Oregon State ALERT Immunization Information System

# User Manual

Version 5.8.5

Last Modified January 7, 2022

*(Latest ALERT IIS Release 5.8.5)*

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# Chapter 1
# Introduction

**In this chapter:**

What Are Immunization Information systems (IIS)
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The ALERT Immunization Information System

The following sections are an overview of Immunization Information Systems (IIS), reproduced with the permission of All Kids Count, a nonprofit organization dedicated to the improvement of immunization rates in children.

## What Are Immunization Information Systems

Immunization information systems are confidential, computerized state- or community-based information systems. In the *Healthy People 2010* program, the U.S. Department of Health and Human Services set a goal of enrolling 95% of children from birth through age five in a fully functioning immunization information system, noting, “Population-based immunization information systems will be a cornerstone of the nation’s immunization system by 2010”.

Immunization information systems enable public and private health care providers to consolidate and maintain computerized immunization records on all children within a given geographic area. They enable multiple authorized health care professionals to access the consolidated information on the immunizations that any child has received. They help doctors remind parents when their children are due or overdue for immunizations. They help health care professionals stay abreast of the complex immunization schedule.

## Why We Need Immunization Information Systems

The U.S. now enjoys the highest immunization rates and lowest disease levels ever, but sustaining them is not easy. One of the greatest challenges is the growing complexity and volume of immunization information:

- Over 11,000 children are born each day, each needing 18-22 shots by age six to protect them from debilitating, life-threatening diseases.
- An increasingly complex childhood immunization schedule makes it difficult for health professionals to keep up, even with the help of books, charts, and training.
- Families are more mobile than ever before. They relocate, change employers, change insurers, and change health care providers with increasing frequency. This may lead to immunization records that are fragmented between multiple clinics making it difficult to assess whether a patient is truly up-to-date.
- Some parents may not choose to immunize their children, because of increasing concerns about vaccine safety. With better access to data, providers can address the vaccine safety concerns in their community.
- Immunization information systems help to avoid disease outbreaks by providing accurate, up-to-date information about the immunizations that people receive.

## The ALERT Immunization Information System

The ALERT Immunization Information System (ALERT IIS) is a lifespan, population-based web application containing consolidated immunization records for nearly all Oregonians. ALERT IIS is able to perform a variety of functions for health care providers, including:

- Recording immunizations, contraindications, and reactions
- Validating immunization history and providing immunization forecasts for shots due and past due
- Producing recall and reminder notices, vaccine usage and patient reports
- Managing vaccine inventory
- Ordering state supplied vaccine

Immunization Information Systems in Oregon are not new. ALERT began in 1996 as a childhood immunization information system, but in 2008, it grew to include all ages. In 2010, ALERT became ALERT IIS, an even stronger system with many new features.

Access to the web-based system is available through www.alertiis.org. By law, only authorized users are allowed to access immunization information in ALERT IIS. Authorized users include health care providers, local health departments, health plans, schools, and children's facilities. Health care providers, health departments, and health plans may only obtain information on their own patients. Schools and childcare facilities may only access records on their enrollees.

Adults, parents, and guardians are also considered authorized users. Adults may obtain their own immunization record and parents or guardians may obtain their minor child's immunization record by calling ALERT IIS Help Desk at 1-800-980-9431. When providers begin participation in ALERT IIS, they can manually enter immunization data directly into the system or use their existing electronic data systems to create a data exchange link with ALERT IIS. ALERT encourages weekly data submissions for all providers. Public clinics are required to submit data within 14 days of administration. Real-time data submission is also possible via Health Level Seven (HL7) real-time messaging.

For specifications on submitting data through Electronic Data Exchange, navigate to the Oregon Immunization Program webpage on submitting electronic data https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/ALERT/Pages/electronic_data.aspx

# Chapter 2
# System Requirements

**In this chapter:**

Internet Access
Hardware Requirements
Software Requirements

## Internet Access

ALERT IIS is a web-based application. You will need reliable Internet access, preferably with a dedicated high-speed connection. A dial-up connection will also work but is not recommended.

## Hardware Requirements

The following are minimum hardware requirements for accessing ALERT IIS:

- Pentium 500 MHz computer
- 64 MB RAM
- 500 MB free disk space
- Screen display set at a minimum of 800 x 600 resolution and 256 colors
- Mouse and keyboard

## Software Requirements

The following are minimum software requirements for accessing ALERT IIS:

- Microsoft® Internet Explorer, version 11.0
- Windows® 10 and all subsequent Windows® versions
- Adobe Acrobat Reader® DC or higher

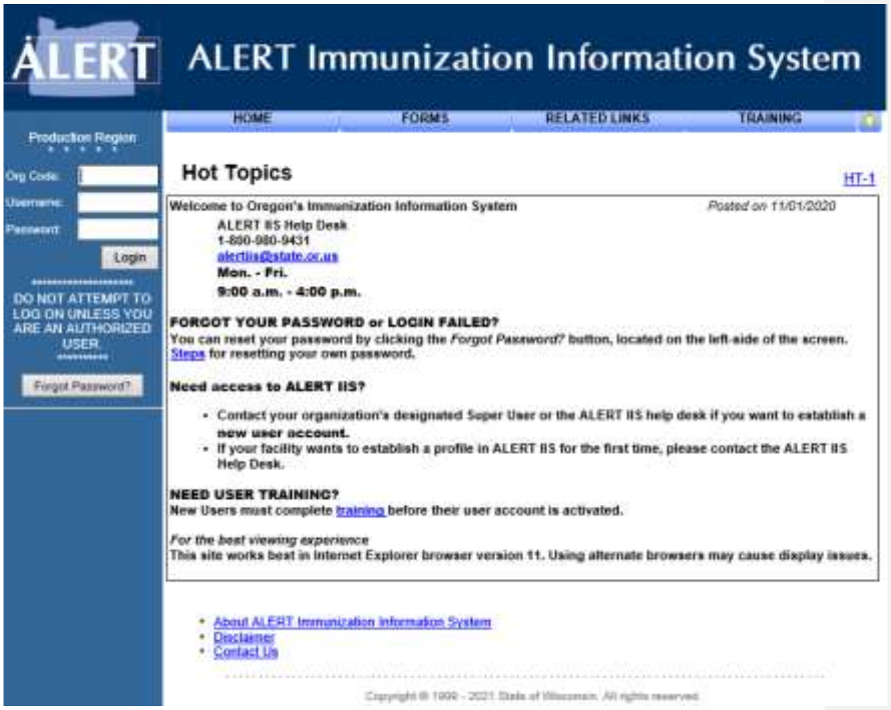
# Chapter 3
# Accessing ALERT IIS

**In this chapter:**

## Opening ALERT IIS

To access the ALERT IIS Web site, follow these steps:

1. Open Internet Explorer.
2. Type the internet address for the ALERT IIS website, [www.alertiis.org](http://www.alertiis.org), in the address box at the top of the browser. Once this page displays, you may want to save this link in your favorites.




3. On the login page for ALERT IIS, enter your Organization Code (Org Code), Username and Password. Click the Login button. If you do not know your clinic's Org Code, contact the ALERT IIS Help Desk at 1-800-980-9431.
4. Depending on your browser, you may receive one or more security/certificate warnings before the browser will open the site. Accept any warnings regarding secure connections or security certificates (click Yes to proceed). Internet Explorer will give you the option of turning off these warnings for future use.


5. The content that displays upon logging into ALERT IIS is determined by your individual user rights.
6. User accounts set up with access to one organization will be taken to the ALERT IIS home page shown below.


7. User accounts set up with access to more than one organization will be taken to the Manage Access/Account screen shown below.


**Note**: Org Code, Username, and Password are case-sensitive. They must be entered in the exact way you receive them from the ALERT IIS Help Desk.

## Post Login

Once in ALERT IIS, you may access the Manage Access/Account screen to switch organizations, manage users, or manage your own account depending upon the specific role that was assigned to you when your account was set up. To do this, click the Manage Access/Account button at the top of the screen in ALERT IIS. The Manage Access/Account screen will display. For more information on the functions available on the Manage Access/Account screen, refer to the Managing Users and Organizations (Chapter 6) and Managing My Account (Chapter 7) of this manual.

## Exiting ALERT IIS

To exit from the ALERT IIS application, click the logout button on the menu bar at the top of the ALERT IIS screen. You may logout in this manner from any screen within ALERT IIS.

## ALERT IIS Security

ALERT IIS provides warning messages after one, two, and three unsuccessful login attempts. Upon the third unsuccessful login attempt, ALERT will lockout the user and require contact with the local system-administrator or ALERT Helpdesk.

You will be required to change your ALERT IIS password periodically. ALERT will display the Change Password screen when your password has expired or has been set or reset by your local system administrator or the ALERT Helpdesk.


**Note**: Each person that will be accessing ALERT IIS is required to have their own user account. ALERT IIS accounts cannot be shared.

## Password Reset

ALERT IIS users can utilize the password reset functionality to reset a forgotten password. This option needs to be used prior to receiving the warning message after three unsuccessful login attempts. Once a user is locked out of the application, they will need to contact the ALERT IIS Help Desk to have their password reset.

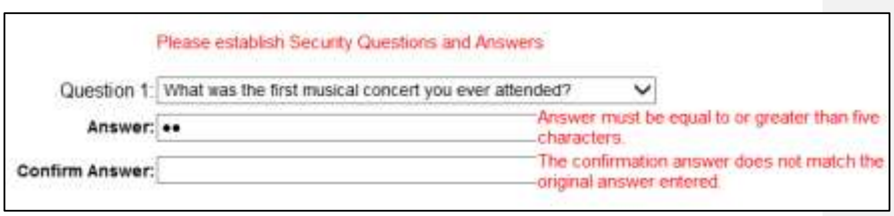
All users will be required to establish security questions and answers before the password reset option will work. Users will not be permitted access to ALERT IIS until security questions and answers have been saved to their user profile. To access the security questions, follow these steps:

1. Enter your user information (Org Code, Username, Password) to log into the ALERT IIS.
2. Once logged in, all users will be automatically prompted to select and answer three security questions. The questions must be answered before continuing.


3. Select a question from the drop-down menu.
4. Record your answer and confirm your answer in the selected fields.

**Note**: Both fields are required and must meet the following rules:

- Answer (and Confirmation Answer) must be at least five characters.
- Confirmation Answer must match the original answer.
- Answers are NOT case sensitive (upper or lower case can be used).



5. Click Submit
    - All fields are required; if a field has been left blank, one or more error messages will appear.


    - If an answer has been used more than once, an error message will appear.


    - If an answer contains the Org Code, an error message will appear.


- If an answer contains the Username, an error message will appear.


- Click ***OK*** to return to the Answer field where the error occurred and correct the answer.

- If an email address has not been entered on the Edit My User Account screen, an error message will appear.


## Forgot Password

The "Forgot Password?" button, located on the ALERT IIS login screen, will allow the user to reset their system password. In order to use the Forgot Password function, users will be required to establish security challenge questions for their account. Refer to previous section "Password Reset" for instructions.

If the security challenge questions have been established, when the Forgot Password button is clicked, the user will be taken to the User Information screen.


On the User Information screen, the user will enter the Org Code, Username and Email Address associated with their ALERT IIS account, then click Submit.  If a user enters their information successfully, they will be prompted with an informational message that an email has been sent to their email address. If the user enters their information incorrectly, they will receive an error message indicating that the Org Code, Username, or Email address is invalid, and the user will not receive the password reset email.

An email link will be generated and sent to the email address associated with the user's ALERT IIS account.

**From:** No-Reply-HPE
**Sent:** Wednesday, December 23, 2015 5:27 PM
**To:** Name, User
**Subject:** Requested Information

User Name,

A request has been submitted to change your ALERT IIS password. Please follow the link below to reset your password. This link will be available for 24 hours.

https://www.alertiis.org/ORPRD/securityChallenge.do?token=###############################################################

**If you did not initiate this request, please contact the ALERT IIS Help Desk.**

The email will contain a link to the Challenge Questions screen. The email link will be available to the user for 24 hours. If the user clicks the link after 24 hours, they will receive an error message that the link is expired. If the email link expires before the user completes the security challenge questions the user will need to repeat the Password Reset process.

The Challenge Questions screen will randomly display one question from the list of questions the user has already established. The user will have three attempts to successfully answer a question correctly.


If the user is successful the user will be navigated to the existing Change Password screen, where the password can be changed.

If the user fails the challenge questions three times the user account will be locked and the following error message will display, ”Your password reset is locked. Please contact the ALERT IIS Help Desk or your organization’s administrator.”

# Chapter 4
# Optimizing ALERT IIS

**In this chapter:**

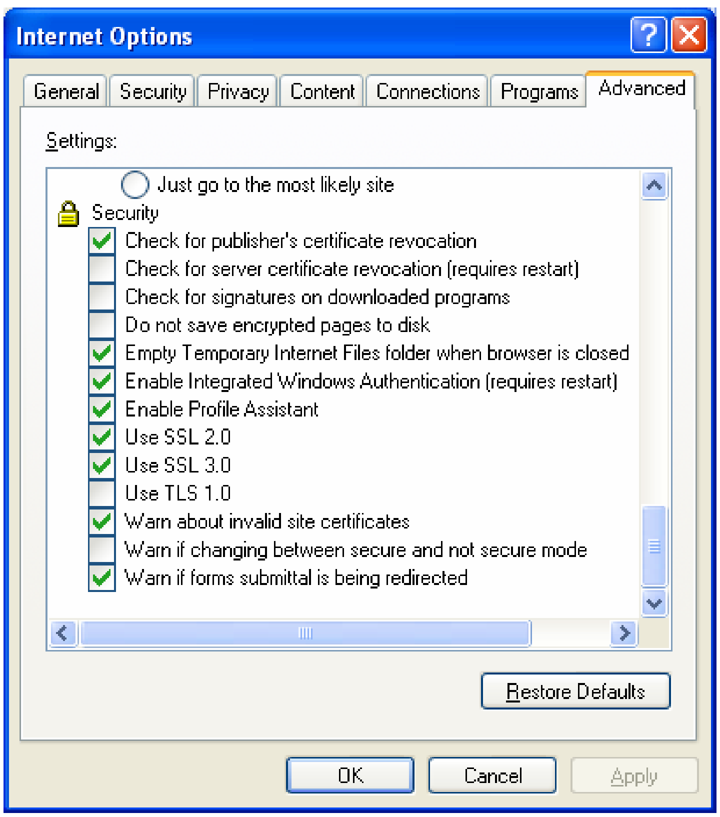
## Optimizing Browser Performance

Your Internet browser automatically saves a copy of each new web page visited to the computer's hard drive by default. Over time, these saved files can slow down the browser's performance. This potential problem is avoided by changing browser settings to automatically delete the temporary Internet files each time the browser is closed.

### *Deleting Temporary Internet Files (Internet Explorer)*

To automatically delete all temporary Internet files each time Internet Explorer is closed:

1. Click **Tools** on your browser's menu bar.
2. Click **Internet Options**.
3. Click the **Advanced** tab.



4. Scroll to the **Security** heading and check the box next to the command, “Empty Temporary Internet Files” folder when browser is closed”.
5. Click **OK**.

### *Operating in Full-Screen Mode (Internet Explorer)*

To view most elements of ALERT IIS with a minimal amount of scrolling, change the browser to full screen mode by pressing F11 on the keyboard. This mode allows minimal browser commands and maximum viewing area for ALERT IIS. To return to normal screen mode, press F11 again.

## Running Reports with Adobe Acrobat Reader®

ALERT IIS uses at a minimum Adobe Acrobat Reader® DC to display reports in portable document file (PDF) format. This format allows you to print reports exactly as they appear online.

### *Running Acrobat Reader® Files*

The first time a report is displayed using Acrobat Reader®, a window may appear asking whether you want to run the file or save the file to disk. Click “Run the file” and “Do not display this message again”.

If you try to print a report in Acrobat® and find that some of the text is illegible, choose File, Preferences and General on the Acrobat® menu bar. In the General Preferences dialog box, make sure the “Smooth Text and Images” box is checked.

### *Problems Running Reports in Acrobat®*

If, while using Adobe Acrobat Reader® DC, you get a small icon resembling a Rubik’s cube and the report does not display Acrobat Reader® needs to be opened in a separate window. To do this, follow these steps:

1. Click the **Start** button on the lower left corner of your computer screen
2. Click Programs
3. Click Adobe Acrobat® DC
4. On the Acrobat Reader® menu bar, click on File
5. Choose Preferences
6. Choose General
7. Under Options, uncheck Web Browser Integration
8. Click OK

Try to run your report again. If you continue to have problems, contact the ALERT IIS Help Desk at (800) 980-9431.

### *File Transfer Protocol (FTP) Server Access*

When running reports and data downloads, ALERT IIS queries a File Transfer Protocol (FTP) server to read the file. If your network has blocked FTP access for any reason, or if FTP was not installed with your browser, you will be unable to run reports or download data. Contact your information technology (IT) staff if you suspect your FTP access is blocked.

## Efficient Screen Navigation

Microsoft Windows® often allows users several ways to accomplish certain tasks. Because ALERT IIS runs under Windows®, it also allows users to use these methods to enter data. Learning the shortcuts in this section will help you increase your efficiency when entering data in ALERT IIS, particularly by reducing the number of times you will need to switch from keyboard to mouse. These shortcuts will work in almost all Microsoft® software, not just Internet Explorer.

### *Keyboard Shortcuts in ALERT IIS*

**Deleting data:** When a field or a portion of a field is highlighted, typing something deletes the highlighted information and replaces it with the characters you typed. If you press the Delete or Backspace key, the highlighted information is deleted. To place the cursor in a specific position within highlighted text, position the cursor where you want it and click the left mouse button once.

**Tab:** The Tab key advances the cursor to the next field. Internet Explorer moves through the fields in the order specified by the web page. When the cursor reaches the last field, it advances back to the first field on the screen when Tab is pressed.

**Shift+Tab:** Holding down the Shift key and pressing the Tab key will bring the cursor back to the previous field. In Internet Explorer, the cursor will go back to the previous field defined by the web page.

**Enter:** In most cases, the Enter key will complete entry of information on the current screen. Most screens have a default button that is activated when the Enter key is pressed — this button could be called Save, Submit, OK, etc. However, you should always confirm that you have clicked the “Save” button if needed to retain any changes or updates you have made to the system.

**← (Left Arrow):** The left arrow key moves the cursor one character to the left.

**→ (Right Arrow):** The right arrow key moves the cursor one character to the right.

**Ctrl+←:** Holding the Ctrl key and pressing the left arrow key moves the cursor one word to the left.

**Ctrl+→:** Holding the Ctrl key and pressing the right arrow key moves the cursor one word to the right.

**Ctrl+A:** Holding down the Ctrl key and pressing the A key will select all the text in the current field.

**Ctrl+C:** Holding down the Ctrl key and pressing the C key will copy all highlighted text in the current field to the clipboard without changing the highlighted field.

**Ctrl+V:** Holding down the Ctrl key and pressing the V key will insert (“paste”) the contents of the clipboard at the current cursor position.

**Ctrl+X:** Holding down the Ctrl key and pressing the X key will cut all highlighted text from the current field and place it on the clipboard.

**Delete:** The Delete key deletes the character to the right of the cursor. If the field is highlighted, all highlighted text is deleted.

**Backspace:** The Backspace key deletes the character to the left of the cursor. If the field is highlighted, all highlighted text is deleted.

**Home:** The Home key positions the cursor to the left of the first character in the field.

**End:** The End key positions the cursor to the right of the last character in the field.

**Shift:** Using the Shift key in conjunction with any key affecting cursor position will highlight all characters in the field between the starting cursor position and the ending cursor position. For example, if the cursor is at the end of a field and Shift+Home is typed, the cursor is repositioned to the left of the beginning of the field and the entire field is highlighted.

**Ctrl:** Using the Ctrl key in conjunction with any key affecting cursor position will move the cursor all the way to either end of the field, or the next space in the indicated direction. Using the Ctrl and Shift keys simultaneously not only moves the cursor, but also highlights all text in the field between the starting cursor position and the ending cursor position.

**Space:** When the cursor is at a check box, the Space bar toggles the check mark on and off.

### *Mouse Shortcuts in ALERT IIS*

Unless otherwise specified, mouse clicks refer to the left mouse button. Internet Explorer automatically positions the cursor in the field specified by the Web page. To position the cursor, click the mouse in the desired field.

**Clicking in a field:** Clicking in a field will place the cursor in that position.

**Double-clicking in a field:** When a field contains one character string with no spaces, you may highlight the entire field by double clicking anywhere in the field. If the field contains words separated by spaces, double clicking highlights only the word at which the cursor is pointing.

**Triple-clicking in a field:** When a field contains words separated by spaces, the entire field may be highlighted by triple clicking anywhere in the field.

**Dragging the mouse:** To highlight a field, hold down the left mouse button within a field and drag the mouse across the field.

**Right-clicking in a field:** When you right-click in a field, ALERT IIS displays a pop-up menu with various options. If any items are grayed out, there is either no text currently selected or no text is currently on the clipboard. The pop-up menu or toolbar options are as follows:

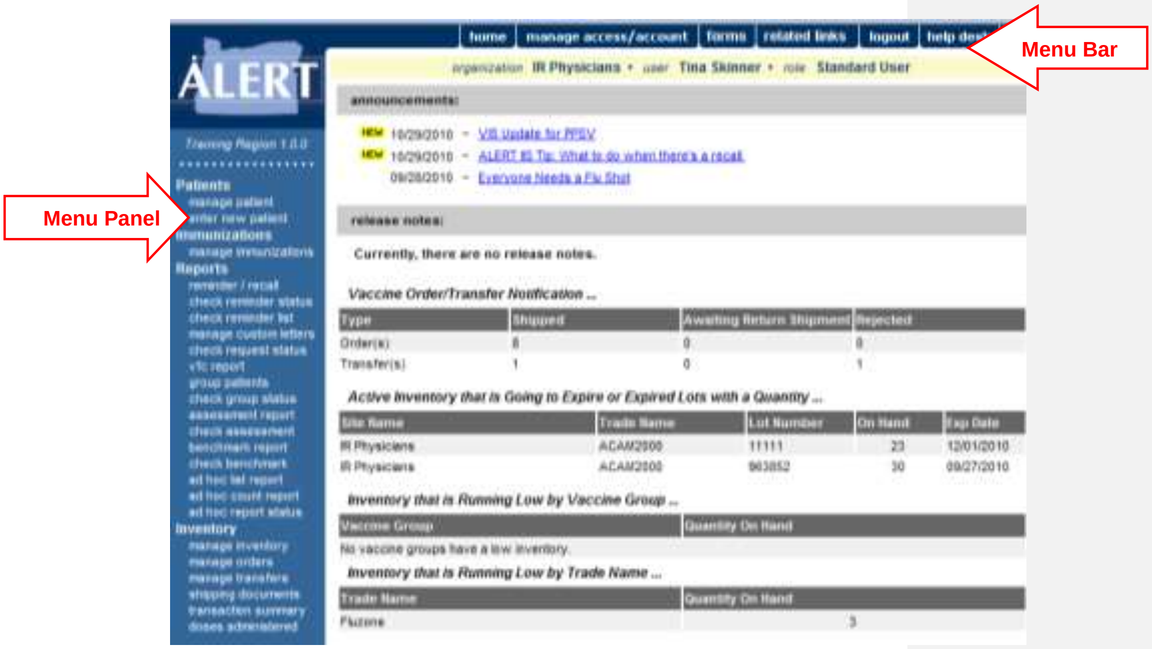
| | |
|---|---|
| **Undo:** | Selecting the Undo option reverses your last action. Undo may be repeated several times. |
| **Cut:** | Selecting the Cut option deletes all highlighted text in the current field and places it on the clipboard. |
| **Copy:** | Selecting the Copy option duplicates all highlighted text in the current field on to the clipboard without changing the highlighted field. |
| **Paste:** | Selecting the Paste option inserts the contents of the clipboard into the current field. |
| **Delete:** | Selecting the Delete option removes the highlighted text without placing it on the clipboard. |
| **Select All:** | Selecting the Select All option highlights all text in the current field. |

# Chapter 5
# Home Page

## In this chapter:

To access the ALERT IIS home page please follow the instructions outlined in the Chapter 3 of the ALERT IIS User Manual.

The home page of ALERT IIS is divided into several sections. It may be necessary to use the vertical scroll bar to the right of the ALERT IIS screen to view all sections of the home page.




## Menu Bar

At the top of the page, you have several menu options. These menu options will appear on every page within ALERT IIS. The options available are the following:

**Home:** Clicking this menu option will return you to the ALERT IIS home page from anywhere in the application.

**Manage Access/Account:** Clicking this menu option will bring you to the Manage Access/Account page. Here you may switch organizations, manage your account, manage access to other accounts, and manage training. Refer to Managing Users and Organizations (Chapter 6) and Managing My Account (Chapter 7) of this manual for more information on these functions.

**Forms**: Clicking this menu option shows a list of hyperlinks for printing blank forms and supporting documentation: user manual, data exchange specifications, site and user agreements, parent information, and policies.

**Related Links**: Clicking this menu option displays links to other web sites that contain information of interest to the immunization community.

**Logout**: Clicking this menu option will log you out of your current ALERT IIS session. You may logout from any screen within ALERT IIS.

**Help Desk**: Clicking the Help Desk menu option will give you a screen with contact information for the ALERT IIS Help Desk.

**Online Help**: Clicking the light bulb brings up page-specific help. Refer to the Appendix of this manual for more information about online help.

Directly below the menu bar is a row of information highlighted in light yellow. This row contains your organization's name, your first and last name, and your role within ALERT IIS for your organization. If any of this information is incorrect contact your organization's Super User (or Help Desk if your site does not have a Super User)-The Super User should refer to Managing Users and Organizations (Chapter 6) for instructions on revising organization and user information.

## Menu Panel

The menu panel is blue and appears on the left side of all screens within ALERT IIS.

### *Menu Selections*

These links are used to navigate the ALERT IIS application. They are grouped under categories such as: Patients, Immunizations, Reports, Inventory, and others. To perform a particular function in ALERT IIS, click on the appropriate link. Your role will determine your access to these functions.

## Announcements

The center portion of the home page contains important information on enhancements and maintenance relating to ALERT IIS. Announcements that have not been viewed will be marked "New". To view a full announcement:

1. Click the underlined announcement title. The ALERT IIS Announcement screen will display the details and the posting date.
2. Click the Return to Main Page link to return to the home page.

## Release Notes

Release Notes are found under the Announcements section of the home page. This section contains information regarding new releases of ALERT IIS. Release notes may be viewed in the same manner as Announcements.

## Inventory Alerts

The inventory alerts section will appear on the ALERT IIS home page under the Release Notes section. This section consists of four tables.

- The first table, *Vaccine Order/Transfer Notification,* lists orders/transfers that have been shipped, are awaiting return shipment, or have been rejected.
- The second table, *Active Inventory That is Going to Expire or Expired Lots with a Quantity*, lists vaccines that are going to expire (within 30 days is the default setting) as well as lots which have expired and still have a quantity.
- The third table, *Inventory that is Running Low by Vaccine Group*, lists inventory that is nearly depleted by vaccine group.
- The fourth table, *Inventory that is Running Low by Trade Name,* lists inventory that is nearly depleted by trade name.

# Chapter 6
# Managing Users and Organizations

**In this chapter:**

The Manage Access function allows the ALERT IIS System Administrator (state level) and Super User (clinic level) to add and update information on both users and their organization(s).

Standard Users are able to update their own user information using the Manage My Account function. See Chapter 7 of this manual for more information.

## User Roles

ALERT IIS is set up to accommodate a variety of user types. Each user will have access to certain features in the application based on the role that is assigned. The roles or levels of access for ALERT IIS are hierarchical as follows:

- **Super User:** This user is a main contact for ALERT IIS within the health care organization. The Super User is responsible for the maintenance of all organization-specific information including managing users, clinicians, physicians, and schools. The Super User is authorized to run data exchange jobs and has access to all the functions of the Standard User role described below.
- **Standard User:** This is the primary user of ALERT IIS. The standard user adds, edits, and finds patients; manages immunization information; sets up and maintains the organization's ALERT IIS Inventory Module and generates both patient-specific and organizational-level reports.
- **E-Transfer Submission Only:** This user is authorized to only submit the organization's data exchange jobs.
- **Immunization Coordinator/Administrator:** This user has "read only" access to view patient immunization records and generate Ad Hoc Count reports for the specific county.
- **Pharmacy Standard + E-transfer:** This user is a staff member at a pharmacy that administers immunizations. This user has access to add, edit, and search for patients, as well as to manage immunization information. The Pharmacy user can also generate reminder/recall reports, Ad Hoc reports and has access to data exchange.
- **MCO:** This user is a staff member of a Managed Care Organization. This user has "read only" access to view patient immunization histories. The MCO user can also generate reminder/recall reports, Ad Hoc Count reports and has access to data exchange.
- **Schools/Childcare:** This user has "read only" access to view students in ALERT IIS. For more information, refer to School Access (Chapter 12).

- **Aggregate Reports Only:** This user has “read only” access to view patient immunization histories and includes the capability to run count reports. This role is appropriate for individuals within an organization who do not have full access to ALERT IIS.
- **Patient Query Only:** This user has “read only” access to view patient immunization records.

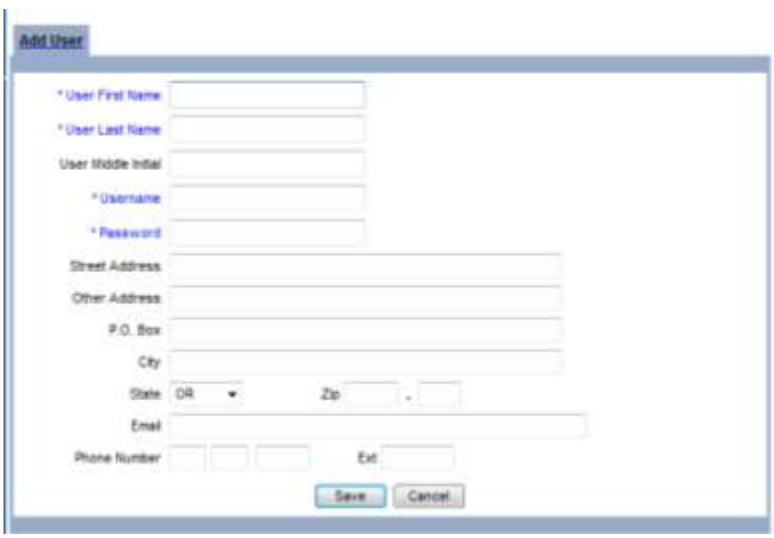
**Note**: Required fields have asterisks and display in blue text. Input fields not shown in blue are optional, although we strongly recommend that an email address be included in every ALERT IIS user account.

## Adding Users

Super Users are responsible for adding additional users to their organizations.

To add a user to ALERT IIS:

1. Click the **Manage Access/Account** tab at the top of the ALERT IIS home page.
2. Click **Add User** under the Manage Access section of the menu panel.



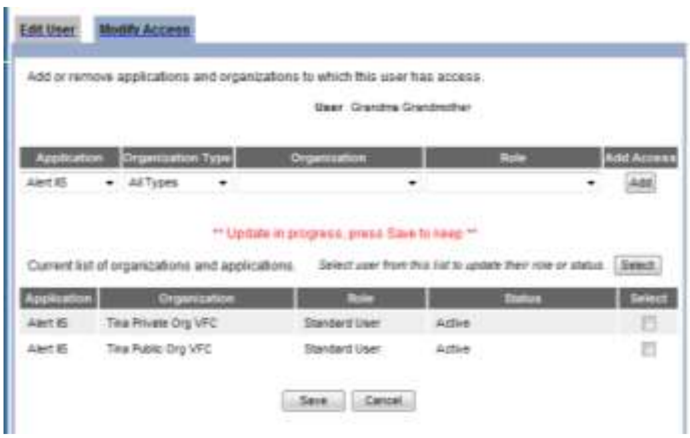

3. You must enter the user’s First and Last Name and assign a Username and Password.
4. Enter additional information if available.

5. Click the **Save** button
6. Once a user is successfully saved in the database, the following message will be displayed at the top of the Edit User screen:
7. “User Added, please proceed to the Modify Access Tab. User does not have access until you do.”

*Modifying Access*

After adding a user, you must complete the **Modify Access** screen to assign the user access to the appropriate organization. To give a user access:

1. At the Edit User screen, click the **Modify Access** tab.



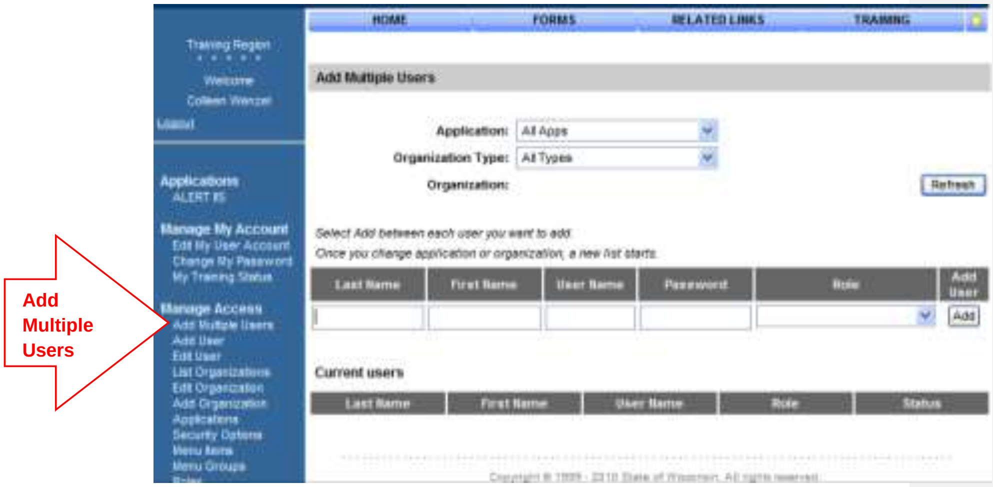

2. Working left to right, start by selecting the ALERT IIS Application.
3. Select the appropriate Organization type to minimize the Organization drop-down list. If Organization Type is unknown leave as “All Types”. If you are a super user for a single organization, you will only have the option of choosing your organization.
4. Select the user’s organization from the drop-down list.
5. Select the appropriate role for the new user.
6. Click the **Add** button under Add Access. (For most user roles, a second user role will automatically be added for accessing the Portal Application.)
7. Click the **Save** button when you have finished entering access information for this user.

**Note**: If you give a user access to more than one organization, he or she will need to select a specific organization to access upon logging in.

## Adding Multiple Users

Super users also have the option of adding multiple standard users at once for their organization. This is the quickest way to set-up standard user accounts. To add multiple standard users, follow these steps:

1. Click the **Manage Access/Account** button at the top of the ALERT IIS Home Page.
2. Click **Add Multiple Users** under the Manage Access section of the menu panel.
3. On the Add Multiple Users screen, click ALERT IIS from Application drop-down list and then click your organization's name from the Organization drop-down list. You can narrow down this list by selecting an organization type in the Organization Type drop-down list. If you do not see your organization's name in this field contact the ALERT IIS Help Desk for assistance.
4. You must enter the First and Last Names, and assign Username, Password, and Role.




5. Click the **Add** button.
6. Follow Steps 3-5 for each additional user.
7. When finished adding the last user, you may return to the ALERT IIS home page by clicking on the ALERT IIS link under the Applications section of the menu panel. Although email address is not available to enter when adding multiple users, we strongly recommend that each

individual user navigate to “Edit my user account” and add their email address to their user information.

**Note**: Org Code, Username, and passwords are case sensitive.

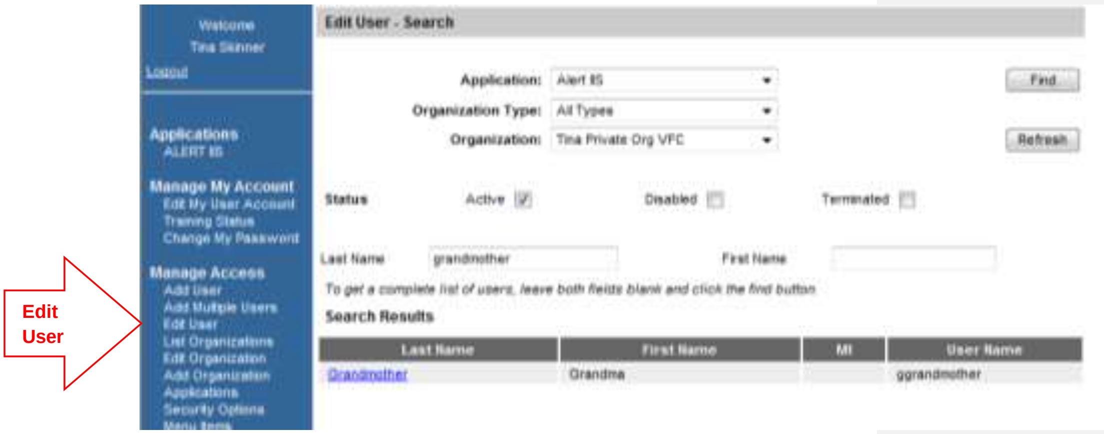
## Maintaining Users

ALERT IIS allows Super Users to edit user accounts for their organization(s).

### *Finding Users*

To find a user account within your organization:

1. Click the **Manage Access/Account** tab at the top of the ALERT IIS home page.
2. Click **Edit User** under the Manage Access section of the menu panel.




3. At the Edit User - Search screen, select the user’s application from the Application drop-down list. If your user role only has permission to manage ALERT IIS user accounts, ALERT IIS will be displayed with no drop-down list.
4. Select the organization type from the Organization Type drop-down list to filter down search results. The Organization Type drop-down list is not displayed for all user roles.
5. Select the organization from the Organization drop-down list to filter down search results. ALERT IIS defaults the value of the drop-down list to ‘All Orgs’. If you are searching for a user and you do not know the organization, or the user belongs to several organization, the ‘All Orgs’

value is acceptable for use when conducting the search.

6. Select the Status of the user you are searching for in ALERT IIS. The Status field will default to Active. This means ALERT IIS will only search and find active users. If you are searching for Disabled and/or Terminated user accounts, select all check boxes that may apply. If you are unsure of the user's status, select all three check boxes.
7. Enter the Last and/or First Name of the user for whom you are searching. Leaving both fields blank will bring up a complete list of users associated with your organization.
8. Click the **Find** button.
9. All names matching the search criteria will be listed under the Search Results portion of the screen. Click the user's last name to display the Edit User page for a specific user.

**Note**: If a user has not accessed ALERT IIS for 90 days or more the user's account is automatically disabled. The Super User will need to change the user's status to active on the Modify Access tab.

### *Editing Users*

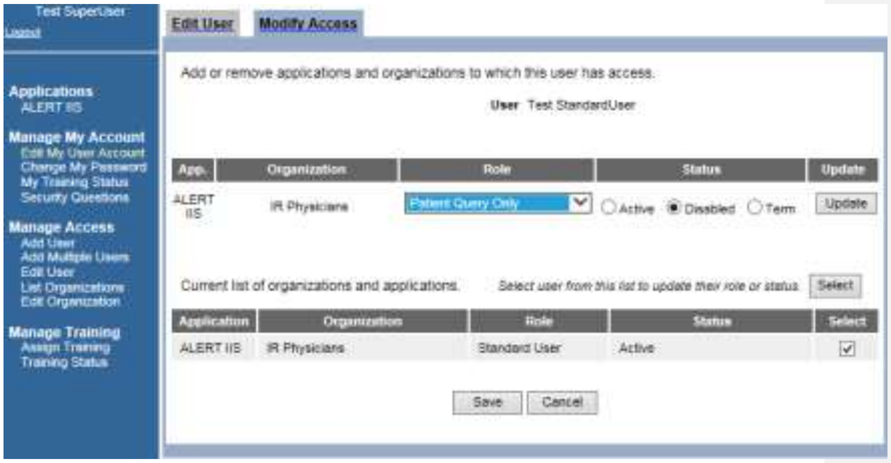
The Edit User function allows you to change any previously entered information about a user, including their status (active, disabled or terminated).

To edit user demographic information:

1. After completing steps outlined above in Finding Users, click the user's last name (which is a hyperlink) to access the Edit User screen.
2. Edit appropriate user demographic information.
3. Click the **Save** button. "User Updated" will appear at the top of the Edit User screen signifying the update has been successfully saved.

To edit user access information:

1. Click the **Modify Access** tab on the Edit User screen.




2. Check the **Select** check box for the access to be edited.
3. Click the **Select** button.
4. Update the user's role using the Role drop-down list, and/or update the user's status by selecting one of the option buttons Active, Disabled, or Terminated.
5. Click the **Update** button.  "Update in progress, press Save to keep" will appear near the top of the Modify Access page.
4. Click the **Save** button. "User Updated" will appear at the top of the Modify Access screen signifying the update has been successfully saved.

## Editing Organizations

Super Users may also edit their organization information by:

1. Click the **Manage Access/Account** tab at the top of the ALERT IIS home page.
2. Click **Edit Organization** under the Manage Access section of the menu panel.
3. Click the organization's name you wish to edit (which is a hyperlink). An asterisk before the organization's name indicates that it is the parent organization.
4. Enter updates to organization information. Display-only fields can only be updated by contacting the ALERT IIS Helpdesk at 1-800-980-9431.
5. Click the **Save** button. The message "Organization Updated" will display at the top of the screen.

   For additional information regarding editing organizational information, contact the ALERT IIS Help Desk at 1-800-980-9431.

# Chapter 7
# Managing My Account

**In this chapter:**

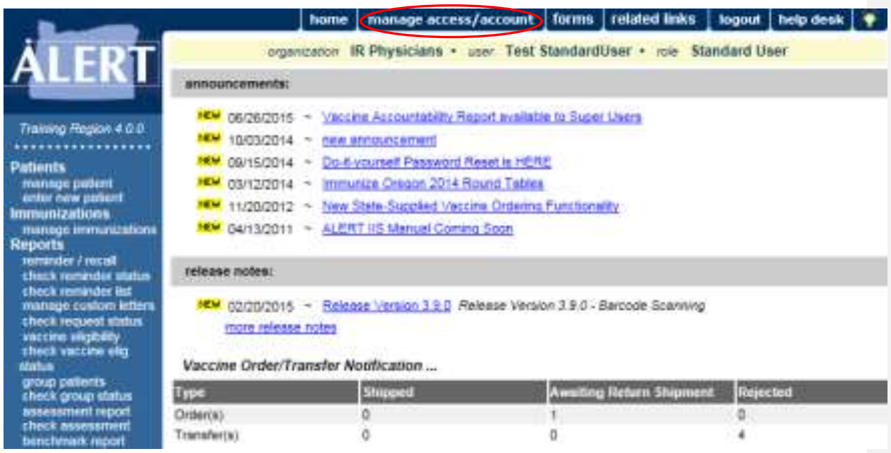
Editing User Information

## Editing User Information

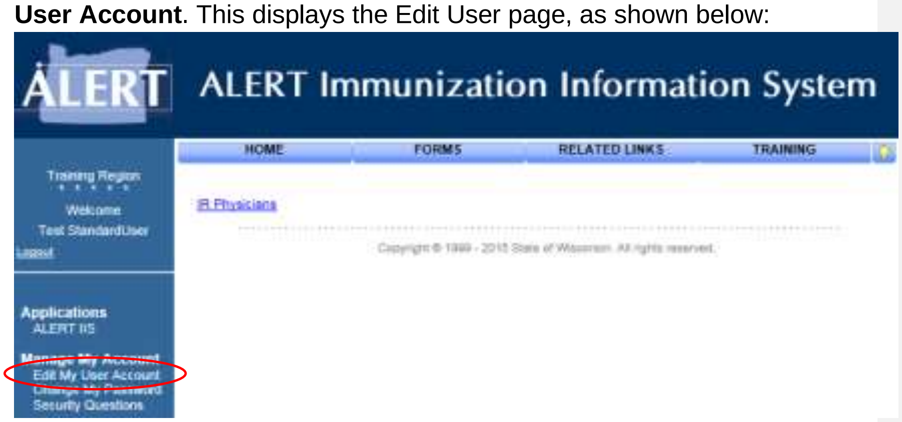
### *Editing My User Account*

ALERT IIS allows all users to manage their own user account information.

