The Washington, DC Immunization Registry System User Manual

A guide to using the Washington D.C Immunization Registry System
(revised 03/13/07)
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Section I: Starting the Registry

To use the Immunization Web Registry system, you must first connect to the Internet. Once you are connected to the Internet, point your web browser to D.C. Immunization Program’s home page at https://immunization.dcgov.org/irswebapp/home.jsp (make sure that there is an s at the end of https).

Your web browser should now look like this:

![Immunization Homepage](image1)

Under “Database Access,” click on the word “Registry.” This will take you to a new window that will allow you to log into the registry. Each user should have been given a unique User Name, Password, and Context. You will need to type this information 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 registry and take you to the search page to search for immunization records.

Please refer to the help section at the end of this manual if you get an error message when trying to log in.
Section II: Searching the Registry for an Immunization Record

You can search for a record using the patient’s last name, first name, middle name, date of birth, WIC number, Medicaid number, Social Security number, DCPS Id, or any combination of these. Please refer to section 3, “Searching Tips and Techniques,” to learn about the easiest and most effective ways of searching the Immunization registry.

Search Box

**Search Record**

To search for a patient's record, type in the information that you will use for the search into the appropriate boxes. Once the information is typed into the boxes, then click on the “Search” button to begin the search. For instance, typing Green into the last name box and then clicking on the “Search” button will list all of the records in the registry whose last name is Green. However, it will also list all records whose last name begins with Green, such as Greene or Greenwood. Since the results are sorted alphabetically by last name, all of the Green’s will be listed first, followed by the Greene’s and then the Greenwood’s.

Search Button

The Last Name, First Name, and Middle Name boxes are not case sensitive, so it does not matter if the characters typed into the search boxes are capital or lowercase letters. The Date of Birth must be in the format mm/dd/yyyy with a 4 digit year and with forward slashes separating the month, day, and year. The Medicaid box has an 8 digit restriction and the Social Security box has a 9 digit restriction with no dashes separating the number. The WIC and DCPS boxes do not have digit restrictions.
Never use spaces or any symbols (such as hyphens, apostrophes, or accents marks) in a search. Spaces are never used in the registry, and symbols are used only to hyphenate two last names. Using a space or a symbol in a search will produce no matching records. Simply type the name without any spaces or symbols, regardless of how strange it may look. For instance, the last name de los Santos is listed in the registry as Delossantos and the first name D’ Von is listed as Dvon.

If a search produces more than 200 matches, only the first 200 matched records will be listed. If a search produces no matches, then no records will be listed. Resulting records from a search are listed alphabetically by last name, then first name, and finally by middle name.

**Clear Fields**
To clear existing fields on the search screen, simply click on the “Clear” button. This will give you blank fields for a new search.

**Add/Create New Record**
To create a new immunization record, simply click on the “New” button at the bottom left of the search box. This will allow you to add a new person’s record into the registry.
Section III: Searching Tips and Techniques

What is the best way to search for a record?

It is strongly recommended that you begin a search by using only the patient’s date of birth. Searching by a patient’s first name can be inaccurate because of variations in spelling. For instance, if you search for a patient named Britany Doe, you will not find the record if that person is in the registry under Brittany Doe. Last names can also be misleading, as many patients use two last names. If you use the last name to search for a patient named John Smith, you will not find him if he is in the registry under the name John Doe-Smith. The best way to find a record is to perform a search with only the patient’s date of birth, which will pull up every patient’s record whose birth date matches the birth date of the patient you are searching for. The matching records are sorted by last name, so it is easy to find a particular record. If you do not see the patient under his/her last name, then look at all of the search results to see if the patient is listed with either a hyphenated name or with a different last name.

What if I do not see the record after searching with the birth date?

Occasionally, dates get mixed up on forms and a patient might be mistakenly entered into the registry under a wrong birthday. For instance a person born 08/02/1996 might be in the registry under 02/08/1996, especially if that person is from a country where the date is written with the day first and then the month. If you do not see the patient under his/her birth date, then it is recommended that you perform a new search using the first few letters of the last name and the first few letters of the first name. By using only the first two or three letters, you will be more likely to avoid problems with alternate spellings (such as Brittany and Britany) than if you used the entire name.
Section IV: Viewing an Immunization Record

To view a patient’s immunization record, click on the last name of the patient whose record you would like to view. (The last name will be blue and underlined.) This will open the patient’s immunization record which is composed of several different sections, such as Demographics, Immunization, and Disease History.

