

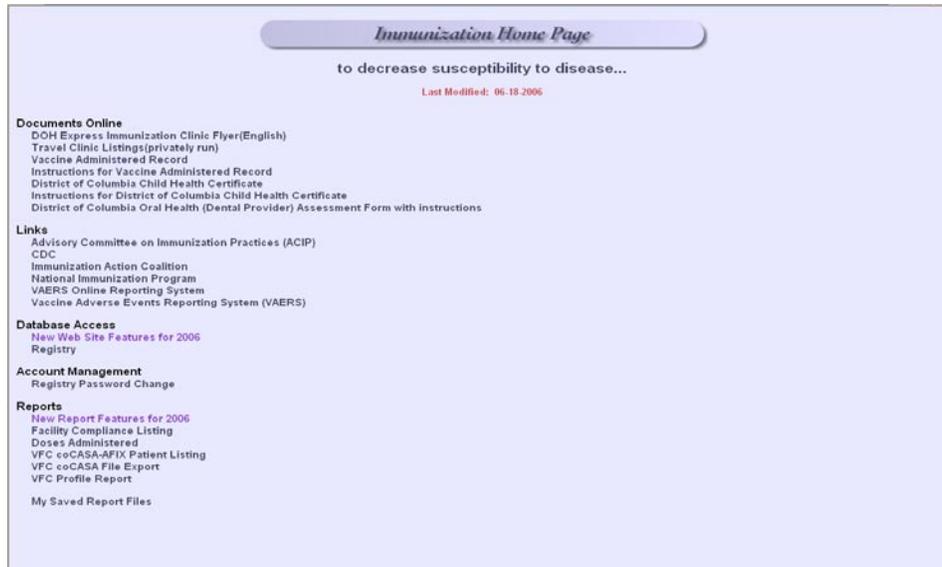
The Washington, DC Bulk Form Printing User Manual

A guide to using the Washington DC Immunization Bulk Form Printing
(08/16/2010)

Section 1: Starting a Bulk Print Job

To access the Immunization Web Bulk Form Printing, make sure you are connected to the internet, then open your web browser and go to D.C. Immunization Program's home page at <https://immunization.dcgov.org> (make sure that there is an s at the end of *https*).

Your web browser should now look like this:



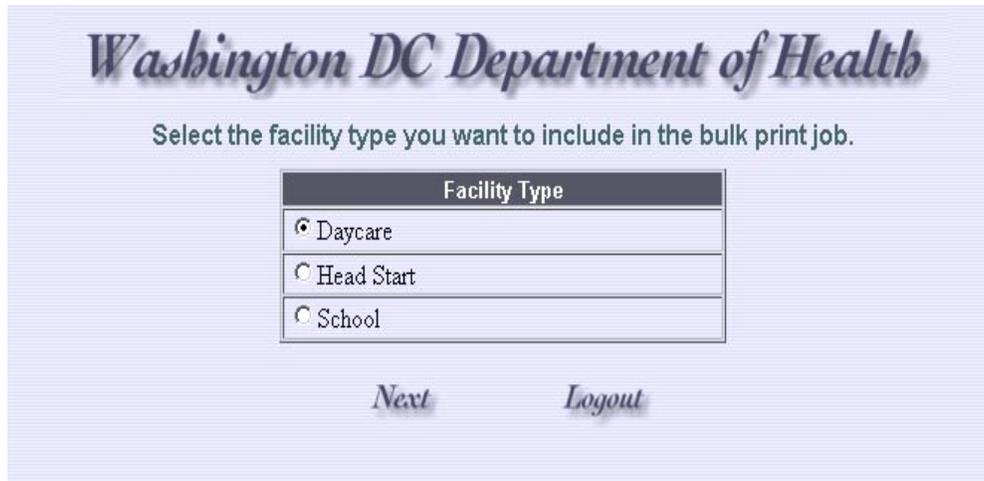
Immunization Homepage

Under “Bulk Printing,” click on the words “Bulk Form Printing”. This will take you to a new window that will allow you to log into the bulk form printing. Each user should have been given a unique *User Name*, *Password*, and *Context* which you will need to type into the appropriate box. (Note: The password is case sensitive, so the password must be typed with the correct lower case and capitalization.) Once you have entered all of the information, then click on the “Login” button. This will log you into the bulk form printing and take you to the facility type page to select the appropriate form for bulk printing.