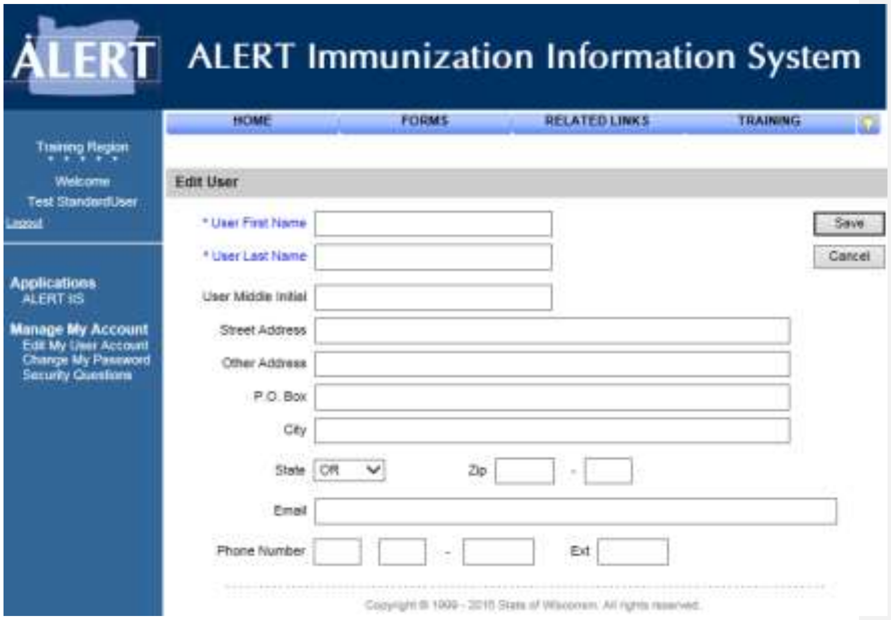
1. Click the **Manage Access/Account** tab on the ALERT IIS home page header.




2. Under the Manage My Account section of the menu panel, click **Edit My User Account**. This displays the Edit User page, as shown below:




3. Edit your first or last name in the appropriate fields. You may also enter or edit any additional fields as necessary. Verify that your email address or business phone number is correct. We strongly recommend that all users maintain a current email address in the IIS.




4. Click the **Save** button. If changes were made the message, “User Updated” appears on the screen.

**Note**: The first and last name fields on the Edit User screen are required, which is why they show in blue with an asterisk.

# Chapter 8
# Maintenance

**In this chapter:**

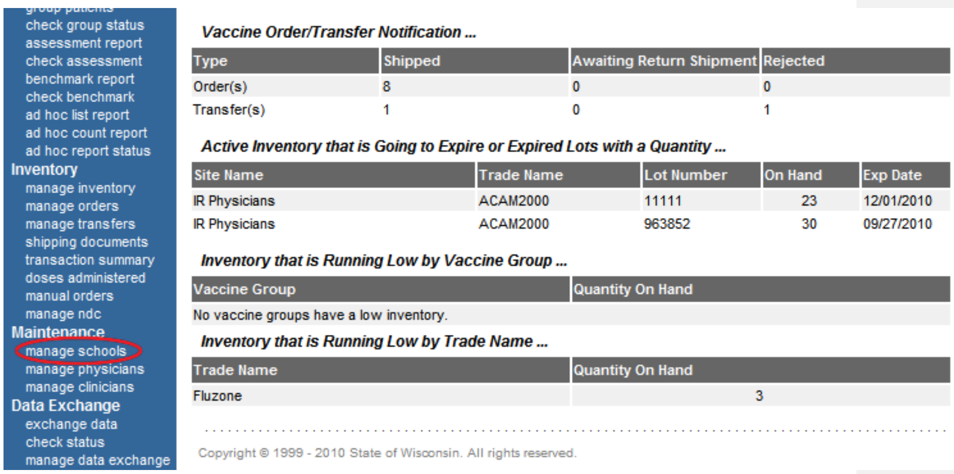
The Maintenance section on the menu panel allows ALERT IIS Super users to add and update information on schools, physicians, and clinicians. Adding and maintaining this information is optional; however, these components will allow clinics to utilize more functionality within the IIS (e.g., generating reports specific to a clinic physician, school, etc.).

## Managing Schools

ALERT IIS Super users may enter schools and daycare centers in their area using the Manage Schools function. Schools entered using this function will be available for selection from a drop-down list on the Patient Demographic page. Reports may then be generated by school.

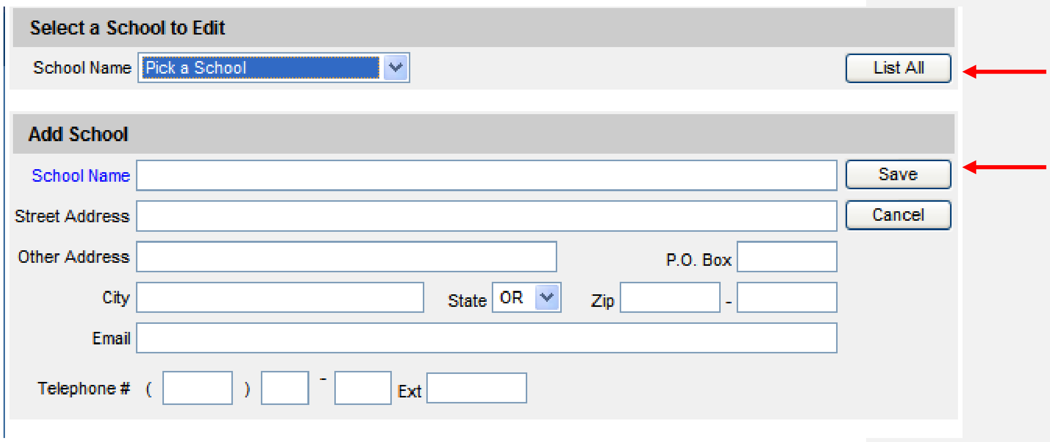
### *Adding Schools*

1. Click **Manage Schools** under the Maintenance section of the ALERT IIS home page.




2. Click the **Add School** button on the Manage Schools page.


3. Below the "Add School" header, fill in the name of the school in the appropriate text field. Enter any additional information you wish to supply for the school in the appropriate fields.



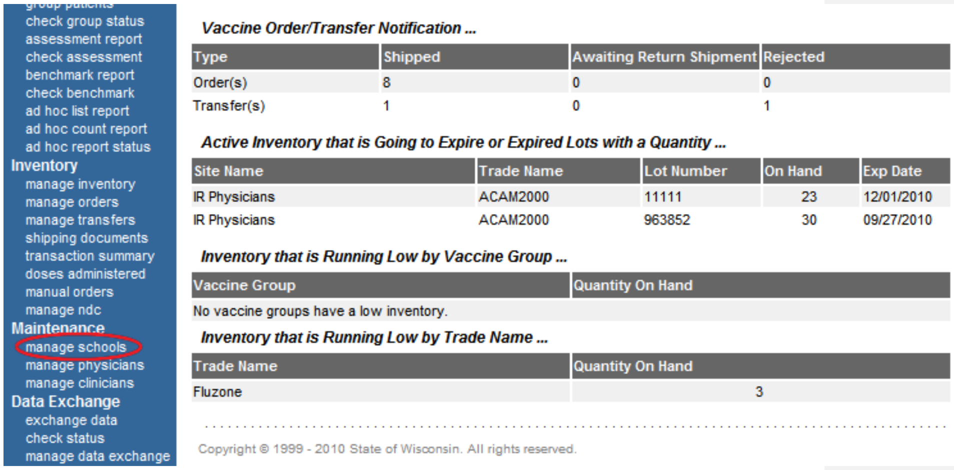

4. Click the **Save** button.
5. Once your school information is successfully saved, "School Added" will appear in the upper right corner of the Edit School box.

Click the **List All** button to return to the Manage Schools screen.

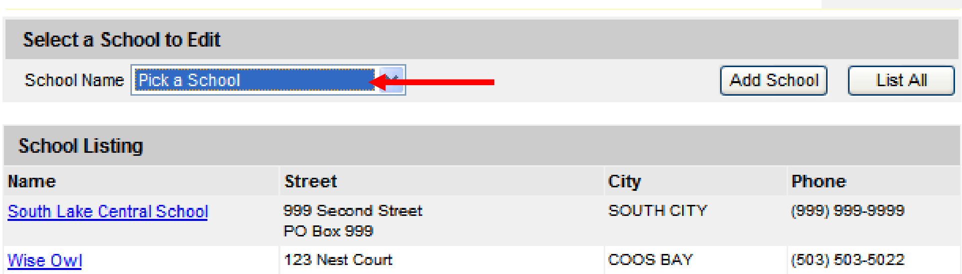
Note: Required fields are shown in blue text.

*Editing School Information*

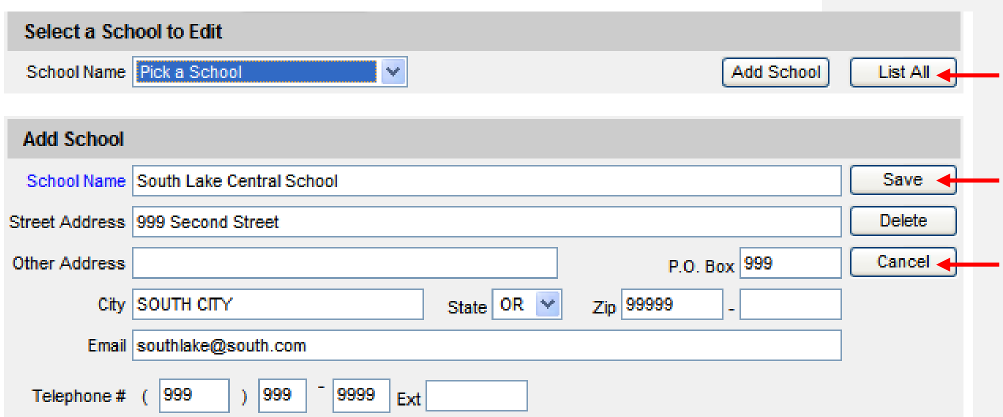
1. Click **Manage Schools** under the Maintenance section of the menu panel.




2. On the Manage Schools page, choose the school whose information you would like to edit from the **School Name** drop-down list at the top of the page. You may also click the school's name in the School Listing at the bottom of the screen.



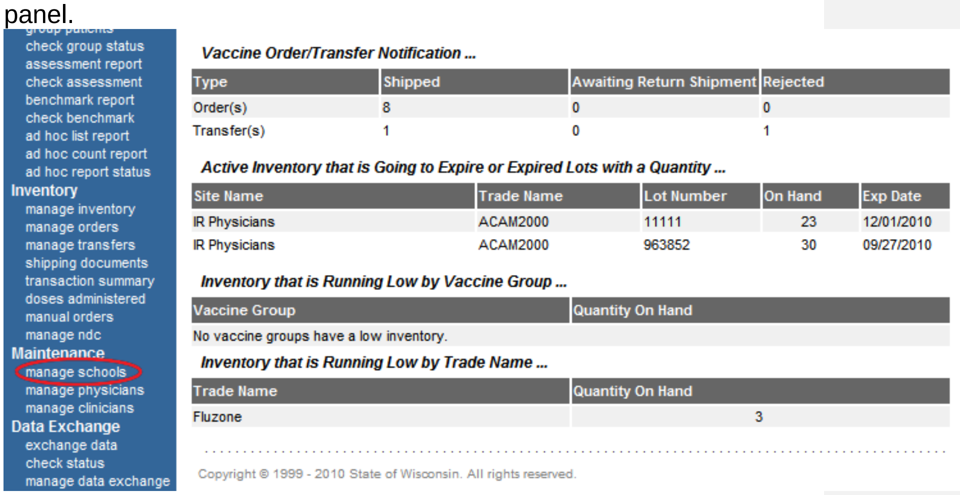

3. Add or change information in the **Add School** box.



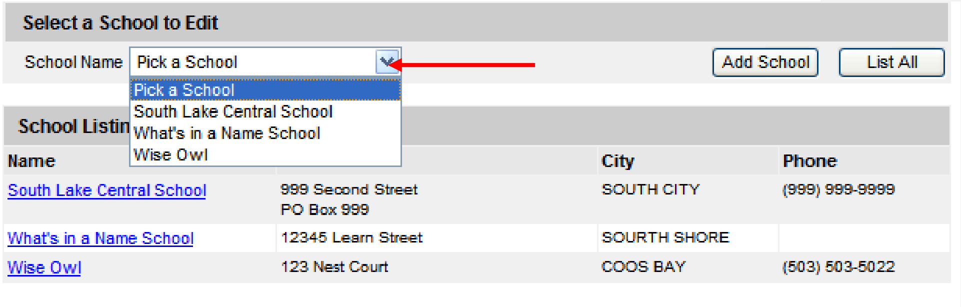
4. Click the **Save** button.
5. Once your changes are successfully saved, “School Updated” will appear in the upper right corner of the box.
6. Click the **Cancel** button twice, or the List All button to return to the Manage Schools screen.

*Deleting Schools*

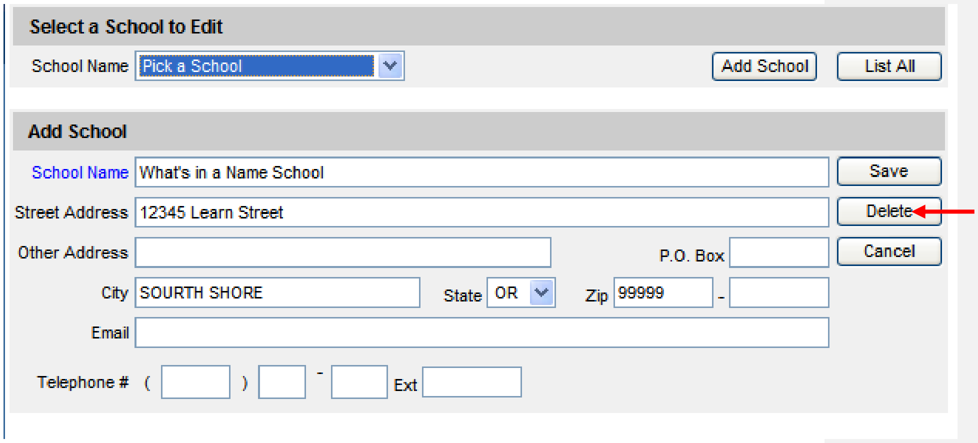
1. Click **Manage Schools** under the Maintenance section of the menu panel.



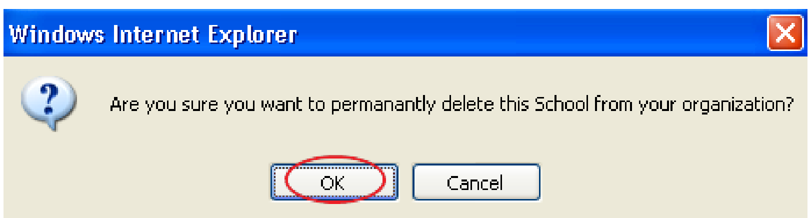

2. On the Manage Schools page, choose the school whose information you would like to delete from the School Name drop-down list at the top of the screen.



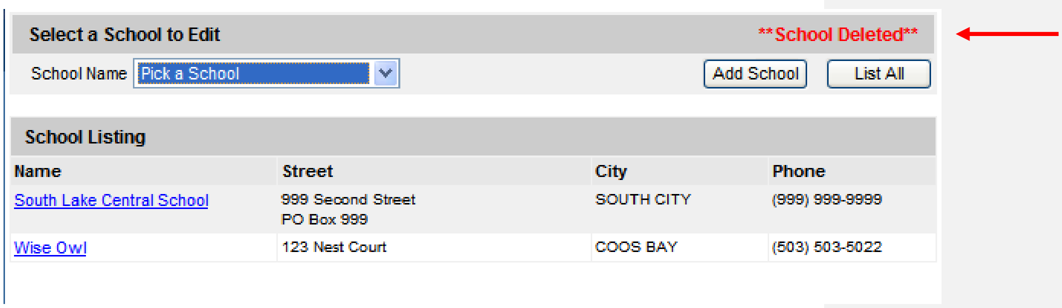

3. In the Edit School box, click the **Delete** button.




4. A box will open asking if you want to delete this school. Click the **OK** button.

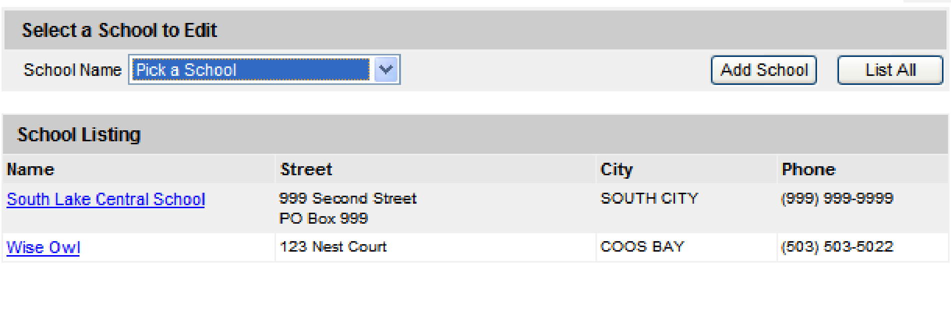



5. ALERT IIS will return to the Manage Schools screen and the message "School deleted" will appear at the upper right corner of the screen.




*Listing All Schools*

A list of all schools entered into an organization's database may be viewed by clicking the List All button on the Manage Schools page.



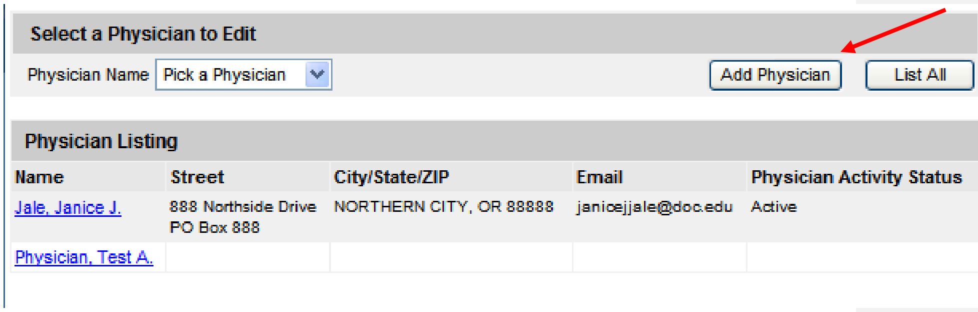

## Managing Physicians

Physicians are considered Primary Care Providers (PCPs) in ALERT IIS. Super users can utilize the Add Physician/Edit Physician pages to enter PCPs. Health care organizations or clinic names may also be entered in the Add Physician page. Physicians or health care organizations entered on this page will be available for selection from the Provider-PCP drop-down list on the Patient Demographic page. Reports may then be generated from data for specific providers. For example, reminder recall reports could be run for a specific PCP, rather than for an entire clinic.

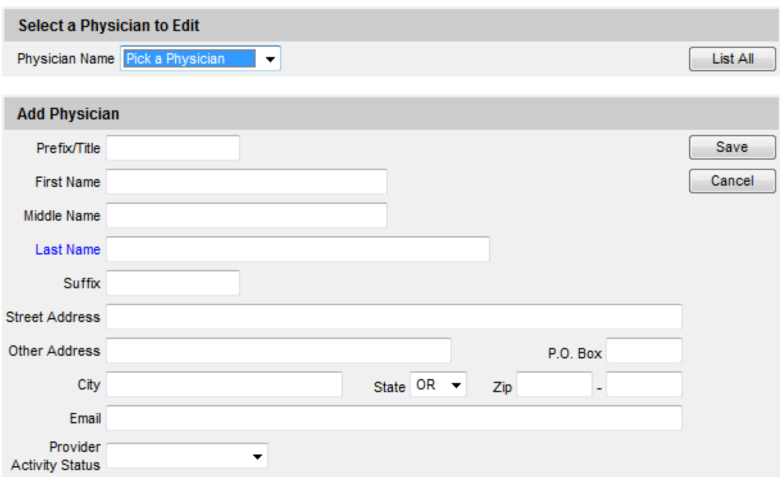
### *Adding Physicians*

1. Click **Manage Physicians** under the Maintenance section of the menu panel.

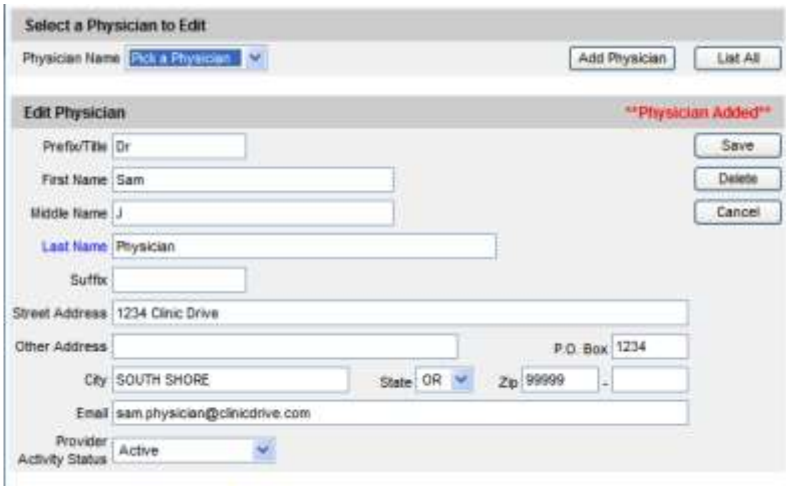

2. On the Manage Physicians page, click the **Add Physician** button.




3. In the Add Physician box, fill in the required field, Last Name, plus any additional information you wish to supply about the physician. To add a clinic name, type the site name in the Last Name field and the location in the First Name field.




4. Click the **Save** button.
5. Once the physician is successfully saved, “Physician Added” displays in the upper right corner of the Edit Physician box.




6. Click the **List All** button to return to the Manage Physicians page.

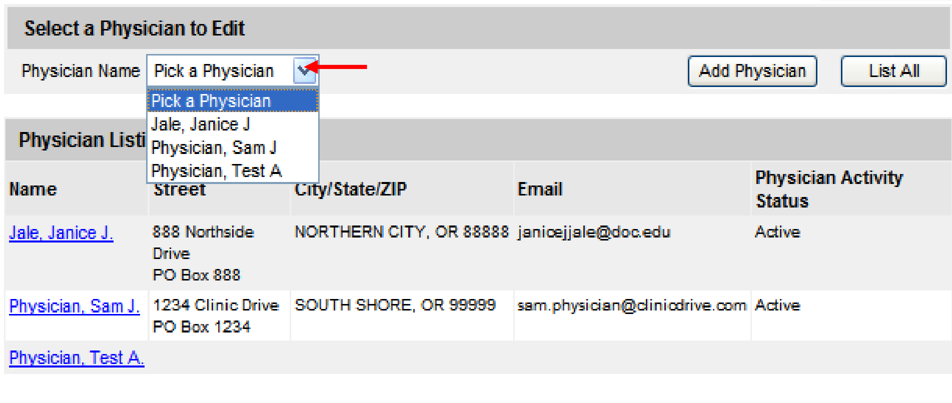
**Note**: When entering a physician on the Add Physician page, keep in mind that this is a primary care provider associated to the patient, not to a vaccination. Provider-PCP may be used for filtering when running a Reminder/Recall report.

*Editing Physician Information*

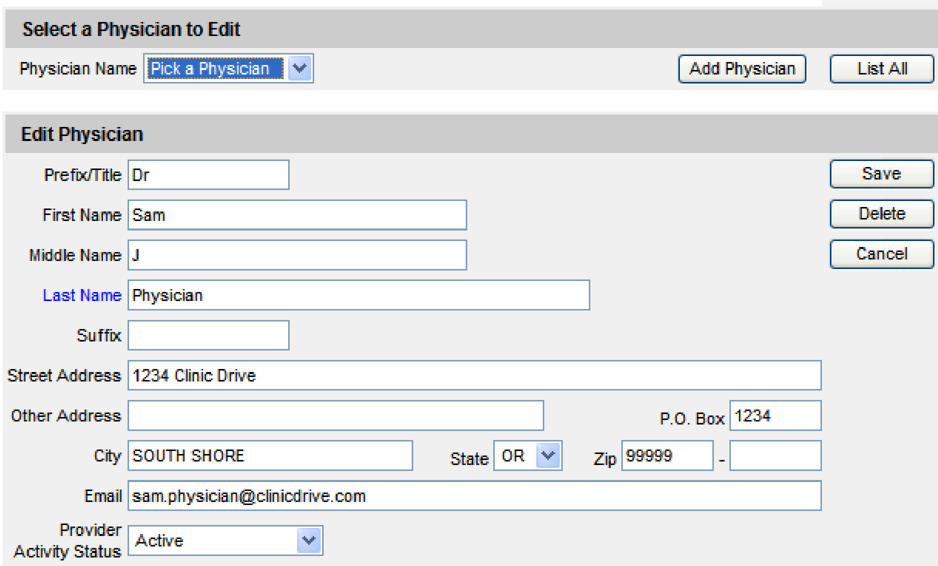
1. Click **Manage Physicians** under the Maintenance section of the menu panel.


2. On the Manage Physicians page, choose the physician whose information you would like to edit from the Physician Name drop-down

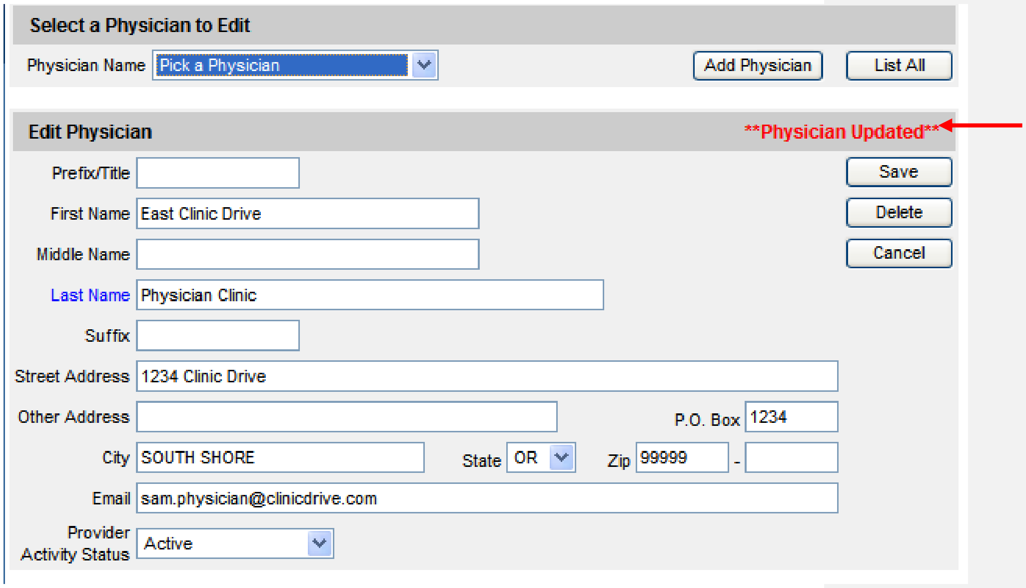
list at the top of the screen. You may also click the physician's name in the Physician Listing at the bottom of the page.




3. Add or change information in the Edit Physician box.




4. Click the **Save** button
5. Once your changes are successfully saved, "Physician Updated" will appear in the upper right corner of the Edit Physician box.



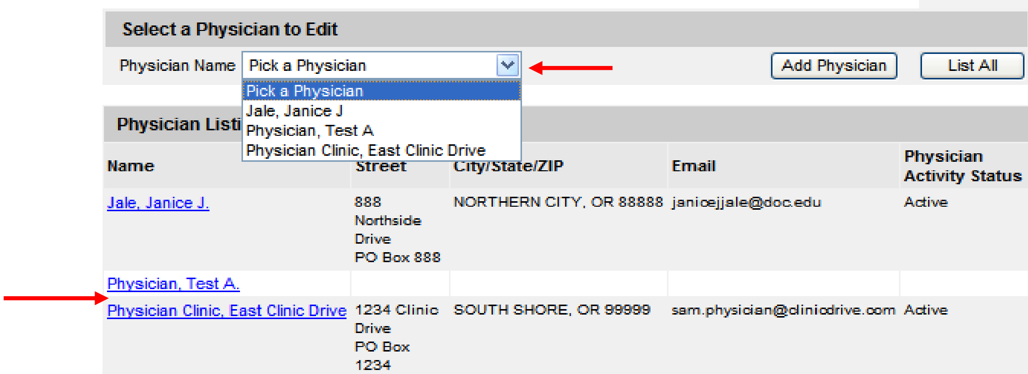

6. Click the **Cancel** button twice, or the List All button to return to the Manage Physicians screen.

**Note**: Adding Physicians and Clinicians into your physicians' list does not create an ALERT IIS User Account for them. Please refer to Managing Users and Organizations (Chapter 6), for instructions on adding users into ALERT IIS.

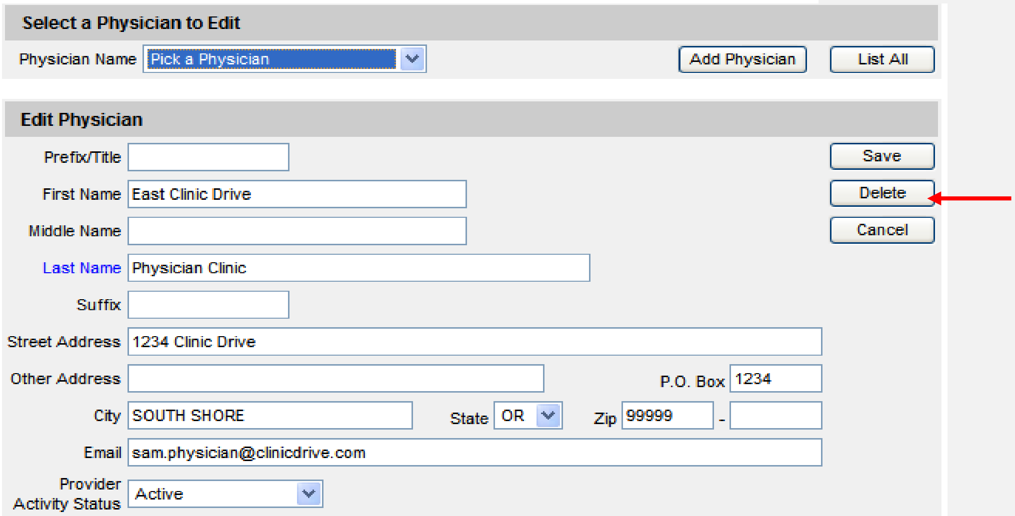
*Deleting Physicians*

1. Click **Manage Physicians** under the Maintenance section of the menu panel.

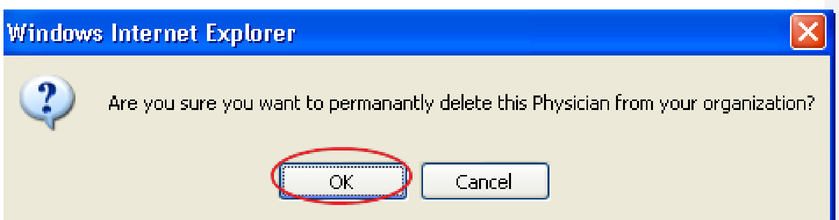

2. On the Manage Physicians page, choose the physician whose information you would like to delete from the Physician Name drop-down list at the top of the screen or click on the physician's name in the Physician Listing at the bottom of the screen.



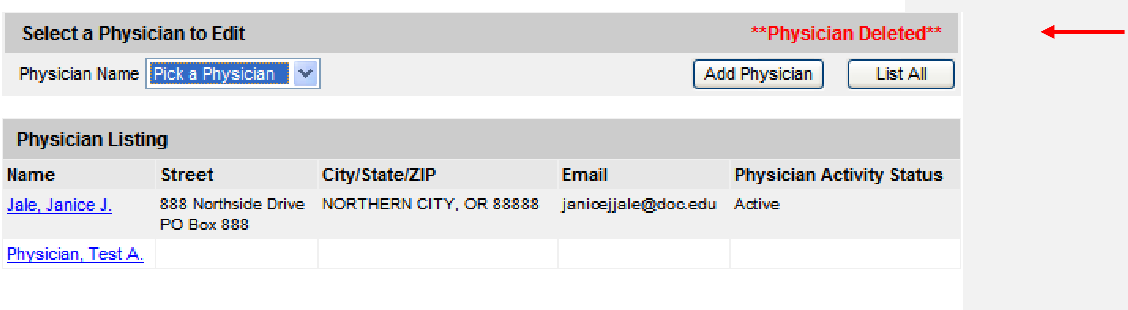
3. In the Edit Physician box, click the **Delete** button.




4. A box will open asking if you want to delete this physician. Click the **OK** button.

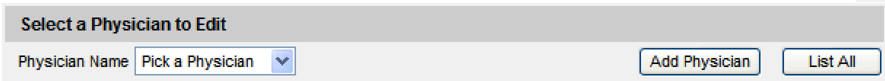



5. Once your changes are successfully saved, “Physician Deleted” will appear in the upper right corner of the Manage Physicians page.



### *Listing All Physicians*

A list of all physicians entered into an organization's database may be viewed by clicking the List All button on the Select a Physician to Edit page.



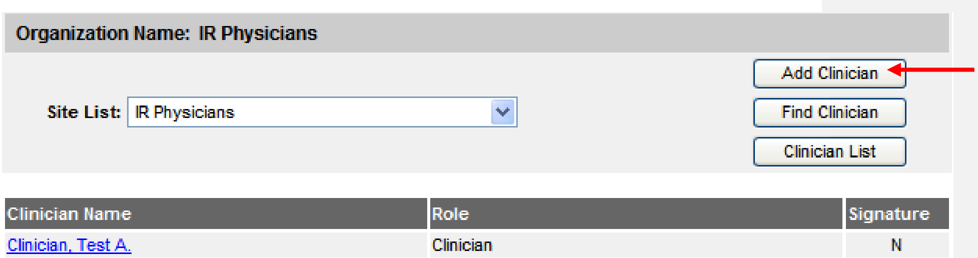

## Managing Clinicians

Clinicians are the individuals within the organization who administer vaccines to patients. A clinician may be associated with one or more clinic sites. ALERT IIS Super users will use the Manage Clinicians function to enter clinicians within the organization. Clinicians added to ALERT IIS through this function will be available from the Administered By drop-down list used for recording immunizations.

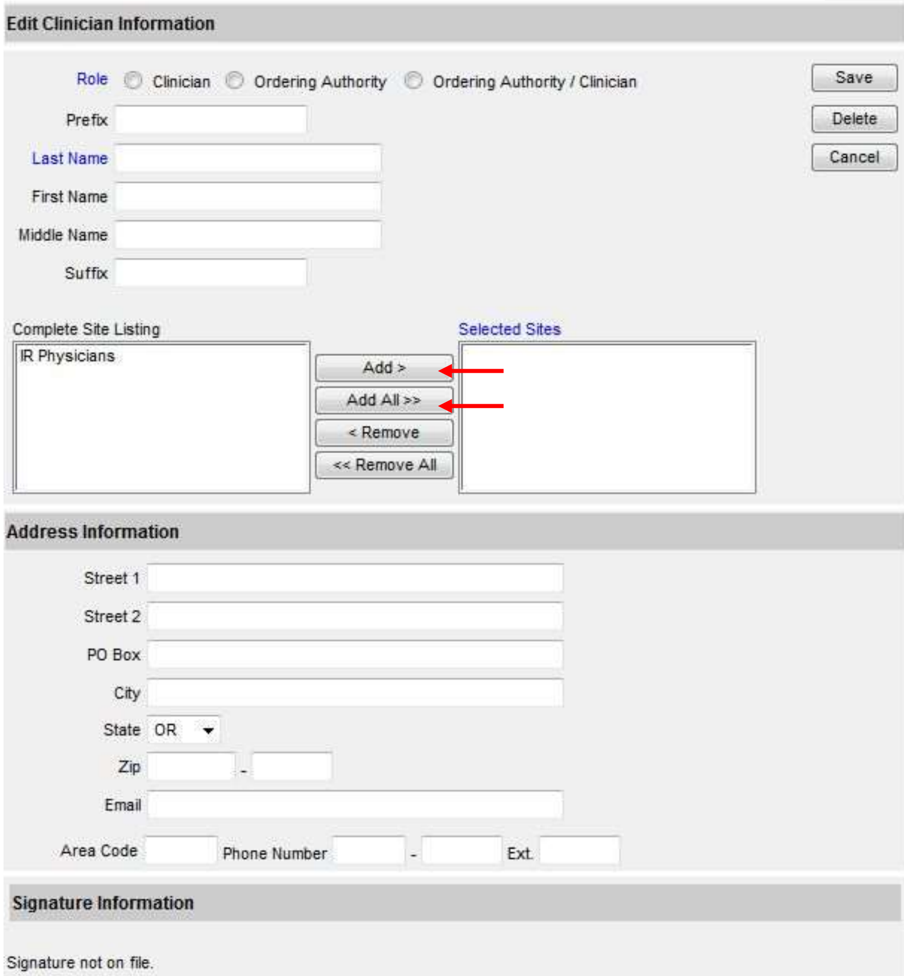
### *Adding Clinicians*

1. Click **Manage Clinicians** under the Maintenance section of the menu panel.

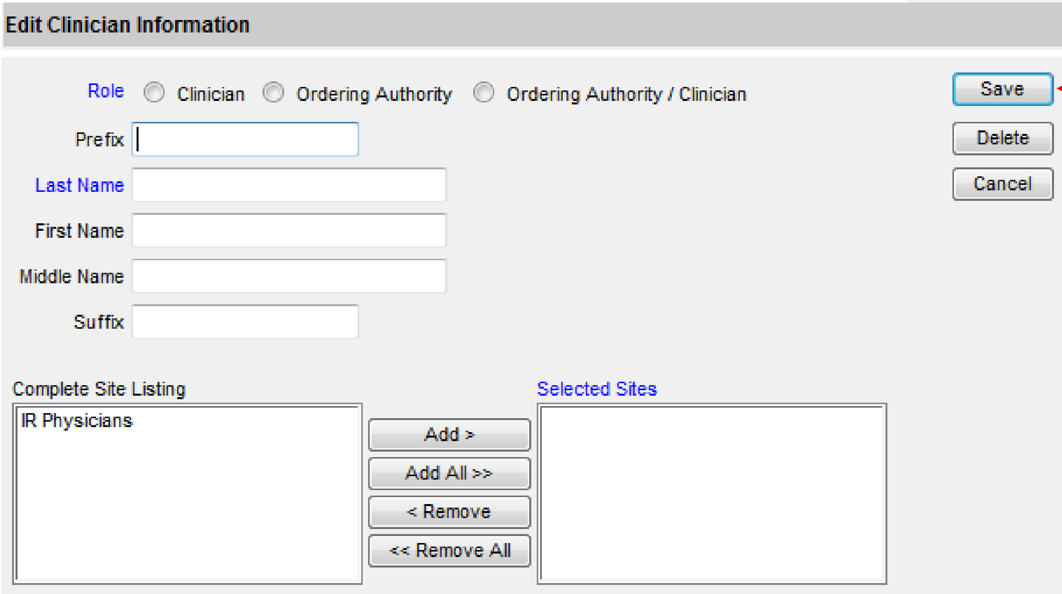

2. Click the **Add Clinicians** button.



3. At the Edit Clinician Information page, choose a role for the clinician.




4. Fill in the Last Name field and any other fields you wish to complete.
5. In the Complete Site Listing field at the bottom of the screen, highlight a site(s) that are associated with the clinician and click the **Add** button. If the clinician is associated with all sites, click the **Add All** button.
6. Click the **Save** button.



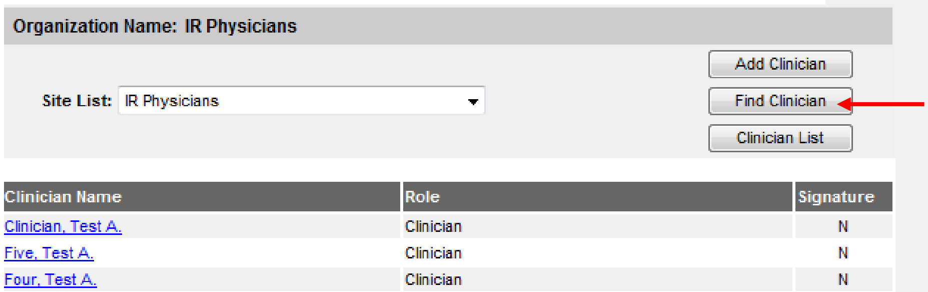

7. After the clinician is successfully saved the message, “Record Updated” will appear at the top of the screen.
8. Click the **Cancel** button to return to the Manage Clinicians page.

**Note**: Required fields are shown in blue text. Input fields not shown in blue are optional.

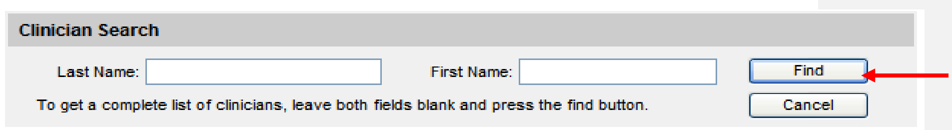
*Editing Clinician Information*

1. Click **Manage Clinicians** under the Maintenance section of the menu panel.

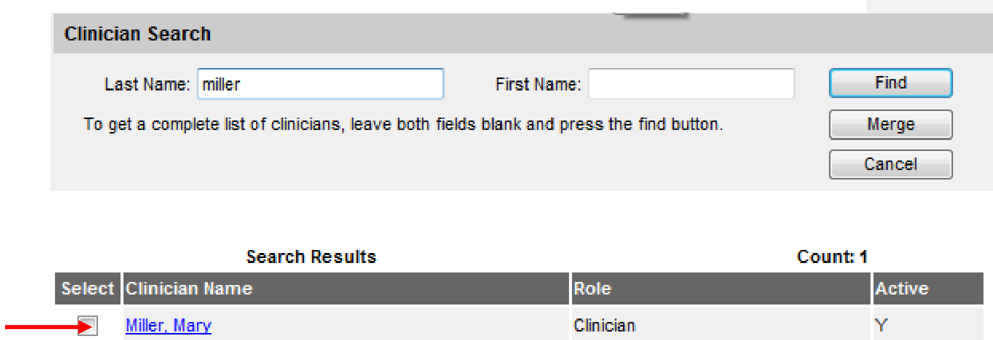
2. Click the **Find Clinician** button or click on the appropriate clinician name at the bottom of the Manage Clinicians screen. If you choose this latter option, skip to Step 4.



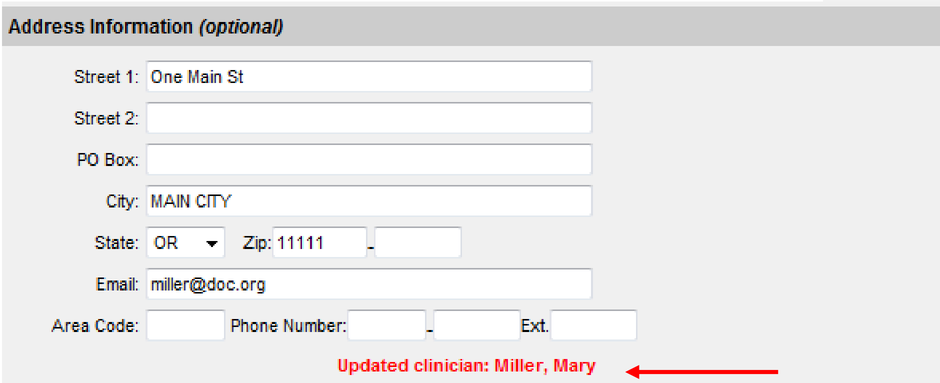

3. At the Clinician Search page, enter the last and/or first names of the clinician and click the Find button. Then, click the last name in the Search Results table. You can also leave both fields blank and click the Find button to display a list of clinicians within the organization.




4. Click the last name of the clinician within the Search Results table to bring up his or her information.




5. Make the desired changes to the clinician's information.
6. Click the **Save** button.
7. Once the clinician's information is successfully updated, the message "Updated clinician: "<last name>, <first name>" will appear at the bottom of the screen.