The top section of the immunization record gives buttons and links that allow you to perform several functions, such as save, print, fax, set defaults.

**Save Data or Changes**

To save data or changes to a patient’s immunization record, click on the “Save” button on the upper left corner of the top section of the web page. This will allow you to save all changes made to the immunization record. (Note: Always click the “Save” button before proceeding to next screen).

**Print a Record**

To print a patient’s immunization record, click on the “Print” button on the patient record. This will bring up a window for you to select which type of report you would like to have printed.

To choose the type of printout you want, you can select an “Official Immunization Assessment Report”, “Vaccine Administered Record”, or a “DC Health Certificate.”
This will print the entire Immunization record as an “Official Immunization Assessment Report”, “Vaccine Administered Record”, or a “DC Health Certificate.”

**Official Immunization Report**

**Vaccine Administered Record**

**DC Health Certificate**

**Fax a Record**

To fax a patient’s immunization record, click on the “Fax” button on the patient record. This will allow you to fax out a patient’s immunization record via fax.

**Fax Button**

Choose the type of form you want to fax, type in the recipient’s name, and select the appropriate fax number you want to fax to.
Perform a Previous Search

To return to the results from your previous search, click on the “Previous Search” link on the upper right corner to the top section of the web page. This will take you back to your previous search results for review.

Configure Default Values

To set default values, click on the “Configure My Default Values” link on the top right section of the web page. This will allow you to set static values for an account on which you are currently working. These settings will be automatically inserted onto each record until you manual change it. (Note: Remember to click the “Save” button before proceeding to next screen).
Use Default Values

To use default values, click on the “Use Default Values” link on the top left section of the web page. This will allow you to insert default values automatically. (Note: Remember to click the “Save” button before proceeding to next screen).

Perform New Search

To perform a new search, click on the “Search” button on the right top section of the web page. This will give you a blank screen for a new search. Type the search information into the appropriate boxes and click the “Search” button.

The Middle section of the immunization record gives the patient’s name, date of birth, and age in the following format: Last, First Middle - Date of Birth - Age. Below this information is a current assessment of the patient’s immunization record. When the record is selected, the immunizations in the registry that the patient has received are analyzed using the current D.C. immunization requirements. Any immunizations that are overdue and due for the patient are listed next to OVERDUE and DUE and boxed in red. Immunizations that are not required but may be recommended by a physician are listed next to OVERDUE, DUE, and ALSO CONSIDER displayed in blue. If the patient is fully up to date on his/her immunizations, then the OVERDUE and DUE lists will be blank.

The main section of the immunization record is comprised of different “pages” with corresponding “tabs.” To explore each page, simply click on the corresponding “tab”.

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The Demographics Page

When an immunization record is selected, it automatically opens to the Demographics page. This page lists the last name, first name, middle name, birth date, gender, and other key information of the patient. To enter information to this page, click in the appropriate field and type in the information. (Note: Remember to click the “Save” button before proceeding to next screen).
The Immunization Page

To view the patient’s actual immunization record, click on the “Immunization” tab. The vaccine types are listed on the left of the page, and the dates that these vaccines were given are listed to the right of each vaccine type. Please note that similar vaccine types (such as DTP, DTaP, DT, Td, DTP-Hib, and DTaP-Hib) are not necessarily listed together, so at first it may not be obvious if a patient has receive all of his/her immunizations. You will probably need to scroll down the page to view the entire immunization record. (Note: To view where the immunization was given, simply click on the dose itself.)

In the illustration below, the patient has received 2 TD’s and 1 TdaP. According to the assessment, the patient is overdue for Hep B, MMR, and IPV. The patient is also eligible for Meningococcal and Hep A vaccinations.

![Sample Immunization Record]

Add a Shot/Immunization Date

To add a shot or an immunization date to the patient’s immunization record, click on the “Add a new shot” link or click a vaccine in the “Type” column to add a new shot for that vaccine. This will open up the “shot information” page. Insert the appropriate and provided information. (Note: Remember to click the “Save” button before proceeding to next screen).
Delete a Shot/Immunization Date

To delete a shot or immunization date from the patient’s immunization record, put a check next to the left side of the vaccine you want deleted and click on the “Delete the selected shots” link. (Note: Remember to click the “Save” button before proceeding to next screen).

