

# The Washington, DC Immunization Registry System User Manual

A guide to using the Washington DC Immunization Registry System  
(revised 03/23/07 )

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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*

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.*

*Login Screen*

## 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.



The screenshot shows the 'Immunization Registry System' search page. It features a header with the system name and a prompt: 'Please enter your search criteria below:'. Below this are several input fields: 'Last Name:', 'First Name:', 'Middle Name:', 'Birth Date (mm/dd/yyyy):', 'WIC #:', 'Medicaid #:', 'SSN:', and 'DCPS:'. At the bottom of the form are four buttons: 'New', 'Clear', 'Search', and 'Logout'.

*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.

**Immunization Registry System**

Search    Logout

Click the last name to view the details.

ID	First Name	Last Name	Middle Name	DOB DATE
1	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
2	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
3	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
4	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
5	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
6	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
7	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
8	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
9	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
10	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
11	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980
12	DELOSSANTOS	DELOSSANTOS	DELOSSANTOS	04/02/1980

*Search Results*

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 the birth date that you have, 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).



*Save Button*

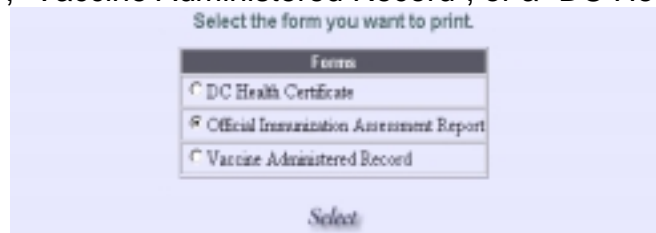
### Print a Record

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.



*Print Button*

To choose the type of printout you want, you can select an "Official Immunization Assessment Report", "Vaccine Administered Record", or a "DC Health Certificate."



*Print Form Page*





Select the form you want to fax.

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

Recipient

Name:

Fax Numbers

Other | CLOSED - DC DOH MOH Healthy Start 2 (202-562-5084) ▼

Select

*Fax Page*

### 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.

[Previous Search Results](#)

*Previous Search Link*

### 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).

[Configure My Defaults](#)

*Configure Defaults Link*

Save

User Defaults	
Assessed By:	<input type="text"/>
Assessment Date:	<input type="text"/>
Vaccinator:	(Leave original value. Click here to change.)
Grade:	<input type="text"/>
School:	(Leave original value. Click here to change.)
Head Start:	(Leave original value. Click here to change.)
Daycare:	(Leave original value. Click here to change.)
WIC Site:	(Leave original value. Click here to change.)
Clinic:	(Leave original value. Click here to change.)
Doctor:	(Leave original value. Click here to change.)
Insurer:	(Leave original value. Click here to change.)
Outreach Event:	(Leave original value. Click here to change.) ▼

*Default Value Page*

## 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).



*Default Value Link*

## 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.



*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”.

## 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).

Immunization Registry System

Home | New | Update | Print | Exit | Search | Logout  
Printout Search Results | Logout My Info

2211782F, 22117CAB, 2211782FDATE - OMM/190 - 12 years, 11 months

INDICATOR: [REDACTED] [REDACTED] [REDACTED]  
DISEASE: [REDACTED] [REDACTED] [REDACTED]  
ALSO CONSIDER:  
PRIORITY:

*\*Fields that are bolded are required by the children's rules. Others are recommended only.*

Demographics	Immunization	Location	Encounters	Medical Notes	Exemptions	Outbreak	Disease	DOC
<b>Personal Information</b>								
Last Name:	2211782F	SSN:						
First Name:	22117CAB	Gender:						
Middle Name:	2211782FChild	Race:		C/Hispanic				
Birth Date:	2211782F	Ethnicity:		C/Spanish				
Gender:	<input type="checkbox"/> M <input checked="" type="checkbox"/> F	Employment:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible				
		Marital Status:		<input type="checkbox"/>				
<b>Personal Information</b>								
Home Phone:		Work Phone:		2211782F				
Area:		Ext.:						
Type:		Account ID:						
Appt. No.:		Assessment Rate:						
City:		Call Prod. Exp.:		<input checked="" type="checkbox"/>				
State:		Call Prod. Thru.:		<input checked="" type="checkbox"/>				
Zip:								

