll unsupported)

Zoom (only works on report, not toolbar)

Export options

Vaccines Due by Practice Report

"**Create Report**" results in a list of patients within the selected age range who are not up to date (or who will not be up to date if the selected date range is in the future) for any vaccine selected.

Vaccines Due Report

Practice:	test		PIN: 43434		Age: All					Due date begin 8/28/2024
Address:	123 summertime ave		Phone: (434) 343-434							Due date end: 8/28/2024
	Milton, VT 05468				Vaccines: All					

NOTE: Vaccines due are based on ACIP guidelines for the person's age as of the report date. Report data does *not* exclude individuals with medical contraindications.

Name	DOB	Age	COVID	DTP	Flu	Hep A	Hep B	Hib	HPV	IPV	MenACWY	MMR	PCV	RSV	RV	RZV	Varicella
test, person 1	1/4/60	64 Yr		08/28/24	07/01/24							01/04/61					
test, person 2	1/4/74	50 Yr	09/12/23	05/01/23	07/01/24	04/01/14	08/03/24					01/04/75					
test, person 3	1/4/08	16 Yr	09/12/23		07/01/24	09/06/09	07/29/08				01/04/24						
test, person 4	1/4/22	31 Mo	09/12/23	04/04/23	07/01/24	07/04/23		04/23/23		07/29/22			01/04/24				
test, person 5	1/4/50	74 Yr	09/12/23		07/01/24												
Test, person 6	1/4/96	28 Yr	09/12/23	08/28/24	07/01/24		01/04/15					01/04/97					01/04/97
Test, person 7	1/10/15	9 Yr	09/12/23	01/10/22	07/01/24	01/10/16	05/10/15			05/10/15		01/10/16					01/10/16
Test, person 8	1/12/13	11 Yr	09/12/23	08/20/20	07/01/24		08/10/13		01/12/24	05/08/17	01/12/24	11/03/21					11/03/21

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"**Create Labels**" results in printable mailing labels for the same list of patients as above.

TO THE PARENT/GUARDIAN OF:
PERSON 4 TEST
HELLO
MILTON VT 05468

TO THE PARENT/GUARDIAN OF:
PERSON 7 TEST
HELLO
MILTON VT 05468

TO THE PARENT/GUARDIAN OF:
PERSON 8 TEST
HELLO
SHELBURNE VT 05482

TO THE PARENT/GUARDIAN OF:
PERSON 3 TEST
HELLO
MILTON VT 05468

PERSON 6 TEST
HELLO
MILTON VT 05468

PERSON 2 TEST
HELLO
MILTON VT 05468