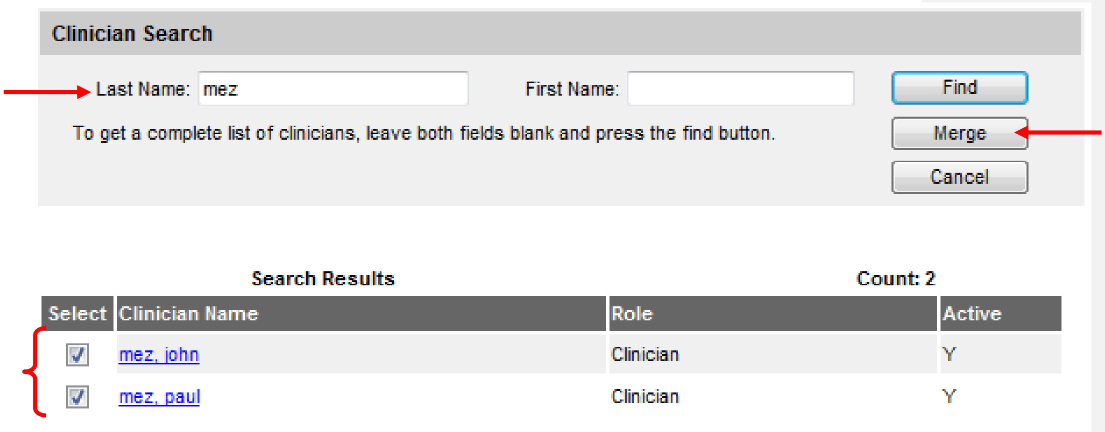

8. To return to the Manage Clinicians page, click the **Cancel** button.

### *Merging Clinicians*

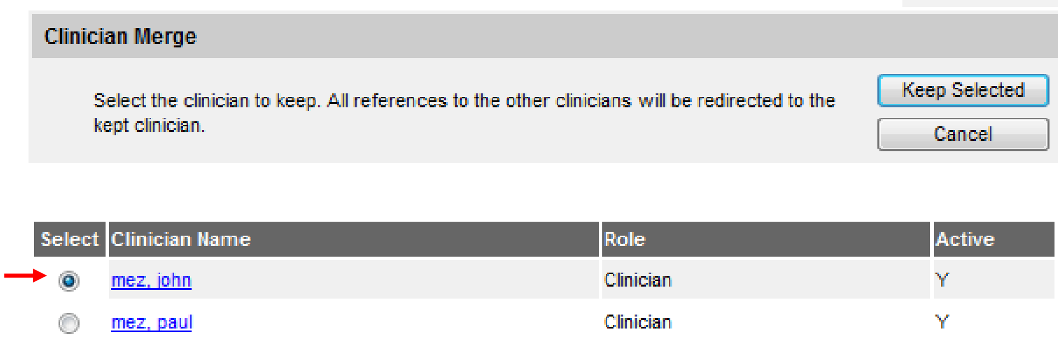
Occasionally clinicians are entered more than once creating duplicate records. To eliminate extraneous records using ALERT IIS merge clinician feature, follow these steps:

1. Click **Manage Clinicians** under Maintenance section of the menu panel.


2. Click the **Find Clinician** button.
3. Enter the last and/or first names of the clinician. Click the **Find** button.
4. Select at least two clinicians from the search results table and click the **Merge** button.

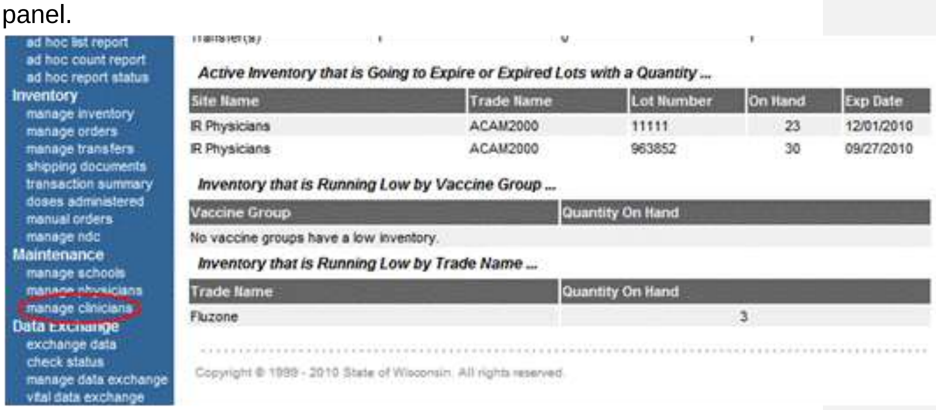



5. Select the Clinician you wish to keep and click the **Keep Selected** button.

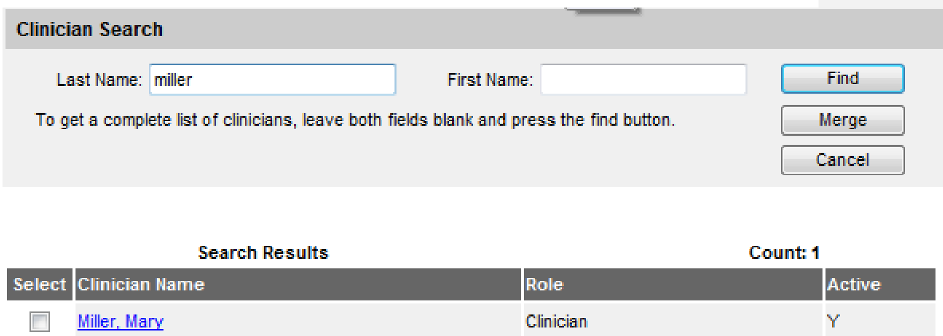



*Deleting Clinicians*

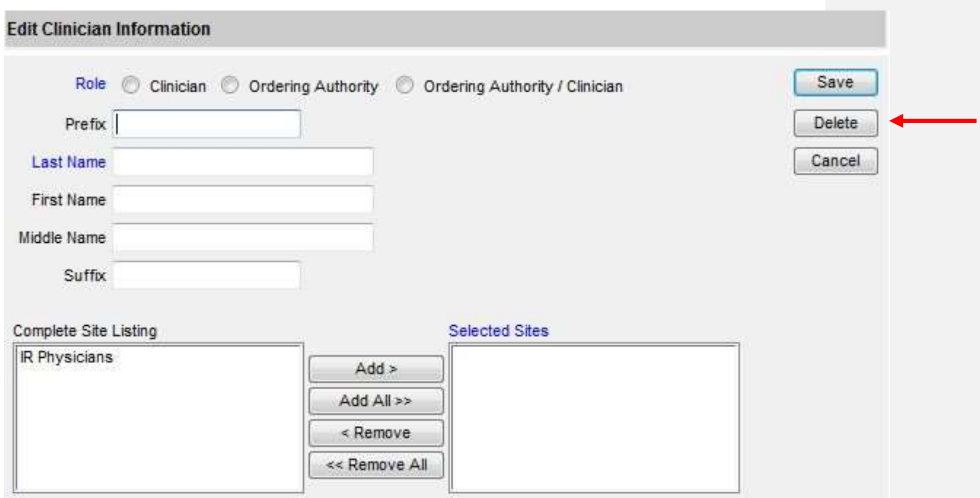
1. Click **Manage Clinicians** under the Maintenance section of the menu panel.



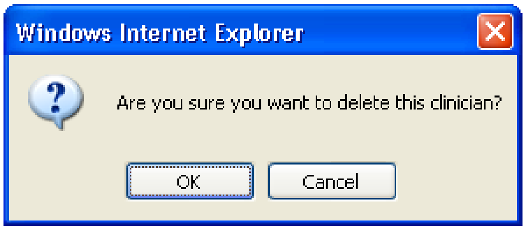
2. On the Manage Clinicians page click the **Find Clinicians** button or click the appropriate clinician name at the bottom of the Manage Clinicians screen. If you choose the latter option, skip to step 4.
3. At the Clinician Search screen, enter the first and/or last name of the clinician and click the **Find** button.
4. Then click the last name in the Search Results table or leave both fields blank and click the **Find** button to bring up a list of clinicians within the organization. You may then click on the last name of the clinician within the Search Results table to bring up his or her information.




5. At the Edit Clinician Information page, click the **Delete** button




6. A box will open asking if you want to delete this clinician. Click the **OK** button.

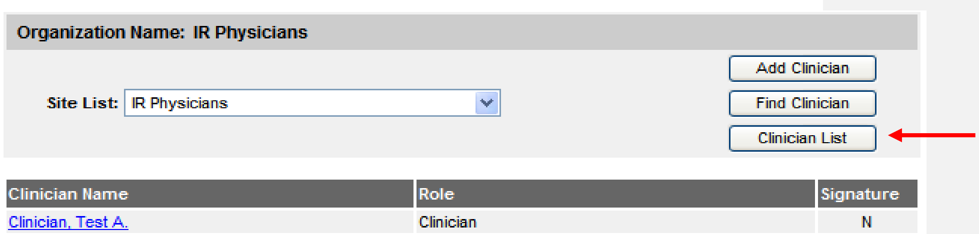



7. ALERT IIS will return you to the Manage Clinicians page.

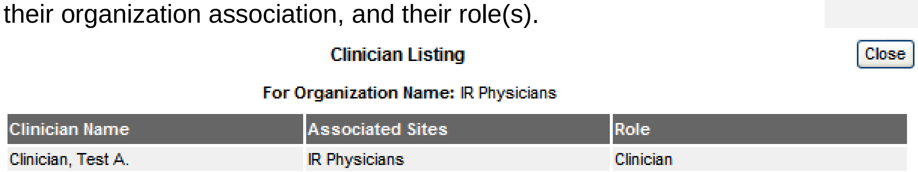
*Listing All Clinicians*

1. Click **Manage Clinicians** under the Maintenance section of the menu panel.


2. On the Manage Clinicians page, click the **Clinician List** button.




3. The Clinician Listing page will open showing all available clinicians, their organization association, and their role(s).




4. Click the **Close** button to return to the Manage Clinicians page.

# Chapter 9
# Managing Inventory

## In this chapter:

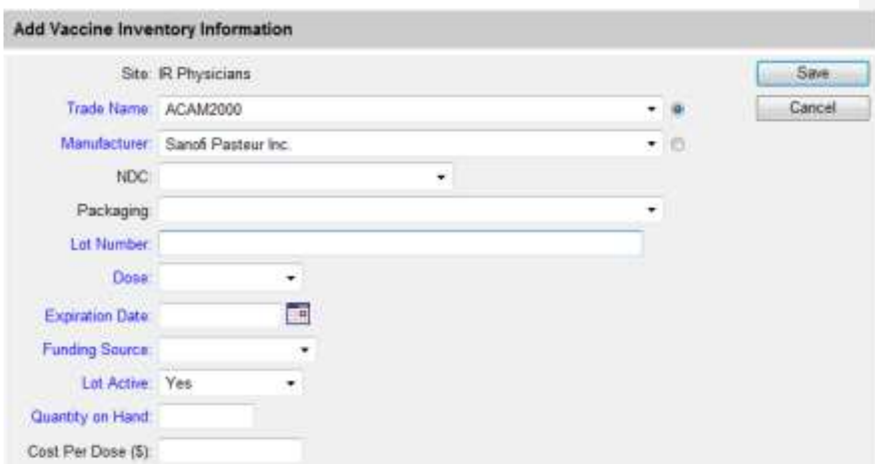
The Inventory Module in ALERT IIS is designed to be a complete tracking system for an organization's vaccine inventory. Super Users and Standard Users of ALERT IIS have the ability to set up the inventory module for their organization and can view, add or update any vaccine in an organization's inventory. There are two options for entering inventory into an organization, either manually or via barcode scanning.

Inventory will automatically decrement doses entered through the web-based User Interface, assuming that "From Inventory" is checked on the "Add Immunizations" page. Functionality to decrement inventory from data reported through electronic data exchange is also available, assuming that sending organization indicates that the doses administered came from inventory and the data matches an existing inventory lot in ALERT IIS.

## Adding New Inventory Manually

Use the Add Vaccine function only if you are setting up your inventory for the first time, or if you are adding a vaccine with a *new* lot number. If you are adding vaccine to a lot number that already exists in your inventory, refer to the *Updating Inventory* section in this chapter.

1. Click **Manage Inventory** under the Inventory section of the menu panel.
2. On the Inventory Alerts page, click the **Show Inventory** button.
3. Click the **Add Inventory** button.
4. On the Add Vaccine Inventory Information page:




   a. Choose the vaccine's trade name from the drop-down list provided. Once you have selected a Trade Name the Manufacturer field will be populated.

b. Choose the National Drug Code (NDC) from the drop-down list that matches what you received.
c. Once you have selected NDC, the Packaging drop-down list will populate. Choose the packaging type that matches what you received.
d. Enter the lot number of the vaccine in the Lot Number field.
e. Choose the dose from the Dose Size drop-down list; choose .1, .2, .25, .3, .5, .65, .7, 1.0, or 2.0 ml.
f. Enter the vaccine lot's expiration date. Fill in the field using the MM/DD/YYYY format or use the pop-up calendar by clicking the calendar icon to the right of the field. Click the **OK** button. If no day is specified on the vaccine, enter the last day of the month.
g. Select the appropriate funding source (State-Supplied or Privately Purchased) for the lot being added.
h. Choose **Yes** from the Lot Active drop-down list. When adding new inventory, the lot may only be entered as active. This controls whether the lot appears on the drop-down list on the Add Immunization page.
i. Enter the number of vaccine doses received in the Quantity on Hand field.
j. Cost Per Dose is optional for clinic use: how much clinic pays per vaccine, patient fee, or clinic administration charge.

5. Click the **Save** button.
6. If the new vaccine was saved successfully, the message "Inventory was inserted successfully" will appear at the bottom of the page.
7. To add additional vaccines, click the **Add New** button and repeat Steps 4-5.
8. To return to the Show Inventory page, click the **Cancel** button.

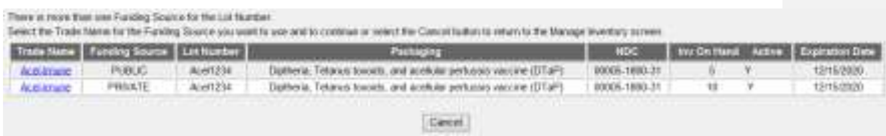
## Adding New Inventory via Barcode Scanning

The barcode scanner scans and utilizes information from the 2D barcode on vaccines and vaccine packaging. A 2D barcode contains the NDC, expiration date and lot number for a vaccine.

1. Click **Manage Inventory** under the Inventory section of the menu panel.
2. On the Inventory Alerts page, click the **Show Inventory** button.
3. The Barcode field is displayed, the cursor is placed in the field, and the screen is ready for a 2D barcode scan.


4. Scan the barcode from the vaccine's package and click the Add/Edit Inventory button.
5. If the scan was not successful nothing will happen and the User should rescan the vaccine 2D barcode.
6. Based upon the vaccine information contained in the barcode, ALERT IIS will determine if the lot is found in the organization's inventory. There are many reasons why ALERT IIS may prompt the user with a message box, prompting the user with multiple options to proceed or cancel. Below are a few common scenarios:

- If the lot number of the scanned barcode is in ALERT IIS and matches multiple vaccine lots with different funding sources,




  - Select the Trade Name for the Funding Source you want to use to continue, or
  - Select the **Cancel** button to return to the Manage Inventory screen.

- If the scanned barcode matches a single vaccine lot in ALERT IIS,


  - Select the trade name hyperlink to continue and edit the existing vaccine lot and funding source in inventory, or
  - Select the **Add New** button to go to the Add Vaccine Inventory Information screen to add a second vaccine lot with a different funding source, or
  - Select the **Cancel** button to go back to the Manage Inventory screen.

- If the lot number of the scanned barcode is not in ALERT IIS,
    - User will be taken to the Add Vaccine Inventory Information screen to add the new vaccine lot. The trade name, NDC, lot number and expiration date fields will be populated from the scanned barcode.
    - Enter additional information (packaging, dose, funding source, quantity on hand) and click **Save**.

7. User clicks the appropriate responses in the Popup according to the action desired.
8. Clicking on the vaccine trade name hyperlink when prompted will take you to the Edit Vaccine Inventory Information screen where information can be updated.

To update vaccine lot information, refer to the *Updating Inventory* section in this chapter.

## Viewing Inventory

To view your organization's vaccine inventory in ALERT IIS, follow these steps:

1. Click **Manage Inventory** under the Inventory section of the menu panel.
2. Click the **Show Inventory** button.

**Funding Source:** Both    **Show** Active Inactive Non-Expired Expired

| Select | Trade Name | Funding Source | Lot Number | Packaging | NDC | Inv On Hand | Active | Exp Date |
|---|---|---|---|---|---|---|---|---|
| | ACAM2000 | State | 123456 | Robert's ACAM2000 NDC Test 00 | 12345-6789-00 | 11 | N | 11/06/2014 |
| | ACAM2000 | State | a1 | Robert's ACAM2000 NDC Test 00 | 12345-6789-00 | 13 | Y | 01/25/2014 |

3. The inventory table shown by default will include both State-Supplied and Privately Purchased vaccine inventory associated with your organization. You can view funding sources individually by selecting either from the drop-down menu.
4. Select one of the following options:
    a. **Active**: to view only those vaccine lots that have valid (non-expired) doses remaining in the inventory module

b. **Inactive**: to view only those vaccine lots that have been set to inactive by a user or automatically inactivated due to no doses remaining
c. **Non-Expired**: to view any active or inactive inventory that has not yet expired
d. **Expired**: to view any inventory that has expired

**Note**: The red text in the View Inventory page indicates that a vaccine is inactive. A vaccine may be inactive for a number of reasons such as the inventory for that vaccine's lot number may have been decremented to zero, the vaccine may have expired, or it may have been recalled and set to inactive by a user.

Vaccines on the View Inventory page that are highlighted in pink will expire within 30 days.

The following is an explanation of the columns in the inventory screen:

a. **Select**:A mark in this checkbox allows you to modify the quantity of the selected vaccine.
b. **Trade Name**: This lists the vaccine's trade name.
c. **Funding Source**: This displays the funding source for the vaccine.
d. **Lot Number**: This lists the lot number of the vaccine.
e. **Packaging**: This refers to the type and quantity of doses in each package. Ex: 1x10 VIALS means a 10-pack of single-dose vials.
f. **NDC**: This displays the National Drug Code (NDC) for the vaccine.
g. **Inv On Hand**: This lists the number of doses remaining in the organization's inventory.
h. **Active**: A "Y" indicates the inventory is active (available for use). An "N" indicates the vaccine is inactive (not available for use). Inactive vaccines are shown in red text.
i. **Exp Date**: This lists the vaccine's expiration date. Vaccines that will expire in 30 days or less are highlighted in pink.

## Updating Inventory

There are two ways to change information for existing vaccines.

1. Click **Manage Inventory** under the Inventory section of the menu panel.

2. Click the **Show Inventory** button.
3. The inventory table will display active vaccines by default.
4. Click the vaccine's trade name (which is a hyperlink) associated with the lot number you want to update.
5. On the next page, make desired changes to any of the fields.
6. Click the **Save** button. Changes made to vaccine inventory after doses have been administered will be updated in patients' records who have previously received a dose from that vaccine lot.

Alternatively:

To only modify the quantity of doses on hand, select the checkbox under the Select column for the appropriate lot.

1. Click the **Modify Quantity** button located in the upper right hand corner of the page.
2. Choose whether you would like to Add or Subtract from the inventory on hand from the Action drop-down list.
3. Enter the quantity of inventory to be added or subtracted in the Amount field.
4. Choose an option from the Reason drop-down list.
5. Click the **Save** button.
6. Once your updates are saved in ALERT IIS, the message "Inventory was updated successfully" will appear at the bottom of the page.
7. Click the **Cancel** button to return to the Show Inventory/Manage Inventory page.

*Table 1: Reasons for adding or subtracting inventory*

| | |
|---|---|
| Receipt of Inventory | Adding new inventory to a particular lot. |
| Error Correction | Adding to or subtracting from inventory doses that were incorrectly entered or when receiving extra or fewer doses from a vial. |
| Doses Returned | Adding inventory to a particular lot because vaccines were returned from another site associated with your organization. |
| Doses Transferred | Subtracting inventory that has been transferred to another site. |
| Doses Recalled | Subtracting inventory that has been recalled. |
| Doses Administered | Subtracting inventory due to giving dose(s) to a patient that were not deducted from inventory. |
| Borrowed In | Adding vaccines borrowed in (paying back). Manual adjustment to inventory. |
| Borrowed Out | Subtracting vaccines borrowed out (to pay back previous borrowing). Manual adjustment to inventory. |
| Spoilage reported by Provider | Subtracting inventory due to vaccines spoiling prior to expiration. |
| Lost or damaged in transit to Provider | Subtracting inventory due to broken vials or faulty syringes that occurred during shipping. |
| Failure to store properly upon receipt by Provider | Subtracting inventory due to improper storage. |
| Refrigeration failure reported by Provider | Subtracting inventory due to improper refrigeration. |
| Lost or unaccounted for in Provider inventory | Subtracting inventory due to lost inventory or inventory that cannot otherwise be accounted for. |
| Other - Not usable, reported by Provider | Subtracting inventory due to other reasons not specified above, such as patient refused vaccine. |

### *Modifying Quantities of Multiple Vaccines*

To change inventory quantities of multiple vaccine lots:

1. Follow Steps 1-3 under the Updating Inventory section.
2. Check the box under the Select column next to the vaccine lots whose quantities you want to modify.
3. Click the **Modify Quantity** button.

4. On the Modify Quantity on Hand for Selected Site(s) page, enter the following information:
    a. Under Action, choose whether you would like to add or subtract from the inventory on hand.
    b. Under Amount, enter the quantity of inventory to be added or subtracted.
    c. Choose an explanation for changing the quantity of the vaccine lot by selecting from the Reason drop-down list. Refer to the list above for a description of the reasons for adding or subtracting inventory.
5. Click the **Save** button.

## Inventory Alerts

Inventory alerts inform users of the status of their organization's vaccine inventory. These alerts are displayed on the user's ALERT IIS homepage. Alerts for vaccines that are going to expire and vaccines that are running low are initially generated by a system default setting. These alerts can be customized.

Inventory alerts can also be viewed on the Manage Inventory page. Select **Manage Inventory** located under the Inventory heading on the menu panel.

Each table under Inventory Alerts heading contains the following information:

- **Vaccine Order/Transfer Notification:** displays current orders/transfers along with their status.
- **Active Inventory that is Going to Expire or Expired Lots with a Quantity:** displays a list of vaccines that will expire within a set number of days (30 days is the default) as well as vaccines that are expired but still have quantity in inventory.
- **Inventory that is running low by vaccine group**: displays inventory that is below a specific threshold of volume, organized by vaccine group (the default low-level alert is 5 doses).
- **Inventory that is running low by trade name**: displays inventory that is below a specific threshold of volume, organized by trade name (the default low-level alert is 5 doses).

### *Updating Inventory Alert Preferences*

To update Inventory Alert Preferences for expiration and low inventory alerts:

1. Click **Manage Inventory** under the Inventory section of the menu panel.

2. Click the **Update ALERT Prefs** button.
3. On the Inventory Expiration Alerts page, the system default is 30 days. To customize this alert, enter the number of days you want to be notified prior to the expiration of any vaccine lot.
4. For all low-level alerts, the system default is 5 doses. Select the appropriate radio button for **Vaccine Group** or **Trade Name** in the **Update Low-Level Alert Defaults** section, and enter the number of doses you prefer.


5. Click the **Save** button. If the new preferences were saved successfully, the message "Updated Alert Preferences" displays at the top of the page.

### Vaccine Group

To customize low-level alerts for each individual vaccine group or trade name:

1. Under Update Low-Level Alerts by Vaccine Group, enter the number of doses that will indicate the inventory is running low for each vaccine group listed for both State-Supplied and Privately Purchased vaccines.
   Click the **Save** button.


### Trade Name

1. Under **Update Low-Level Alerts by Vaccine Group**, click the underlined vaccine group to display the trade names.
2. Enter the number of doses that will indicate the inventory is running low for the trade names listed for both State-Supplied and Privately Purchased vaccine.
3. Click the **Save** button.

| Update Low-Level Alerts by Trade Name | | |
|---|---|---|
| | State-Supplied | Privately Purchased |
| Acel-Imune | 1 | |
| Adacel | 20 | 50 |

**Note**: To restore all inventory alerts to ALERT IIS system defaults, click the Restore Defaults button. Click the **OK** button. To return to the Manage Inventory page, click the **Cancel** button.

*Printing Inventory*

To print a list of inventory:

1. Click **Manage Inventory** under the Inventory section of the menu panel.
2. Click the **Show Inventory** button.
3. Click anywhere on the page.
4. Print according to your system's requirements, which could include:
    a. Click **File** and click **Print**.
    b. Click the Printer icon in the browser's toolbar.
    c. Simultaneously press **CTRL+P** on the keyboard.
5. If your printout is cut off, try setting your printer to print in landscape.

## Viewing Inventory Transactions

The Show Transactions page is used to display vaccine lot track records for all inventory quantity-changing events. To run an inventory transaction report:

1. Click **Manage Inventory** under the Inventory section of the menu panel.
2. Click the **Show Transactions** button.
3. Enter the "From" and "To" dates for when the immunizations were entered in or submitted to ALERT IIS.
4. Alternatively, enter the "From" and "To" dates for when the immunizations were administered to the patient(s).
5. Choose a specific username or "All User Names".
6. Choose a specific transaction type or "All Transaction Types." These transactions relate to the Reason drop-down list on the Edit Vaccine Inventory Information page.
7. Select the inventory site whose transactions you wish to view or choose "All Sites with Inventory."

8. Choose a specific Trade Name/Lot Number/Funding Source or choose “All Lot Numbers.”
9. Enter the quantity of records you wish to view in the Display Last <#> Records field.
10. Click the **View** button. The Vaccine Transactions page displays:

**Vaccine Transactions for Organization: IR Physicians - IRPH - Z90090** — **Record Count: 5**

| Site Name | Trans Date | Lot \ Funding Source \ Trade Name | Type | Qty | Patient Name | DOB |
|---|---|---|---|---|---|---|
| IR Physicians | 01/03/2013 | testlotAB \ State \ DAPTACEL | REC | 10 | | |
| IR Physicians | 01/03/2013 | 123456 \ State \ IPOL | Borrowed | -1 | PATIENT, ENTERNEW | 01/01/2010 |
| IR Physicians | 01/03/2013 | 123456 \ State \ IPOL | Delete | 1 | PATIENT, ENTERNEW | 01/01/2010 |
| IR Physicians | 01/04/2013 | newlot12 \ State \ ActHib | Borrowed | -1 | PATIENT, TEST | 01/01/2010 |
| IR Physicians | 01/01/2013 | 1 \ Private \ ACAM2000 | 4 | 70 | | |

**Vaccine Transactions Totals**

| Trans Code | Trans Description | Trans Count | Trans Value |
|---|---|---|---|
| REC | Receipt of Inventory | 1 | 10 |
| Immunize | Immunizations Given | 0 | 0 |
| Delete | Immunizations Deleted | 1 | 1 |
| TRA | Doses Transferred | 0 | 0 |
| 3 | Spoilage reported by provider | 0 | 0 |
| 4 | Expiration reported by Provider | 1 | 70 |
| 5 | Lost or damaged in transit to Provider | 0 | 0 |
| 6 | Failure to store properly upon receipt by Provider | 0 | 0 |
| 7 | Refrigeration failure reported by Provider | 0 | 0 |
| 11 | Lost or unaccounted for in Provider inventory | 0 | 0 |
| 12 | Other - Not Usable, reported by Provider | 0 | 0 |
| RECALL | Doses Recalled | 0 | 0 |
| ADMIN | Doses Administered | 0 | 0 |
| BORROWEDIN | Borrowed In | 0 | 0 |
| BORROWEDOUT | Borrowed Out | 0 | 0 |
| BORROWED | Borrowed Imm Given | 2 | -2 |
| RET | Doses Returned | 0 | 0 |
| ERR | Error Correction | 0 | 0 |
| RECON | Doses Reconstituted | 0 | 0 |
| | **Transaction Totals:** | **5** | **79** |

*Table 2: Transaction Types*

| | |
|---|---|
| Receipt of Inventory (REC) | Vaccines were added as new inventory. |
| Immunization Given (Immunize) | Vaccines were subtracted from inventory because of immunizations given. |
| Immunization Deleted (Delete) | Vaccines were added to inventory because they were deleted from a patient's record. |
| Doses Transferred (TRA) | Vaccines were subtracted due to transfer to another site. |
| Borrowed In (BORROWEDIN) | Doses of vaccine added to inventory to pay back vaccine that was given to a patient with a mismatch |

| | |
|---|---|
| | between vaccine eligibility code and vaccine lot funding source |
| Borrowed Out (BORROWEDOUT) | Vaccine doses removed from inventory when immunization was given from lot whose funding source does not match vaccine eligibility code; adjustment when immunization not deducted at time of vaccination |
| Borrowed Imm Given (Borrowed) | Vaccines were subtracted from inventory because of immunizations given to a patient with a mismatched funding program. |
| Spoilage Reported by Provider (3) | Vaccines were subtracted due to vaccines spoiling prior to expiration. |
| Expiration Reported by Provider (4) | Vaccines were subtracted due to vaccines expiring. |
| Lost or damaged in transit to Provider (5) | Vaccines were subtracted due to broken vials or faulty injections that occurred while being shipped. |
| Failure to store properly upon receipt by Provider( 6) | Vaccines were subtracted due to improper storage. |
| Refrigeration failure reported by Provider (7) | Vaccines were subtracted due to improper refrigeration. |
| Lost or unaccounted for in Provider inventory (11) | Vaccines were subtracted due to lost inventory. |
| Other - not usable, reported by Provider (12) | Vaccines were subtracted due to other reasons not specified above. |
| Doses Recalled (RECALL) | Vaccines were subtracted due to recall. |
| Doses Administered (ADMIN) | Vaccines were subtracted due to giving dose(s) to a patient—used for manual adjustment of inventory for reconciliation. |
| Doses Returned (RET) | Vaccines were added to inventory after being returned from another site. |
| Error Correction (ERR) | Vaccines added or subtracted due to error correction. |
| Doses Reconstituted (RECON) | Number of doses that were subtracted from an un-reconstituted lot to form a new reconstituted lot |
| Transfer out Expired Inventory (TRAEXP) | Number of doses that were subtracted from an expired lot when a transfer of expired doses is created |
| Lot Deleted (LOTDELETE) | Number of doses that were subtracted from a lot when a vaccine lot was deleted |

*Table 3: Vaccine Transactions*

The top chart on the Vaccine Transactions page gives the following information:

| | |
|---|---|
| Site Name | Vaccines in the table are first sorted alphabetically by your site name. |
| Trans Date | Vaccines are next sorted numerically by transaction date; the most recent transactions are shown first. |
| Lot/Funding Source/Trade Name | The Lot Number, Funding Source, and Trade Name of the vaccine are listed in this column. |
| Type | Refer to Table 2 in this chapter for an explanation of the transaction codes shown in this column. |
| Qty | The quantity added to or subtracted from inventory due to the listed transaction type. |
| Patient Name | The patient associated with the transaction, if applicable. |
| DOB | The date of birth of the patient, if applicable. |

*Table 4: Transaction Totals*

The chart at the bottom of the Vaccine Transactions page gives a breakdown of transactions by type.

| | |
|---|---|
| Trans Code | Abbreviated code that identifies the transaction type. |
| Trans Description | Full transaction type. |
| Trans Count | Number of times a particular transaction type was performed within the dates you specified. |
| Trans Value | Quantity of doses added or subtracted by transaction type. |

*Printing Inventory Transactions*

To print a list of vaccine transactions:

1. Follow Steps 1 - 4 under Viewing Inventory Transactions.
2. Click anywhere on the page.
3. Print according to your system's requirements, which could include:
    a. Click **File** and click **Print**.
    b. Click the Printer icon in the browser's toolbar.
    c. Simultaneously press **CTRL+P** on the keyboard.

If your printout is cut off, try setting your printer to landscape.

## Viewing Vaccine Orders

The Manage Orders page displays vaccine orders, the user who placed the order, the date they were submitted, their Order ID,and their status. Orders are displayed as Current, Historical or Both. To view the Manage Orders page click Manage Orders under the Inventory section of the menu panel.

### *Current Orders*

By selecting the **Current** radio button, you will be able to view all new and processed orders that have not been accepted or rejected.

These orders will show a status of one of the following:

- **Pending:** Order has been created and submitted; however, the Oregon Immunization Program has not yet opened the order. You may still modify the order.
- **In Progress:** Order is being processed by the Oregon Immunization Program; you may no longer modify the order through ALERT IIS. If you need to alter an order at this stage, call the ALERT IIS Help Desk at 1-800-980-9431.
- **Sent to Distributor:** Order has been fully processed by the Oregon Public Health Division and will be forwarded on to the appropriate order fulfillment facility.
- **Shipped:** Order has been shipped. Once the status of the order lists Shipped, you can accept the order into your organization’s inventory through the Manage Transfers screen..

### *Historical Orders*

By selecting the **Historical** radio button, you will be able to view all complete orders from the last 30 days. You may also enter a date range to view other completed orders. Historical orders will show a status of one of the following:

- **Cancelled:** Order was cancelled by your organization before being processed by the Oregon Immunization Program.
- **Denied:** Entire order was denied by Oregon Immunization Program.
- **Accepted:** Partial or entire order was accepted by the receiving organization.
- **Rejected:** Partial or entire order was completely rejected by the receiving organization and then restocked, if applicable, by Oregon Immunization Program.

## Inventory Count

The CDC requires inventory counts for ordering organizations to be submitted with each VFC Vaccine Order. The CDC requires that the Inventory Counts must be entered within 14 days of the VFC vaccine order. The CDC requires Provider PIN, Inventory Date, NDC, Lot Number, Quantity, and Expiration Date.

Before submitting an order, an organization will need to submit an inventory count. To submit an inventory count:

1. Click Manage Inventory under the Inventory section of the menu panel.
2. Click the Show Inventory button.
3. Scroll to the bottom of the inventory listed and click on the Submit Reconciled Inventory Count button.


4. The pop up message appears: *By submitting this inventory count you confirm that you have physically counted state-supplied inventory on hand and the count you are submitting is accurate and complete as of today's date. Click "OK" to submit your inventory count or "Cancel" to return to the Show Inventory screen.* . Click OK.
5. The screen will refresh and your inventory count will be submitted.

To see a list of all inventory counts that have been submitted for your organization:

1. Click Inventory Count list under the Inventory section of the menu panel


2. A list of the previous year's inventory counts will be displayed. Clicking on the blue hyperlink within the Inventory Count column will display the inventory for the organization at the time the count took

place. To see inventory counts for a different date range, enter in the appropriate dates in the 'From Date' and 'To Date' field and click the Refresh List button to display the results.

## Ordering Vaccines

If you are a Vaccines for Children (VFC) provider, you may order state-supplied vaccines once your organization has been trained and approved to order through ALERT IIS. Once an organization has received and accepted a state-supplied vaccine shipment in ALERT IIS, it will automatically post the shipment to the organization's inventory.

To create a vaccine order in ALERT IIS:

1. Click **Manage Orders** under the Inventory section of the menu panel.
2. Click the **Create Order** button.


3. You may receive a pop-up message if you have not submitted an inventory count within the last 14 days. Click the **OK** button and you will be directed to the Show Inventory screen in order to submit a reconciled inventory count. See the Inventory Count section above.
4. You may see three distinct sections on the Create Order page: Pediatric State-Supplied Vaccine and Adult State-Supplied Vaccine For each section listed, there will be a "# Doses" column as well as Vaccine, Trade Name, Manufacturer, Packaging, NDC, Minimum Order Quantity, Doses Given, Doses on Hand, Lot Number, and Expiration Date.
5. Enter the number of doses being ordered for each section (Pediatric State-Supplied, Adult State-Supplied,) in the # Doses field.

Pediatric State-Supplied Vaccine

| # Doses | Vaccine | Trade Name | Manufacturer | Packaging | NDC | Min Order Qty | Doses Given | Doses on Hand | Lot Numbers | Exp Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 10 | DTaP | Infanrix | GlaxoSmithKline | VIALS | 58160-0810-11 | 10 | | 20 | 123CDE | 10/03/2013 |

6. Click the **Submit Order** button.
7. Once your order is submitted, the Order Confirmation page will display the following message, “Your order has been saved and submitted to the state for review/processing”.
8. From this page, you can **Print Order** and **Modify Order**. Click the **OK** button to return to the Manage Order page.
9. From the Manage Order page, you can track the status of your order. Pending orders can be modified or cancelled by clicking the “Pending” hyperlink on the Manage Order page.

**Note**: On the Create Order page under each section, the Vaccine/Trade Name, Manufacturer, Packaging, NDC number, Minimum Order Quantity, Doses Given, Doses on Hand, Lot Numbers and Exp Date are listed to assist with the ordering process.

## Flu PreBooking

## Creating Flu Requests

For providers who use state-supplied vaccine, seasonal flu vaccines can be requested in ALERT IIS annually, in a specified window of time.
To create a vaccine request in ALERT IIS, apply the following steps:

1. Click on the **Request Flu** hyperlink on the **Menu Panel**.
   Only organizations that meet the six criteria listed below can request flu vaccine.
   a. Is the organization’s VFC Status Active?
   b. Does the organization have a VFC PIN?
   c. Does the organization have a contact that is a VFC Delivery Contact role?
   d. Does the organization have a vaccine delivery address?
   e. Does the organization have at least one Delivery Day/Time entered?
   f. Is at least one Vaccination Event currently Open?
2. If the answer to any of the six criteria is **No**, a descriptive error message will display at the top of the page.
   a. All failed criteria will be displayed in the error message.
   b. The **Flu Request screen** will not be displayed for the provider.

3. If the answer to all the five checks is **Yes,** the provider will be directed to the **Create Vaccine Request** screen.
    a. Select an **Open Event** on the event drop-down list.
    b. Enter the number of doses required on the **Doses Requested** text box the number requested can be up to 9999.
    c. Click the **Submit Vaccine Request** button.
    d. The order will be submitted to ALERT IIS**.**
    e. If the quantity entered is not a multiple of the minimum amount for that specific NDC, upon clicking **Submit Vaccine Request** a warning message will display.
    f. The error message will display as; "The quantity entered for {insert trade name of vaccine with quantity issue} must be an exact multiple of the minimum order amount.  Please adjust the number of doses accordingly."
    g. Clicking **OK**, will not submit the vaccine request, it will populate the **Create Vaccine Request** screen.
    h. The cursor will be placed in the first text field for the quantity that needs to be changed.
    i. Click the **Submit Vaccine Request** button to submit the order after quantity is updated.

**Note:** The provider organization must be active and be an active VFC Provider to place pre-book requests.

## Reviewing Vaccine Request

This allows the provider (users) to view the status of Prebooked Requests and their place on the (first in/first out) list of all provider vaccine requests in the state.


1. Click on the **Manage Flu** hyperlink on the menu panel.

2. If an event is selected, all **Vaccine Request Status** will be displayed Status will be maintained for each allocation, and the status of the single vaccine request will be determined following the rules listed:

a. If any part of the Vaccine Request has not been rejected by the provider, then there is still a balance due to be allocated, and the status remains the original value saved: **Prebooked** or **Late**.

| Request Status | Definition |
|---|---|
| Substitution | Status when a vaccine request is tied to a substitution and the original NDC is not a Dummy NDC |
| Allocated | OIP has allocated all requested doses.<br>(If allocation is only part of the requested doses, and there is a balance due, the Vaccine Request status remains in its initial status Prebooked or Late.) |
| Shipped | OIP has set the order for the drawn-down amount to Sent To Distributor.<br>(This status will be applicable only for 100% allocated requests, as above. If there is a balance due, the Vaccine Request status remains in its initial status of Prebooked or Late.) |
| Cancelled | Provider deleted vaccine request or decreased the request to 0 (zero) on Modify Vaccine Request screen. (This can only happen before allocations have begun.) |
| Denied | OIP denied order<br>(The vaccine request was allocated, drawn down, but then cancelled by OIP) |
| Delivered | After the order transfer associated with that draw-down has been accepted, rejected, or partially rejected. |
| Prebooked | Status when vaccine request date is WITHIN the Prebooked date range on the Add Event screen. |
| Late | Status when vaccine request date is OUTSIDE the Prebooked date range. |

## Modifying Vaccine Request

This screen will allow users to update or make changes to an existing order. The following steps will be applied to make the changes:

1. Click on the **Manage Flu** on the **Menu Panel**.
2. Select an **Open Event** on the drop-down list, on the **Vaccine Request Status** Screen.
3. Select one or more check boxes for items with a request status of Prebooked or Late.

4. Click on the **Edit Vaccine Request** button, and the five VFC validation checks will occur. The five-validation check is based on the following:
    a. Is the organization's VFC Status Active?
    b. Does the organization have a VFC PIN?
    c. Does the organization have a contact that is a VFC Delivery Contact role?
    d. Does the organization have a Vaccine Delivery address?
    e. Does the organization have at least one Delivery Day/Time entered?
    f. Is the Vaccine Event selected in the Event drop-down list Open?
    g. If the answer to any of the (6) checks above is **NO**, then the error message(s) will be displayed.
    h. All (6) errors will be checked, and all errors that exist will be displayed.
    i. The provider will not be allowed past this point to continue to the **Modify Vaccine Request** screen.
    j. If the answer to all (5) checks is **YES,** is directed to the **Modify Vaccine Request** screen.
5. Enter a valid number in the **Change Doses Request To** text box.
6. Click **Submit Updates** button.
7. If an update is submitted after the pre-book window is closed and is an addition or new request. An alert will display on the screen.
8. A pop-up message will display as "Your original request status will not change, but late requests or increased vaccine amounts will be considered **Late** and will be filled to the best of our abilities".
9. Click **Ok** for submission.
10. Click **Cancel** to return to the **Modify Vaccine Request screen**.
11. If an update is submitted for a reduced vaccine quantity, the request does not change place in the queue.
12. A pop-up message will display as "Are you sure you want to reduce your requested dose amount?"
13. Click **Ok** for successful submission.
14. Click **Cancel** to return to the **Modify Vaccine Request** screen.
15. If an update is submitted for a vaccine quantity of zero (0), the request will be set to a status of **Cancelled**.
16. A pop-up message will display as "You are changing your doses to zero. This will cancel the request for these doses. Are you sure you want to continue?"
17. Click **OK** for successful submission.
18. Click **Cancel** to return to the **Modify Vaccine Request** screen.

## Deleting Vaccine Requests

The following steps will be applied to clear a Vaccine Pre-Book Request:

1. Click on the **Manage Flu** hyperlink on the **Menu Panel**.
2. Select an **Open Event** on the drop-down list, on the **Vaccine Request** screen.
3. Select the check box for one or more vaccine rows.
4. Click the **Edit Vaccine request** button to go to the **Modify Vaccine Request** screen.
5. Click the **Delete Vaccine Request** button.
6. A pop-up message will display, “Are you sure you want to delete your vaccine request?”
7. Click **OK** for successful submission.
8. Click **Cancel** to return to the **Vaccine Request Status** screen.

## Drawing Down Vaccine

1. Click the **Manage Flu** item on the **Menu Panel.**
2. Select one or more check boxes for pre-booked items on the **Vaccine Request Status** screen.
3. Click the **Draw Down** button.
4. If the **Draw Down** button is clicked, the VFC validation check will be performed**:**
    a. Is the organization’s **VFC Status Active**?
    b. Does the organization have a **VFC PIN**?
    c. Does the organization have a contact that is a **VFC Delivery Contact** role?
    d. Does the organization have a **Vaccine Delivery** address?
    e. Does the organization have at least one **Delivery Day/Time** entered?
    f. Is the **Vaccine Event** selected in the **Event** drop-down list **Open**?
    g. If the answer to any of the (5) checks above is **NO**, then the error message(s) will be displayed.
    h. All (5) errors will be checked, and all errors that exist will be displayed.
    i. The provider will not be allowed past this point to continue to the **Provider Draw Down** screen.
5. If the answer to all (5) checks is **YES**, is directed to the **Provider Draw Down** screen.