Demographic Page

## 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 received 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.

**Immunization Registry System**

[New](#) [Delete](#) [Print](#) [Fax](#) [Search](#) [Logout](#)  
[Previous Search Results](#)  
[Configure My Defaults](#)

[Use Default Values](#)

222111TEST, 222111CASE 222111TESTCASE - BDOB/1980 - 12 years, 11 months

OVERDUE: **[Hep B] [MMR] [IPV]**  
 DUE: Meningococcal, Hep A  
 ALSO CONSIDER:  
 EXEMPTION(S):

*\*Vaccines that are boxed are required by DC childcare/schools. Others are recommended only.*

Demographics | **Immunization** | Guardian | Enrollments | Medical Home | Exemptions | Out Reach | Disease | IIC

Type	1	2	3	4	5
Click here to add a new shot. (Or click a vaccine in the "Type" column to add a new shot for that vaccine.)					
Click here to delete the selected shots.					
DTP					
DTaP					
DT					
Td		<input type="checkbox"/> OBLA000	<input type="checkbox"/> OBLA000		
TdP		<input type="checkbox"/> OBLA000			
Tetanus Toxoid					
Diphtheria Toxoid					
Permanic					
DTP-Hib					
DTaP-Hib					
Hib					
Hib-HepB					
Hepatitis B					
DTaP-HepB-IPV					
OPV					
IPV					
MMR					
Mening					

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).

[Click here to add a new shot.](#)  
[Add a Shot Link](#)

[Save](#)

[Use Default Vaccinator](#)

Shot Information	
Vaccination Name:	DTP
Vaccination Date:	
Vaccine Source:	<unknown>
Immunization Site:	<unknown>
Vaccine Manufacturer:	<Unknown>
Vaccine Lot #:	<other>
VIMs Given:	<input type="checkbox"/>
VIM Publication Date(s):	<a href="#">Click to select the VIMs.</a>
VIMs Published Date*:	
Vaccinator:	<a href="#">Click to select the vaccinator.</a>
VFC Account PIN:	
Reaction Description:	

### 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).

The screenshot shows a web-based form titled "Guardian Page". At the top, there is a navigation bar with tabs: Demographics, Immunization, Guardian (selected), Enrollments, Medical Home, Exemptions, Out Reach, Disease, and WIC. Below the navigation bar is a header "Parent/Guardian". The form contains several input fields: "Parent:" (text box), "Language:" (dropdown menu), "Mother's Information" (Last Name, First Name, Middle Name, Maiden Name, SSN), and "Father's Information" (Last Name, First Name, Middle Name, SSN, Suffix: dropdown menu).

*Guardian Page*

## 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).

The screenshot shows a web-based form titled "Enrollment Page". At the top, there is a navigation bar with tabs: Demographics, Immunization, Guardian, Enrollments (selected), Medical Home, Exemptions, Out Reach, Disease, and WIC. Below the navigation bar is a header "Enrollment Information". The form contains several input fields: "Grade:" (dropdown menu), "DCPS ID:" (text box), "School:" (text box with link "Click to select the school"), "Head Start:" (text box with link "Click to select the headstart"), "Daycare:" (text box with link "Click to select the daycare"), "WIC Site:" (text box with link "Click to select the WIC"), and "WIC ID:" (text box).

*Enrollment Page*

## 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).

Demographics	Immunization	Guardian	Enrollments	<b>Medical Home</b>	Exemptions	Out Reach	Disease	WC
<b>Clinic Information</b>								
Clinic: <a href="#">Click to select the clinic</a>								
Clinic Number: <input type="text"/>								
CNMC ID: <input type="text"/>								
Georgetown Van ID: <input type="text"/>								
New Clinic Number: <input type="text"/>								
Upper Cardozo ID: <input type="text"/>								
<b>Insurer Information</b>								
Insurer: <a href="#">Click to select the insurer</a>								
Advantage ID: <input type="text"/>								
Aetna ID: <input type="text"/>								
Alliance ID: <input type="text"/>								
Amerigroup ID: <input type="text"/>								
CCHP ID: <input type="text"/>								
CIGNA ID: <input type="text"/>								
Chartered ID: <input type="text"/>								
GWIHHP ID: <input type="text"/>								