Click here to delete the selected shots.
Delete a Shot Link
**The Guardian Page**

To view the patient’s parent/guardian name, click on the “Guardian” tab. The parent/guardian name and other key information are displayed. To enter parent/guardian information, click in the appropriate field and type in the data. (Note: Remember to click the “Save” button before proceeding to next screen).

![Guardian Page](image)

**The Enrollment Page**

This page records the affiliations that a patient has with an educational institution that has a provider identifier. The provider identifier includes a listing of schools, day cares, and head starts. It also consists of the patient’s current grade and WIC site. To enter an educational institution, click in the appropriate field and either type in the data or click on the appropriate link and select an educational institution. (Note: Remember to click the “SAVE” button before proceeding to next screen).

![Enrollment Page](image)
The Medical Home Page

This page records the patient’s medical providers and any medical ID numbers. The providers include listings of clinics, doctors’ offices, and insurers throughout the District of Columbia. To enter a medical provider, click in the appropriate field and select/enter data. (Note: Remember to click the “Save” button before proceeding to next screen).
**The Exemption Page**

This page records a patient’s exemption due to medical contraindications or religious beliefs. If a patient has an exemption, then the name of the disease is shown along with the exemption type, the reason for exemption, the expiration date, the report status, and the approval status.

<table>
<thead>
<tr>
<th>Antigen</th>
<th>Exemption Type</th>
<th>Reason</th>
<th>Permanent</th>
<th>Expiration Date</th>
<th>Reported By</th>
<th>Reported By Title</th>
<th>Reported Date</th>
<th>DOH Approved By</th>
<th>DOH Approved By Title</th>
<th>DOH Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthrax</td>
<td>M</td>
<td>Allergy to vaccine</td>
<td></td>
<td>01/31/2003</td>
<td>CTINID</td>
<td>Mother</td>
<td>01/20/2003</td>
<td>JCKL-DI</td>
<td>CPNP</td>
<td>01/20/2003</td>
</tr>
<tr>
<td>Measles</td>
<td>M</td>
<td>Receipt of blood product</td>
<td></td>
<td>01/01/2002</td>
<td>Doctor</td>
<td>MD (Physician)</td>
<td>02/10/2002</td>
<td>JCKL-DI</td>
<td>CPNP</td>
<td>02/10/2002</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>R</td>
<td>Religious belief</td>
<td></td>
<td>03/30/2003</td>
<td>parent</td>
<td>Mother</td>
<td>03/10/2003</td>
<td>je</td>
<td>CPNP</td>
<td>03/30/2003</td>
</tr>
</tbody>
</table>
The Outreach Page

This page records when and where a patient visited an outreach site. To add an outreach event to the patient’s record, click on the link “Click here to add a new outreach event”. Then select the appropriate outreach event from the drop-down list.
The Disease History Page

This page records a patient’s history of diseases that would influence the patient’s need to receive certain vaccines, such as varicella. If a patient has had an immunization-preventable disease, then the name of the disease is shown along with the word “Positive.” If the exact date of the onset of the disease is known, then it appears under “History Date.” Otherwise, the estimated month and year of the disease are given. When possible, the title (Physician, Mother, Father, Legal Guardian) of the person who verified the disease history is given along with his/her name.

Add Disease History

To add a disease history to the patient’s immunization record, click on the “Click here to add a new disease history” link at the top middle section of the immunization record. This will allow you to select the disease name, history type, and the diagnoser information. (Note: Remember to click the “SAVE” button before proceeding to next screen).

Delete Disease History

To delete a disease history from the patient’s immunization record, put a check in the box to the far right of the disease and then simply click on the “Click here to delete the selected disease history record” link at the top middle section of the immunization record.
The WIC Page

This page records where a patient visited a WIC site. To add a certification date, click on the “Click here to add a new certification date” link and enter the date. (Note: Remember to click the “Save” button before proceeding to next screen).
Section 9: Exiting the Registry

When you have finished using the registry, click the button labeled “Logout” (next to the “Search” button). You will then go to a new web page that will inform you that you have been logged out of the system. This is the proper way to exit the registry.

You can also exit the registry by simply closing the Internet browser. This will also log you out of the system.

While you are logged into the registry, you may visit other web sites without being automatically logged out. You can return to the Immunization web site after visiting an outside site and still be able to search for records. However, the registry will automatically log you out if your account is idle for a certain length of time (i.e. no new search is performed or no new patient information is viewed).

If you are logged out, you can restart the registry at any time by following the steps described in section 1, “Starting the Registry.”

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