6. Enter the numeric quantity on the **# Doses** field in the text box.
7. Click the **Accept All** button (submits an order to **ALERT IIS** like **Vaccine Order**) once the **Provider Draw Down** screen displays,
8. If nothing has been allocated, or there is no amount available now for one or more selected vaccine requests, a popup notification will appear, “Vaccine Request for [Trade Name] is not available to draw down at this time.” Click **OK** to continue.
9. Once the request is modified, click the **Accept All** button.

## Drawing Down a portion of Allocated Vaccine

1. Click the **Manage Flu** item on the **Menu Panel**.
2. Select one or more check boxes on the vaccine rows, once the **Vaccine Request Status** Screen displays.
3. Click the **Draw Down** button.
4. Enter a valid number on the **# Doses** text box, doses can be up to **9999**.
5. Click the **Submit** button.
6. If an invalid number is entered in the text box, a validation error will display indicating “The quantity entered for {insert trade name of vaccine with quantity issue} must be an exact multiple of the minimum order amount. Please adjust the number of doses accordingly.”
7. If at least one of the **# Doses** fields has no value in it, the following message will display: “Please indicate the number of doses you are ordering for [Trade Name].”
8. If an order is more than the **Current Doses Allocated**, a message displays as, “You are attempting to order more [Trade Name] than has been allocated to you at this time. Please reduce the number of doses you are requesting.”
9. Clicking **OK** populates the **Draw Down** screen with the cursor in the first **# Doses** field with a request in excess of the doses allocated.
10. If the number of doses ordered is less than the number of doses allocated, a warning message will display: “You are attempting to order less [Trade Name] than has been allocated to you at this time. Please verify the number of doses you are requesting.”
11. Select **Accept All** button or **Cancel** button options from the Pop-up window.
12. Click **Accept All** button. A message will display: "Do you want the balance placed back into the state pool or held for a later time".
13. Once the **Accept All** button is clicked it submits an order to ALERT IIS, similar to a Vaccine Order.
14. Click **Cancel** button the **Draw Down** screen will be displayed with the cursor in the **# Doses** field which requested less than allocated amount.

15. Click **Submit** button once the amount is updated.

## Holding all Allocated Vaccine

This option holds the vaccine order for a certain number of days. To hold all allocation:

1. Click the **Manage Flu** item on the **Menu Panel**.
2. Select one or more vaccine rows by clicking the check boxes on the **Vaccine Request Status** screen.
3. Click the **Draw Down** button and the **Provider Draw Down** screen displays.
4. Select **Hold All** button.
5. Once the **Hold All** button is clicked an alert message will be displayed as: “Your allocation will be held for X days.” (X days is based on pre-set window.)
6. If no value is entered in the pre-set window, an alert message will be displayed as: “Your allocation will be held. You can accept these doses in the future.”
7. Click **Hold All** button.

## Rejecting Allocated Vaccine

This option removes the entire allocated amount for the current rows and places them back into the state pool. To reject all allocated vaccine, apply the following steps:

1. Click on the **Manage Flu** Item on the **Menu Panel.**
2. Select one or more vaccine rows by clicking the check boxes on the **Vaccine Request Status** screen.
3. Click the **Draw Down** button and the **Provider Draw Down** screen will populate.
4. Enter the number of doses in the text box.
5. Select the **Reject All** button.
6. Once the **Reject All** button is clicked an alert message is displayed as: “Your allocation will be returned to the state. You will be able to accept these doses in the future only after more have been allocated to you.”
7. A pop-up window will display with the **Accept** and **Cancel** options.
8. Click the **Accept** button to return all currently allocated doses to state pool.
9. Click the **Cancel** button to return to the **Draw Down** screen.

## Creating Transfers

ALERT IIS allows you to transfer vaccines between sites within your organization or between two organizations. To create a transfer:

1. Click **Manage Transfers** under the Inventory section of the menu panel.
2. Click the **New Transfer** button.
3. Enter the following information:
    a. Sending Site will default to the organization you are logged in as.
    b. The Internal Receiving Site is not being used, leave blank.
    c. Receiving Organization is where the vaccine is being transferred to.
    d. Choose between Active and Non-Expired or Inactive and Expired vaccines by clicking the appropriate radio button.
    e. Number of doses in the Transfer Quantity field for each of the trade names being transferred
4. Click the **Save** button.
5. The message "Saved Successfully" appears to confirm your transfer.
6. You must click the **Packing List** button or the **Label** button to continue. You are not to print either document.
7. Click the **Ship** button when ready to ship the vaccines. Use either today's date or enter an alternate date in MM/DD/YYYY format.
8. Click the **Ship** button. The message "Transfer Successfully Shipped" displays. The transfer will then be moved to the Outbound Transfer list, where it will remain until it is accepted by the receiving site/organization.
9. To complete an internal transfer without printing shipping documents, click the **Finish Trans** button. The ship and receive dates will be set to the current date. The inventory affected by the transfer will be directly added to the internal receiving site's inventory and deducted from the sending site's inventory.

Shipping Documents

If your organization has sent a transfer, you can view and print the packing list and shipping labels associated with the transfer. The packing list and label can be generated immediately after a transfer has been created (see Creating Transfers in this chapter), or by using the following feature:

1. Click **Shipping Documents** under the Inventory section of the menu panel.

2. Click the **Packing List** button or the **Label** button. Print labels and/or packing list, if desired.
3. Enter a ship date if different from today's date, using MM/DD/YYYY format.
4. Click the **Ship** button. The message "Transfer Successfully Shipped" displays in the upper right of the Manage Transfer page.

## Accepting or Rejecting Transfers

Transfers made through ALERT IIS and received by the provider organization must be accepted, rejected or partially accepted so that ALERT IIS can post and track inventory properly. Organizations will also accept orders shipped to them via the Manage Transfers screen. To accept or reject a transfer:

1. Click **Manage Transfers** under the Inventory section of the menu panel.
2. The Manage Transfer page categorizes transfers as follows:
   a. **Outbound Transfer:** Displays transfers that are outbound from your organization
   b. **Inbound Transfer:** Displays transfers that are inbound to your organization
   c. **Historic Transfer:** Displays completed transfers
3. To proceed to the Receive Transfers page (where you may accept or reject transfers), locate the Inbound Transfer section and click the date (which is a hyperlink) in the Create Date column.
4. Ensure that the corresponding Type column states Transfer. On the Receive Transfer page, you may accept the entire transfer, reject the entire transfer, or partially accept some of the transfer, while rejecting the remainder.

### Accept Transfer

1. Click the **Accept Transfer** button to accept the transfer and add all transfer items into inventory.
2. Click the **OK** button to continue with the acceptance and be returned to the Manage Transfers page.

### Reject Transfer

1. Click the **Reject Transfer** button to reject the entire transfer.
2. Select one of the following reasons from the Enter Rejection Reason drop-down list.

a. **Damaged**
b. **Not Wanted**
c. **Wrong Vaccine**
d. **Never Received**

3. After selecting a reason, click the **Reject** button.
4. Click the **OK** button to continue with the rejection and be returned to the Manage Transfers page.

**Partially Accept**

1. Click the **Partially Accept** button.
2. At the Partially Accept Transfer page, select the dose quantity of the each vaccine you wish to accept and a rejection reason for those you wish to reject.
3. Click the **Save** button.
4. Click the **OK** button to continue with partially accepting the transfer and to be returned to the Manage Transfer page.

## Shipping and Restocking Transfers

When a transfer has been rejected with a reason code of Not Wanted, Wrong Vaccine, Never Received, or Damaged it is necessary to ship and restock the transfer in the system so that the doses are correctly reported in inventory.

### *Shipping Back a Rejected Transfer*

If you are the receiving site of a transfer or order that you reject, you must ship the rejected quantities back to the original sender. To ship the rejected quantities back to the original sender:

1. Click **Manage Transfers** under the Inventory section of the menu panel.
2. Click the appropriate transfer date (which is a hyperlink) under the Create Date column.
3. Enter a return ship date at the Ship Return Transfer page by entering the date in MM/DD/YYYY format.
4. Click the **Ship** button.

### *Accepting a Rejected Transfer*

If you are the original sender of a transfer, and the receiving organization has rejected the shipment and shipped it back to you, you will need to restock the rejected quantities in the system. To do this, follow these steps:

1. Click **Manage Transfers** under the Inventory section of the menu panel.
2. Click the transfer date of the rejected transfer (which is a hyperlink) under the Create Date column.
3. Click the **Save** button at the Restock Rejected Transfer page. The Manage Transfer page will display, and the transfer will be added to the Historical section of the page.

## Transaction Summary Report

The Transaction Summary Report will give you information on how many doses of each vaccine have been given within a specified date range. The report also gives information on how many doses were expired, transferred, received, restocked, wasted, or given in error. To generate a Transaction Summary Report for your organization, follow these steps:

1. Click **Transaction Summary** under the Inventory section of the menu panel.
2. At the Transaction Summary Report Criteria page, choose a site from the drop-down list or choose All Sites Combined
3. In the “From” field under Report Date Range, choose a starting date for your report using the MM/DD/YYYY format.
4. In the “To” field under Report Date Range, choose an ending date for your report using the MM/DD/YYYY format.
5. Click the **Generate Report** button.
6. The report displays in Adobe Acrobat Reader®. Print according to your system specifications.
7. Click the **OK** button in the Print Dialog box.
8. Click on your browser’s Back button to return to the Transaction Summary.

**Note**: Transaction Summary does not include deleted items from inventory.

# Chapter 10
# Managing Patients

## In this chapter:

ALERT IIS receives immunization information from multiple provider sources, including birth record downloads. Always attempt to find a patient in ALERT IIS before entering them as a new patient. ALERT IIS will attempt to deduplicate patient records (i.e., compare entered information against information saved to the system for duplicate patients) prior to saving the information on the Enter New Patient page.

## Finding Patients

Searching for a patient in ALERT IIS before entering them as new will prevent duplicate patient records from being entered into the system. There are many different combinations of search criteria that can be used to locate patients in ALERT IIS. Remember when searching for patients, you are searching on a statewide level and not just within your organization therefore, more information is not always better. Entering too much information about a patient will decrease the odds of locating the patient in the database. To review recommended search criteria examples, please see the Examples of ALERT IIS Search Criteria section in this chapter.

To search for a patient in ALERT IIS:

1. Click **Manage Patient** under the Patients section of the menu panel.

2. In the Patient Search Criteria box, you have several options for finding the patient. It is important to note that if you are searching by patient information (not patient ID). The minimum search criteria include exact birth date and one additional field.
    a. **Birth Date:** Birth date is a required field. Entering the patient's birth date in conjunction with his or her first and/or last name will narrow a search for a common name.
    b. **Last Name:** Entering the first two letters of the patient's last name, along with the birth date, will initiate a search of all patients matching those letters and birth date. The last name requires two or more characters. Remember patients may go by more than one last name, so vary your search options.
    c. **First Name:** Entering the first two letters of the patient's first name, along with the birth date, will initiate a search of all patients matching those letters and birth date. Entering a single letter along with birth date will return only patients with a single-letter first name.

**Entering Names:** ALERT IIS disregards spaces, apostrophes, and hyphens entered on all first and last names entered for patient searches.

    d. **Middle Name:** Entering the first two letters of the patient's middle name along with the birth date will initiate a search of all patients matching those letters and birth date. Entering a single letter along with birth date will return only patients with a single-letter middle name.
    e. **Mother's First Name:** Entering the first two letters of the mother's first name along with the birth date will initiate a search of all patients matching those letters and birth date.

Entering a single letter along with birth date will return only patients whose mother has a single-letter first name.

f. **Phone:** Entering the patient's main 7-digit phone number (area code not required) and birth date will identify patients with the exact phone number. This method is not recommended as a phone number may not be entered and may change over time.

3. Click the **Find** button.
4. If multiple records are found matching the criteria you entered, a table listing up to 75 possible matches with detailed information on each patient displays. To choose a patient from this list, click the patient's last name (which is a hyperlink).

Possible Matches: 2

| Last Name | First Name | Middle Name | Birth Date | Primary Patient Identifier | Mother's First | Gender | Status |
|---|---|---|---|---|---|---|---|
| MOUSE | MICKEY | JOSEPH | 01/01/2010 | DY-123 | SARA | M | A |
| **AKA:** | MOUSE,M J | | | | | | |
| MOUSE | MINNIE | JUNE | 01/01/2010 | | FRANNY | F | A |

5. If only one patient matches your search, ALERT IIS displays that patient's demographic page.
6. If no patients match your search, review the search criteria information you entered for accuracy. If you suspect the patient has not been entered into ALERT IIS, proceed to Entering a New Patient later in this chapter.
7. If multiple records are found matching the criteria you entered and there are over 75 matches, ALERT IIS displays a warning that there are too many patients matching your search criteria. In this situation, refine your search criteria to limit your patient list.

### Finding Patients with No First Name

- Search using only the last name and birth date. This will return patients matching those letters and birth date, including patients with or without a first name.
- Alternatively, search using the last name and birth date, and enter “No First Name” in the first name field. This will narrow the search results to patients with no first name.

**Manage Patient vs. Manage Immunizations**

Manage Patient and Manage Immunizations menu items and screens are the same query; in other words, they both utilize the patient search function. The difference is that the Manage Patient query will display the patient’s demographic page (Manage Patient), while the Manage Immunizations query will display the patient’s immunization history page (View Patient Schedule).

### *Examples of ALERT IIS Search Criteria*

A minimum patient demographic search criterion includes exact birth date and one additional field.

Patient Birth Date and any combination of the following:

- Last Name
- First Name
- Middle Name
- Mother’s First Name
- Phone Number

**Searching by Patient ID**

When searching using Patient ID, all other search fields (Last Name, Birth Date, etc.) are ignored. To find a patient using this method the Patient ID must have been entered previously in the patient record in ALERT IIS. A patient may have numerous Patient IDs; each ID is organization dependent. Entering the Patient ID will produce a single name match.

## Using Drop-Down Lists in ALERT IIS

When entering information on new patients or editing patient information, you will use drop-down lists—fields that contain a list of options from which you may choose—rather than text fields for certain input data. The advantages of drop-down lists over text fields include:

- Ease of use. Allows users to quickly fill in a data field without typing in the information.
- Health Level 7 (HL7) compliance. HL7 is a method of categorizing data so that it is uniform across all health reporting systems. This standardization allows providers using different systems to transfer data easily. With predefined drop-down lists, ALERT IIS stays in HL7 compliance.
- Uniformity of entered data. By choosing information from a drop-down list, users do not risk entering conflicting information that could decrease the accuracy of ALERT IIS reports.
- Confidentiality. By using standard drop-down lists, ALERT IIS avoids confidentiality issues associated with the typing of free text that could be construed as medical record information.

## Editing/Entering Patient Information

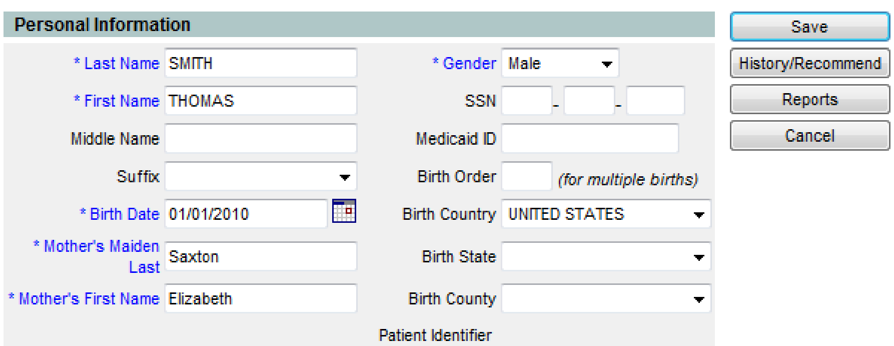
The Update Patient demographic page allows you to update or change specific, non-immunization information relating to any patient in ALERT IIS. The Enter New Patient page, accessed by clicking this option on the menu panel, allows you to input information for a new patient. The Update Patient and Enter New Patient pages are divided into the following sections: Personal Information, Patient AKA, Organization Information, Patient Information, Address Information, Responsible Persons, Patient Comments, and Patient

Notes. Except for required demographic information, all other information in these fields is optional. Each of these fields is explained in detail below.

**Note**: Organizations participating in a pandemic exercise or event will utilize the CRA Event Information section located directly beneath the Patient Information section of the Demographic page. The CRA Event Information section will not be displayed when an organization is not participating in an exercise or event.

*Personal Information Section*

The Personal Information Section at the top of the Demographic and Enter New Patient pages contains patient-specific information used primarily to identify patients when conducting patient searches. All fields shown in blue font are required except for Mother's Maiden Last name and Mother's First Name, which are highly recommended for patient matching. Refer to Appendix 2 of this manual for information on allowable entry characters and names for these fields.



- **Last Name:** required field
- **First name:** required field
- **Middle name:** optional field
- **Suffix:** optional field.
- **Birth Date:** required field
    - Complete the field using the MM/DD/YYYY format or use the pop-up calendar by clicking the calendar icon to the right of the field, clicking the appropriate date, and then clicking the OK button.
    - The date of birth for children's records entered by the Vital Records program can only be seen and edited by ALERT System Administrator and Helpdesk/Trainer role. The parent/guardian must contact the Vital Records program in the event a birth date is in dispute. Contact the ALERT IIS Help Desk to obtain the Vital Records phone number.
- **Mother's Maiden Last Name:** highly recommended field
    - ALERT IIS will allow you to save the record without this field completed; however, it will request you gather this information for future deduplication of patients. Once entered, it will be kept confidential, and the field will display *(On File)*.
    - The ALERT IIS System Administrator and Helpdesk/Trainer can see the Mother's Maiden Last Name and edit as required.
    - 
- **Mother's First Name:** highly recommended field
    - ALERT IIS will allow you to save the record without this field completed; however, it will request you gather this information for future deduplication of patients.

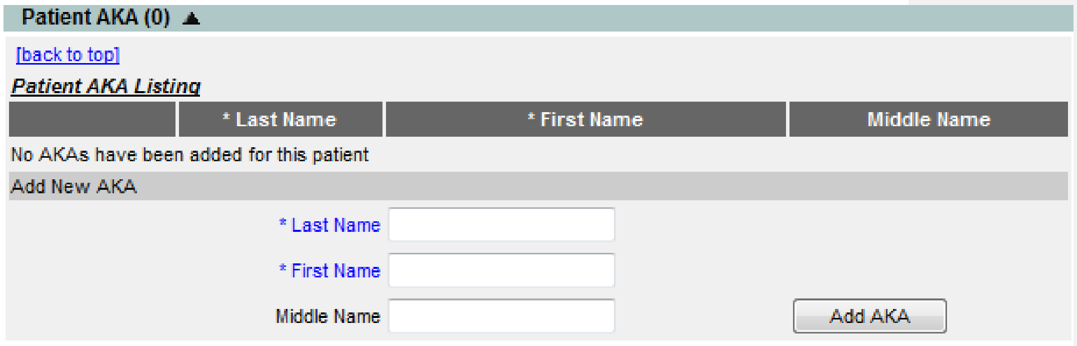
**Note**: It is critical that the information in the Mother's Maiden Last Name and Mother's First Name fields is accurate. If you do not have the correct information leave these fields blank. Do not use a fake name, foster mother, or type “unknown” in the fields.

- **Gender:** required field
  - This field defaults to male.
- **SSN:** optional field
  - Once entered, the Social Security Number will be kept confidential, and the field will display *(On File)*.
  - The ALERT IIS System Administrator and Helpdesk/Trainer role can see the last four digit of SSN and edit the SSN.
- **Medicaid ID:** optional field
- **Birth Order:** optional field
  - This identifies the birth order of the patient and should only be used for multiple births (e.g., twins, triplets).
- **Birth Country:** defaults to United States
  - Use the drop-down list to select a different country of birth, if applicable.
- **Birth State:** optional field
  - Use the drop-down list to select a state of birth, if applicable.
- **Birth County:** optional field
  - Use the drop-down list to select a county of birth, if applicable.
- **Patient Identifier:** displays organization’s primary patient identifier (See the Organization Information section for adding/removing patient identifiers.)

### *Patient AKA Section*

The Patient AKA section gives other names that the patient may be known as. A patient can have several different AKAs.

1. Click the **Patient AKA** heading to expand the information in that section.



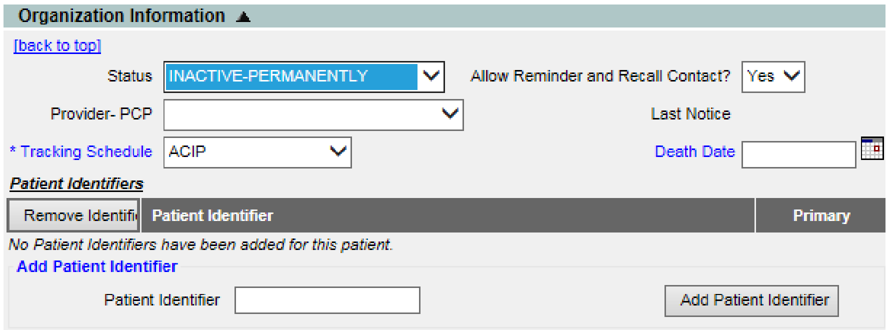

   a. Last Name: required field when entering AKA information
   b. First Name: required field when entering AKA information
   c. Middle Name: optional field

**Note**: You must click the save button at the top of the screen to finalize any changes to the patient record.

*Organization Information Section*

The Organization Information section shows organization-specific information about the patient.

1. Click the **Organization Information** heading to expand the information in that section.




a. **Status:** Click ACTIVE from the drop-down list if you want this patient to be associated with your organization, meaning he or she is receiving services from you. When you specify a patient as INACTIVE, you make him or her inactive for your organization only.

| | |
|---|---|
| ACTIVE | Patient associated with your organization |
| INACTIVE-UNSPECIFIED | Received an immunization once but is not a regular patient |
| INACTIVE-NO LONGER A PATIENT | No longer a patient. (Replaces Moved or gone elsewhere) |
| INACTIVE-LOST TO FOLLOW UP | Patient has not responded to follow up contact |

| | |
|---|---|
| UNKNOWN | An individual made known to an IIS via an electronic interface, perhaps with demographic and historical data, but without that individual's status specified. This situation can occur because of health insurance companies or Providers providing historical data via an electronic interface. (AIRA Definition) |
| DECEASED | Patient is deceased. |

b. **Provider-(PCP):** Fill in the patient's primary care physician (PCP) or health care organization from the drop-down list, if provided. This information is used only for reporting and must be set up by your organization's Super User. For instructions on how to set up the Provider (PCP) field, refer to the Managing Physicians section in Chapter 8.
c. **Tracking Schedule:** This required field defaults to the Advisory Committee on Immunization Practices (ACIP) schedule. This information affects recall and reminder notices and Comprehensive Clinic Assessment Software Application (CoCASA).
d. **Allow Reminder and Recall Contact?:** By choosing Yes from the drop-down list you are allowing reminder/recall notices to be sent to this patient when you run the reminder/recall report. If the patient's parent chooses not to have, reminder/recall notices sent choose No from the drop-down list to exclude the patient from the report.
e. **Death Date:** By default, the Death Date field is hidden from display. When you specify the Status of a patient as DECEASED, then the Death Date field will appear and is required in order to save the patient record.

**Note**: Once DECEASED has been selected in the Status field, and a Death Date has been entered in the Death Date field, the patient can still be edited for one day to allow for corrections in case a mistake was made.
At the end of the day, ALERT IIS will lock the patient record from further editing. To update a locked patient record, contact the ALERT IIS Help Desk.

f. **Patient Identifiers:** A patient may have numerous patient identifiers associated with him or her; each identifier is organization dependent. To enter a patient identifier, type it in and click the Add Patient Identifier button. Multiple patient identifiers can be saved, and a primary patient identifier can be set by selecting the Primary option button.

*Deleting an Existing Patient Identifier*

To delete an existing patient identifier:

1. Click the patient identifier you would like to remove by checking the appropriate box on the left.
2. Click the **Remove Identifier** button.
3. Click the **Save** button at the top of the page.

*Generation of Reminder and Recall Notices*

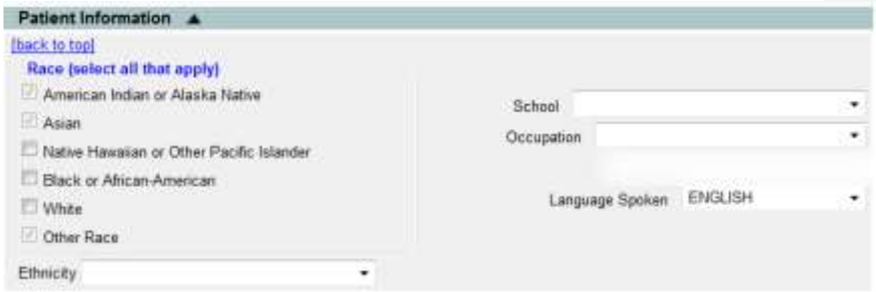
When running the reminder/recall report, letters are generated for every patient when the following conditions are met:

- Patient's status is not set to an INACTIVE status or INACTIVE-PERMANENTLY on the Organization Information tab.
- "Allow Reminder and Recall Contact?" indicator on the Organization Information tab is set to Yes.
- Patient has sufficient address information listed in the Address Information section.

### *Patient Information Section*

The Patient Information section gives additional information about the patient.

1. Click the **Patient Information** heading to expand the information in that section.




   a. **Race:** Click the patient's race by selecting the appropriate boxes. Multiple races may be selected.
   b. **Ethnicity:** Click the patient's ethnic background from the drop-down list provided.
   c. **School:** Fill in the patient's school from the drop-down list, if provided. This information is used only for reporting and must be set up by the organization's ALERT IIS Super User. For

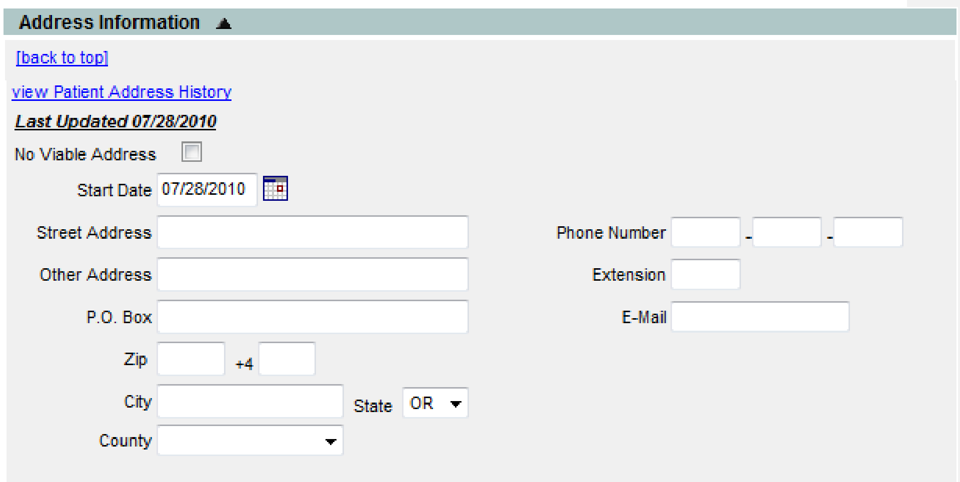
instructions on how to set up the School field, refer to the Managing Schools section in Chapter 8.

d. **Occupation:** Click the patient's occupation from the drop-down list, if applicable. This field can be used in emergency response situations when certain occupation groups are targeted.
e. **Language Spoken:** Click the primary language spoken by the Patient; this determines the language of the Reminder/Recall letters. English and Spanish are the only options.

### *Address Information Section*

The Address Information section allows you to identify the current address of the patient and view previous addresses.

1. Click the **Address Information** heading to expand the information in that section.



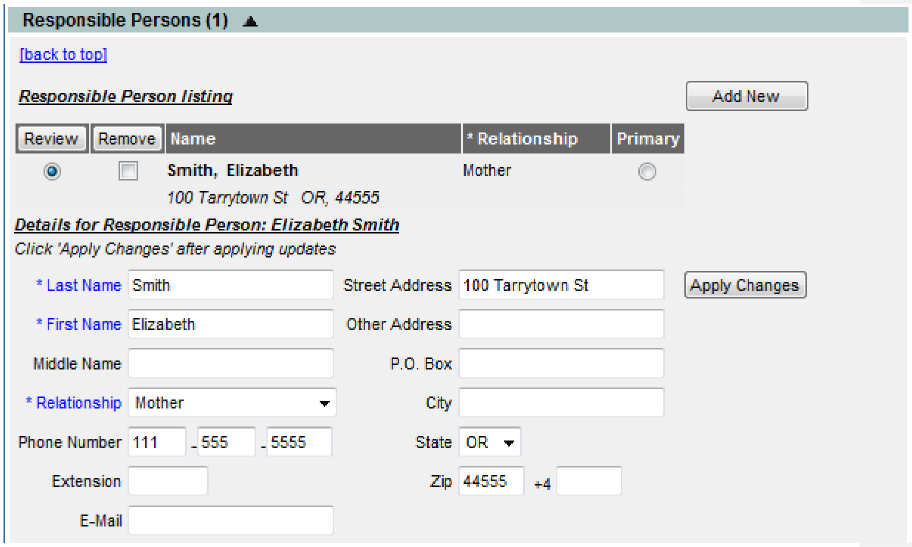
a. **No Viable Address:** Mark this checkbox if information was sent to the patient and the information was returned as not deliverable.
b. **Start Date:** Fill in the start date of the address using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon to the right of the field. Click the OK button to enter the Start Date. This is the Start Date of the patient's New Address
c. **Street Address:** Street Address of the patient.
d. **Other Address:** Additional address information - a suite number or apartment number could be entered here.
e. **P.O. Box**: Post office box of the patient
f. **Zip:** Zip code of the patient
g. **+4:** Extended Zip code numbers of the patient if available
h. **City:** City (or town) of the patient's address
i. **State:** State
j. **County:** County
k. **Phone Number:** Phone Number
l. **Extension:** Phone extension if applicable
m. **Email:** Patient's email address

2. Clicking **View Patient Address History** will present a window with the patient's address history, if available.

*Responsible Persons Section*

The Responsible Persons section allows you to identify patient emergency contact information. The Reminder/Recall reports feature can also utilize the Responsible Persons information. The only required fields under this section are the Last Name, First Name, and Relationship fields.

- Click the **Responsible Persons** heading to expand the information in that section.




To edit an existing responsible person:

1. Click the **Review** radio button next to the name of the person you wish to edit.
2. Click the **Review** button.
3. Change or add information for the fields listed.
4. Click the **Apply Changes** button.
5. Click the **Save** button at the top of the screen.
6. To enter a new responsible person, click the **Add New** button, and then enter information into the following fields:
    a. **Last Name:** required field
    b. **First Name:** required field
    c. **Middle Name:** optional
    d. **Relationship:** required field

e. **Phone Number:** responsible person's telephone number, including the area code
f. **Extension:** responsible person's extension to the above telephone number, if any
g. **Email:** responsible person's Email address
h. **Street Address:** responsible person's street address
i. **Other Address:** responsible person's additional address information - an apartment number could be entered here
j. **P.O. Box:** responsible person's post office box, or mailing address, if different from the street address.
k. **City:** city or town.
l. **State:** state
m. **ZIP:** ZIP code
n. **+4:** +4 code in this field if known.

7. To enter a new responsible person and save the information you entered in the Responsible Person Listing, or to view the next responsible person's record, click the **Save** button.
8. To clear existing information and enter a new responsible person, click the **Add New** button.

### *Deleting an Existing Responsible Person Listing*

1. Select the **Remove** check box next to the record you wish to delete on the Responsible Person Listing table.
2. Click the **Remove** button.
3. Click the **Save** button at the top of the screen.

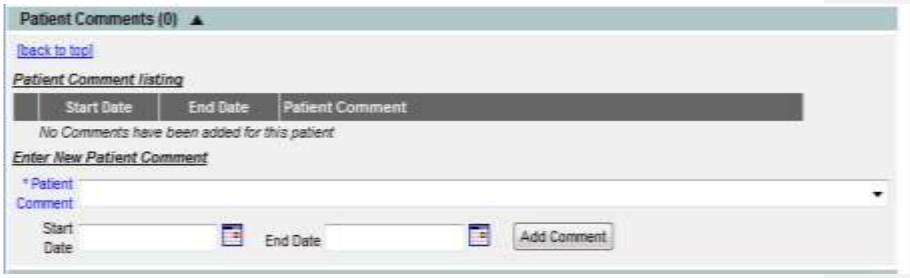
### *Patient Comments Section*

The Patient Comments section allows you to enter immunization-related comments, such as contraindication information for a patient. The patient comments list is derived from a pre-selected CDC-standardized list and is displayed in drop-down list form.

Although the Start Date is not a required field, a start date must be entered with a contraindication comment in order to properly interact with the immunization schedule for the specified vaccine group. If a start date is not entered, the contraindicated vaccine group will still be recommended.

The patient comments are visible at the top of the Immunization History and Edit Immunization pages and the Patient Immunization Records. When using the Print button on the Immunization History page, the comments are displayed on separate lines in the Comments box.

1. Click the **Patient Comments** heading to expand the information in that section.




2. Click the appropriate comment/contraindication from the Patient Comment drop-down list.
3. Enter the date to which the comment refers in the Start Date field. Complete the field using the MM/DD/YYYY format or use the pop-up calendar. Click the **OK** button.
4. If applicable, enter the date to which the comment ends in the End Date field. Complete the field using the MM/DD/YYYY format, or use the pop-up calendar. Click the **OK** button.

5. To enter the comment into the Patient Comments Listing, click the **Add Comment** button.
6. Click the **Save** button at the top of the page.

### *Immunity Comments*

Immunity comments are linked to vaccine group recommendations. If a patient has an immunity comment and a Start Date is specified, a recommendation for that vaccine group will not display on the patient's record.

### *Patient Refusal of Vaccine Comments*

ALERT IIS users should enter refusal comments with appropriate Start Dates to document vaccine refusal. This information will help other providers understand why a vaccine group might be overdue for a particular patient in ALERT IIS. Refusal of vaccine will not affect the Forecaster.

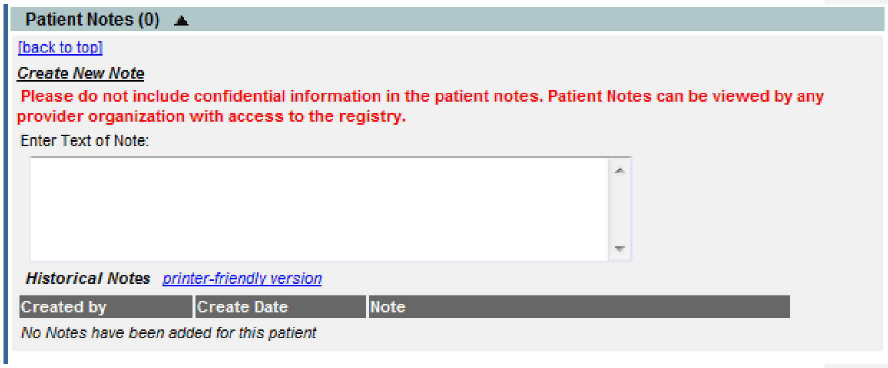
### *Deleting an Existing Comment*

1. Select the **Remove** check box next to the comment you wish to delete on the Patient Comment Listing table.
2. Click the **Remove** button.
3. Click the **Save** button.

### *Patient Notes Section*

The Patient Notes section allows you to enter notes for a patient that may be useful to other clinicians.

1. Click the **Patient Notes** heading to expand the information in that section.




2. Enter Text of Note: Enter text up to 4,000 characters in the text box.
3. Click the **Save** button at the top of the page.

Notes cannot be removed by users. To remove a note, contact the ALERT Help Desk.

## Saving Patient Information

There are several ways to save information on the Demographic/Enter New Patient pages:

**Save**: When clicked, the Save button at the top of the page will save all information fields within each section: Personal Information, Patient AKA, Organization Information, Patient Information, Address Information, Responsible Persons, Patient Comments, and Patients Notes. Once the patient data is saved the message “Patient record successfully saved” will appear at the top of the Personal Information header.

**History**/**Recommend**: As with the Save button, the **History/Recommend** button will save all information fields. Once the information is saved the patient's Immunization History page will display.

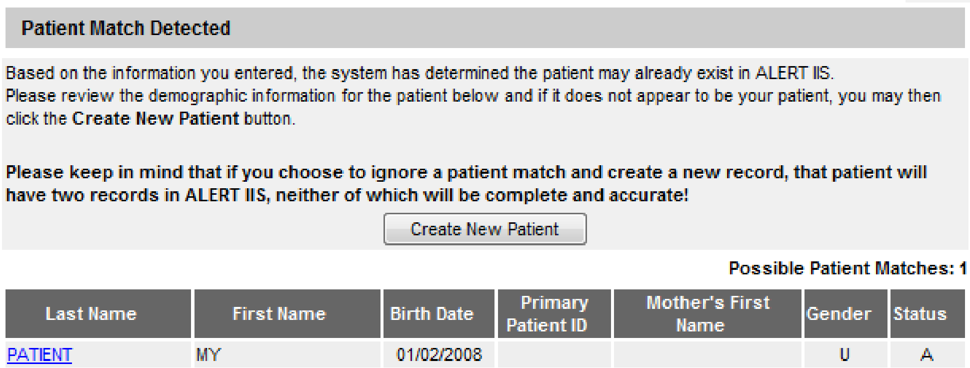
**Reports**: As with the Save button, the **Reports** button will save all information fields. Once the information is saved, the Reports Available for this Patient page will display, so that a report may be generated for the patient. Refer to the Reports and Forms, chapter 12, for more information on reports.

**Cancel**: When clicked, the **Cancel** button clears all entered information and **does not save to ALERT IIS**. The Find Patient or Enter New Patient page is displayed.

## Deduplication of Patient Records

After you enter a new patient and click one of the buttons that will save the data, ALERT IIS initiates a process that ensures that the patient information you entered does not duplicate a patient that already exists.

If, after attempting to save a new patient, you receive a message box titled "Patient Match Detected", ALERT IIS has determined that the patient you are attempting to save may already exist in the database. A table below the message box will contain one or more names of potential matches. Click each last name to display his or her information. ALERT IIS will identify matching patients even if the patient has had a name change; therefore, if you do receive a list of potential matches, click the link(s) to determine whether one of the links matches your patient's record. Review Address, Responsible Persons, and any other information you have to identify matching data.



**Patient Match Detected**

Based on the information you entered, the system has determined the patient may already exist in ALERT IIS.
Please review the demographic information for the patient below and if it does not appear to be your patient, you may then click the **Create New Patient** button.

**Please keep in mind that if you choose to ignore a patient match and create a new record, that patient will have two records in ALERT IIS, neither of which will be complete and accurate!**

Create New Patient

**Possible Patient Matches: 1**

| Last Name | First Name | Birth Date | Primary Patient ID | Mother's First Name | Gender | Status |
|---|---|---|---|---|---|---|
| PATIENT | MY | 01/02/2008 | | | U | A |

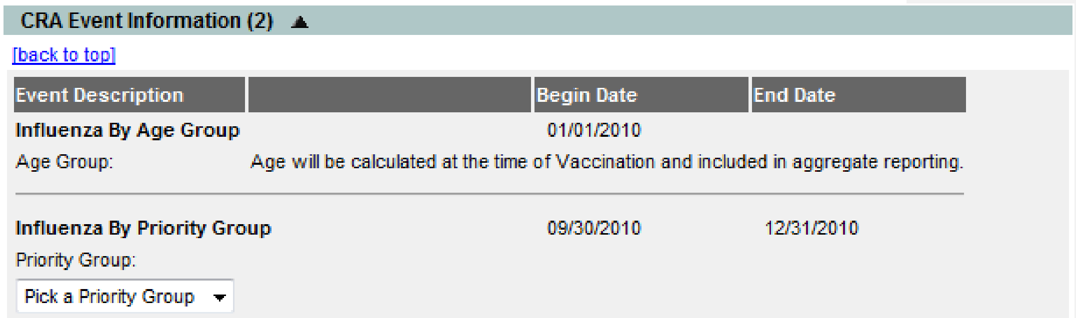
If you do not find a match for your patient after reviewing all the related names, click the Create New Patient button. A confirmation box will appear; click the OK button. Be aware that if you do override the listed matches and create a duplicate record for a patient, it will be difficult to manage the patient's immunization and personal information; the registry will lose its accuracy and efficiency. If you identify possible duplicate patient records, you should call the ALERT IIS Help Desk immediately.

## Countermeasure and Response Administration Module (CRA)

**Note**: In the event of a public health emergency, ALERT IIS may be used to track the administration of vaccine. In some instances, specific groups may be identified as being at higher risk than the general population and targeted as priority groups to receive the vaccination first.

*CRA Event Information Section*

If your organization is selected for an event, the CRA Event Information section will be displayed below the Patient Information section of the Demographic page. The CRA Event Information section is used to collect Public Health data during a pandemic response event or preparedness exercise. During an ongoing event, the CRA Event Information section will be displayed on the Edit/Enter New Patient page. Based on candidate screening, select the appropriate priority group category for each patient.




- Effective Events are displayed.
- The Age Group is not required and will be calculated at the time of vaccination.
- The Priority Group Value (Code) is displayed in the drop-down list. When selected, a full description of the selected priority group will be listed to the right of the drop-down list.

# Chapter 11
# Managing Immunizations

**In this chapter:**

ALERT IIS allows you to view and manage historical immunization information and add new immunizations for a patient. ALERT IIS also recommends immunizations based on the ACIP tracking schedule. Immunization information for a specific patient may be accessed one of two ways:

1. Click **Manage Patient** under the Patients section of the menu panel. This will display the Patient Search page. For information on finding patients, refer to Chapter 10, Managing Patients. Once a patient is retrieved, click the History/Recommend button to display the patient's Immunization Record page.

   Or

2. Click **Manage Immunizations** under the Immunizations section of the menu panel. This will bring up the Patient Search page. For information on finding patients, refer to Chapter 10, Managing Patients. Once a patient is retrieved, the patient's Immunization Record page displays.

## Viewing Patient Immunization Information

The Immunization Record page holds a large amount of information on each patient in ALERT IIS. The page has three sections: Patient Information, Immunization Record, and Vaccines Recommended by Selected Tracking Schedule.

### *Patient Information*

The Patient Information section at the top of the Immunization Record page displays information on the patient, such as name, DOB, gender, Tracking Schedule, Patient ID, address, phone, and a scrollable list of comments. Use this information to verify that the patient indicated is the patient for whom you were searching. To edit this information, Click the Edit Patient button and refer to the Editing/Entering Patient Information section in Chapter 10, Managing Patients.

**Patient Information**

| Patient Name (First - MI - Last) | DOB | Gender | Tracking Schedule | Patient ID |
|---|---|---|---|---|
| MY PATIENT | 01/02/2008 | U | ACIP | |
| Comments | | | | |

Between the Patient Information section and the Immunization Record section, the patient’s exact age is shown in a solid blue field. The age also displays on the printable version of this page.

### *Immunization Record*

This table lists all the immunizations the patient has received to date that have been entered into ALERT IIS. Immunizations are listed alphabetically by vaccine group and ordered by Date Administered.

**Immunization Record**

| Vaccine Group | Date Admin | Series | Vaccine [Trade Name] | Dose | Owned? | Reaction | Hist? | Edit |
|---|---|---|---|---|---|---|---|---|
| DTP/aP | 03/02/2008 | 1 of 5 | DTaP, NOS | | | | Yes | |
| HepB | 01/02/2008 | 1 of 3 | HepB, NOS [HepB ®] | | | | Yes | |
| | 03/02/2008 | 2 of 3 | HepB, NOS [HepB ®] | | | | Yes | |
| Rotavirus | 03/02/2008 | 1 of 3 | Rotavirus, NOS | | | | Yes | |
| Td/Tdap | 03/02/2008 | | DTaP, NOS | | | | Yes | |

**Vaccine Group:** the vaccine group name

**Date Administered:** the date the patient was given the vaccine. To view the tracking schedule information for the selected immunization, or an explanation of why an immunization is not valid or appropriate, click this date.