*Medical Home Page*

### 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.

Antigen	Exemption Type	Reason	Permanent	Expiration Date	Reported By	Reported By Title	Reported Date	DOH Approved By	DOH Approved By Title	DOH Approved Date
<a href="#">Click here to add a new exemption.</a>										
<a href="#">Click here to delete the selected exemptions.</a>										
Anthrax	M	Allergy to vaccine		01/31/2003	CTINID	Mother	01/20/2003	JCKL:DI	CPNP	01/20/2003
Measles	M	Receipt of blood product		01/01/2002	Doctor	MD (Physician)	02/10/2002	JCKL:DI	CPNP	02/10/2002
Diphtheria	R	Religious belief		06/30/2003	parent	Mother	03/10/2003	jc	CPNP	03/30/2003

*Exemption Page*



## 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.

222111TEST, 222111CASE 222111TESTCASE - 09/06/1993 - 13 years, 3 months

OVERDUE\*: **Hep B**, **MMR**, **IPV**  
DUE\*: Meningococcal, Hep A  
ALSO CONSIDER\*: Flj  
EXEMPTION(S):

**\*Vaccines that are boxed are required by DC childcare/schools. Others are recommended only.**

Demographics | Immunization | Guardian | Enrollments | Medical Home | Exemptions | **Out Reach** | Disease | WIC

#	Event Date	Event Name
Click here to add a new outreach event.		

*Outreach Page*

Click here to add a new outreach event.

Select

Outreach Event:

NOTE: Only the outreach events which the person has not already attended and which fall after the person's birth date are shown.

Outreach Event:

NOTE: Only the outreach events which the person has not already attended and which fall after the person's birth date are shown.

- Aetna (03/23/2006)
- CNMC Generations Pro (09/01/2005)
- Hur. Katrina - Louis (09/01/2005)
- Hur. Katrina - Missi (09/01/2005)
- Hur. Katrina - Alaba (09/01/2005)
- DelMarva (04/08/2004)
- NIS 2003 (02/25/2003)
- MAA\_Advantage (12/13/2002)
- DCPS Tuition Grant (09/01/2002)
- GPRA 2001 (12/31/2001)
- STD HepB Outreach (06/26/2001)
- GPRA 2000 (12/31/2000)
- GPRA 1999 (12/31/1999)
- GPRA 1998 (12/31/1998)
- CNMC 1998 Back to Sc (08/29/1998)
- CNMC 1997 Back to Sc (08/23/1997)

## 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.

222111TEST, 222111CASE 222111TESTCASE - 09/06/1993 - 13 years, 3 months

OVERDUE: **MMII** **MMII** **MMII**

DUE: Meningococcal, Hep A

ALSO CONSIDER: Flu

EXEMPTION(S):

\*Vaccines that are boxed are required by BC children/schools. Others are recommended only.

Demographics | Immunization | Guardian | Enrollments | Medical Home | Exemptions | Out Reach | **Disease** | WC

#	Disease	History	Date of Disease Onset	Estimated Month of Disease Onset	Estimated Year of Disease Onset	Name of Diagnoser/Reported	Diagnosed Reported By	Delete
Click here to add a new disease history.								
Click here to delete the selected disease history records.								
1	Varicella	Positive	02		1999	Mason	Mother	<input type="checkbox"/>

*Disease History Page*

### 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).

[Click here to add a new disease history.](#)

*Add Disease Link*

Disease History Information

Disease Name:

History:

Date of Disease Onset:

Estimated Month of Disease Onset:

Estimated Year of Disease Onset:

Name of Diagnoser/Reported:

Diagnosed Reported By:

### Delete Disease History

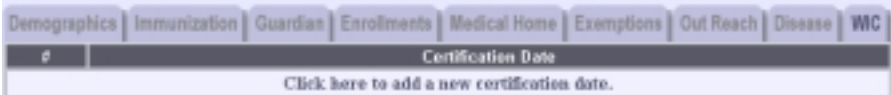
To delete a disease history from the patient's immunization record, put a check in the box to the far right of the disease and then simply click on the "Click here to delete the selected disease history record" link at the top middle section of the immunization record.

[Click here to delete the selected disease history records.](#)

*Delete Disease Link*

**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.



*Logout Button*

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.**