Login Screen

Section 2: Selecting a Facility Type

The facility type page allows you to select the type of facility for which you would like to run a bulk print job by placing a check in the appropriate facility type box (Daycare, HeadStart, and School). Once you have checked the facility type, click on the “Next” button at the bottom of the screen. This will take you to the facility name page.



The screenshot shows a web interface for the Washington DC Department of Health. At the top, the department's name is displayed in a stylized font. Below it, a heading asks the user to select a facility type for a bulk print job. A table with three rows allows selection via radio buttons. The 'Daycare' option is selected. At the bottom, there are two buttons: 'Next' and 'Logout'.

Facility Type
<input checked="" type="radio"/> Daycare
<input type="radio"/> Head Start
<input type="radio"/> School

Next *Logout*

Facility Type Screen

Section 3: Selecting a Facility Name

The facility name page allows you to select the name of the facility for which you would like a bulk print job by placing a check in the box next to the appropriate facility name. (Note: If you have selected a school for bulk printing, then system allows you to run ONLY one grade at a time). Once you have checked the facility name, click on the “Next” button at the bottom of the screen. (Note: Users will only have “RIGHTS” to view his/her facility). This will take you to the form selection page.

Washington DC Department of Health

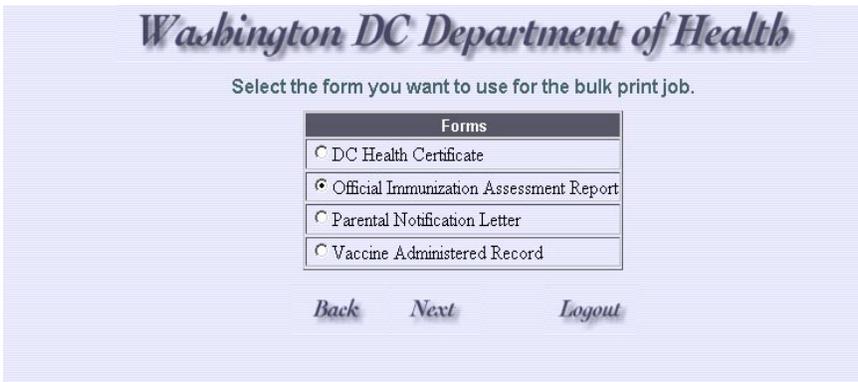
Select the daycare you want to include in the bulk print job.