**Series:** denotes the sequence number within the immunization series. A vaccine may show as invalid because the patient was not old enough to receive it or not enough time has elapsed between doses. ”Partial Dose” will display if the shot is flagged as a partial dosage.

**Trade Name*:*** the manufacturer’s trade name of the vaccine

**Dose:** indicates whether full, half or multiple doses were administered to the patient. If the Dose field is blank, assume that the default “full” dose was administered.

**Owned?:** If the value in the owned column is blank, the immunization data is owned by your organization. This is a result of either manual data entry of this information or having sent it via data exchange. This only indicates the organization submitting the data; it has nothing to do with the organization that administered the shot to the patient.

"If the value in the Owned?" column is "No", the immunization data is not owned by your organization. This indicates that your organization did not enter the shot information into ALERT IIS. Click "No" to display who owns the shot information.

**Reaction:** If this column indicates "Yes" and appears in red, this means a reaction to a vaccine was recorded. To view the patient's reaction, Click the "Yes" link in the Reaction column or Click the notepad icon in the "Edit" column.

**Hist?:** If this column indicates "Yes", this record is historical, meaning the immunization was administered by a provider at another organization, not the organization that owns the data. If this column is blank, this indicates the immunization was administered by the organization that owns the data (i.e. entered the data into ALERT IIS).

**Edit:** When you click the notepad icon in this column, you will be able to edit some fields for the recorded immunization using the Edit Immunization page, as long as the immunization is owned by your organization or is historical. You will also be able to see more details about the immunization, including vaccine lot number and VFC status (if applicable). Click the Edit button to enter a reaction to the immunization or mark it as a subpotent dose. Details on editing immunizations are covered in more detail later in this chapter.

**Note**: Owned vs. Not Owned Immunizations

A single provider does not own any of the patients within ALERT IIS, but an organization does own the immunization data it enters into the system. If the Owned column on the Immunization Record table shows a "No" for one or more vaccines, this indicates that another organization entered the vaccine information and is attesting to the validity of the information.

Any provider may edit a historical immunization, but "new" or non-historical shots may only be edited by the organization that administered the vaccine and entered the data in ALERT IIS. The exception is that any user can enter a reaction to any immunization or mark it as a Subpotent Dose.

### Validation of Combination Vaccines

ALERT IIS validates each vaccine group component separately when recording combination vaccines. For example, if Comvax, which is a combination of Hib and Hep B was administered, and only one component is valid, that component will be treated as if it were a single vaccine and validated. The other component will be displayed as “Not Valid”. The component that is not valid will not be counted in series.

### *Vaccines Recommended by Selected Tracking Schedule*

This table, known as the Forecaster, lists all vaccines recommended by the ACIP tracking schedule associated with the patient. Immunizations are listed alphabetically.

**Vaccines Recommended by Selected Tracking Schedule**

| Select | Vaccine Group | Vaccine | Earliest Date | Recommended Date | Past Due Date |
|---|---|---|---|---|---|
| ☐ | DTP/aP | DTaP, NOS | 02/11/2016 | 02/29/2016 | 03/31/2016 |
| ☐ | HepA | HepA, NOS | 12/31/2016 | 12/31/2016 | 07/31/2017 |
| ☐ | **HepB** | HepB, NOS | 12/31/2015 | **12/31/2015** | 03/31/2016 |
| ☐ | Hib | Hib, NOS | 02/11/2016 | 02/29/2016 | 03/31/2016 |
| ☐ | Influenza-seasnl | Flu NOS | 06/30/2016 | 06/30/2016 | 07/31/2016 |
| ☐ | MMR | MMR | 12/31/2016 | 12/31/2016 | 04/30/2017 |
| ☐ | PneumoConjugate | PCV7 | 02/11/2016 | 02/29/2016 | 03/31/2016 |
| ☐ | Polio | Polio, NOS | 02/11/2016 | 02/29/2016 | 03/31/2016 |
| ☐ | Rotavirus | Rotavirus, NOS | 02/11/2016 | 02/29/2016 | 03/31/2016 |
| ☐ | Varicella | Varicella | 12/31/2016 | 12/31/2016 | 04/30/2017 |

Add Selected

Select other IIS    Send Query

**Select:** allows users to manually check inclusion in the Vaccines Recommended section. When the Add Selected button is clicked, the Enter New Immunizations page will open with the check-marked selections displayed.

**Vaccine Group:** lists the vaccine group name. To view the tracking schedule information for the selected immunization, click the vaccine group name.

**Vaccine:** lists the vaccine name

**Earliest Date:** the earliest date that the patient may receive the vaccine

**Recommended Date:** the recommended date that the patient should receive the vaccine

**Past Due Date:** the date at which the patient is past due for the immunization.

*Immunization Color Coding*

The dates found in the Vaccines Recommended by Selected Tracking Schedule table are shaded with color for emphasis. For a detailed listing of color definitions, click the online help icon on the Immunization Record page. The colors applied to the dates within the columns are defined as follows:

Green: Color that will fill the background for the Vaccine Group and Date columns when a dose in that family is recommended or past due.

Gray: Vaccine statuses that will show gray color: Complete, Contraindicated, Maximum Age Exceeded, Immunity, and Medical Exemption.

*Other Features on the Immunization Record Page*

The Immunization Record page contains links to other ALERT IIS functions:

**Edit Patient:** Clicking this button will return you to the Demographic page for the patient

**Reports:** Clicking this button will bring you to the Reports Available for This Patient page. You may generate Patient-specific reports. Refer to Forms and Reports in Chapter 12 of this manual for more information.

**Print Record:** Clicking this button will display the patient's immunization information without the top or side ALERT IIS menus. To print this page, Click the printer icon on your browser's tool bar or click File, Print and click OK. Click the browser's Back button to return to the Patient Immunization Information page.

**Print Confidential Record:** Clicking on this button will display the patient's immunization information without top or side ALERT IIS menus and without confidential patient information. To print this window, Click the printer icon on your browser or click File, Print, and Click OK. Click your browser's Back button to return to the Patient Immunization Information page. Patient comments will also be shown on the screen.

**Select other IIS** ALERT IIS includes a patient/immunization search feature for searching another State IIS at the bottom of the Vaccines Recommended by Selected Tracking Schedule section.

To conduct a Select other IIS patient/immunization search:

1. Select a state abbreviation in the "Select other IIS" drop-down.
2. Click the **Send Query** button.

ALERT IIS will search the selected IIS for a matching patient record. If the patient is found, immunizations in the other State IIS, not already in ALERT IIS, will be added to the patient's record in ALERT IIS.

**Note**: When no State IIS partners are setup for data sharing, the Select Other IIS feature is not displayed.

## Entering Immunizations

To add new immunizations:

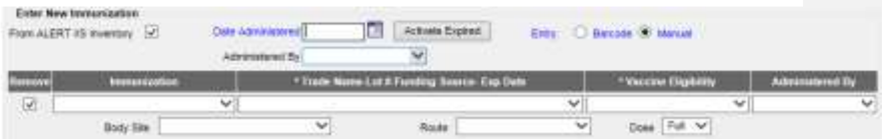
1. The first method for entering new immunizations from the View Patient Schedule screen is to select the check boxes of the appropriate immunizations in the Vaccines Recommended section, and click the **Add Selected** button. The Enter New Immunization page will display a row for each immunization selected and the Immunization will be pre-filled.

2. A second method for entering immunizations from the View Patient Schedule screen is to click the **Add New Imms** button. The Enter New Immunization page will display 6 rows by default with no Immunizations pre-filled.

   There are two ways to add new immunizations on the Add New Immunizations screen - manually or via barcode scanning.

Manual Immunization Entry:

3. To enter immunizations manually, select the Entry option button “Manual”. The barcode field will be hidden, and the cursor focus will be on the Date Administered field.




4. To add immunizations from ALERT IIS Inventory, click the check box **From ALERT IIS Inventory**. This will deduct the immunization from your vaccine inventory. If you do not want the immunization to be deducted from vaccine inventory, ensure the From ALERT IIS Inventory check box is unchecked.

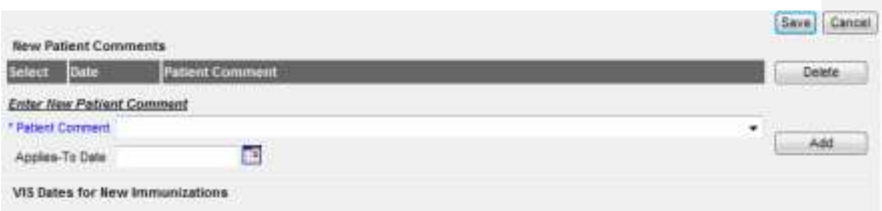
**Note**: The screen will be refreshed when the **From ALERT IIS Inventory** check box is changed.
When checked, your vaccine inventory will be displayed in the drop-down “Trade Name-Lot #-Funding Source- Exp Date.”
When unchecked, no inventory is displayed. It is replaced with a Trade Name drop-down list and a Lot # text box for manual entry.

5. **Date Administered:** Enter a date for the Date Administered field using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon to the right of the field.
6. **Administered By:** You may choose an Administered By value for new immunizations by clicking the drop-down list in the Enter New Immunization section. You will be able to edit these fields for each immunization on the Record Immunizations page. These fields are set up and managed by the Super User of ALERT IIS for your organization. Refer to “Managing Clinicians” (Chapter 8).
7. **Remove:** Select the check box when removing an immunization.

8. **Immunization:** Select from the drop-down list. This will uncheck the Remove box and filter the available Trade Names or Inventory Lots displayed.
9. **Trade Name-Lot #-Funding Source- Exp Date:** (From ALERT IIS Inventory is CHECKED.) Select the appropriate inventory lot from the drop-down list. Or,
10. **Trade Name** and **Lot #:** (From ALERT IIS Inventory is UNCHECKED.) Select the appropriate trade name from the drop-down list, and enter the Lot Number in the Lot # text box.)
11. **Vaccine Eligibility:** Select the appropriate vaccine eligibility for this patient's immunization. The vaccine eligibility drop-down list will display according to organization type.
12. **Body Site:** Select the appropriate body site for the immunization.
13. **Route:** Select the appropriate route for the immunization.
14. **Dose:** Select the appropriate dose for the immunization. The dose will default to Full. Other options include: HALF, 2, 3, 4, 5.

Repeat these steps for each new immunization you are entering.

15. **New Patient Comments:** If necessary, select the appropriate comment from the drop-down list. Add an "Applies-To Date" by using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon to the right of the field. Click the **Add** button to add patient comment to the record. For more information on Patient Comments, see Managing Patients, Chapter 10.




16. Click the **Save** button to save your immunization entry.

Barcode Immunization Entry:

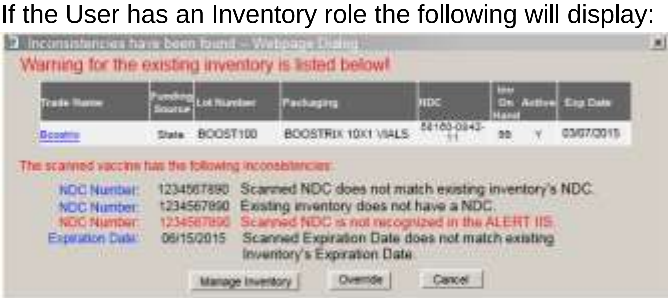
1. To add new immunizations via barcode scanning, select the Entry option "Barcode". The Barcode entry field will become visible, and the cursor focus will be placed in the field.


2. Scan a 2D barcode from the vaccine package and press **Enter** on your keyboard.
3. If the scanned barcode is not in your organization's inventory you will get a popup message.


- Click **OK** to be taken to the Add Vaccine Inventory Information screen where the vaccine lot can be added to your organization's inventory, or
- Click **Cancel** to continue immunization entry (not from inventory) using the trade name, lot number and expiration date data from the scanned barcode.
  - The "From ALERT IIS Inventory" box will automatically be unchecked.

A warning popup will display with select options based upon the User's role.

- If the User has an Inventory role the following will display:




  - Click **Manage Inventory** to navigate to your organization's Edit Vaccine Inventory Information screen. You will be taken out of the Manage Immunization menu and must re-enter to proceed with adding a new immunization.
  - Click **Override** to use the vaccine, lot number and expiration date from the scanned barcode.

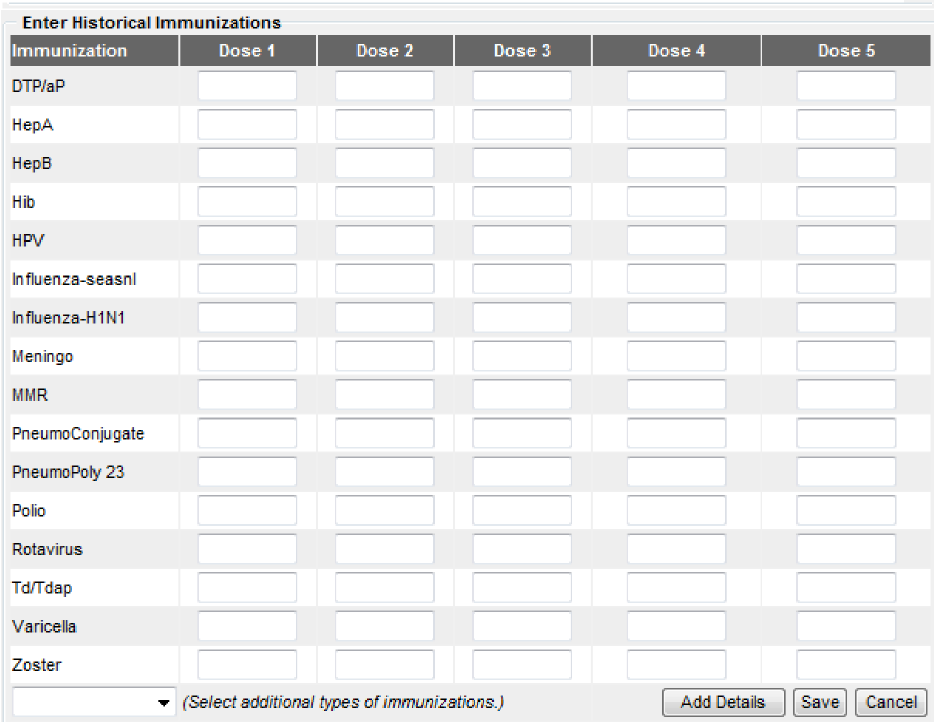
        - Continue with step #3 above (Manual Immunization Entry).
    - Click **Cancel** to clear all information and return to the Patient's Immunization screen.

- If the User does not have an Inventory role the following will display:


    - Click **Override** to use the vaccine, lot number and expiration date from the scanned barcode.
        - Proceed with step #3 above (Manual Immunization Entry).
    - Click **Cancel** to clear all information and return to the Patient's Immunization screen.

To Add Historical Immunizations:

1. Click the **Add Historical Imms** button to display the Enter Historical Immunizations page.
2. Enter Doses 1 – 5 for immunizations being historically recorded by using the MM/DD/YYYY format. For those immunizations not being recorded, leave the box blank.




3. Click the **Add Details** button to enter the Trade Name, Lot Number, Provider Org, and Source of Immunization.
4. Click the **Save** button to save your immunization entry.

**Note**: At the bottom of the Immunization Details Entry page, default VIS dates will be displayed for each new immunization entered.

*Duplicate Immunizations*

ALERT IIS does not allow duplicate immunizations to be entered for a patient. If you attempt to enter an immunization for a patient given within two days before or after an existing immunization with the same trade name, you will receive the message, “Possible duplicate immunizations exist. Modify or delete your entries.” ALERT IIS will then allow you to change or delete the entry(s) in question.

If you receive a Duplicate Immunization Override warning:

- In the Duplicate Immunization Override warning dialog box, review all immunizations to determine whether there are any duplicates.


- If the immunization(s) you entered need to be removed or edited, click the **Make Edits** button. At the Enter New Immunization or Enter Historical Immunizations page, make changes or remove immunizations as needed. Click the **OK** button.
- If an Immunization listed in the warning dialog box is not a duplicate, check the Selected checkbox next to the immunization to enter it as a separate vaccine event, and click the **Save Selected** button.

**Note**: The following scenarios explain how ALERT IIS overrides duplicate immunization records:

- If there is a historical immunization on file and the same, immunization is entered as administered from ALERT IIS inventory or data exchange, no warning message will appear; instead, it processes the new immunization and removes the historical immunization.
- If there is a historical immunization on file and a matching historical immunization is entered, a warning message will appear. The user then has the choice to cancel the new immunization or save it anyway (adding a duplicate immunization). The user would need to explicitly delete the historical immunization to remove the duplicate records.

### *Applying a Prerequisite Override to a Patient's Immunization*

A prerequisite override is a command within a tracking schedule that allows users to override a prerequisite vaccine once a patient reaches a certain age. A prerequisite override is not automatically applied to an individual patient's immunization record. To apply a prerequisite override to an immunization:

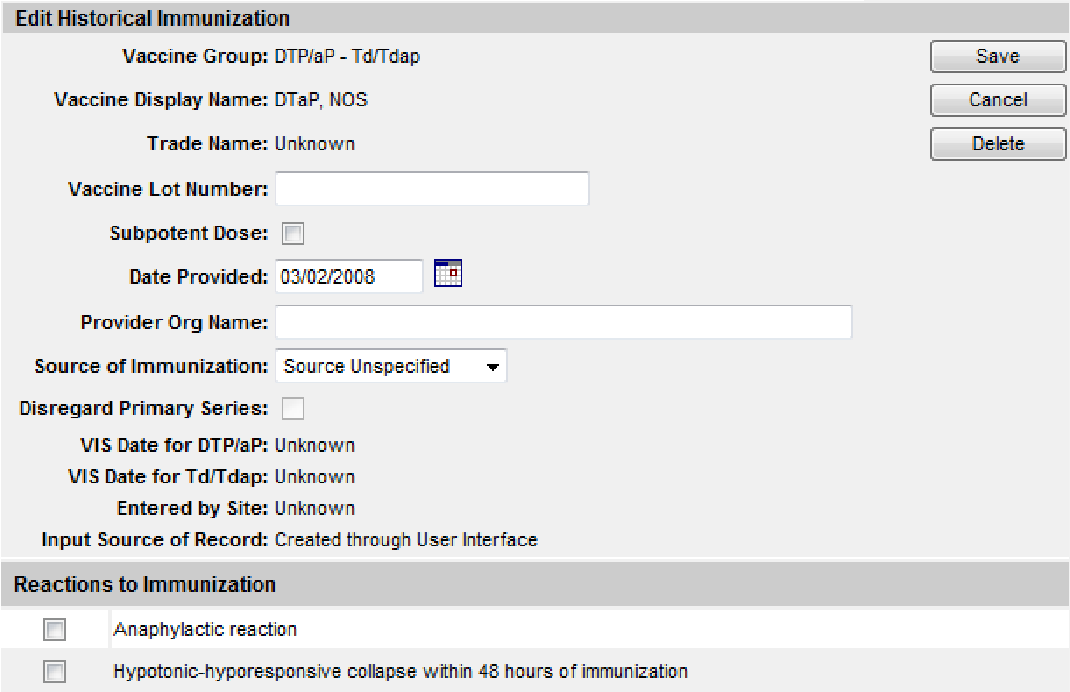
1. Enter the immunization as described in the Entering Immunizations section of this chapter. You may notice that, as in the case of Td, the immunization will appear on the immunization history as one of a series, when in fact it is a booster immunization. The next two steps will correct this.
2. Follow Steps 1-3 in the Editing Owned Immunization from the Inventory section of this chapter.
3. In the field marked Disregard Primary Series, click Yes. This field will only appear open if the conditions (the chosen tracking schedule has an override on the vaccine and the age of the patient is greater than or equal to the override age) meet those of the prerequisite override.
4. Click **Save**.

## Editing Immunizations

### *Editing or Deleting Historical Immunizations*

To edit or delete a historical immunization:

1. On the Immunization Record table, select the historical vaccine record you wish to edit by clicking the vaccine's notepad icon in the "Edit" column.



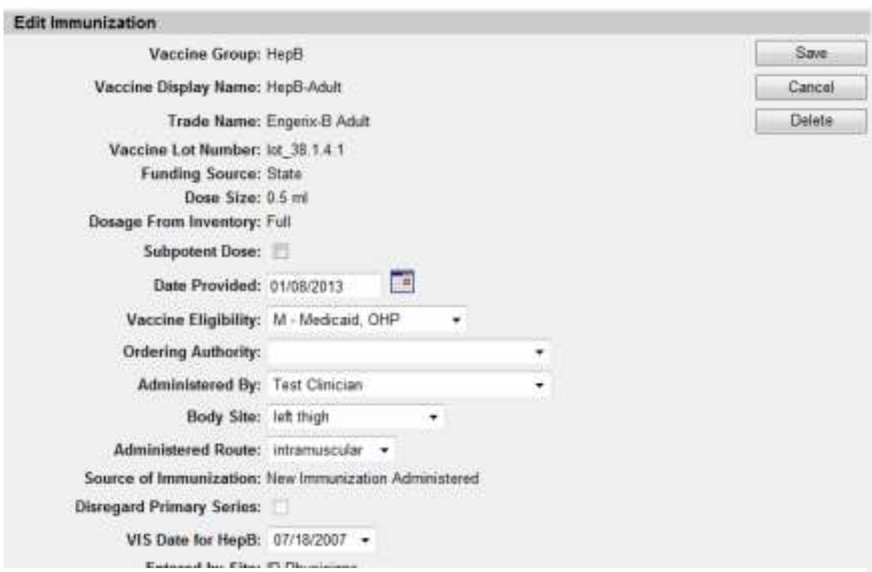

2. On the Edit Historical Immunization page, you may edit information for the Vaccine Lot Number, Subpotent Dose, Date Provided, Provider Organization Name, Source of Immunization fields; you many also select the box for Disregard Primary Series.
3. To record a reaction to a vaccine, check the box to the left of the reaction in the Reactions to Immunization section.
4. To delete the historical immunization, click the **Delete** button.
5. Click the **Save** button.

### *Editing Owned Immunizations*

An immunization that is not historical is one that was given out of an organization's inventory or submitted via electronic data exchange as administered. You will not be able to edit non-historical immunizations that are owned by another organization.

To edit an immunization record that is an owned immunization, administered by your organization:

1. On the Immunization History table, select the vaccine record you wish to edit by clicking the vaccine's notepad icon in the Edit column.




2. To indicate a partial dosage, check the **Subpotent Dose** checkbox. For example, check this box if a partial dosage was administered because the needle broke or was removed too soon.
3. Update information in the Date Provided, Vaccine Eligibility, Ordering Authority, Administered By, Body Site and/or Administered Route fields on the Edit Immunization page.
4. To indicate a Vaccine Information Statement (VIS) date other than the most current (default) date, click an alternate date from the drop-down list.
5. To record a reaction to the immunization, check the box next to the applicable reaction.
6. Click the **Save** button.

### *Deleting Owned Immunizations*

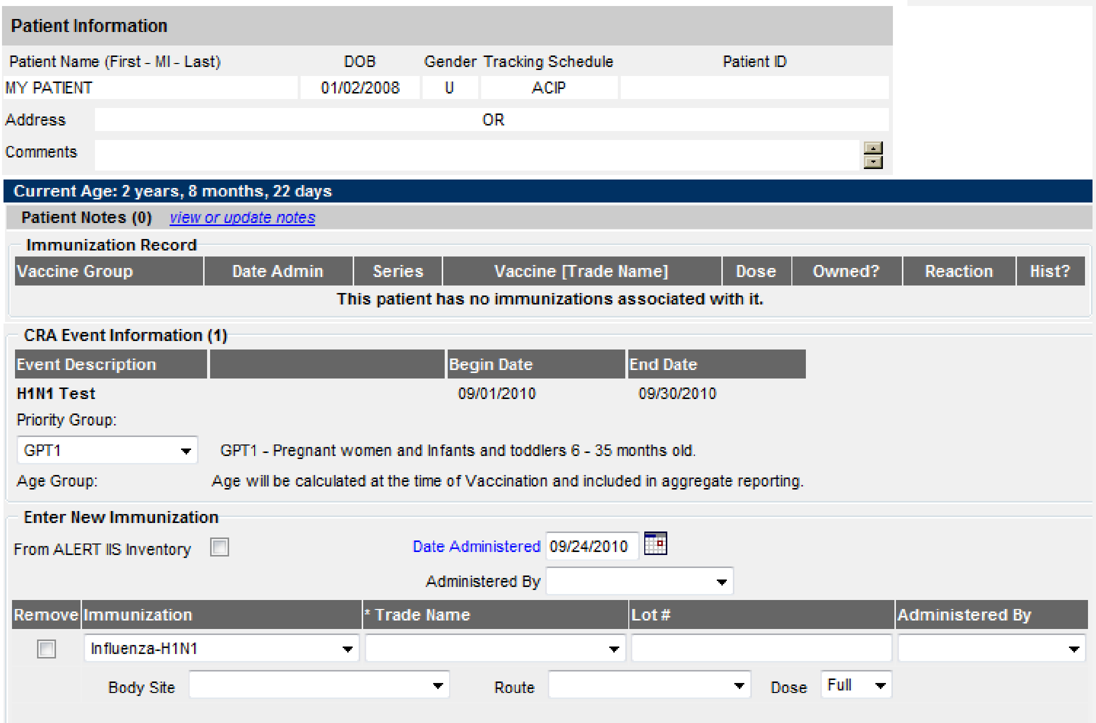
Note that you will not be able to delete non-historical immunizations that are owned by another organization.

1. On the Immunization History table, select the vaccine you wish to delete by clicking on the vaccine's notebook icon in the Edit column.
2. At the Edit Immunization page, click the **Delete** button.
3. Click the **OK** button in the confirmation box.

## Countermeasure and Response Administration (CRA)

In the event of a public health emergency, ALERT IIS may be used to track the administration of vaccine. In some cases, specific patient groups may be identified as being at higher risk than the general population and targeted to receive the vaccination first. These groups are called priority groups.

The CRA Event Information section is used to collect public health data during a pandemic event or preparedness exercise (such as the response event to a pandemic influenza outbreak.). If your organization is selected for an event, then the CRA Event Information section will be displayed on the Record Immunizations page. Based on candidate screening, click the appropriate priority group category for each patient.



# Chapter 12
# Immunization Roster

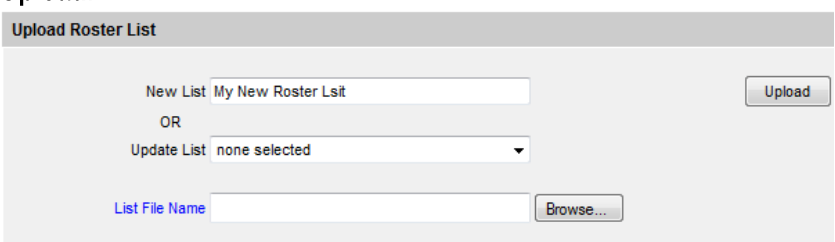
## In this chapter:

## Upload List

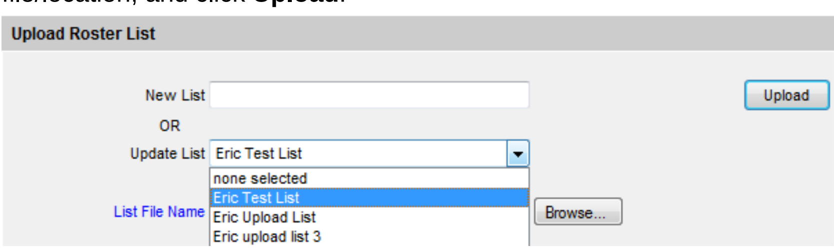
ALERT provides the ability to create a list of clients by uploading a flat file or XLSX file of clients. Roster Lists saved in ALERT IIS can be used on certain report screens for obtaining patient and immunization data and/or forecasting information.

To upload a roster list, click **Upload List** under the Patients section of the menu panel on the left side of the screen:

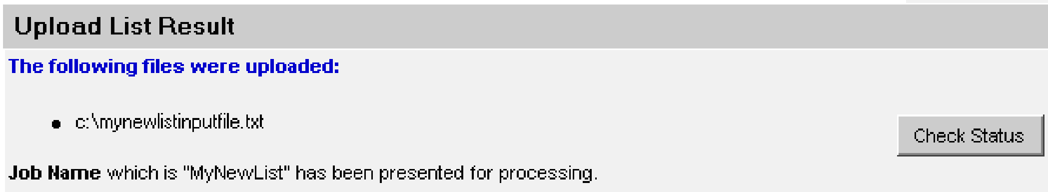

Enter a name for your Roster List and Browse to select the file/location from which to upload.  Choose the file format you prefer to display then click **Upload**:




Alternately, if you want to add to an existing Roster List, click on the drop-down under Update List, select the desired List Name, Browse to select the file/location, and click **Upload**:



The Upload List Results screen will display:



Upload List Result

The following files were uploaded:

- c:\mynewlistinputfile.txt

Check Status

**Job Name** which is "MyNewList" has been presented for processing.

Click **Check Status** and the Upload List Status screen will display:

Upload List Status

Refresh

| Job Name | User Name | Exchange Data Date | Process Start Date | Process End Date | Status |
|---|---|---|---|---|---|
| MyNewList | Aura Leigh Borrett | 05/13/2004 13:51:11 | 05/13/2004 13:32:58 | 05/13/2004 13:32:58 | COMPLETE |
| MyNewListError | Aura Leigh Borrett | 05/13/2004 13:21:10 | 05/13/2004 13:02:58 | 05/13/2004 13:02:58 | ERROR |

From the Upload List Status screen, you can click **Refresh** to determine how the job is progressing. When your job is “COMPLETE”, clicking on the hyperlink will take you to the Upload List Details screen if no errors were encountered in processing. (You may also continue to work elsewhere in the system while waiting for your job to finish and come back to check on the job by clicking **Check Roster Status** under the School Access section of the menu panel on the left side of the screen.)

ALERT accepts Roster Lists in two file formats, which are listed below.

**XSLX *(Microsoft Excel Open XML Spreadsheet)* file format:**

R/SE: R = Required field. SE = Strongly Encouraged field.

| Column | Data Length | R/SE | Notes |
|---|---|---|---|
| Record Identifier | 32 | R | Supplied by sender. Not used in patient matching. |
| First Name | 50 | R | If patient does not have a first name, “NO FIRST NAME” must be entered in this field. |
| Middle Name | 50 | SE | |
| Last Name | 50 | R | |

| Column | Data Length | R/SE | Notes |
|---|---|---|---|
| Name Suffix | 10 | | JR, III, etc. |
| Birth Date | 8 | R | MMDDYYYY |
| Mother's First Name | 50 | SE | |
| Mother's Maiden Last Name | 50 | SE | |
| Sex (Gender) | 1 | SE | Use the ALERT IIS code set for Gender:<br>F – Female<br>M – Male<br>U - Unknown |
| Social Security Number | 9 | | |
| Patient ID | 32 | SE | Identifier within the sending organization's system. Typically, this is a Chart Number, Medical Record Number, etc. It may be the same as the Record Identifier. |
| Medicaid ID | 20 | | |
| Street Address Line | 55 | SE | Primary address information (i.e. 100 TEST ST) |
| Other Address Line | 55 | | Secondary address information (i.e. APT 123, STE 543)<br>Do not place a secondary address in this field. |
| PO Box Route Line | 55 | | If patient has a Post Office Box mailing address, enter here. |
| City | 52 | SE | |
| State | 2 | SE | 2-character state abbreviation, ex. OR |
| Zip | 9 | SE | 5 or 9 digits without separators, ex. 54321 or 543215678 |

**Fixed-length flat file format:**

Pos #: The position of the start of the field in the flat file.

R/SE: R = Required field. SE = Strongly Encouraged field.

| Column | Data Length | Pos # | R/SE | Notes |
|---|---|---|---|---|
| Record Identifier | 32 | 1 | R | Supplied by sender. Not used in patient matching. |
| First Name | 50 | 33 | R | If patient does not have a first name, "NO FIRST NAME" must be entered in this field. |
| Middle Name | 50 | 83 | SE | |
| Last Name | 50 | 133 | R | |
| Name Suffix | 10 | 183 | | JR, III, etc. |
| Birth Date | 8 | 193 | R | MMDDYYYY |
| Mother's First Name | 50 | 201 | SE | |

| Column | Data Length | Pos # | R/SE | Notes |
|---|---|---|---|---|
| Mother’s Maiden Last Name | 50 | 251 | SE | |
| Sex (Gender) | 1 | 301 | SE | Use the ALERT IIS code set for Gender:<br>F – Female<br>M – Male<br>U - Unknown |
| Social Security Number | 9 | 302 | | |
| Patient ID | 32 | 311 | SE | Identifier within the sending organization’s system. Typically, this is a Chart Number, Medical Record Number, etc. It may be the same as the Record Identifier. |
| Medicaid ID | 20 | 343 | | |
| Street Address Line | 55 | 363 | SE | Primary address information (i.e. 100 TEST ST) |
| Other Address Line | 55 | 418 | | Secondary address information (i.e. APT 123, STE 543)<br>Do not place a secondary address in this field. |
| PO Box Route Line | 55 | 473 | | If patient has a Post Office Box mailing address, enter here. |
| City | 52 | 528 | SE | |
| State | 2 | 580 | SE | 2-character state abbreviation, ex. OR |
| Zip | 9 | 582 | SE | 5 or 9 digits without separators, ex. 54321**** or 543215678 |
| Total | 590 | | | |

1. Character fields need to be left justified and blank-filled, number fields right justified and blank-filled, and date fields in format MMDDYYYY with leading zeroes. If information is unable to be supplied any information for a specified field, the entire field needs be filled with blanks (spaces).
2. The file needs to be generated using the ASCII character set. Records will be fixed length and need to be terminated with a carriage return/line feed.

**Example**

Records need to be **blank** filled. In the following example, blanks are represented with the ‘*’ character for illustrative purposes.

```
12345***************************JOHN************************************
**********KIM***********************************************SMITH*******
**************************************JR********05141995GAIL************
**********************************CARPENTER*****************************
************M999999999PTID123*************************MA12345***********
```

```
**123*EAST*STREET****************************************STE*21*********
*****************************************4004***************************
***********************FULTON*******************************************
***OR535291234
```

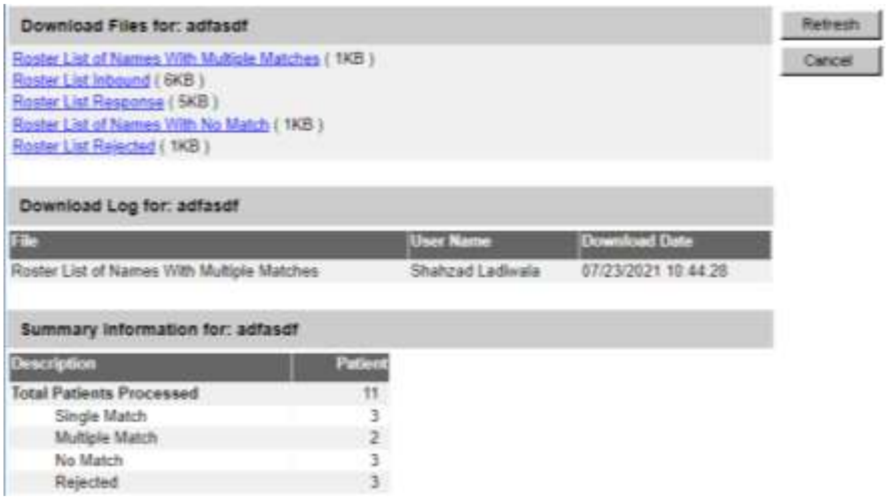
## Check Roster Status

After uploading a roster list, you can check on the progress of the job by clicking on **Check Roster List** from the Patients section of the blue menu panel. The upload status screen displays:


**Upload List Status** Refresh

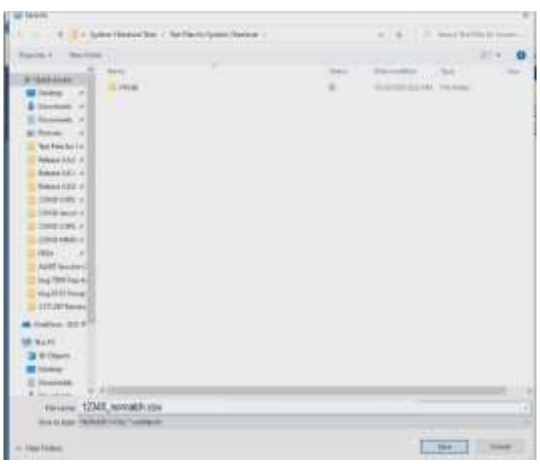
| Job Name | User Name | Exchange Data Date | Process Start Date | Process End Date | Status |
|---|---|---|---|---|---|
| Eric Test List | Heather Worachek | 03/30/2012 06:56:18 | 03/30/2012 06:56:18 | 03/30/2012 06:56:22 | COMPLETE |

When the job is complete, click on the hyperlink to view the Response and Download Files:




To save a file, right click the hyperlink and click **Save As**. Each file will have a csv extension:

1. Roster List of Names With Multiple Matches File name extension will be 12345_multiplematch.csv.
2. Roster List of Names With No Matches File name extension will be 12345_nomatch.csv.
3. Roster List Rejected File name extension will be 12345_rejected.csv.



1-4 files may be available for download:

1. A response file for summarizing information on the patients who were processed: single match, multiple match, no match, and/or rejected;
2. A roster list file if any patients encountered multiple matches;
3. A roster list file if any patients found no matches; and/or
4. A roster list file if any patients were rejected for other reasons.

Example of a Response file:

```
/////////////////////////////////////////////////////////////////////////////////
// SUMMARY                                                                     //
/////////////////////////////////////////////////////////////////////////////////

*********************************************************************************
** JOB INFORMATION                                                             **
*********************************************************************************
Job ID:              126909
Job Start Date:      Fri Mar 30 06:56:18 PDT 2012
Job End Date:        Fri Mar 30 06:56:22 PDT 2012

DESCRIPTION          PATIENTS
-----------          --------
Total ROSTER Patients Processed        6
  Single Match                         1
  Mulitple Match                       1
  No Match                             3
  Rejected                             1

/////////////////////////////////////////////////////////////////////////////////
// DETAIL                                                                      //
/////////////////////////////////////////////////////////////////////////////////

*********************************************************************************
** PATIENTS THAT HAVE MULTIPLE MATCHES                                         **
*********************************************************************************

[33330] Patient PATIENT, TEST  Born 01012010
          The incoming client matches more than one existing candidate. Existing candidate patient IDs include 7139771,7138611,7138575,7138574
CL        Matching Patient 7139771=PATIENT, TEST null    2010-01-01   Mother=null[N/A]
CL        Matching Patient 7138411=PATIENT, TEST null    2010-01-01   Mother=null[N/A]
CL        Matching Patient 7138575=PATIENT, TEST TOTALREPORT    2010-01-01   Mother=null[N/A]
CL        Matching Patient 7138574=PATIENT, TEST null    2010-01-01   Mother=null[N/A]
CL        Matching Patient 7138051=PATIENT, TEST null    2010-01-01   Mother=null[N/A]
CL        Matching Patient 7108771=PATIENT, TEST null    2010-01-01   Mother=null[N/A]
```

```
================================================================================

********************************************************************************
** PATIENTS THAT DID NOT HAVE A MATCH                                         **
********************************************************************************

[33332] Patient SMITH, LAUREN KAY Born 05141995
              Client did not match
================================================================================
[33332] Patient SMITH, SALLY SUE Born 05141995
              Client did not match
================================================================================
[33332] Patient SMITH, 54321 SUE Born 05141995
              Client did not match
================================================================================

********************************************************************************
** PATIENTS THAT WERE REJECTED                                               **
********************************************************************************

[33332] Patient SMITH, 54321 SUE Born 05142222
              Record rejected. A valid birth date between Jan 1, 1890 and today must be entered.
================================================================================
```

If multiple matches, no match, or rejections occur you may click on the specific Roster List hyperlink to see a list of which list patients met this criterion:

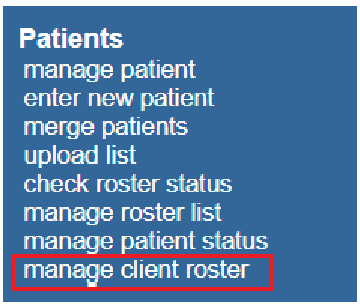
- Multiple matches mean ALERT IIS found more than one patient in the registry that matches your list criteria.
    - If duplicate patients exist in ALERT IIS that should be 1 patient record, work with the Oregon Immunization Program to have the duplicate records merged into 1 patient record.
    - If the multiple matching patient records in ALERT IIS are distinct people, consider adding additional fields to your input roster file to help match to a single patient.
    - You must resubmit an input roster list file to add patients to an existing patient roster list.
    - State users can add a patient to a list by hand, using Manage Roster List and selecting the specific patient you wish to add.

- If no match was found, ALERT IIS could not find a patient in the registry.
    - If a patient does not exist in ALERT IIS, work with the Oregon Immunization Program to have the patient record added.
    - You must resubmit an input roster list file to add patients to an existing patient roster list.
    - State users can add a patient to a list by hand, using Manage Roster List and selecting the specific patient you wish to add.

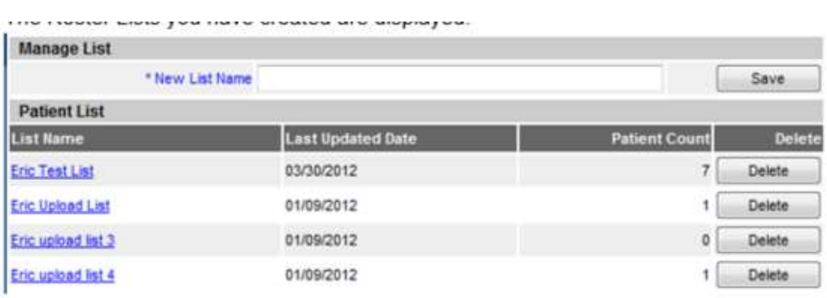
- Rejections for other reasons require you to correct the data in your upload file for the system to accept it (examples: invalid or missing birth date, missing Patient ID, First Name or Last Name)

## Manage Client Roster List

To manage your roster list(s), click on the blue hyperlink **Manage Client Roster List** under the Patients section on the left side of the screen.

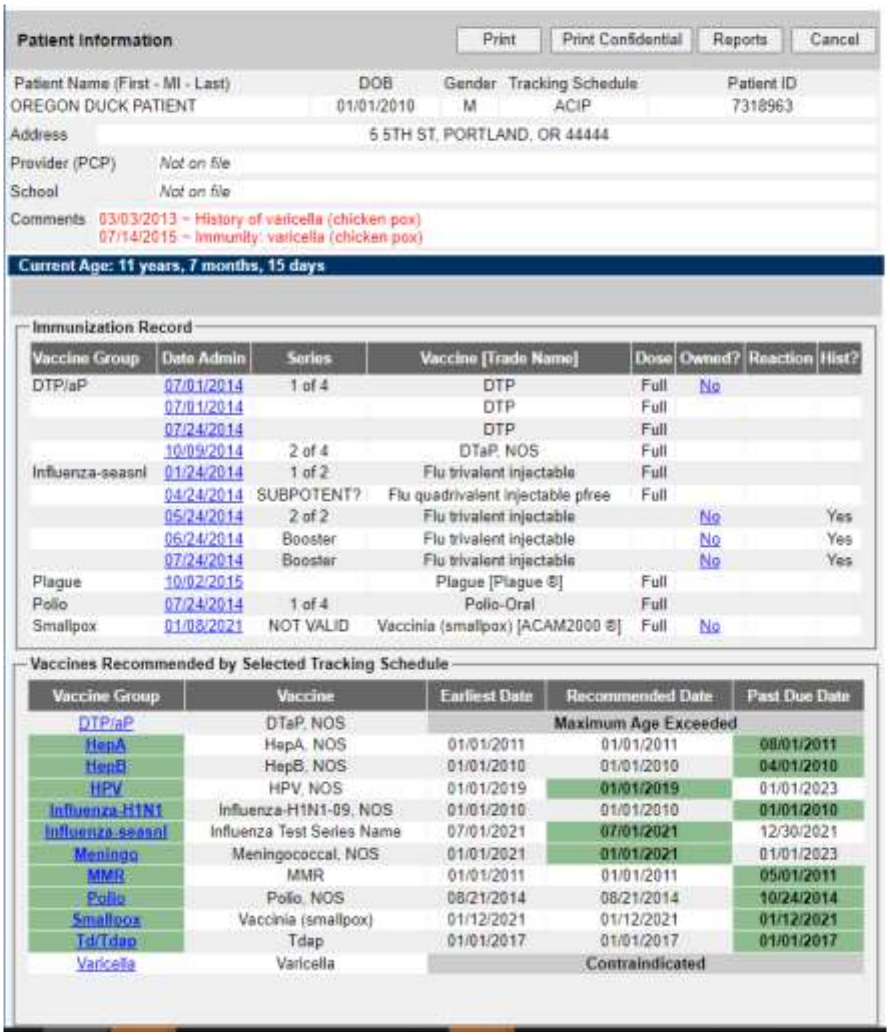



The Roster Lists you have created previously are displayed:




You may create a new Roster List by entering a name in the New List Name text box or access an existing Roster List by clicking on the corresponding hyperlink.  The **Immunization Roster** displays:

Clicking on the **Last Name** hyperlink will take you to the Query Only Patient Information screen in ALERT. From ALERT, click the **Cancel** button on the Patient Information screen to return to the Immunization Roster screen.


Patient Information

Print | Print Confidential | Reports | Cancel

| Patient Name (First - MI - Last) | DOB | Gender | Tracking Schedule | Patient ID |
|---|---|---|---|---|
| OREGON DUCK PATIENT | 01/01/2010 | M | ACIP | 7318963 |

Address: 5 5TH ST, PORTLAND, OR 44444

Provider (PCP): *Not on file*

School: *Not on file*

Comments: 03/03/2013 – History of varicella (chicken pox)
07/14/2015 – Immunity: varicella (chicken pox)

**Current Age: 11 years, 7 months, 15 days**

**Immunization Record**

| Vaccine Group | Date Admin | Series | Vaccine [Trade Name] | Dose | Owned? | Reaction | Hist? |
|---|---|---|---|---|---|---|---|
| DTP/aP | 07/01/2014 | 1 of 4 | DTP | Full | No | | |
| | 07/01/2014 | | DTP | Full | | | |
| | 07/24/2014 | | DTP | Full | | | |
| | 10/09/2014 | 2 of 4 | DTaP, NOS | Full | | | |
| Influenza-seasnl | 01/24/2014 | 1 of 2 | Flu trivalent injectable | Full | | | |
| | 04/24/2014 | SUBPOTENT? | Flu quadrivalent injectable pfree | Full | | | |
| | 05/24/2014 | 2 of 2 | Flu trivalent injectable | | No | | Yes |
| | 06/24/2014 | Booster | Flu trivalent injectable | | No | | Yes |
| | 07/24/2014 | Booster | Flu trivalent injectable | | No | | Yes |
| Plague | 10/02/2015 | | Plague [Plague ®] | Full | | | |
| Polio | 07/24/2014 | 1 of 4 | Polio-Oral | Full | | | |
| Smallpox | 01/08/2021 | NOT VALID | Vaccinia (smallpox) [ACAM2000 ®] | Full | No | | |

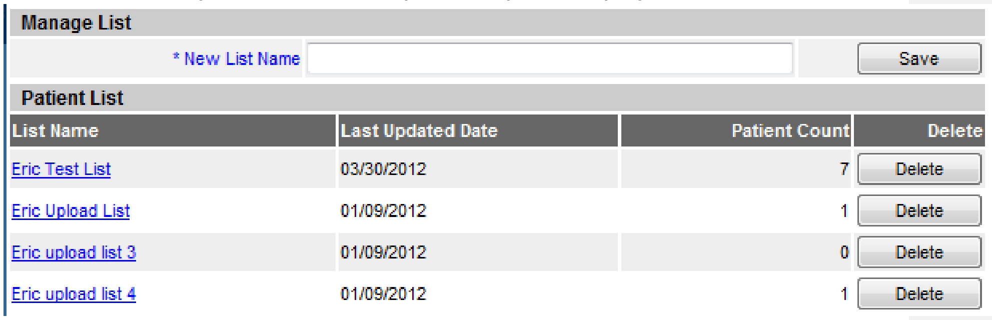
**Vaccines Recommended by Selected Tracking Schedule**

| Vaccine Group | Vaccine | Earliest Date | Recommended Date | Past Due Date |
|---|---|---|---|---|
| DTP/aP | DTaP, NOS | Maximum Age Exceeded | | |
| HepA | HepA, NOS | 01/01/2011 | 01/01/2011 | 08/01/2011 |
| HepB | HepB, NOS | 01/01/2010 | 01/01/2010 | 04/01/2010 |
| HPV | HPV, NOS | 01/01/2019 | 01/01/2019 | 01/01/2023 |
| Influenza-H1N1 | Influenza-H1N1-09, NOS | 01/01/2010 | 01/01/2010 | 01/01/2010 |
| Influenza-seasnl | Influenza Test Series Name | 07/01/2021 | 07/01/2021 | 12/30/2021 |
| Meningo | Meningococcal, NOS | 01/01/2021 | 01/01/2021 | 01/01/2023 |
| MMR | MMR | 01/01/2011 | 01/01/2011 | 05/01/2011 |
| Polio | Polio, NOS | 08/21/2014 | 08/21/2014 | 10/24/2014 |
| Smallpox | Vaccinia (smallpox) | 01/12/2021 | 01/12/2021 | 01/12/2021 |
| Td/Tdap | Tdap | 01/01/2017 | 01/01/2017 | 01/01/2017 |
| Varicella | Varicella | Contraindicated | | |

## Manage Roster List

To manage your roster list(s), click on the blue hyperlink **Manage Roster List** under the Patients menu on the left side of the screen:


The Roster Lists you have created previously are displayed:



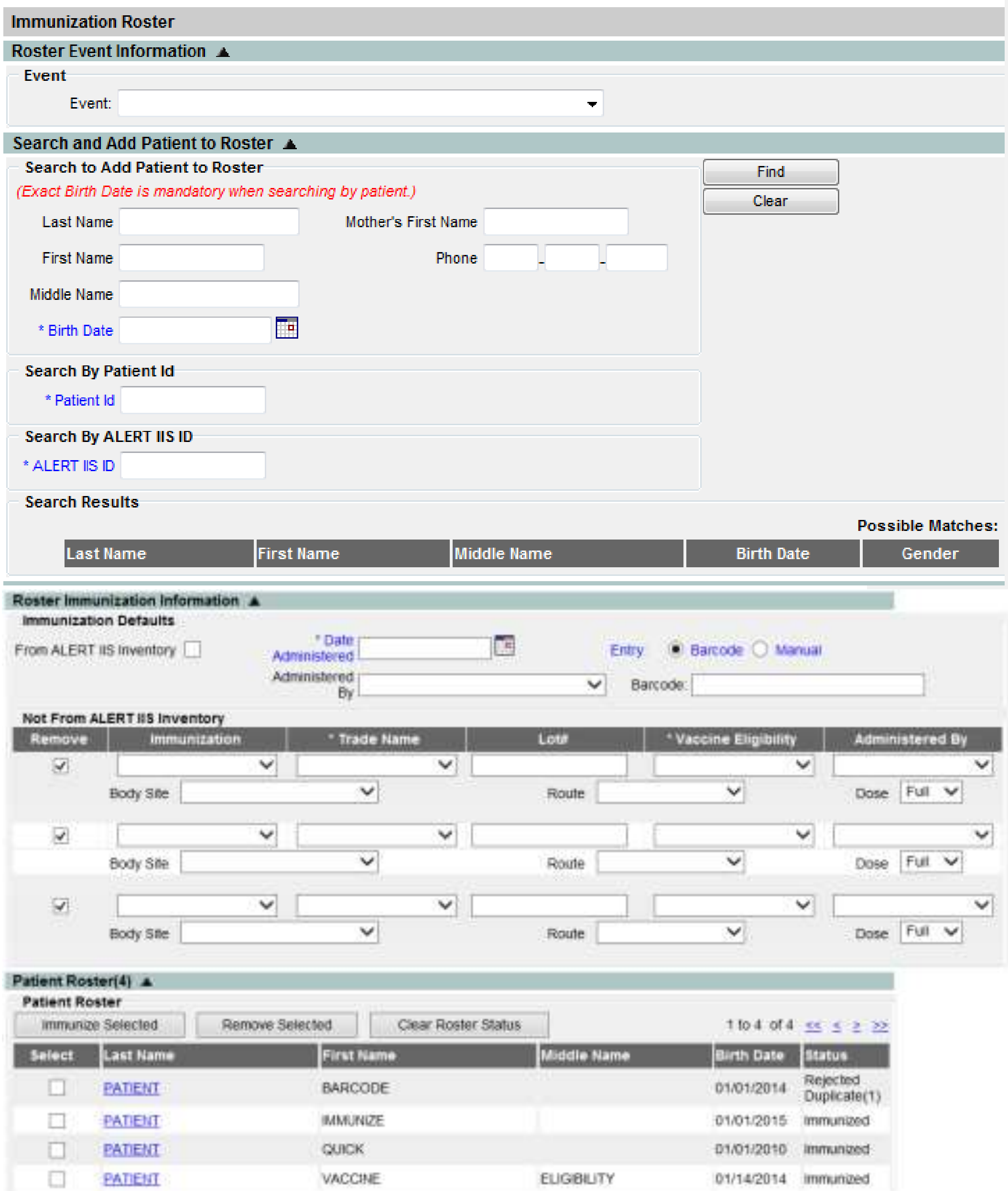
**Manage List**

* New List Name [ ] Save

**Patient List**

| List Name | Last Updated Date | Patient Count | Delete |
|---|---|---|---|
| Eric Test List | 03/30/2012 | 7 | Delete |
| Eric Upload List | 01/09/2012 | 1 | Delete |
| Eric upload list 3 | 01/09/2012 | 0 | Delete |
| Eric upload list 4 | 01/09/2012 | 1 | Delete |

You may create a new Roster List by entering a name in the New List Name text box or access an existing Roster List by clicking on the corresponding hyperlink. The **Immunization Roster** displays:




The collapsible **Roster Event Information** drop-down section will only display if the organization is associated with a CRA Event.

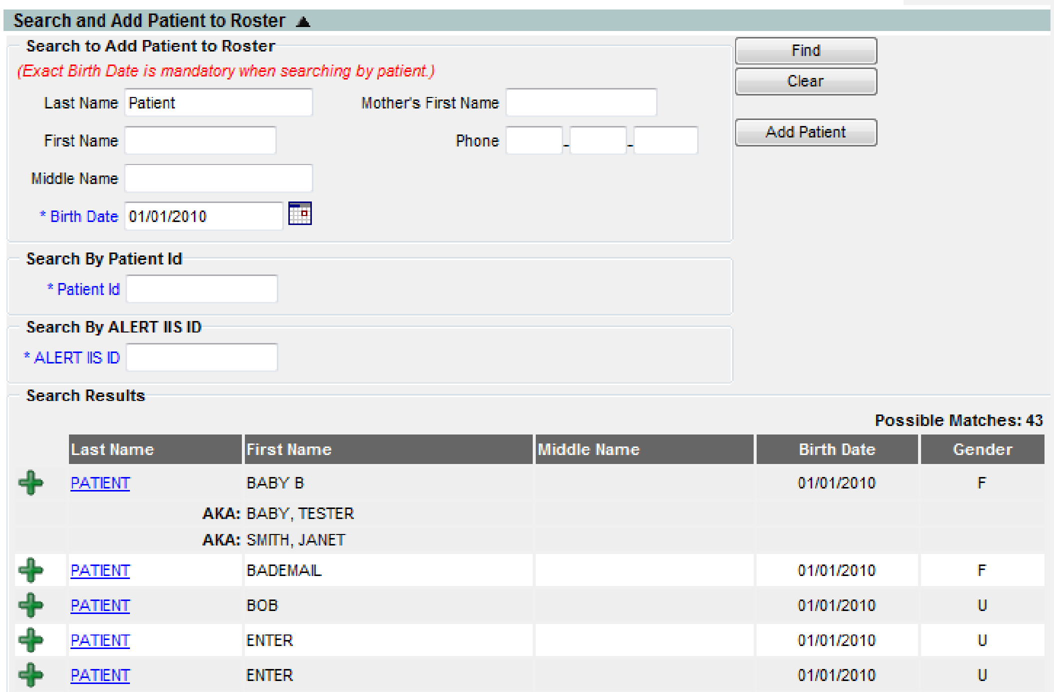
The **Search and Add Patient to Roster** section allows you to find a patient in ALERT IIS and add them to your Roster List. If a patient is not found, a new patient can be added to ALERT IIS and to your Roster List.

To search for a patient:

1. In the Search to add Patient to Roster box, you have several options for finding the patient. It is important to note that if you are searching by patient information (not patient ID). The minimum search criteria include exact birth date and one additional field.

   Patient Birth Date and any combination of the following:
   - Last Name
   - First Name
   - Middle Name
   - Mother's First Name
   - Phone Number

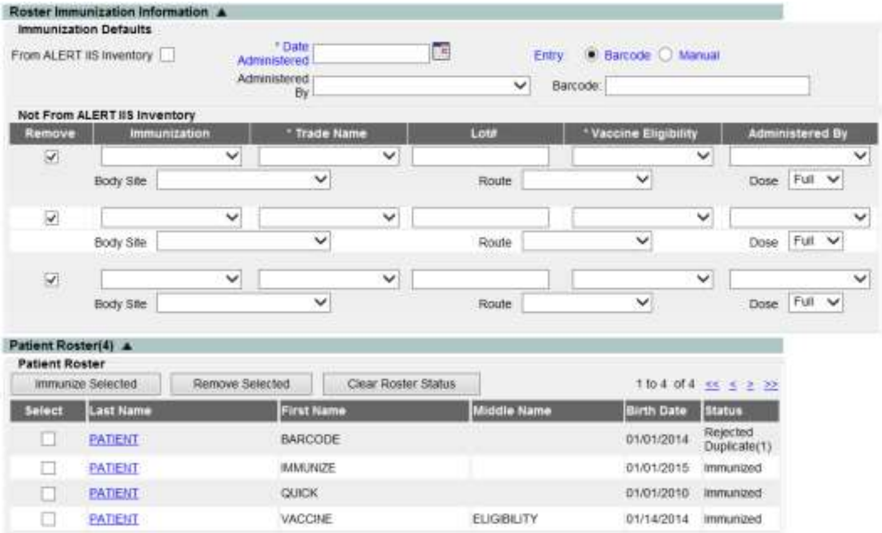
2. Click the **Find** button.
3. When no patients are found, a message is displayed, "No Matching Patients Found."
4. When a single patient is found, the patient is automatically added to the Patient Roster located on the lower part of the screen, and a message is displayed, "Patient Added to the List."
5. When multiple patients are found, the patients are displayed in the **Search Results** section.



6. Select the associated **Plus** “**+**” icon to add a patient to the Patient Roster located on the lower part of the screen.
7. Select the **Last name** hyperlink to navigate to the Update Patient screen in ALERT IIS. On the Update Patient screen,
    a. Click the **Cancel** button to return to the Immunization Roster screen.


After a search has been performed, the **Add Patient** button is displayed.

8. If the search results returned by ALERT IIS are not the patient(s) you were looking for, you can add a new patient to ALERT IIS and your Roster List by pressing the **Add Patient** button.
    a. ALERT IIS uses the search criteria entered for the patient search to add a new patient.
    b. Birth Date, First Name and Last Name are required to enter a new patient.



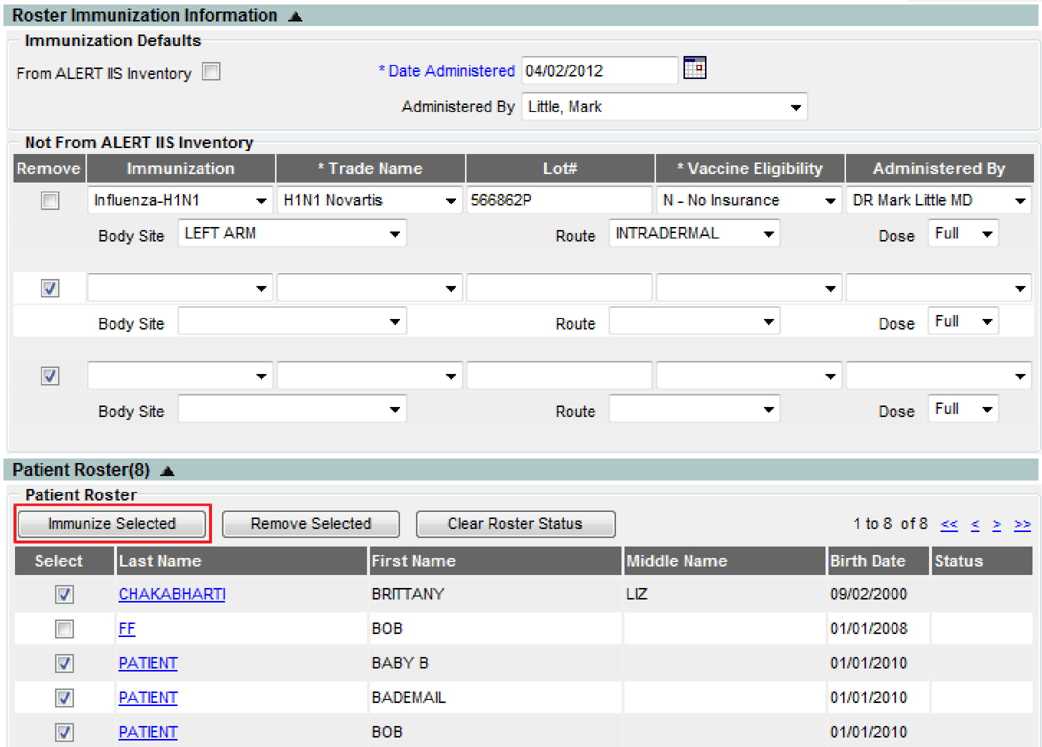

ALERT IIS allows you to enter multiple immunizations either manually or via barcode scanning.

To manually record multiple immunizations on the same date:

1. Indicate if you are administering from existing **ALERT inventory** by clicking on the check box provided. Then enter the **Date Administered** (calendar icon is available) and **Administered By** drop-down fields.

2. Click on the **Immunization** and **Trade Name** drop-downs, enter the **Lot #** and select the **Eligibility code** from the drop-down list. Click on the appropriate **Administered By, Body Site, Route and Dose** drop-down fields.

3. Click on the **Select** box for each patient receiving the immunization. When all patients have been selected, click on the **Immunize Selected** action box.



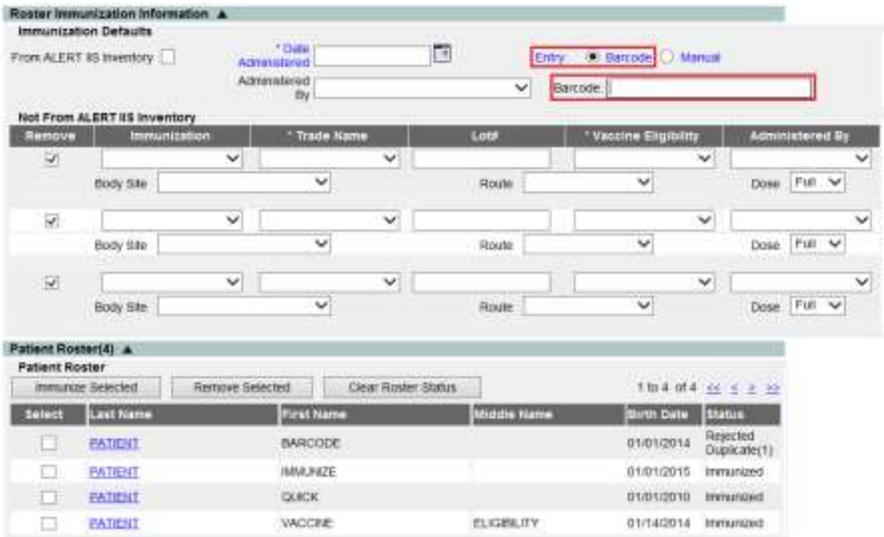

To record multiple immunizations on the same date via barcode scanning:

1. Select the Entry Barcode radio button.
   - The Barcode field will be displayed, the cursor will be placed in the Barcode field.
   - Scan a vaccine 2D barcode and hit **Enter.**
     - The scanned barcode will be processed to determine if it is a valid NDC and whether the lot number is in the organization's inventory. (Refer to *Chapter 11 – Managing Immunizations* for more information on the validation process).

2. Enter the **Date Administered** (calendar icon is available) and **Administered By** drop-down fields

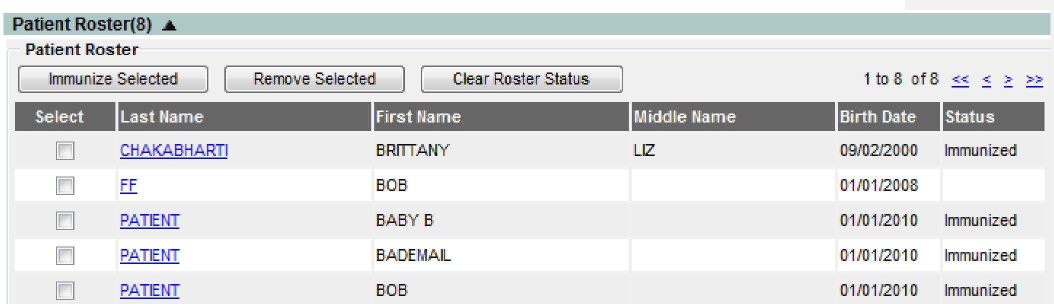
3. Select Patients from the Patient Roster list

4. Click **Immunize Selected**




ALERT will record the Immunization for each patient selected, and/or will indicate if there is an error status associated with the patient when recording the immunization in ALERT IIS (example: patient already has the immunization and you are entering a duplicate).
The Status column is also updated.

If administered from ALERT inventory, the quantity on hand for the corresponding lot # will be decremented for the immunizations given. If there are too many patients for the lot # you entered, an error will indicate such. You can only select the number of patients from the roster list for the quantity available from this lot #. Then you can enter a new lot # and select which patients received an immunization from the next selected lot #.




- If you need to remove a patient from your Roster List, click on the Select check box, and click the **Remove Selected** button.

- To clear the Patient Roster Status column, click the **Clear Roster Status** button.

- Note that at any time you may click on the **Last Name** hyperlink, and it will take you to the Manage Patient screen in ALERT IIS.  Click the **Cancel** button on the Manage Patient screen to return to the Manage Roster List.

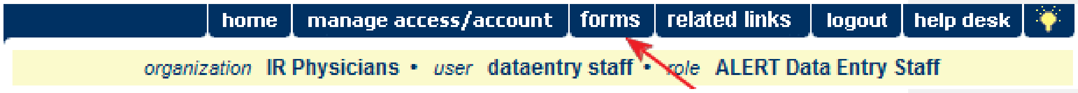
# Chapter 13
# Forms and Reports

## In this chapter:

## Forms Tab

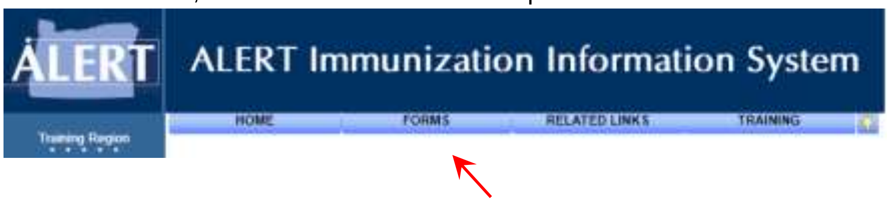
The Forms tab at the top of the ALERT IIS web page gives users access to several ALERT IIS related forms.

To access forms, click the **Forms** tab in the top menu bar.




You can also access the Forms tab prior to logging into ALERT IIS.

To access forms, click the **Forms** tab in the top menu bar.




## Patient Level Reports

For all patients in ALERT IIS, you may generate the following reports from the Patient Reports screen:

- Vaccine Administration Record – Pediatric
- Vaccine Administration Record – Adult
- Immunization History Report
- Immunizations Needed
- Certificate of Immunization Status (CIS) Report

## Certificate of Immunization Status (CIS) Report

This 2-page form is required by Oregon law for proof of immunizations provided or medical/religious exemption with signature. The patient's demographic information and immunization history will be automatically populated by ALERT IIS. All other fields on this report are a template and should be completed in writing. To generate the CIS Report, follow these steps:

1. From a patient's Manage Patient screen or Manage Immunizations screen, click the **Reports** button.
2. At the Reports Available for this Patient section, click **Certificate of Immunization Status (CIS)** Report—this is hyperlink.
3. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.

STATE OF OREGON 1859

Oregon Certificate of Immunization Status
Oregon Health Authority, Immunization Program

Oregon law requires proof of immunization be provided or an exemption be signed prior to a child's attendance at school, preschool, child care or home day care. This information is being collected on behalf of the Oregon Health Authority Immunization Program and may be released to the Authority or the local public health department by the school or children's facility upon request of the Authority. Please list immunizations in the order they were received.

| PATIENT | BISHAL | UPDATE | 01/01/2010 |
|---|---|---|---|
| Child's Last Name<br>*Apellido* | First<br>*Primer Nombre* | Middle Initial<br>*Segundo Nombre* | Birthdate<br>*Fecha de Nacimiento* |
| Mailing Address<br>*Dirección* | City<br>*Ciudad* | State<br>*Estado* | Zip Code<br>*Código Postal* |
| Parents' or Guardians' Names<br>*Nombre de los padres o guardian* | | Home Telephone Number<br>*Número de Teléfono* | |

| Required Vaccines | Dose 1 | Dose 2 | Dose 3 | Dose 4 | Dose 5 |
|---|---|---|---|---|---|
| Diphtheria/Tetanus/Pertussis (DTaP, Tdap, Td) | (mm/dd/yyyy) 03/01/2010 | (mm/dd/yyyy) 04/01/2010 | (mm/dd/yyyy) 05/01/2010 | (mm/dd/yyyy) 07/01/2010 | (mm/dd/yyyy) 04/13/2016 |
| Booster Dose Tdap | | | | | |
| Polio (IPV or OPV) | 04/13/2016 | | | | |
| Varicella (Chickenpox) [VZV or VAR]<br>☐ Check here if child has had chickenpox disease ____________ (mm/dd/yyyy) | 01/10/2010 | | | | |
| Measles/Mumps/Rubella (MMR)<br>or | 01/01/2010 | | | | |
| Measles vaccine only | | | | | |
| Mumps vaccine only | | | | | |
| Rubella vaccine only | | | | | |
| Hepatitis B (Hep B) | 04/13/2016 | | | | |
| Hepatitis A (Hep A) | | | | | |
| Haemophilus Influenzae Type B (Hib) (Only children less than 5 years) | | | | | |

4. To print the report, click the printer icon on the Adobe® toolbar. Click the **OK** button in the Print dialog box.
5. To return to the Patient Reports screen, close Acrobat Reader® by clicking the X button in the upper right corner of the report window.

## Immunization History Report

The Immunization History Report displays demographics, contact information, and a detailed summary of the patient's immunization history. This report will typically be used as an official school record. This report should be provided to parents and guardians, as requested. To generate the report, follow these steps:

1. From a patient's Manage Patient screen or Manage Immunizations screen, click the **Reports** button.
2. At the Reports Available for this Patient section, click **Immunization History Report**, this is a hyperlink.
3. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.

06 May 2016

ALERT Immunization Information System

IR Physicians

Immunization History Report

Patient ID: **3963** Tracking Schedule: **ACIP**

Patient Name: **BISHAL UPDATE PATIENT**

Birth Date: **01/01/2010** Gender: **Male**

Age: **6 years, 4 months, 5 days**

| Vaccine Group | Date Admin | Series | Vaccine [Trade Name] | Dose | Mfg Code | Lot # | Bod Rt. | Bod St. | Provider of Information | React |
|---|---|---|---|---|---|---|---|---|---|---|
| DTP/aP | 01/01/2010 | Not Valid | Tdap | Full | | BUG3716 | | | IR Physicians | Yes(1) |
| | 02/01/2010 | Not Valid | Tdap | Full | | BUG3716 | | | IR Physicians | |
| | 03/01/2010 | Not Valid | Tdap | Full | | BUG3716 | | | IR Physicians | |
| | 04/01/2010 | Not Valid | Tdap | Full | | BUG3716 | | | IR Physicians | |
| | 05/01/2010 | Not Valid | Tdap | Full | | BUG3716 | | | IR Physicians | |
| | 07/01/2010 | Not Valid | Tdap | Full | | BUG3716 | | | IR Physicians | |
| | 04/13/2016 | 1 of 5 | DTaP-HepB-IPV [Pediarix ®] | 5 | | 1 | IV | LD | IR Physicians | |
| HepB | 04/13/2016 | 1 of 3 | DTaP-HepB-IPV [Pediarix ®] | 5 | | 1 | IV | LD | IR Physicians | |
| HPV | 10/14/2014 | | HPV, Bivalent [Cervarix ®] | Full | | | | | IR Physicians | |
| Ig | 01/01/2010 | | RIg | Full | | testlot11-20-2014 | | | IR Physicians | |
| MMR | 01/01/2010 | Not Valid | MMR | Full | | | | | IR Physicians | |
| Polio | 04/13/2016 | 1 of 4 | DTaP-HepB-IPV [Pediarix ®] | 5 | | 1 | IV | LD | IR Physicians | |
| Smallpox | 07/24/2013 | | Vaccinia (smallpox) [ACAM2000 ®] | Full | | | | | A BODY OF WISDOM | |
| | 07/24/2013 | | Vaccinia (smallpox) | Full | | | | | IR Physicians | |
| Varicella | 01/10/2010 | Not Valid | Varicella | Full | | | | | IR Physicians | |

**Reaction Descriptions:**

1: TETCONT - Tetanus allergic reaction

11 - Hypotonic-hyporesponsive collapse within 48 hours of immunization

| Patient Comments: | Start Date: | End Date: |
|---|---|---|
| Allergy to baker's yeast (anaphylactic) | 04/01/2016 | |
| Allergy to streptomycin (anaphylactic) | 04/03/2016 | |
| Immunity: varicella (chicken pox) | 03/01/2010 | |
| Allergy to latex (anaphylactic) | 04/01/2016 | |
| Allergy to POLYMYXIN B | 04/03/2016 | |

Primary Physician:

Address:

Physician's Signature

BISHAL UPDATE PATIENT 01/01/2010

4. To print the report, click the printer icon on the Adobe® toolbar. Click the **OK** button in the Print dialog box.
5. To return to the Patient Reports screen, you may close the Acrobat Reader® by clicking the X button in the upper right corner of the Immunization History Report window.

## Immunizations Needed Report

The Immunizations Needed report displays demographics, contact information, immunization record, and immunizations recommended by date according to the tracking schedule assigned to the patient. This report can be provided to parents and guardians for their records and helps to identify upcoming immunizations for their children. In addition, it provides a place for the next appointment date and organization phone number. To generate the report, follow these steps:

1. From a patient's Manage Patient screen or Manage Immunizations screen, click **Reports**.
2. At the Reports Available for this Patient section, click **Immunizations Needed**, which is a hyperlink.
3. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.

**ALERT Immunization Information System**
Immunization Record

**Patient Name (L, F, M):** PATIENT, BISHAL, UPDATE
**Birth Date:** 01/01/2010 **Gender:** Male **Tracking Schedule:** ACIP
**Age:** 6 years, 4 months, 11 days

| Patient Comments: | From Date: | To Date: |
|---|---|---|
| Allergy to POLYMYXIN B | 04/03/2016 | |

| Immunization Record | | | | |
|---|---|---|---|---|
| Vaccine Group | Date Admin | Series | Vaccine | Dose |
| DTP/aP | 01/01/2010 | Not Valid | Tdap | Full |
| DTP/aP | 04/01/2010 | Not Valid | Tdap | Full |
| DTP/aP | 07/01/2010 | Not Valid | Tdap | Full |
| DTP/aP | 04/13/2016 | 1 of 5 | DTaP-HepB-IPV | 5 |
| HepB | 04/13/2016 | 1 of 3 | DTaP-HepB-IPV | 5 |
| HPV | 10/14/2014 | | HPV, Bivalent | Full |
| Ig | 01/01/2010 | | RIg | Full |
| MMR | 01/01/2010 | Not Valid | MMR | Full |
| Polio | 04/13/2016 | 1 of 4 | DTaP-HepB-IPV | 5 |
| Smallpox | 07/24/2013 | | Vaccinia (smallpox) | Full |
| Varicella | 01/10/2010 | Not Valid | Varicella | Full |

| Immunizations Due Record | |
|---|---|
| Vaccine | Date Needed |
| DTaP | 05/11/2016 |
| HepA, NOS | 01/01/2011 |
| HepB, NOS | 05/11/2016 |
| Flu NOS | 07/01/2015 |
| MMR | 01/01/2011 |
| Polio-inject | 05/11/2016 |
| Varicella | 01/01/2011 |

**Appointment:** ___/______/_________ **Provider Phone Number:** (541) 466-3546 x3082

4. To print the report, click the printer icon on the Adobe® toolbar. Click the **OK** button in the Print dialog box.
5. To return to the Patient Reports screen, you may close the Acrobat Reader® by clicking the X button in the upper right corner of the Immunization History Report window.

## Vaccine Administration Record – Pediatric

The Vaccine Administration Record – Pediatric displays English and Spanish versions of the pediatric VAR form approved by the Oregon Immunization Program. The forms are not populated with patient or immunization data by ALERT IIS. To generate the form, follow these steps:

1. From a patient's Manage Patient screen or Manage Immunizations screen, click the **Reports** button.
2. At the Reports Available for this Patient Section, choose the language you would like to print under the Additional Information column for the Vaccine Administration Record – Pediatric row.
3. Click **Vaccine Administration Record - Pediatric**, which is a hyperlink underlined and in blue text. The report will be generated in a new browser window.
4. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.
5. To print the form, click the printer icon on the Adobe® toolbar. Click the **OK** button in the Print dialog box.
6. To return to the Patient Reports screen, close the browser window that contains the VAR.

## Vaccine Administration Record – Adult

The Vaccine Administration Record – Adult displays English and Spanish versions of the adult VAR form approved by the Oregon Immunization Program. The forms are not populated with patient or immunization data by ALERT IIS.

To generate the form, follow the steps above for Vaccine Administration Record – Pediatric.

## Ad Hoc Reports

The Ad Hoc reports function in ALERT IIS allows the user to create customized reports. Filters within the Ad Hoc reporting function help to narrow a search by patient active status, immunization ownership, age range, vaccination date range, and/or many other factors. The Ad Hoc reporting function produces two types of reports: 1) Ad Hoc List, produces a list with information about selected patients and immunizations; and 2) Ad Hoc Count produces counts either of patients orimmunizations.

The tables below define terms used in Ad Hoc reports.

| **Items to filter on:** | |
|---|---|
| **Patient Factors** | |
| Active Status | Whether the patient is active or inactive for your organization. |
| Age Range | Returns patients within a specified age range. |
| Birth Date | Birth Date of the Patient |
| City | City where patient currently resides. |
| Comment | Comments related to the patient. |
| County of Birth | Birth County of the patient. |
| County of Residence | County where the patient currently resides. |
| Gender | Gender of the Patient. |
| Has 2 or More Immunizations | Filters patients as specified that have two or more immunizations. |
| Language Preference | Patient’s preferred language. |
| Patient ID | Patient’s Alert IIS ID. |
| Primary Care Physician | Patient’s Primary Care Physician. |
| School | Patient’s school. |
| State | State where patient currently resides. |
| Zip | Zip Code where patient currently resides. |
| **Immunization Factors** | |
| Administering Clinician | Clinician who administered the immunization. |
| CVX Code | CVX Code of an administered vaccine. |
| Display Inadvertent Vaccine Group | Display allowable inadvertent vaccines for vaccine group. (i.e. Tdap vaccine for DTP/aP vaccine group) |
| Dose Count | Dose Number in the series of |
| From Inventory | Whether the immunization was administered from the organizations inventory. |
| Historical Immunization | Whether the immunization was a new/administered or historical immunization. |

| | |
|---|---|
| Owned Immunization | Whether the immunization was given by your organization. |
| Source of Last Update | Displays how the immunization was sent (user interface, electronic data exchange, etc). |
| Trade Name | The Trade Name of the immunization. |
| Vaccination Date | Date of when the vaccination was administered. |
| Vaccine | Vaccine that was administered |
| Vaccine Eligibility | Vaccine Eligibility Code for the vaccination administered |
| Vaccine Group | Vaccine Group of vaccination that was administered. |
| Vaccine Lot | The log from which the vaccine was aliquoted. |
| Valid Immunization | Whether the immunization is valid. |
| **Comparison** | |
| BEFORE | Used for dates |
| EQUALS | Same in comparison |
| NOT EQUAL TO | Not the same in comparison |
| AFTER | Used for dates |
| BETWEEN | Used for dates |
| IS | Exact equivalent |
| IS NOT | Not the equivalent |
| **Selected Filters** | |
| Edit | Edit an applied filter |
| Remove | Remove an applied filter |
| And/Or | Changes the operator between ‘And’ and ‘Or’ depending upon which is initially selected. Requires at least two filters to be applied. |
| Group | Groups filtered sections together in the report |
| Ungroup | Removes grouped filtered sections |

**Notes:** Patients whose information is added or changed on the day the report is run will not appear in the results until the following day.

Ad Hoc reports run against all patients associated with your organization. To disassociate a patient from your organization you must change their status in the Organization Information section of the patient’s record.

Two default filters have been added to the Ad Hoc Reports,

1) “Active Status EQUALS Yes”

2) “Owned Immunization EQUALS Yes”.

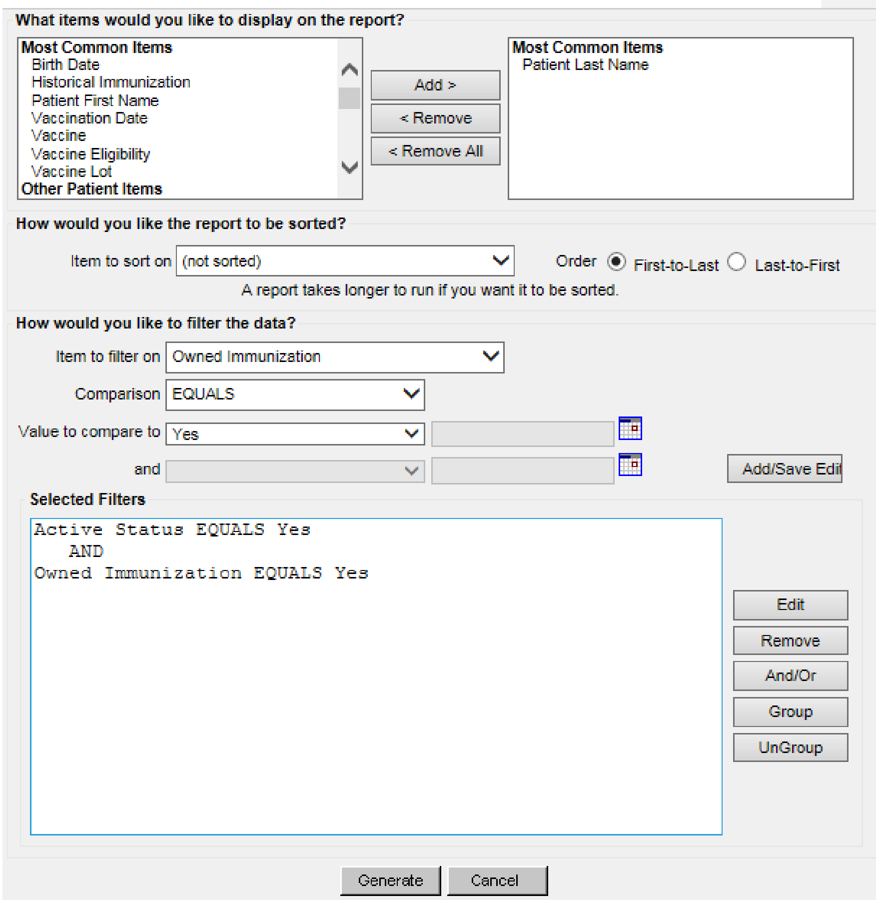
- If you remove the “Active Status EQUALS Yes” as a Selected Filter, the query will return all patients except those that have an Active Status EQUAL to P – permanently deceased.
- If you remove the “Owned Immunization EQUALS Yes” as a Selected Filter, the query will return patients associated with your organization, even if the patients have not received an immunization from your organization.
- When including “Owned Immunization EQUALS Yes” as a Selected Filter, you must include at least one immunization field to display/factor on for the report.

### *Ad Hoc List Reports*

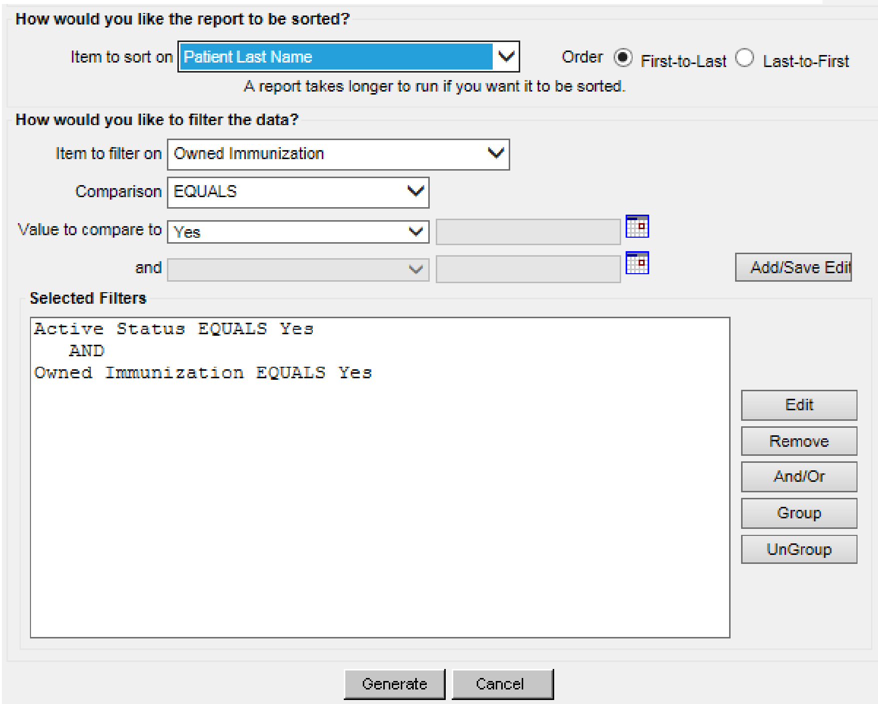
To produce a list of information about selected patients:

8. Click **Ad Hoc List Report** under the Reports section of the menu panel.
9. Select the patient population you would like to display. Users have several options:
   - Patients associated with *[Your Organization Name]*
   - Patients residing in *[Your County]* county
     - *(option available for Local Health Departments)*
   - Patients associated with *[Your Organization Name]* or patients residing in *[Your County]* county
     - *(option available for Local Health Departments)*
   - Patients associated with Roster List *[Your Roster List Name]*
   - Patients associated with Selected Organization(s)
     - Organization logged in will always be listed first.
     - Child Group Organizations and Data Source Child Organizations (Vendor and Parent relationship types) will be listed after the organization.
     - If your organization does not have child organizations, only your organization will be listed.