<input type="checkbox"/> 2 New Heights CDC	<input type="checkbox"/> ACC Model Cities Center	<input type="checkbox"/> APRA DCC B&A
<input type="checkbox"/> ARE Ballou HS CDC Infant Prog & B&A	<input type="checkbox"/> ARE Celebration in Learn CDC & B&A	<input type="checkbox"/> ARE Dunbar Infant Program Ctr
<input type="checkbox"/> ARE Hart Infant Center	<input type="checkbox"/> Academy for Ideal Education B&A	<input type="checkbox"/> Adas Israel Congregation & B&A
<input type="checkbox"/> Adventureland Day Nursery & B&A #1	<input type="checkbox"/> Adventureland Day Nursery & B&A #2	<input type="checkbox"/> Agape Cabbag Patch&LeMae's ELC &B&A
<input type="checkbox"/> Agape Cabbage Patch LeMae III	<input type="checkbox"/> Aidan Montessori School PS & B&A	<input type="checkbox"/> Akin, Gump, Strauss, Hauer & Feld
<input type="checkbox"/> All My Children CDC #1	<input type="checkbox"/> All My Children CDC #2 & B&A	<input type="checkbox"/> All Saints AllDay-Mann & B&A
<input type="checkbox"/> Allen Chapel AME Church DCC & B&A	<input type="checkbox"/> Amazing Life Games Preschool #2	<input type="checkbox"/> American University CDC
<input type="checkbox"/> Angels' Cradle CDC	<input type="checkbox"/> Appletree EL PCS Ami-School PS	<input type="checkbox"/> Appletree Early Learn PCS PS & B&A
<input type="checkbox"/> Appletree Institute for Ed PCS PS	<input type="checkbox"/> Aramark Ed Res CDC -World Bank I St	<input type="checkbox"/> Armstrong Preparatory Center I
<input type="checkbox"/> Armstrong Preparatory Center II	<input type="checkbox"/> Arnold and Porter Children's Ct&B&A	<input type="checkbox"/> Assembly of the Saints ELC &B&A
<input type="checkbox"/> Auguste Montessori School PS & B&A	<input type="checkbox"/> Barbara Chambers Children's Ct&B&A	<input type="checkbox"/> Barbara's Montessori School PS
<input type="checkbox"/> Beauvior Nursery School & B&A	<input type="checkbox"/> Bell Teen Parent and Chld DC	<input type="checkbox"/> Bennett Babies Inc & B&A
<input type="checkbox"/> Bennett Babies Inc & B&A II	<input type="checkbox"/> Big Mama's Children's Center & B&A	<input type="checkbox"/> Board of Child Care CDC
<input type="checkbox"/> Bridges Academy Inc #2 & B&A	<input type="checkbox"/> Bridges Babies CDC & B&A	<input type="checkbox"/> Bridges Early Childhood Academy
<input type="checkbox"/> Bridges PCS PS	<input type="checkbox"/> Bright Beginnings - B&A HEAD START	<input type="checkbox"/> Bright Horizons Child Ctr II & B&A
<input type="checkbox"/> Bright Horizons Children's Center	<input type="checkbox"/> Bright Horizons EE III & B&A	<input type="checkbox"/> Bright Horizons EE IV & B&A
<input type="checkbox"/> Bright Start CC	<input type="checkbox"/> British Scl of Wash Prescl	<input type="checkbox"/> Broad Branch Children's House
<input type="checkbox"/> Broadcasters CDC	<input type="checkbox"/> Bundles of Joy	<input type="checkbox"/> C.H.I.L.D. Center, Inc. & B&A
<input type="checkbox"/> CDC of the First Baptist Church of	<input type="checkbox"/> CDI Azeeze Bates - HEAD START	<input type="checkbox"/> Calominis YMCA Prog Ctr & B&A

Facility Name Screen

Section 4: Selecting Form Type

The form selection page allows you to select the type of form that you would like run for bulk printing by placing a check in the box next to the appropriate form type. Once you have checked the appropriate box, click on the "Next" button at the bottom of the screen. This will take you to the report options page.



The screenshot shows a web interface for the Washington DC Department of Health. At the top, the department's name is displayed in a stylized font. Below it, a heading reads "Select the form you want to use for the bulk print job." A table with a dark header "Forms" contains four rows, each with a radio button and a form name. The "Official Immunization Assessment Report" row has a checked radio button. At the bottom of the table area, there are three buttons labeled "Back", "Next", and "Logout".

Forms
<input type="radio"/> DC Health Certificate
<input checked="" type="radio"/> Official Immunization Assessment Report
<input type="radio"/> Parental Notification Letter
<input type="radio"/> Vaccine Administered Record

Back *Next* *Logout*

Form Type Screen

Section 5: Selecting Report Options

The report options page allows you to select the report type that you would like run for bulk printing by placing a check in the box next to the appropriate report option. (Note: The “**Overdue**” forms will print patients that have exceeded the routinely recommended age or spacing from the last dose to receive a vaccine dose which is still needed. The “**Due**” forms will print patients have reached the routinely recommended age or spacing from to receive the next vaccine dose. The “**Also Consider**” forms will print patients that have reached at least the earliest age or spacing from the last dose to validly receive a vaccine dose, or the patient is eligible to receive a routinely recommended vaccine if further medical screening indicates. The “**Compliant**” forms will print patients that are up-to-date with all immunizations). Once you have checked the appropriate box, click on the “Next” button at the bottom of the screen. This will take you to the vaccines page.