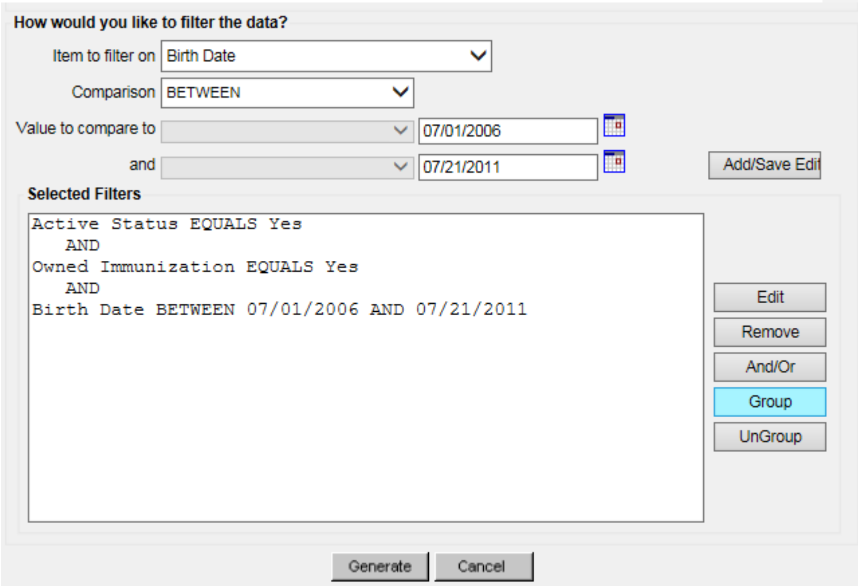

3. Select the items that you would like to display on the report by double-clicking the desired items from the left column (for example, Patient Last Name) or by highlighting the item and clicking **Add**. This will copy the item to the right column and add it to your report.




4. Select the single item by which you would like to have the report sorted and click the sort order (first-to-last or last-to-first). Note: Sorting the report will increase the time it takes to process.




5. Under **Item to filter on**, select an item that you would like to add as a filter using the dropdown list. For example, Birth Date could be an item used as a filter.
6. Filters in ALERT IIS are used to narrow information down so that it answers a user's query.
7. Under **Comparison**, select a word from the dropdown list that best describes the type of comparison you wish to make, for example, BETWEEN or EQUALS.
8. Under **Value to compare to**, either choose a value from the dropdown list in the left field, type in a value, or enter a date in the right field, if applicable.
9. Under **and**, select another value from the dropdown list in the left field, type in a value, or enter the ending date in the right field, if applicable.
10. Click the **Add/Save Edit** button. Repeat steps 4-8 for each item you wish to filter.




11. When finished adding filter items:
    a. Within the Selected Filters section, to change AND to OR, highlight 'AND' and click the ***And/Or*** button. Alternatively, the value can also be switched from OR to AND by following the same process.
    b. Group statements together by highlighting two filter statements and clicking the ***Group*** button. This groups the filters together in the report.
    c. Highlight grouped statements and click the ***Ungroup*** button to ungroup it. This removes the filters from being grouped together in the report.
    d. Highlight a statement and click the ***Remove*** button to remove it from the selected filters.
    e. Highlight a statement and click the ***Edit*** button to make changes to a statement. Make the necessary changes to the statement in the filtering section of the screen and click the ***Add/Save Edit*** button.
12. Click the ***Generate*** button. The Ad Hoc Report Status page will display; see the Ad Hoc Report Status section of this chapter for more information.

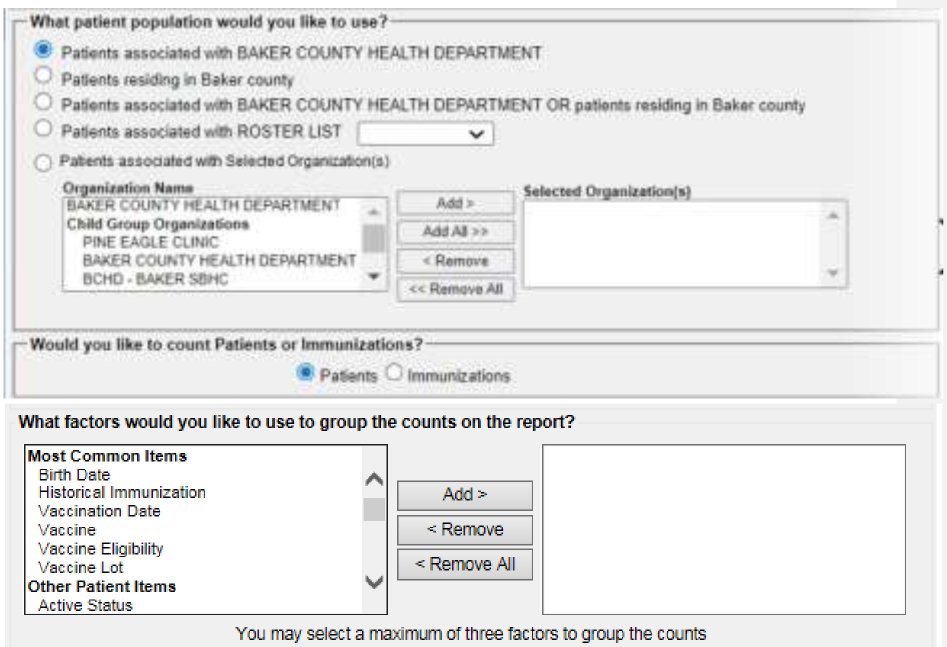
**Note:** The current limit to Ad Hoc report rows is 110,000 rows. If a user attempts to generate a report that is larger than the limit, the following message is returned:

LIST More records were found than limit. Please refine your search criteria.

*Ad Hoc Count Report*

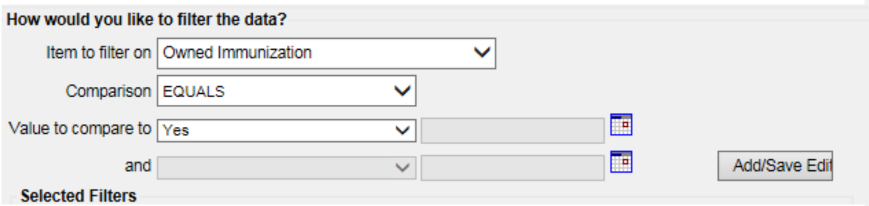
To produce a count of selected patients or immunizations:

1. Click **Ad Hoc Count Report** under the Reports section of the menu panel.
2. Select the patient population you would like to display. Users have several options:
   - Patients associated with *[Your Organization Name]*
   - Patients residing in *[Your County]* county
     - *(option available for Local Health Department)*
   - Patients associated with *[Your Organization Name]* or patients residing in *[Your County]* county
     - *(option available for Local Health Departments)*
   - Patients associated with Roster List *[Your Roster List Name]*
   - Patients associated with Selected Organization(s)
     - Organization logged in will always be listed first.
     - Child Group Organizations and Data Source Child Organizations (Vendor and Parent relationship types) will be listed after the organization.
     - If your organization does not have child organizations, only your organization will be listed.




3. Select the factors you would like to use to group the counts on the report by double-clicking on the desired item from the left column (for example, Vaccine) or by highlighting the item and clicking the **Add**

button. This will copy the item to the right column so that it can be used in your report. You can choose a **maximum of three factors.**




4. Under **Item to filter on** select an item that you would like to add as a filter using the dropdown list. For example, Owned Immunization could be an item used as a filter.
5. Under **Comparison**, select a word from the dropdown list that best describes the type of comparison you wish to make. For example, EQUALS is one comparison operator.
6. Under **Value to compare to**, either choose a value from the drop-down list in the left field, type in a value and/or enter a date in the right field.
7. Under **and**, select another value from the dropdown list in the left field, type in a value and/or enter the ending date in the right field, if applicable.
8. Click on **Add/Save Edit**. Repeat Steps 4-8 for each item you wish to filter.
9. When finished adding filter items, you may do the following:
    a. Group them together by highlighting two filter statements and click **Group**.
    b. Change AND to OR by highlighting 'AND' and clicking the ***And/Or*** button. OR can also be switched to AND by following the same process.
    c. Highlight a grouped statement and click on ***Ungroup*** to ungroup it.
    d. Highlight a statement and click on ***Remove*** to remove it from the selected filters.
    e. Highlight a statement and click on ***Edit*** to make changes to a statement. Make the necessary changes to the statement in the filtering section of the screen and click on ***Add/Save.***
10. Click **Generate**. The Ad Hoc Report Status page will display; see the Ad Hoc Report Status section of this chapter for more information.

*Ad Hoc Report Status*

1. The Ad Hoc Report Status screen will display after you click **Generate** on the Ad Hoc Count or Ad Hoc List Report screens. You may also access the status screen by clicking on Ad Hoc Report Status under the Reports section of the menu panel.

**Ad Hoc Report Status** Refresh Cancel

| Report Type | Provider Organization | Started | Completed | Status | Row Count |
|---|---|---|---|---|---|
| LIST | Oregon Immunization Program | 08/18/2015 07:00 AM | | PROCESSING | 0 |

**Ad Hoc Report Status** Refresh Cancel

| Report Type | Provider Organization | Started | Completed | Status | Row Count |
|---|---|---|---|---|---|
| LIST | Oregon Immunization Program | 08/18/2015 07:00 AM | 08/18/2015 07:02 AM | DONE | 88938 |

**Ad Hoc Report Status** Refresh Cancel

| Report Type | Provider Organization | Started | Completed | Status | Row Count |
|---|---|---|---|---|---|
| LIST | Oregon Immunization Program | 08/18/2015 07:00 AM | 08/18/2015 07:02 AM | DONE | 88938 |
| COUNT | Oregon Immunization Program | 08/18/2015 07:06 AM | | PROCESSING | 0 |

2. Click **Refresh** occasionally to check the status of the report.
3. Once the LIST or COUNT Report Type appears underlined and in blue, click it. The report will display directly on this screen in section called, **Ad Hoc Report Results.**
   Export the data as a text file using the hyperlink Export as Text, or export the data as an MS-Excel spreadsheet using the hyperlink Export to XLSX.
4. If you wish to print the report, click **Print** under the **File** menu within the application (text file, XLSX). In the print dialog box, adjust the print options as necessary, and then click either **Print** or **OK**, depending on the application.
5. The **Ad Hoc Report Results** section also displays the report filters selected by the user to generate the report.
6. Lastly, the section contains report results (report list or counts) directly on the screen. A large list is displayed on multiple tabs, each tab containing up to 250 report rows.
7. That Ad Hoc List functionality contains a maximum number of ad hoc list rows a user can view. **The maximum value is set to 10,000.** When running an ad hoc report, if ALERT generates more records

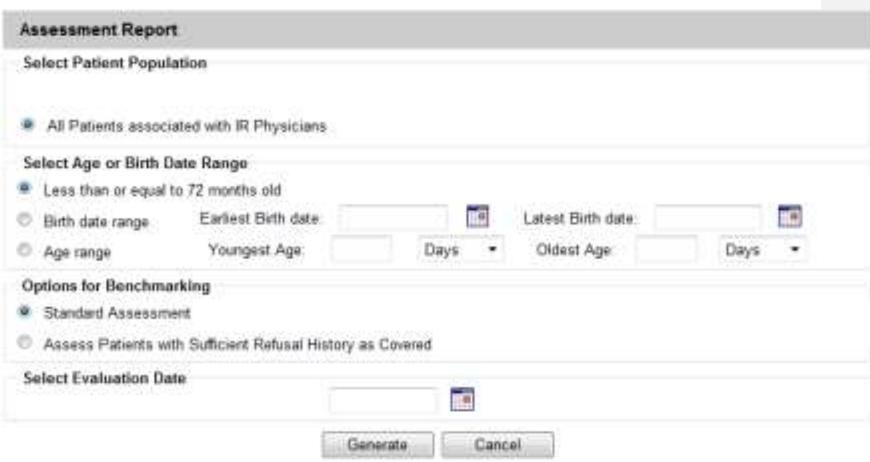
than the maximum value, this message will appear, “More records were found than limit. Please refine your search criteria.”

**Note**: Ad hoc reports are retained for 7 days for a user. ALERT IIS will retain all count and list reports for that period. For users who belong to multiple organizations, ALERT IIS displays links to all reports run by the user with a Provider Organization column displayed on screen to differentiate the reports.

## Assessment Reports

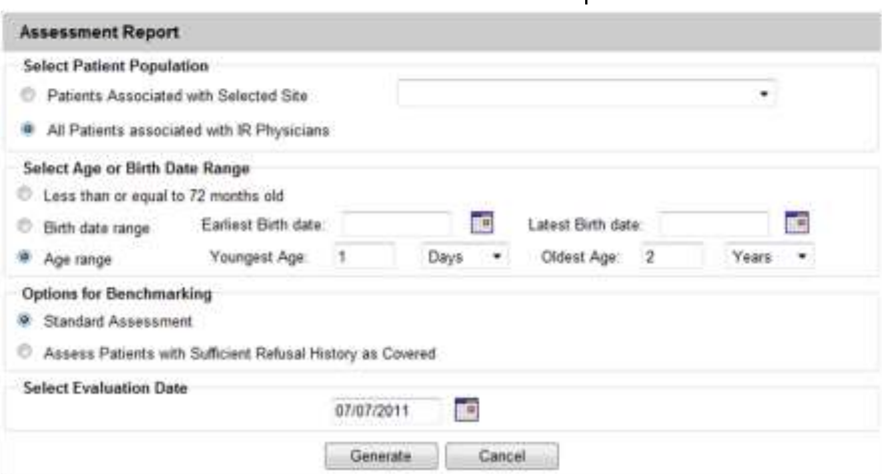
The Assessment Report feature in ALERT IIS provides an analysis of an organization’s immunization coverage rates. The following is a brief overview of the data that are returned on each table within the Assessment Report. Routinely reviewing patient records and assessing vaccination coverage rates are proven strategies to improve vaccination coverage in your organization.

1. Click **Assessment Report** under the Reports section of the menu panel.




2. Select the patient population to be assessed by clicking one of the following:
3. All Patients Associated with <Organization Name>: Choose this option to view immunization data on all patients associated with your organization.
4. Select the age, birth date range, or age range of the patients by choosing one of the following:

a. Less than 72 months old: Choose this option to return all patients who are 72 months or younger.
b. Birth date range: Choose this option to enter a range of birth dates. Enter the earliest birth date in the first field and the latest birth date in the second field. Alternatively, use the calendar icons beside each field to enter the dates.
c. Age range: Choose this option to enter an age range. Enter the youngest age range in the first field; use the drop-down list next to it to choose days, months, or years. In the Oldest Age field, enter an age and use the drop-down list to choose days, months, or years. You cannot search for patients older than 72 months.
d. Select either the Standard Assessment or the Assess Patients with Sufficient Refusal history as Covered option for the report by choosing the appropriate radio button. Selecting the second option will return an assessment report that counts patients with sufficient refusal comments as being up-to-date.
e. Select the assessment report evaluation date by entering the date in the field provided or by using the calendar icon to enter the date. No immunizations administered after the assessment criteria date will be included in the report.




5. Click **Generate.**
6. The Assessment Report Status screen will display. Some reports will automatically generate and will appear in the Job Name – Evaluation Date and Age Range – Evaluation Date Sections. The number of reports that will automatically generate will vary based on the age range of patients assessed.

**Assessment Report Status**

Refresh

Cancel

Assessment of Patients With At Least One Missing Age Specific Benchmark

3 Months

Generate

**Assessment Report Output Options**

| Job Name - Evaluation Date | Started | Status |
|---|---|---|
| (Assessment Report) IR Physicians - 07/07/2011 | 07/21/2011 10:41 AM | 2 % |
| (Missed Opps Patients) IR Physicians - 07/07/2011 | 07/21/2011 10:41 AM | 2 % |

**Records Meeting Criteria**

| Age Range - Evaluation Date | Number of Patients in Age Range | Started | Status |
|---|---|---|---|
| < 12 Months of Age - 07/07/2011 | 0 | 07/21/2011 10:41 AM | 2 % |
| 12 - 23 Months of Age - 07/07/2011 | 0 | 07/21/2011 10:41 AM | 2 % |
| 24 - 35 Months of Age - 07/07/2011 | 0 | 07/21/2011 10:41 AM | 2 % |
| 36 - 72 Months of Age - 07/07/2011 | 0 | 07/21/2011 10:41 AM | 2 % |
| All Age Ranges - 07/07/2011 | 0 | 07/21/2011 10:41 AM | 2 % |

7. Click **Refresh** occasionally to check on the progress of the reports. When the reports are ready, the job name will appear underlined and in blue text and the status will display as Complete.
8. Once reports are complete, you may view the reports that automatically generated, or you may run additional reports. At this screen you may do the following:
9. Select an age from the drop-down list provided and click on Generate (to the right of the age drop-down list). Create an assessment report listing patients for an age-specific benchmark by selecting an age from the drop-down list and clicking **Generate**. This report lists the patient's name, address, telephone number, and the vaccinations that they did or did not complete or refused by the benchmark age. A patient will show on the report if they missed at least one age-specific benchmark.
10. Click the underlined job name.
11. The report listing patients by benchmark age will have a job name of: (Benchmark Patient Listing) <Organization Name> - <Benchmark Age>.
12. The assessment report will be called: (Assessment Report)<Organization Name> - <Date>.
13. A report listing all patients who have missed a vaccination opportunity will have a job name of: *(*Missed Opps Patients)<Organization Name>-<Date>.
14. Click an underlined age range to view a listing of patients returned that fall within the specified range. This list will give the name, address, and telephone number for all patients meeting the record criteria. To view patients for all age ranges that meet the criteria, click the All Age Ranges link.

15. The report displays in Adobe Reader® if you clicked one of the report or age range links. To print one of the reports, click on the printer icon on the Adobe® toolbar.
16. Click **OK** in the Print Dialog box
17. To return to the Assessment Report Status screen, click the Back button in the browser.

**Note**: Patients with Refusals - If the option to Assess Patients with Sufficient Refusal History as Covered is selected when the assessment report is run, patients who fall short of needed, valid doses but have sufficient refusals to meet the benchmark are included within the count as if they received the needed doses.

*Understanding the Assessment Report*

The following is a brief overview of the data that is returned on each table within the assessment report.

**Table 1**

| Age Group | Records Analyzed | Inactive | Records Meeting Criteria |
|---|---|---|---|
| 36 -72 Months of Age | 50 | 0 | 50 |
| 24 - 35 Months of Age | 51 | 0 | 51 |
| 12 -23 Months of Age | 54 | 0 | 54 |
| < 12 Months of Age | 46 | 0 | 46 |
| Total | 201 | 0 | 201 |

Age Group: This column displays the age ranges used for evaluation.

Records Analyzed: This column displays the count of selected patients within the age group that are included in this report. This is determined by the age range chosen when generating the report.

Inactive: This column displays the count of selected patients within the age group that are not active

| | |
|---|---|
| | in your clinic. Refer to Chapter 10, Managing Patients, for information on marking patients as inactive |
| Records Meeting Criteria: | This column displays the count of selected patients within the age group who are Active in your organization. |

**Table 2**

| Immunization Status | | |
|---|---|---|
| Age(months) | Up to Date [1-4] (UTD) | Late [1-4] (UTD)@Assessment |
| 36-72 Months of Age | | |
| 72 | .0%% | .0%% |
| 24 | .0%% | .0%% |
| 12 | | .0% |
| 7 | .0% | |
| 24-35 Months of Age | | |
| 24 | .0% | .0% |
| 12 | .0% | .0% |
| 7 | .0% | .0% |
| 12-23 Months of Age | | |
| 12 | .0% | .0% |
| 7 | .0% | .0% |
| < 12 Months of Age | | |
| 7 | .0% | .0% |

1) UTD by 7 months equals 3 DTaP, 2 HepB, 2 HIB, 2 Polio
2) UTD by 12 months equals 3 DTaP, 2 HepB, 2 HIB, 2 Polio.
3) UTD by 24 months equals 4 DTaP, 3 HepB, 3 HIB, 1 MMR, 3 Polio, 1 Varicella.
4) UTD by 72 months equals 5 DTaP, 3 HepB, 4 HIB, 2 MMR, 4 Polio, 1 Varicella.
Late UTD equals the same benchmark for the age group, but it is assessed on the date the report was run.

| | |
|---|---|
| Age (Months): | This column displays the age of the patient on the assessment date. |
| Up-to-Date: | This column displays the percent of patients (out of the total number of active patients for that age |

group) meeting the criteria on the assessment date. The criteria are given at the bottom of the report page. For example, a seven-month-old UP-TO-DATE patient who has met the criteria will have had three DTaP, two HepB, two HIB, and two Polio vaccinations.

Late UP-TO-DATE @ Assessment: This column displays the percent of patients (out of the total number of active patients for that age group) meeting the criteria on the date the report was run, rather than on the assessment date.

**Table 3**

| Age Specific Immunization Benchmarks | | | | | | | |
|---|---|---|---|---|---|---|---|
| UTD Grid | DTaP | Hep B | Hib | MMR | Polio | Prevnar | Varicella |
| @ 3 months | 1 | 1 | 1 | | 1 | 1 | |
| @ 5 months | 2 | 2 | 2 | | 2 | 2 | |
| @ 7 months | 3 | 2 | 2 | | 2 | 3 | |
| @ 9 months | 3 | 2 | 2 | | 2 | 3 | |
| @ 12 months | 3 | 2 | 2 | | 2 | 3 | |
| @ 16 months | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| @ 19 months | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| @ 21 months | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| @ 24 months | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| @ 72 months | 5 | 3 | 4 | 2 | 4 | 4 | 1 |

The Age-Specific Immunization Benchmarks chart shows how many doses of each vaccine a patient should have by the age listed at the left to be determined UP-TO-DATE. This chart is used to create the Assessment of Patients Meeting Age-Specific Benchmarks table.

**Table 4**

| Assessment of Patients Meeting Age Specific Benchmarks | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| UTD Age | DTap | Hep B | Hib | MMR | Polio | Prevnar | Varicella | Total Meeting Age Criteria | % Coverage |
| 3 Months | 183 | 184 | 187 | | 178 | 40 | | 201 | 17.4% |
| 5 Months | 180 | 182 | 180 | | 175 | 42 | | 201 | 17.9% |
| 7 Months | 175 | 184 | 189 | | 181 | 42 | | 201 | 19.4% |
| 9 Months | 179 | 184 | 190 | | 181 | 42 | | 201 | 19.4% |
| 12 Months | 136 | 143 | 148 | | 141 | 42 | | 155 | 25.2% |
| 16 Months | 103 | 93 | 137 | 118 | 97 | 19 | 116 | 149 | .7% |
| 19 Months | 103 | 95 | 137 | 121 | 101 | 25 | 119 | 149 | .7% |
| 21 Months | 127 | 123 | 137 | 131 | 105 | 39 | 128 | 147 | 4.1% |
| 24 Months | 89 | 90 | 92 | 95 | 95 | 42 | 94 | 101 | 40.6% |
| 72 Months | 46 | 45 | 47 | 44 | 45 | 0 | 49 | 50 | .0% |

| | |
|---|---|
| UP-TO-DATE Age: | This column shows the maximum age the patient has attained by the assessment date. |
| Vaccine Columns: | These seven columns display the count of the patients who have met the vaccination criteria by the UP-TO-DATE age. |
| Total Meeting Age Criteria: | This column gives a count of all the patients who are at least the age listed under UP-TO-DATE Age. However, the 72 Months UP-TO-DATE Age category includes patients from 48 to 72 months of age. |
| % Coverage: | This column displays the percentage of patients meeting all UP-TO-DATE criteria, out of a total of all patients at least the age listed under UP-TO-DATE Age. |

**Table 5**

| Children Who Could Have Been Brought Up-To-Date With Additional Immunizations | | |
|---|---|---|
| <= 12 Months of Age | 5 | 10.9% |
| 1 Vaccine Needed | 2 | 40.0% |
| 2 Vaccines Needed | 3 | 60.0% |
| 3 Vaccines Needed | 0 | .0% |
| 4 Vaccines Needed | 0 | .0% |

The report breaks down the children who could have been brought up to date into three tables,≤ 12 months, 24-36 months, and 60-72 months. This is an example of ≤ 12 months.

Column 1: In the first row of column one, the age range of patients examined in this table is displayed. In subsequent rows within this column, the number of vaccines needed by this group of patients is displayed.

Column 2: In the first row of column two, a count is displayed of all patients for this age group who are behind schedule for four or fewer vaccinations. Subsequent boxes display a count of patients for this age group who need additional vaccinations to be up-to-date.

Column 3: In the first row of column three, a percent is displayed of all patients for this age group who are behind schedule for four or fewer vaccinations (out of the total number of patients for this age group). Subsequent rows within this column display a percentage of patients for this age group who need additional vaccinations to be up-to-date.

**Table 6**

| Children Who Got A Late Start or Have Dropped Off Schedule After A Good Start | | | |
|---|---|---|---|
| Late Start Rates | Beginning > 3 mo. age [1] | 100.0% | 36-72 mo. age group |
| | | 21.6% | 24-35 mo. age group |
| | | 98.1% | 12-23 mo. age group |
| Drop Off Rates | 60-72 | .0% | 24 month status |
| | 48-59 | .0% | 24 month status |
| | 36-47 | | 24 month status |
| | 24-35 mo. age | .0% | 24 month status |
| | 12-23 mo. age | 5.6% | 12 month status |

Late Start Rates: A patient who did not receive one full dose of DTaP by 90 days of age is considered to have gotten a late start. The values in column three of the late start row are the percentages of patients (within the age groups listed in column four) who have not received the first DTaP dose by 3 months of age.

Drop Off Rates: The drop off rate section of this chart shows the percentage of patients (column three) in various age groups (column two) who have not gone beyond 12 or 24-month status (column four) in their immunizations. Immunization status is calculated using the formula outlined at the bottom of the chart.

**Table 7**

| Patients Who Do Not Have a Birth Dose of HepB and Have Not Completed the 3 Dose Series | | |
|---|---|---|
| | Number [4] | Per Cent [5] |
| Patients Missing Birth Dose Of Hep | 14 | 7.0% |

The Hep B chart gives the number and percentage of patients who did not receive a birth dose of the Hep B vaccination and who did not complete the three-dose series. Patients evaluated are between six and 72 months old and have at least one immunization in ALERT IIS.

**Table 8**

**Missed Opportunity Assessment**

| Age Group on Evaluation Date | Total Patients in Age Group | Patients Not up to Date | | Missed Opportunity on Last Visit | |
|---|---|---|---|---|---|
| | | Count | Percent | Count | Percent |
| <12 months 7 month benchmark | 6 | 5 | 83.3% | 1 | 16.7% |
| 12-23 months 12 month benchmark | 20 | 16 | 80.0% | 14 | 70.0% |
| 24-35 months 24 month benchmark | | | | | |
| 36-72 months 24 month benchmark | | | | | |

Age Group on Evaluation Date: This column lists the age group of the selected patients and the immunization benchmark used for evaluation.

Total Patients in Age Group: This column gives the total number of patients within the age group listed in the first column.

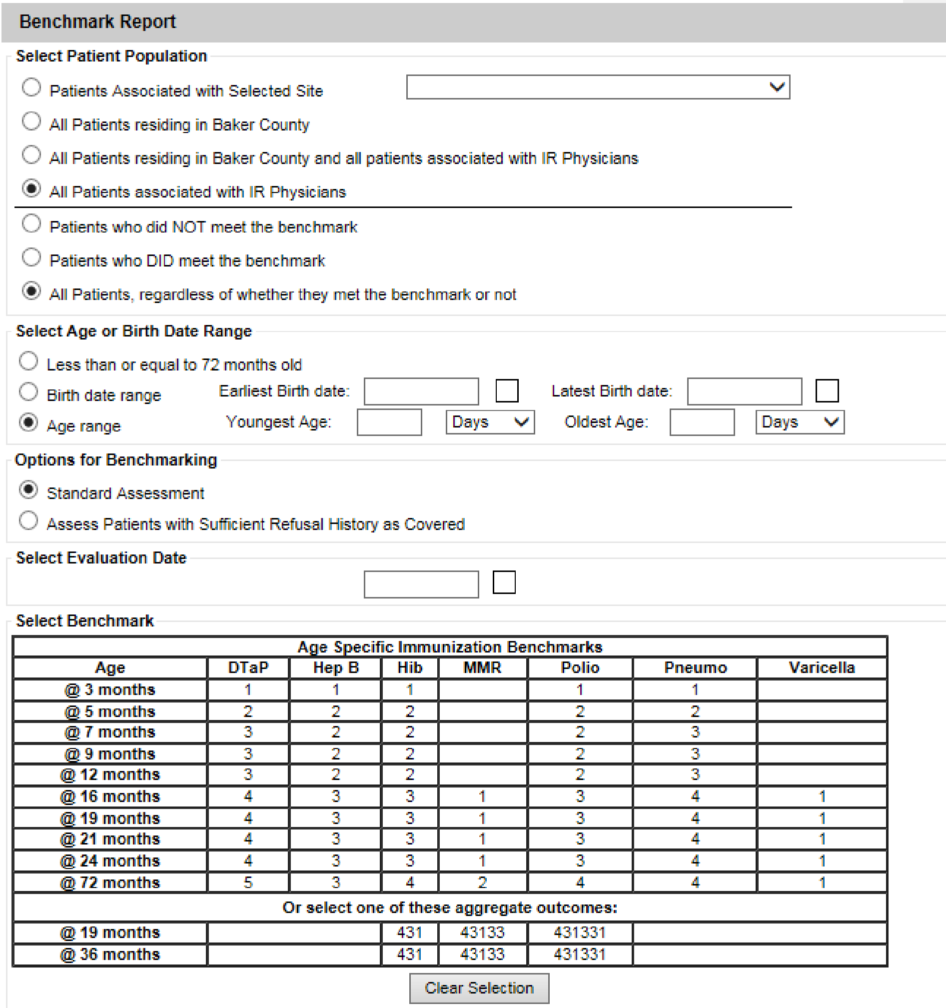
Patients Not Up to Date: This column gives the count and percentage of patients who are not up to date for the benchmark listed in column one.

Missed Op on Last Visit: This column gives the count and percentage of patients who are ***not*** up to date ***and*** who had a missed opportunity for vaccination on the last visit on or before the evaluation date.

The missed opportunities report lists all your organization's patients who have missed opportunities to be vaccinated. This report lists the patient's first and last names, birth date, and date of each missed opportunity by vaccine group.

**Note:** Missed Opportunities Assessment
Keep in mind, since ALERT IIS is used for reporting immunization records, it only identifies patients that had at least one immunization at their last visit but missed an opportunity to receive additional immunizations. The Missed Opportunities Assessment in ALERT IIS will not include any patients that were treated at your organization for any other reason except vaccination purposes.

Benchmark Reports



**Benchmark Report**

**Select Patient Population**

- ( ) Patients Associated with Selected Site
- ( ) All Patients residing in Baker County
- ( ) All Patients residing in Baker County and all patients associated with IR Physicians
- (•) All Patients associated with IR Physicians

- ( ) Patients who did NOT meet the benchmark
- ( ) Patients who DID meet the benchmark
- (•) All Patients, regardless of whether they met the benchmark or not

**Select Age or Birth Date Range**

- ( ) Less than or equal to 72 months old
- ( ) Birth date range — Earliest Birth date: — Latest Birth date:
- (•) Age range — Youngest Age: Days — Oldest Age: Days

**Options for Benchmarking**

- (•) Standard Assessment
- ( ) Assess Patients with Sufficient Refusal History as Covered

**Select Evaluation Date**

**Select Benchmark**

| Age Specific Immunization Benchmarks | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Age** | **DTaP** | **Hep B** | **Hib** | **MMR** | **Polio** | **Pneumo** | **Varicella** |
| **@ 3 months** | 1 | 1 | 1 | | 1 | 1 | |
| **@ 5 months** | 2 | 2 | 2 | | 2 | 2 | |
| **@ 7 months** | 3 | 2 | 2 | | 2 | 3 | |
| **@ 9 months** | 3 | 2 | 2 | | 2 | 3 | |
| **@ 12 months** | 3 | 2 | 2 | | 2 | 3 | |
| **@ 16 months** | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| **@ 19 months** | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| **@ 21 months** | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| **@ 24 months** | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| **@ 72 months** | 5 | 3 | 4 | 2 | 4 | 4 | 1 |
| **Or select one of these aggregate outcomes:** | | | | | | | |
| **@ 19 months** | | | 431 | 43133 | 431331 | | |
| **@ 36 months** | | | 431 | 43133 | 431331 | | |

Clear Selection

Benchmark reports allow ALERT IIS users to retrieve a list and count of patients who have met an immunization benchmark or predefined series of benchmarks. The resulting report may be viewed in ALERT IIS, exported as a text file, exported as a spreadsheet, or exported as a PDF file.

To generate a Benchmark report:

1. Click **Benchmark Report** under the Reports section of the menu panel.
2. Select the patient population to be assessed by clicking on one of the following:

a. Patients Associated with Selected Site: immunization data on all patients associated with the site selected from the drop-down list at the right. Patients Associated with <Organization Name> OR Patients Residing in < County Name>: immunization data on patients associated with your organization and those residing within a given county. This option is only available for county organizations. (City organization functionality has been disabled in ALERT IIS.)
b. All Patients Associated with <Organization Name>: immunization data on all patients associated with your organization.

3. Click one of the following to specify the patients to return on the report:
    a. Patients who did NOT meet the benchmark: a list of patients who did not meet the benchmark(s) defined in the table.
    b. Patients who DID meet the benchmark: a list of patients who met the benchmark(s) defined in the table.
    c. All patients, regardless of whether they met the benchmark or not: a list of all patients meeting the criteria defined in the table.
4. Select the age, birth date range, or age range of the patients by choosing one of the following. You may only enter up to age six years.
    a. Less than or equal to 72 months old: all patients who are 72 months old or younger.
    b. Birth date range: a range of birth dates. Enter the earliest birth date in the first field and the latest birth date in the second field that you wish included on the report or use the calendar icons beside each field to enter the dates.
    c. Age range: an age range. In the Youngest Age field, use the drop-down list next to it to choose days, months, or years. In the Oldest Age field, enter an age and use the drop-down list to choose days, months, or years.
5. Select either the Standard Assessment or the Assess Patients with Sufficient Refusal History as Covered option for the report by choosing the appropriate radio button. Selecting the second option will return a benchmark report that counts patients with sufficient refusal comments as being up-to-date.

**Note**: Refusals of Vaccine
For patient refusals of vaccine to be calculated correctly on assessment and benchmark reports, an appropriate Start Date must be entered for refusal comments on the Patient Comments tab. Refer

to the Managing Patients Chapter 10 of this manual for more information.

6. Select the report evaluation date by entering the date in the field provided or by using the calendar icon to enter the date. No immunizations administered after the evaluation date will be included in the report.
7. Select the benchmark(s) to be used on the report:
8. To select one or more single vaccine benchmarks within a single row, click on the box where the vaccine and the number of months intersect. For example, clicking on the box with 4 in it where DTaP and @ 19 months intersect will result in a report with this benchmark included.
9. To select all benchmarks in a row, you may click on the first box in the row that indicates @ X months.

Select Benchmark

| Age Specific Immunization Benchmarks | | | | | | | |
|---|---|---|---|---|---|---|---|
| Age | DTaP | Hep B | Hib | MMR | Polio | Pneumo | Varicella |
| @ 3 months | 1 | 1 | 1 | | 1 | 1 | |
| @ 5 months | 2 | 2 | 2 | | 2 | 2 | |
| @ 7 months | 3 | 2 | 2 | | 2 | 3 | |
| @ 9 months | 3 | 2 | 2 | | 2 | 3 | |
| @ 12 months | 3 | 2 | 2 | | 2 | 3 | |
| @ 16 months | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| @ 19 months | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| @ 21 months | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| @ 24 months | 4 | 3 | 3 | 1 | 3 | 4 | 1 |
| @ 72 months | 5 | 3 | 4 | 2 | 4 | 4 | 1 |
| Or select one of these aggregate outcomes: | | | | | | | |
| @ 19 months | | | 431 | 43133 | 431331 | | |
| @ 36 months | | | 431 | 43133 | 431331 | | |

10. To select benchmarks in a predefined series, select one of the 431, 43133, or 431331 combinations at the bottom of the table.
11. Click the **Generate** button.
12. The Benchmark Report Status screen will display. Click on Refresh occasionally to check on the progress of the report. When the report is ready, click on the blue Benchmark hyperlink. Once this link is clicked, ALERT IIS will display the Benchmark report at the bottom of the Benchmark Report Status screen. In addition, you may do one of the following:
13. Click the **Export as Text** link to display the report in text file format.
14. Click the **Export as a Spreadsheet** link to display the report in a spreadsheet format.
15. Click the **Display as a PDF** link to display the report in Adobe® Reader.

ALERT Immunization Information System
Report generated on 07/21/2011
Report generated by Cliff Gardner
IR Physicians

**Filter conditions used for this report:**
Patients Associated with Provider: IR Physicians
Patients who did NOT meet the selected benchmark(s)
Just consider immunizations as meeting the benchmark
Age between 1 Days and 2 Years
Evaluation date: 07/21/2011
Benchmark age @ 12 months
Selected benchmarks: Polio (2)
Total patients: 17; 0 patients (0%) met all benchmark criteria, 17 patients did not

Number of rows in this report: 17

| No | First Name | Last Name | Birth Date | Primary Phone Number | Street | City | State | Zipcode | Polio (2) |
|---|---|---|---|---|---|---|---|---|---|
| 1 | VIOLET | DALLMAN | 10/20/2009 | | 574 PICKNEY | JUNTURA | OR | 97753 | N |
| 2 | VIOLET | DALLMAN | 10/20/2009 | | 574 PICKNEY | JUNTURA | OR | 97753 | N |
| 3 | PATIENT | ENTER | 01/01/2010 | (111) 111-1111 | 123 MAIN WAY | PORTLAND | OR | 53704 | N |
| 4 | KEVIN | KDS | 01/01/2010 | | | | OR | | N |
| 5 | PATIENT | NIC | 11/01/2009 | | | | OR | | N |
| 6 | AARON | PATIENT | 09/21/2009 | | 694 NORTH | AUMSVILLE | OR | 97375 | N |
| 7 | CASH | PATIENT | 07/21/2010 | (111) 222-3333 | TEST123 | PORTLAND | OR | 12345 | N |
| 8 | ENTERNEW | PATIENT | 01/01/2010 | | | | OR | | N |
| 9 | HLSEVEN | PATIENT | 01/01/2010 | | 123 TEST ST | PORTLAND | OR | 97089 | N |
| 10 | NEW | PATIENT | 08/06/2010 | | | | OR | | N |
| 11 | QUICK | PATIENT | 01/01/2010 | | | | OR | | N |
| 12 | QUICK | PATIENT | 01/01/2010 | | | | OR | | N |
| 13 | QUICK | PATIENT | 01/01/2010 | | | | OR | | N |
| 14 | TEST | PATIENT | 07/20/2010 | | | | OR | | N |
| 15 | TEST | PATIENT | 09/21/2009 | | | | OR | | N |
| 16 | RICK | RICKTEST | 12/17/2009 | (608) 555-1212 | 6406 BRIDGE ROAD | MADISON | WI | 53784 | N |
| 17 | PATIENT | SIMON | 11/01/2009 | | | | | | N |

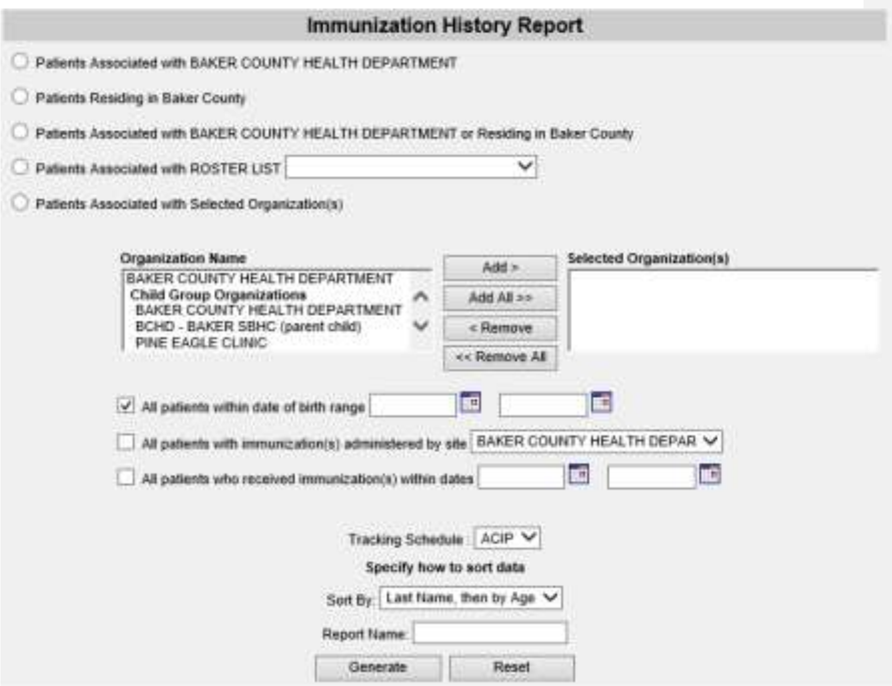
**Note**: Benchmark size limit
The size of your file is not limited when you choose to export the Benchmark report as text. However, to export as a spreadsheet, there is a limit of 65,535 lines. The information message "file not loaded completely" will display to indicate that part of the report was truncated. When the report is displayed as a PDF, the report will be limited to about 5,000 lines (119 pages); if the report is more than 5,000 lines, a red error report banner will display.

The Benchmark Report shows a list of all patients who met the filter criteria specified when you set up the report. The report gives you a count and percent of how many patients met the specified criteria. It lists patients by first and last name, date of birth, phone number, and address. The Y or N in the columns after each patient's demographic information indicates whether the patient met the criteria for that vaccine and benchmark age.

## Group Patients Report

The purpose of the Group Patients Report is to create a MS-Excel spreadsheet (.XLSX) of Immunization History data for a group of selected patients. To run one of these reports, complete the following steps:

1. Click **Group Patients** under the Reports section of the menu panel.
2. Select the patient population you would like to display. Users have several options:
   - Patients associated with *[Your Organization Name]*
   - Patients residing in *[Your County]* county
     - *(option available for Local Health Departments)*
   - Patients associated with *[Your Organization Name]* or patients residing in *[Your County]* county
     - *(option available for Local Health Departments)*
   - Patients associated with Roster List *[Your Roster List Name]*
   - Patients associated with Selected Organization(s)
     - Organization logged in will always be listed first.
     - Child Group Organizations and Data Source Child Organizations (Vendor and Parent relationship types) will be listed after the organization.
     - If your organization does not have child organizations, only your organization will be listed.




3. To run a report for patients in a specific birth date range, click on the

first available check box. Enter a from birth date and to birth date in MM/DD/YYYY format.

4. To run a report for patients who have immunizations administered by one of your sites, click on the second available check box. Choose a site from the drop-down list. By selecting this option, you will limit this report to immunizations administered at your site.
5. To run a report for patients who have an immunization in a specific date range, click on the third available check box. Enter a from and to date in MM/DD/YYYY format.

**Note:** You may combine any of the criteria in the above steps. The system only selects patients who fulfill all the criteria you specify.

6. By default, all patient immunization histories are evaluated using the system wide ACIP tracking schedule for shot validity and series completeness. You can also select one of several School tracking schedules to evaluate a set of patients against School series completeness rules.
7. You may choose a sort order. Your two options are either “Last Name, then by Age” or “Age, then by Last Name.”
8. You have the option to name your customized immunization report.
9. If you wish to start over, click the **Reset** button. The system erases all the criteria you entered and starts with a fresh page. You may proceed to enter your criteria again.
10. When criteria are completed, click the **Generate** button. Click the **Refresh** button periodically (use same language used in assessment reports section) The system starts to generate the report and takes you to the Group Patient Reports Request Status screen.
11. After the report completes, the top line on the Group Patient Reports Request Status screen becomes a hyperlink. Click the hyperlink.  If a report name was given it will display under Report Name.  If not, the report will be listed under Report Name as Immunization_History_Report.

Group Patient Reports Request Status — Refresh

| Report Name | Started | Completed | Status | Patients |
|---|---|---|---|---|
| Group Imm Test List Report | 2021-06-08 11:36:10.0 | 2021-06-08 11:36:21.0 | 100% | 273 |

12. The system provides the report output in MS-Excel (.XLSX) format.

## Reminder/Recall

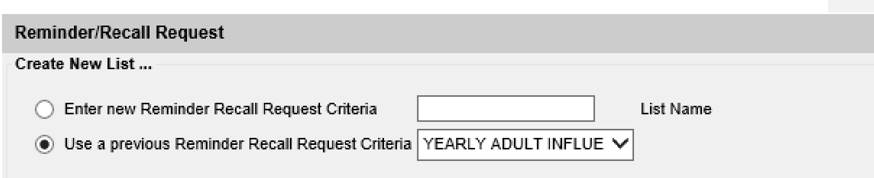
From the Reports menu option, you may generate reminder and recall notices, which include letters, reminder cards, mailing labels, patient listings, and immunization data and forecasting spreadsheets.