Washington DC Department of Health

Select the appropriate report options below.

Include Records	
Include	<input type="checkbox"/> Overdue
	<input type="checkbox"/> Due
	<input type="checkbox"/> Also Consider
	<input type="checkbox"/> Compliant

Back *Next* *Logout*

Report Options Screen

Section 6: Selecting Vaccines

The vaccine page allows you to select the type of vaccines that you would like to have included in your bulk print job. You can choose to have the report assess either for all recommended immunizations or only for DC REQUIRED doses. If you would like to limit the report to only include DC required doses, then check the box labeled “Only include vaccine if dose is required”. (Note: If the selected form does not include compliance results, the selected vaccines will only be used to filter the records). Once you have checked the appropriate boxes, click on the “Next” button at the bottom of the screen.

Washington DC Department of Health

Select the vaccines you want to include in the bulk print job.
(If the selected form does not include compliance results, the selected vaccines will only be used to filter the records.)

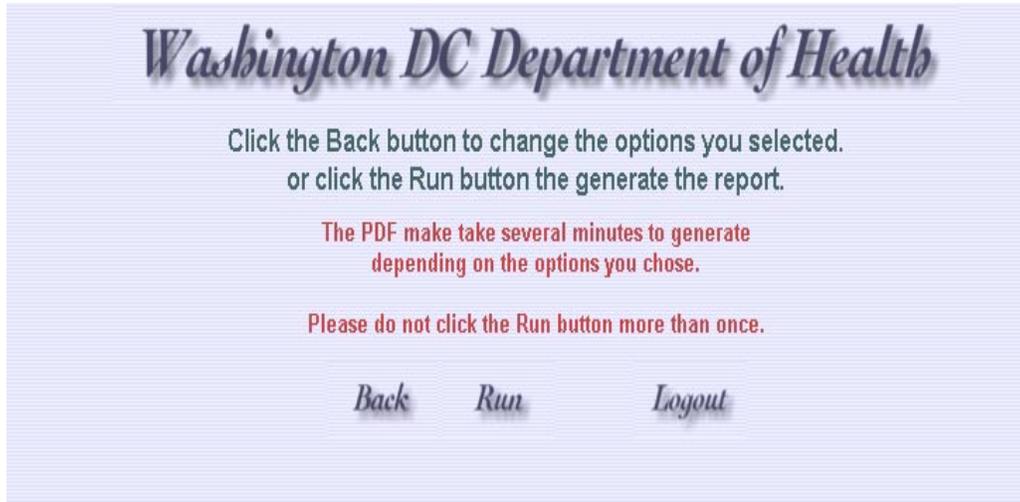
DC Childcare/Schools	
Include Vaccines	<input type="checkbox"/> Only include vaccine if dose is required.

Check DC School Requirements	Check All	Uncheck All
<input type="checkbox"/> Anthrax		
<input type="checkbox"/> DT		
<input type="checkbox"/> DTaP		
<input type="checkbox"/> Flu		
<input type="checkbox"/> HPV		
<input type="checkbox"/> Hep A		
<input type="checkbox"/> Hep B		
<input type="checkbox"/> Hib		
<input type="checkbox"/> IPV		
<input type="checkbox"/> MMR		
<input type="checkbox"/> Me		
<input type="checkbox"/> Meningococcal		
<input type="checkbox"/> Mu		

Vaccines Page

Section 7: Final Screen

The final screen of the bulk printing allows you to click the “Run” button to create a PDF file to generate forms. The PDF file can then be saved or printed. (Note: Click the “Back” button to make any changes to options selected).



Generate Report Screen

Section 8: Exiting Bulk Printing

When you have finished printing bulk forms, you can exit bulk printing by simply closing the Internet browser. This will log you out of the system.

Thank you for your interest in our Washington DC Immunization Bulk Printing. We hope that you will enjoy using this system.