**Note**: Generation of reminder and recall notices
Reminder and recall notices can be generated for each patient if the following conditions are met:

- The Status is **ACTIVE** in the Organization Information section on the Edit Patient screen for your organization.
- The Allow Reminder and Recall Contact? indicator in the Organization Information section is **Yes**.
- The patient has complete address information listed in the Address Information section.

To generate a reminder and recall notice, you must specify several items on the Reminder/Recall Request screen to tailor your reminder to your needs.

1. Click **Reminder / Recall** under the Reports section of the menu panel.
2. The first section on screen is optional. If you routinely or even periodically run reminders with the same or similar criteria, you may want to save your reminder request criteria as a Criteria List to be reused.
    a. To save a new Criteria List for reuse, type a new List Name, setup your reminder request criteria, then press **Save & Generate** at the bottom of the request screen. Your criteria will be generated, and your Criteria List will be saved.
    b. To reuse a Criteria List, simply select the Criteria list from the drop-down list at the top of the Reminder/Recall Request screen. Criteria Lists can be edited and resaved.
    c. You may see one or more Criteria Lists listed as “Global…” They have been setup by the Oregon Immunization Program for reuse by users of ALERT IIS.




3. Select the patient population you would like to display. Users have several options including your organization:

- Patients associated with *[Your Organization Name]*
- Patients residing in *[Your County]* county
    - *(option available for Local Health Departments)*
- Patients associated with *[Your Organization Name]* or patients residing in *[Your County]* county
    - *(option available for Local Health Departments)*
- Patients associated with Roster List *[Your Roster List Name]*
- Patients associated with Selected Organization(s)
    - Organization logged in will always be listed first.
    - Child Group Organizations and Data Source Child Organizations (Vendor and Parent relationship types) will be listed after the organization.
    - If your organization does not have child organizations, only your organization will be listed.


4. You may select a Tracking Schedule to use.
5. You may select one or more Vaccine Groups that are due and/or past due for patients for the reminder/recall.
6. You may select Subpotent doses to be recalled.
7. You may select a School or Primary Care Provider for the recall.
8. You may select the additional demographic filters City, Zip code, and/or County.
9. You may select Age or Birth Date Ranges to be included in the reminder/recall.
10. You may select Additional Vaccine Groups to forecast for the patients included in the reminder/recall.
11. Finally, you may select up to 4 levels of sorting the report data for your recall from a list of 5 options: Last Name, First Name, School, Provider, County.
12. To simply generate the reminder request, press the **Generate** button at the bottom of the screen. Alternately, to save the reminder request for reuse, and generate the reminder request, press **Save & Generate** button at the bottom of the screen.

### *Reminder Request Status screen*

Depending upon the number of patients associated with your provider organization, it may take several minutes to generate the data for the various reports. While the data is being generated, the Reminder Request Status screen indicates the percentage of completion. Periodically click on **Refresh** to update the status.

**Reminder Request Status**

Refresh Cancel

| Started | Completed | Status | Patients | Target From | Target To |
|---|---|---|---|---|---|
| 12/20/2021 06:53 AM | 12/20/2021 06:54 AM | 100 % | 198 | 12/20/2021 | 12/20/2021 |
| 12/17/2021 06:16 AM | 12/17/2021 06:17 AM | 100 % | 37 | 12/17/2021 | 12/17/2021 |
| 12/16/2021 06:27 AM | 12/16/2021 06:28 AM | 100 % | 37 | 12/16/2021 | 12/16/2021 |

**Note**: Once you reach the Reminder Request Status screen, it is not necessary to stay at this screen while your report is being created. You may go anywhere in ALERT IIS while the report is generating and may return to the status screen by clicking on the Check Reminder Status link under Reports on the menu panel. Likewise, you may close out of ALERT IIS; after logging in again, you may return to the status screen by clicking on the Check Reminder Status link.

### *Reminder Request Process Summary Screen*

When the report is complete, you may click on the blue date hyperlink to go to the Reminder Request Process Summary screen. The Summary screen contains three sections:

1. Reminder Request Criteria: the criteria that were used to define the reminder search and the number of patients involved in the reminder search.
2. Reminder Request Output Options: the report types you can generate for reminder/recalls.
3. Last Notice Date Options: options for setting the date a patient was last sent a reminder or recall notice.

### *Reminder Request Criteria*

The Reminder Request Criteria table contains the criteria that were used to define the reminder search and the number of patients involved in the reminder search.

**Commented [AO(H1]:** I changed this screen to the new screen that has Due Now or Past Due

| Reminder Request Process Summary | | |
|---|---|---|
| **Reminder Request Criteria** | | |
| **Step** | **Criteria Evaluated at this Step** | **Patients** |
| 1 | Patients **associated** with ROSTER LIST: *Large Patient List*. | 237 |
| 2 | **Patients that allow Reminder & Recall Contact**<br>Additional criteria includes:<br>• **Age or birthdate range** is not specified;<br>• **County** is not specified;<br>• **School** is not specified;<br>• **Provider** is not specified. | 237 |
| 3 | Patients that have a **Valid Address**.<br>Additional criteria includes:<br>• **City** is not specified;<br>• **Zip Code** is not specified. | 200 |
| 4 | Patients that meet the following criteria regarding vaccination status:<br>• Patients that are **Due Now or Past Due** for one or more vaccinations **as of 12/20/2021**;<br>• Use all **vaccine groups**;<br>• Use **tracking schedule** associated with each patient. | 198 |
| | ***Total Number of Patients Eligible for Reminder*** | **198** |

## *Reminder/Recall Output Options*

The Reminder Request Output Options table, found on the Reminder Request Process Summary screen, allows you to choose how you would like to use the data from your query.

1. From the Summary screen, you may create various reminder output options:
2. You may include some custom details about your report in the Additional input column such as:
   a. Report Name
   b. Free Text
   c. Phone #
3. Click the hyperlink in the Output field to generate the report type one or more of the report types.

| Reminder Request Output Options | | |
|---|---|---|
| **Output** | **Description** | **Additional input** |
| Reminder Letter | Standard Reminder Letter. | Duplex Printing<br>Report Name<br>Free Text: My free text statement.<br>Phone # |
| Reminder Card | Standard Reminder Card (4x5). | Report Name<br>Free Text<br>Phone # |
| Mailing Labels | Avery 5160 Mailing Labels. | Report Name |
| Patient Query Listing | A list of patients based on the report criteria. | Report Name |
| Extract Client Data | Extract client data in XLSX format. | Report Name |

## *Reminder Letters*

The letter output option allows you to generate a standard form letter for the parent/guardian for each patient returned on your query. The letter allows room at the top for your organization's letterhead. The body of the letter includes the patient's immunization history, recommended immunizations and due dates. There are up to two lines for free text and/or a telephone number.

To generate Reminder Letters:

1. Under the Additional Input column or the Letter section of the table, you have the option of entering:

| Output | Description | Additional Input |
|---|---|---|
| Reminder Letter | Standard Reminder Letter. | Report Name<br>Free Text<br>Phone # |

   a. If a Report Name is not indicated, the report will simply be named Reminder Letter on the Reminder Report Status screen.
   b. You may include a maximum of 400 characters in additional information in the Free Text field. Any information entered in this text box will be presented as the closing for each of the letters generated in your report.
   c. The telephone number is presented in the closing for each of the letters generated in your report.
2. Click **Reminder Letter**, which is a hyperlink.
3. Your report will be listed on the Reminder Request Status screen. The bottom table shows the name of the request, the date and time it was started and the status of the request.
   a. You have the option of moving to other portions of ALERT IIS or using other functions of your computer while you are waiting for your letters to process. To return to check the progress of your request, click on Check Reminder Status under Reports on the menu panel.
   b. If you choose to stay at the Reminder Request Status screen while your request is processing, click on Refresh occasionally to check the status.
4. Once the status displays as Ready and the report name becomes a hyperlink, your letters are ready to be viewed. Click the report name to view or print the letters in Adobe Reader®.
5. To print the letters, click the printer icon on the Adobe® toolbar. Click the **OK** button in the Print dialog box.
6. To print additional output, click the Back button on your browser. At the Reminder Request Status screen, click on the Reminder Request

hyperlink (top table) to return to the Reminder Request Process Summary screen.

Dear Parent/Guardian of Letters Eligibility,

Our records indicate that Letters Eligibility has received the following immunizations:

| Immunization Record | | Tracking Schedule: | ACIP |
|---|---|---|---|
| Vaccine Group | Date Administered | Series | Vaccine |
| Influenza-seasnl | 02/01/2013 | 1 of 2 | Flu trivalent nasal |
| | 03/01/2013 | 2 of 2 | Flu trivalent nasal |
| | 04/01/2013 | Booster | Flu trivalent nasal |
| Smallpox | 01/01/2010 | | Vaccinia (smallpox) |
| | 02/01/2010 | | Vaccinia (smallpox) |
| | 03/01/2010 | | Vaccinia (smallpox) |
| | 04/01/2010 | | Vaccinia (smallpox) |
| | 05/01/2010 | | Vaccinia (smallpox) |
| | 06/01/2010 | | Vaccinia (smallpox) |
| Varicella | 05/01/2013 | 1 of 2 | Varicella |
| | 06/01/2013 | 2 of 2 | Varicella |
| | 07/01/2013 | | Varicella |

Our records also show that Letters Eligibility may be due for the following immunizations. If Letters received these or other immunizations from another health care provider, please call our office so that we can update Letters's record. Otherwise please take Letters to a health care provider to receive them.

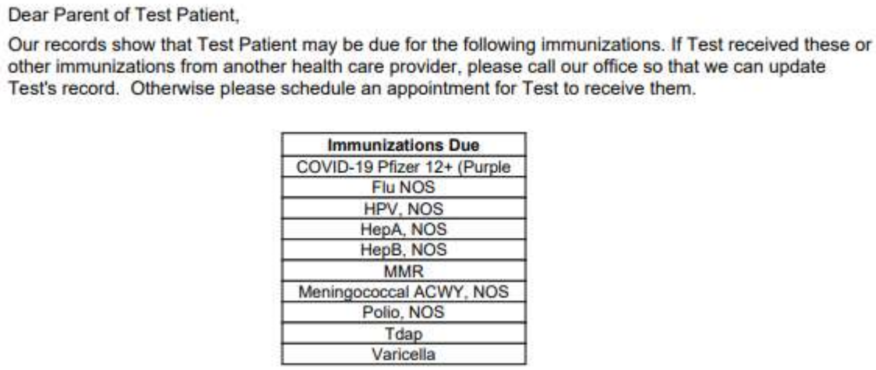
| Immunizations Due |
|---|
| DTaP, NOS |
| Flu NOS |
| HepA, NOS |
| HepB, NOS |
| MMR |
| Polio, NOS |

The number for our office is: null

## *Reminder Card*

The Reminder Card output option allows you to generate a standard reminder card for the parent/guardian for each patient returned on your query. The card allows room at the top for a greeting. The body of the card includes the patient's recommended immunizations and due dates. There are up to two lines for free text and/or a telephone number. To generate Reminder Cards, follow these steps:

- Under the Additional Input column or the Letter section of the table, you have the option of entering the following information:
    - If a Report Name is not indicated, the report will simply be named Reminder Card on the Reminder Report Status screen
    - You may include a maximum of 400 characters in the Free Text field. Any information entered in this text box will be presented as the closing for each of the cards generated in your report.
    - The telephone number is presented in the closing for each of the cards generated in your report.


Dear Parent of Test Patient,

Our records show that Test Patient may be due for the following immunizations. If Test received these or other immunizations from another health care provider, please call our office so that we can update Test's record. Otherwise please schedule an appointment for Test to receive them.

| Immunizations Due |
|---|
| COVID-19 Pfizer 12+ (Purple |
| Flu NOS |
| HPV, NOS |
| HepA, NOS |
| HepB, NOS |
| MMR |
| Meningococcal ACWY, NOS |
| Polio, NOS |
| Tdap |
| Varicella |

### *Mailing Labels*

The labels output option produces 30 labels per page on Avery Mailing Labels #5160. To generate mailing labels, follow these steps:

| | | |
|---|---|---|
| Mailing Labels | Avery Mailing Labels. | Report Name |

1. Click **Mailing Labels**, which is a hyperlink. Your request will be listed on the Reminder Request Status screen; the bottom table shows the name of the request, the date and time it was started, and the status of the request.
2. You have the option of moving to other portions of ALERT IIS or using other functions of your computer while you are waiting for your labels to process. To return to check the progress of your request, click **Check Reminder Status** under Reports on the menu panel.
3. If you choose to stay at the Reminder Request Status screen while your request is processing, click **Refresh** periodically to check the status.
    a. Once the report name becomes a hyperlink, your labels are ready. Click the report name to view or print the labels in Adobe Reader®.
    b. To print the labels, click on the printer icon on the Adobe® toolbar. Click **OK** in the Print dialog box.
4. To print additional output, click the Back button on your browser. At the Reminder Request Status screen, click on the Reminder Request hyperlink (top table) to return to the Reminder Request Process Summary screen.

### *Patient Query Listing*

The Patient Query Listing displays contact information for those patients identified as being due/overdue in the Reminder/Recall output in a report format. This report lists every patient that was returned in the report query process. To generate a Patient Query Listing:

1. Click the **Patient Query Listing** hyperlink.
2. Your request will be listed on the Reminder Request Status screen; the bottom table shows the name of the request, the date and time it was started and the status of the request.
    a. You have the option of moving to other portions of ALERT IIS or using other functions of your computer while you are waiting for your report to process. To return to check the progress of your request, click on Check Reminder Status under Reports on the menu panel.

b. If you choose to stay at the Reminder Request Status screen while your request is processing, click on Refresh occasionally to check the status.

3. Once the report name becomes a hyperlink, your report is ready. Click the report name to view or print the report in Adobe Reader®.
4. To print the report, click the printer icon on the Adobe® toolbar. Click **OK** in the Print dialog box.
5. To print additional output, click the Back button on your browser. At the Reminder Request Status screen, click on the Reminder Request hyperlink (top table) to return to the Reminder Request Process Summary screen.

*Report run on:* 01/20/2017 10:43 **Patient Query Listing** Page 1 of 24

| Patient Name (FML) | Phone Number | Address | City/State/Zip |
|---|---|---|---|
| **ADOLPH BLAINE GERALD HUBERT IRVIN CHARLES DAVID EARL BARSKA KENNETH LLOYD MARTIN - 01/01/2010** | (214) 518-3819 x1111 | BOLDERWOOD ARBORETUM ORNAMENTAL DRIVE | PORTLAND, OR 75243-1111 |

**Tracking Schedule:** ACIP

| Vaccine | Immunizations Due | Immunization Dates |
|---|---|---|
| HepA | 01/01/2011 | |
| HepB | 01/01/2010 | |
| Influenza-H5N1 | 01/01/2010 | |
| Influenza-seasnl | 08/01/2016 | |
| MMR | 01/01/2011 | |
| Polio | 03/01/2010 | |
| Td/Tdap | 01/01/2017 | |
| Varicella | 01/01/2011 | |

| Patient Name (FML) | Phone Number | Address | City/State/Zip |
|---|---|---|---|
| **ACTIVE CLISTAT - 01/01/2010** | | 506 ACTIVE STREET | ACTIVE, WI 43478 |

**Tracking Schedule:** ACIP

| Vaccine | Immunizations Due | Immunization Dates |
|---|---|---|
| HepA | 01/01/2011 | |
| HepB | 01/01/2010 | |
| Influenza-H5N1 | 01/01/2010 | |
| Influenza-seasnl | 08/01/2016 | |
| MMR | 01/01/2011 | |
| Polio | 03/01/2010 | |
| Td/Tdap | 01/01/2017 | |
| Varicella | 01/01/2011 | |

**Immunization Series Key:** **SP=Subpotent** **NV=Not Valid**

### *Extract Client Data*

The Extract Client Data output is an XLSX spreadsheet. The spreadsheet displays patient demographic information, immunization history, and vaccines forecasted for the patients identified as being due and/or overdue for the reminder/recall request. To extract client data:

1. Click the **Extract Client Data** hyperlink.
2. Your request will be listed on the Reminder Request Status screen; the bottom table shows the name of the request, the date and time it was started, and the status of the request.
3. The spreadsheet contains two tabbed worksheets:
    a. The IMMUNIZATION DATA worksheet contains patient demographic and immunization history rows.

Start of Patient Demographic columns:

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | ID | CLIENT ID | LAST NAME | FIRST NAME | MIDDLE NAME | SUFFIX | BIRTH DATE | GENDER | AGE |
| 2 | 19715 | 5876882 | PATIENT | TESTING | | | [illegible] | M | 11 |
| 3 | 19715 | 5877519 | PATIENT | OREGON | DUCK | | [illegible] | M | 11 |
| 4 | 19715 | 5877519 | PATIENT | OREGON | DUCK | | [illegible] | M | 11 |

IMMUNIZATION DATA | FORECASTING

Immunization History columns:

| W | X | Y | Z | AA | AB | AC | AD |
|---|---|---|---|---|---|---|---|
| VACCINE GROUP | VACCINE NAME | ID | CVX CODE | IMMUNIZATION DATE | SERIES | OWNING PROVIDER ID | OWNING PROVIDER NAME |
| PneumoPoly 23 | Pneumococcal 23 | 757558270 | 33 | 2015-12-21 | 1 of 2 | 158473 | 10dysTestOrg |
| DTP/aP | DTP | 757483637 | 01 | 2014-07-01 | | 2 | IR Physicians |
| DTP/aP | DTP | 757508729 | 01 | 2014-07-01 | 1 of 4 | 143908 | WASHINGTON STATE IMM INI |

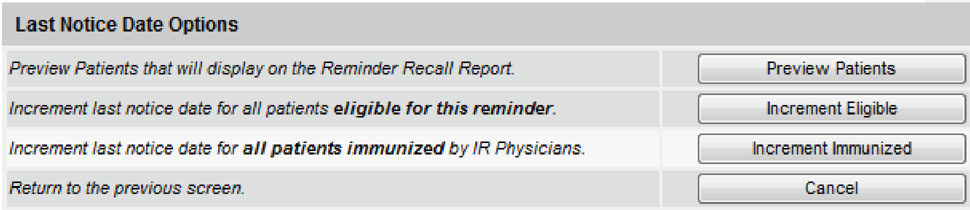
    b. The FORECASTING worksheet contains patient demographic and immunization forecast rows.

Immunization Forecast columns:

| W | X | Y | Z | AA | AB |
|---|---|---|---|---|---|
| VACCINE GROUP | VACCINE NAME | STATUS | EARLIEST DATE | RECOMMENDED DAT | PAST DUE DATE |
| HepA | HepA, NOS | RECOMMEND | 2011-01-01 | 2011-01-01 | 2011-08-01 |
| HepB | HepB, NOS | RECOMMEND | 2010-01-01 | 2010-01-01 | 2010-04-01 |
| HPV | HPV, NOS | RECOMMEND | 2019-01-01 | 2019-01-01 | 2023-01-01 |

### *Last Notice Date Options*

On the bottom of the Reminder Request Process Summary screen, you have the option of resetting the last notice date, which will affect future reminder/recall notices generated using this information. Your options on the last notice date table include:




1. Clicking **Preview Patients** will provide a list of patients included in the Reminder Recall Report. This information is presented on the screen and includes a hyperlink to each patient's demographic record.
2. Clicking **Increment Eligible** will reset the last notice date for all patients eligible for this reminder.
3. Clicking **Increment Immunized** will increment the last notice date for all patients immunized by your organization.
4. Click **Cancel** to return to the Reminder Request Status screen.

**Note:** The last notice date is viewable on the patient's demographic record under the Organization Information section.

### *Reminder Output Status*

The Reminder Request Status section displays a second section, the Reminder Output Status table, which displays rows for each report output type that has been requested. Depending upon the number of patients associated with your reminder request, it may take several minutes to generate the report output for the various reports. While the report is being generated, the Reminder Request Status screen indicates the percentage of completion, and the displays a status of Ready when the report is complete. Periodically click on **Refresh** to update the status.

1. Click the hyperlink in the Name column to download or open your report.

| Reminder Request Status | | | | | |
|---|---|---|---|---|---|
| Started | Completed | Status | Patients | Target From | Target To |
| 12/20/2021 06:53 AM | 12/20/2021 06:54 AM | 100 % | 198 | 12/20/2021 | 12/20/2021 |
| 12/17/2021 06:16 AM | 12/17/2021 06:17 AM | 100 % | 37 | 12/17/2021 | 12/17/2021 |
| 12/16/2021 06:27 AM | 12/16/2021 06:28 AM | 100 % | 37 | 12/16/2021 | 12/16/2021 |

Refresh Cancel

| Reminder Output Status | | | | | | |
|---|---|---|---|---|---|---|
| Name | List Name | Type | Requested | Started | Completed | Status |
| Reminder Card | | Reminder Card | 12/20/2021 10:42 AM | 12/20/2021 10:42 AM | 12/20/2021 10:42 AM | Ready |
| Mailing Labels | | Mailing Labels | 12/20/2021 10:02 AM | 12/20/2021 10:02 AM | 12/20/2021 10:02 AM | Ready |
| Client XLSX | | Client XLSX | 12/20/2021 10:01 AM | 12/20/2021 10:01 AM | 12/20/2021 10:01 AM | Ready |
| Reminder Letter | | Reminder Letter | 12/20/2021 10:01 AM | 12/20/2021 10:01 AM | 12/20/2021 10:01 AM | Ready |
| Client XLSX | | Client XLSX | 12/16/2021 06:30 AM | 12/16/2021 06:30 AM | 12/16/2021 06:30 AM | Ready |
| Reminder Letter | | Reminder Letter | 12/16/2021 06:30 AM | 12/16/2021 06:30 AM | 12/16/2021 06:30 AM | Ready |

### *Creating Custom Letters*

In addition to the standard letter, ALERT IIS allows users to create and store up to three custom letters to be used for reminder/recall. To create a new custom letter, follow these steps:

1. Click **Manage Custom Letter** under Reports on the menu panel.

**Manage custom letters**

Long Test Nov 18 2010 Delete

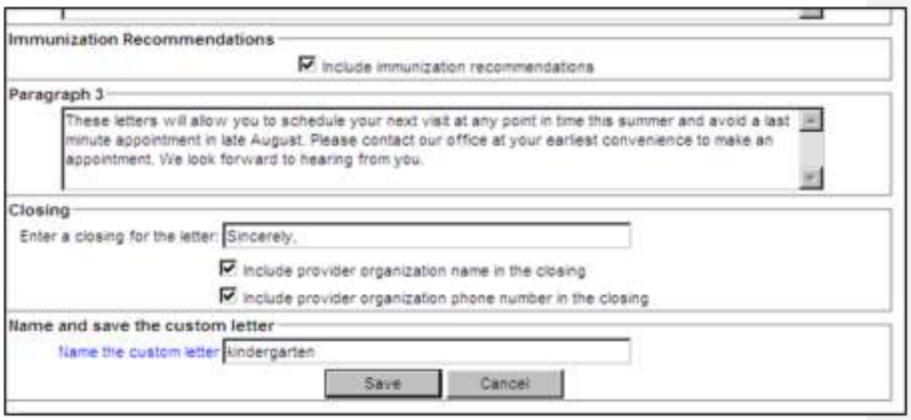
Long Test Oct 29 2010 Delete

New Custom Letter

2. Click the **New Custom Letter** hyperlink.
3. At the Create New Custom Letter screen, enter the following:
    a. Top Margin: Choose the number of blank lines you would like at the top of the letter from the drop-down list provided. These blank spaces will leave room to print the letters on your office letterhead.
    b. Include Patient Address:
        i. Check the box to include the patient's address at the top of the letter.
    c. To include a name with the patient address, choose from the drop-down list one of the following:
        i. (no name) - default
        i. Patient name
        ii. To the parent/guardian of patient name

b. Salutation: Enter a greeting, and then choose a name option from the drop-down list provided.
    i. If name is chosen, the name of the patient will show up after the salutation.
    ii. If responsible person is chosen, the letter will read <salutation> Parent/Guardian of <patient name>

4. Paragraph 1:
    a. In the field marked First Part, enter desired text.
    b. If you do not wish to include a name, you may enter all of the first paragraph text in the field marked First Part and select no name from the name drop-down list.
    c. If you wish to include a name within the paragraph, enter text up to the mention of the name ending with a single space. Next, choose the name you would like to appear within the paragraph from the drop-down list (either parent/guardian, patient name or no name).
    d. In the field marked Second Part, continue to enter the rest of the text.
    e. Immunization History: Check the box to include the patient's immunization history in the letter.

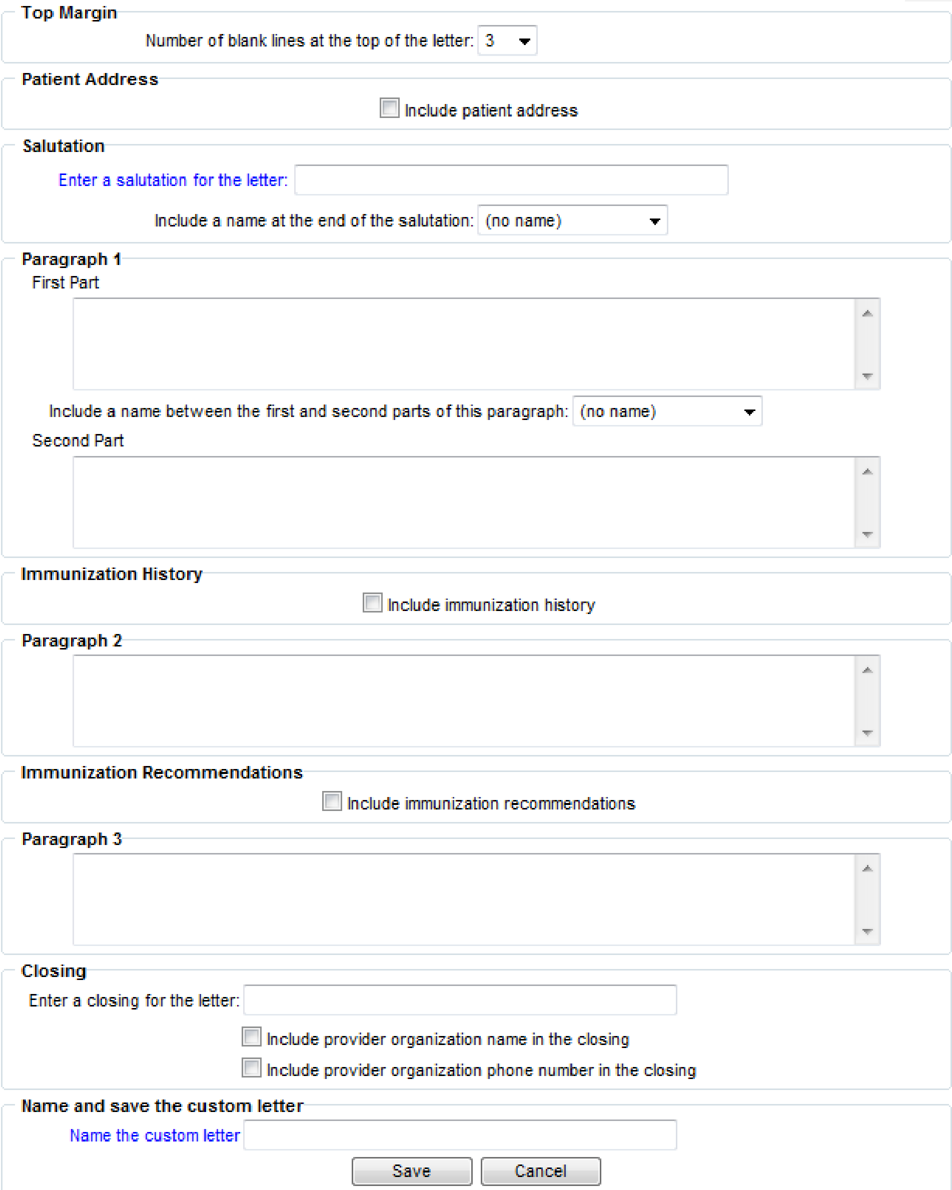



    f. The maximum number of allowed characters in this field is 4,000.

5. Paragraph 2: You may enter more text in this field.
    a. Immunization recommendations: Check this box to include the immunization forecast for the patient in the letter.
    b. The maximum number of allowed characters in this field is 4,000.

6. Paragraph 3: You may enter text in this field.
    a. Closing: Enter a closing word or statement in this field. If you wish to include your provider, organization's name and/or telephone number after the closing, check the appropriate boxes.

b. Name and Save the Custom Letter: Enter a name for the letter in the field provided. When the letter is complete, click on Save.
c. The maximum number of allowed characters in this field is 4,000.




**Note**: Once you have saved the custom letter, click on check reminder status in the left-hand menu bar. Then select the reminder report you want to use to generate your custom letter.

*Generating Custom Letters*

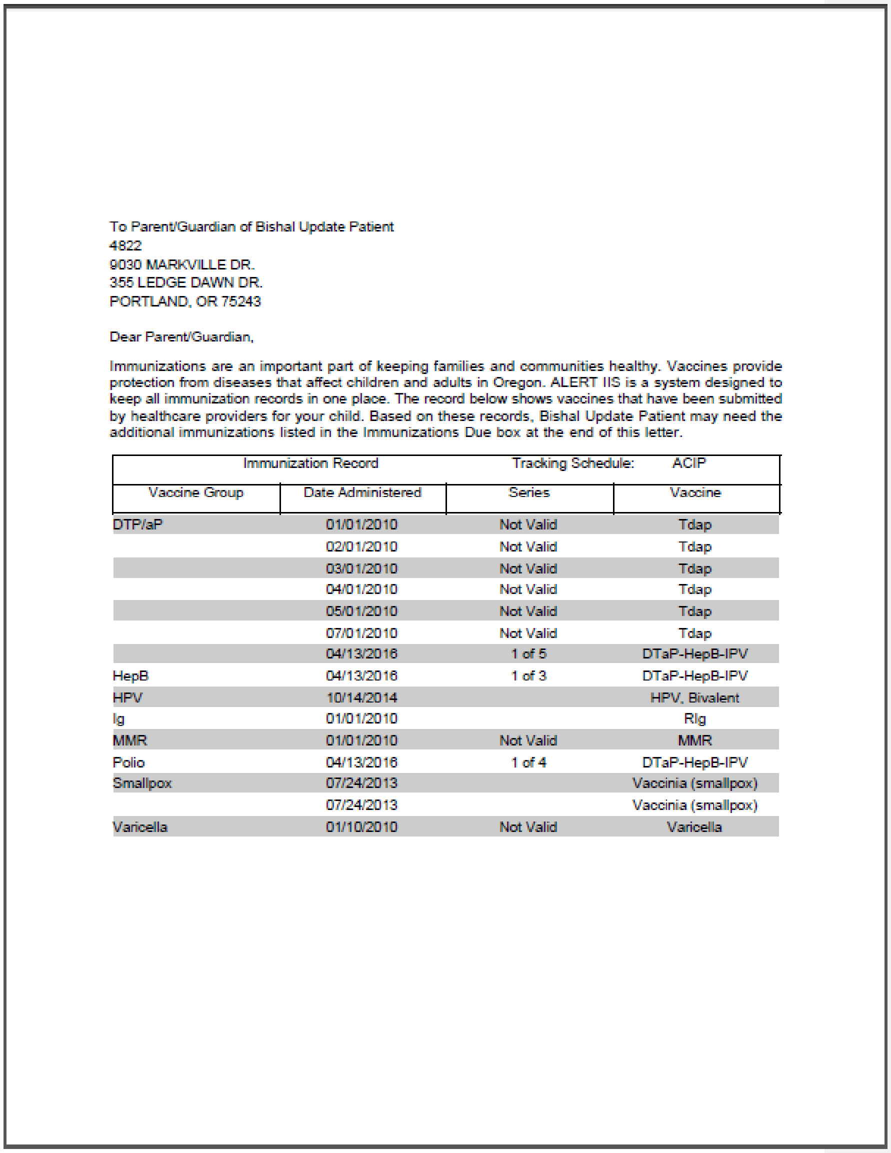
The custom letter output option allows you to generate a customized letter for each patient returned on your query. To create a new custom letter, refer to the Creating Custom Letters section of this chapter. To generate a custom letter from the Reminder Request Process Summary screen:

1. Every time you generate a custom letter, you will want to give the report a unique name. This name is different from the custom letter name. You will want to name the report prior to clicking on the custom letter hyperlink.
2. Click the link with the name of the custom letter. The letter will begin generating immediately.

| | | | |
|---|---|---|---|
| Patient Query Listing | A list of patients based on the report criteria. | Report Name | |
| Extract Client Data | Extract client data in XML format. | Report Name | |
| Long Test Nov 18 2010 | Custom Letter. | Report Name | |
| Long Test Oct 29 2010 | Custom Letter. | Report Name | |

3. Your report will be listed on the Reminder Request Status screen; the bottom table shows the name of the request, the date and time it was started and the status of the request.
    a. You have the option of moving to other portions of ALERT IIS or using other functions of your computer while you are waiting for your letters to process. To return to check the progress of your request, click on Check Reminder Status under Reports on the menu panel.
    b. If you choose to stay at the Reminder Request Status screen while your request is processing, click on Refresh occasionally to check the status.
4. Once the report name becomes a hyperlink, your letters are ready. Click on the report name to view or print the letters in Adobe Reader®.
5. To print the letters, click on the printer icon on the Adobe® toolbar. Click on OK in the Print dialog box.
6. To print additional output, click on the back button on your browser. At the Reminder Request Status screen, click on the reminder request hyperlink (top table) to return to the Reminder Request Process

Summary screen.



To Parent/Guardian of Bishal Update Patient
4822
9030 MARKVILLE DR.
355 LEDGE DAWN DR.
PORTLAND, OR 75243

Dear Parent/Guardian,

Immunizations are an important part of keeping families and communities healthy. Vaccines provide protection from diseases that affect children and adults in Oregon. ALERT IIS is a system designed to keep all immunization records in one place. The record below shows vaccines that have been submitted by healthcare providers for your child. Based on these records, Bishal Update Patient may need the additional immunizations listed in the Immunizations Due box at the end of this letter.

| Immunization Record | | Tracking Schedule: | ACIP |
|---|---|---|---|
| Vaccine Group | Date Administered | Series | Vaccine |
| DTP/aP | 01/01/2010 | Not Valid | Tdap |
| | 02/01/2010 | Not Valid | Tdap |
| | 03/01/2010 | Not Valid | Tdap |
| | 04/01/2010 | Not Valid | Tdap |
| | 05/01/2010 | Not Valid | Tdap |
| | 07/01/2010 | Not Valid | Tdap |
| | 04/13/2016 | 1 of 5 | DTaP-HepB-IPV |
| HepB | 04/13/2016 | 1 of 3 | DTaP-HepB-IPV |
| HPV | 10/14/2014 | | HPV, Bivalent |
| Ig | 01/01/2010 | | RIg |
| MMR | 01/01/2010 | Not Valid | MMR |
| Polio | 04/13/2016 | 1 of 4 | DTaP-HepB-IPV |
| Smallpox | 07/24/2013 | | Vaccinia (smallpox) |
| | 07/24/2013 | | Vaccinia (smallpox) |
| Varicella | 01/10/2010 | Not Valid | Varicella |

## Vaccine Eligibility

The Vaccines for Children (VFC) Report details the number of patients that were vaccinated by your organization for each Vaccine Eligibility type for a specified date range. To generate a VFC Report:

1. Click **Vaccine Eligibility** under the Reports section of the menu panel.


2. Select your organization name from the drop-down list.
3. Enter a From date under the Report Date Range using the MM/DD/YYYY format.
4. Enter a To date under the Report Date Range using the MM/DD/YYYY format.
5. Choose a type of VFC Report to run. You have two choices:
    a. The Age Group report displays a summary of patients by vaccine eligibility and four specific age ranges: < 1 year of age, 1-6 years of age, 7-18 years of age and 19 years and older.
    b. The Vaccine Group report displays a summary of doses by vaccine eligibility and vaccine groups.
6. Click the **Generate Report** button. The reports drop into a processing queue:

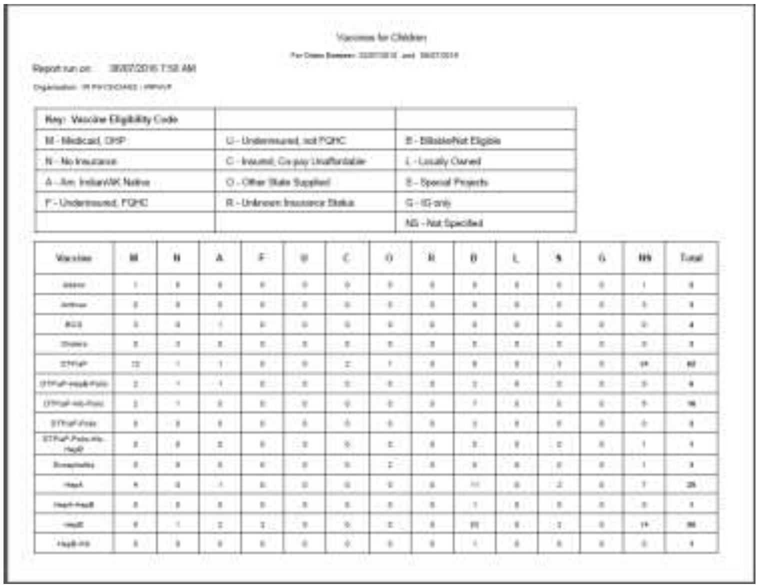
**VFC Report Status** Refresh

| Report Name | Started | Completed | Status |
|---|---|---|---|
| VFC Detail by Vaccine | 01/08/2013 06:39:15 PM | 01/08/2013 06:39:16 PM | 100% |
| VFC Detail by Age | 01/08/2013 06:38:51 PM | 01/08/2013 06:38:54 PM | 100% |

7. Click Refresh until the statuses are 100%; then click on the underlined hyperlink, and you will be presented with an adobe file which contains your report. From here you can print the document; then close the document window to return to the results screen.

*Understanding the Vaccine Eligibility Report by Vaccine Group*

The following section explains the rows and columns within the Vaccine Edibility Report by Vaccine Group. The report only displays vaccines administered by your organization.




The key at the top of the report provides a listing of each vaccine eligibility code and its description. This report may show codes that are not available to your clinic. Codes are specific to whether your clinic is public or private and whether you have a federal designation. No provider will be able to use all codes listed.

The columns on the report break down the vaccines administered by vaccine eligibility code.

| **Column** | **Description** |
|---|---|
| Vaccine | Lists the vaccines that were used by your organization during the date range entered for the report |
| M | Medicaid, Oregon Health Plan |
| N | No Insurance |
| A | American Indian/ Alaskan Native |
| F | Underinsured Federal Qualified Health Center (FQHC) |
| U | Underinsured, not FQHC |
| C | Insured, Co-pay Unaffordable |
| O | Other State Supplied |
| R | Unknown Insurance Status |
| B | Billable/Not Eligible |
| L | Locally Owned |
| S | Special Projects |
| G | IG Only |
| NS | Not Specified |
| Total | The total count of immunizations provided for the type of vaccine administered |

*Understanding the Vaccine Eligibility Report by Age Group*

The following section explains the rows and columns within the Vaccine Eligibility report by Age Group. The report only displays patients who have received vaccines administered by your organization.

Vaccines for Children by Provider

For Dates Between 01/01/2010 and 01/01/2011

Report run on: 02/09/2011 10:40 AM

Page 1

IR Physicians - Z90090

| Key: Vaccine Eligibility Code | | |
|---|---|---|
| M - Medicaid, OHP | U - Underinsured, not FQHC | B - Billable/Not Eligible |
| N - No Insurance | C - Insured, Co-pay Unaffordable | L - Locally Owned |
| A - Am. Indian/AK Native | O - Other State Supplied | S - Special Projects |
| F - Underinsured, FQHC | R - Unknown Insurance Status | G - IG only |
| | | NS - Not Specified |

| (Age) | M | N | A | F | U | C | O | R | B | L | S | G | NS | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| <1 | 2 | 1 | 9 | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 1 | 1 | 6 | 24 |
| 1-6 | 1 | 3 | 5 | 1 | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 2 | 2 | 20 |
| 7-18 | 3 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 8 |
| 19+ | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 0 | 1 | 0 | 2 | 10 |
| Total | 7 | 6 | 15 | 1 | 0 | 5 | 0 | 2 | 7 | 2 | 2 | 3 | 12 | 62 |

The key at the top of the report provides a listing of each vaccine eligibility code and its description.

The rows on the report break down the count of distinct patients given immunizations by age in years. For example, patient who receives a vaccination when he or she is 6 years and 11 months old will be included in the 1-6 age group.

| **Row** | **Description** |
|---|---|
| < 1 | Patients who were under 1 year of age at the time a dose was administered |
| 1-6 | Patients who were 1 through 6 years of age at the time a dose was administered |
| 7-18 | Patients who were 7 through 18 years of age at the time a dose was administered |
| 19+ | Patients who were 19 years of age or older at the time a dose was administered |

Each column on the report counts the number of distinct patients who have received immunizations associated with a vaccine eligibility category within the specified date range. For example, a single patient who received 3 Medicaid doses would contribute only +1 to the total column.

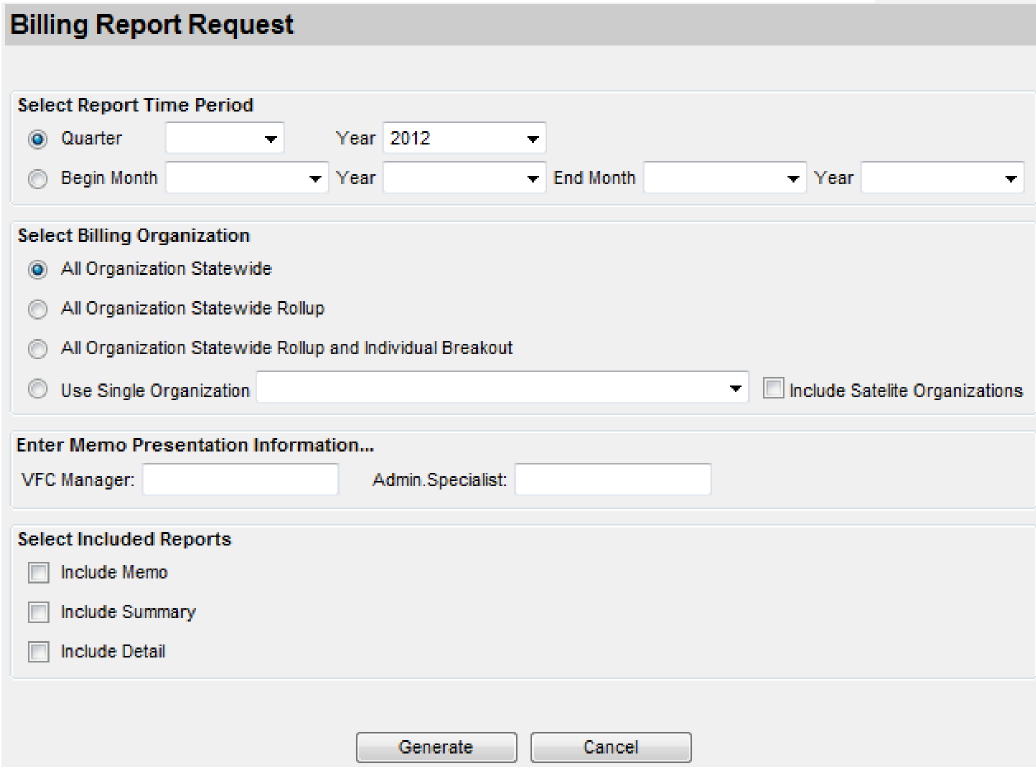
**Column** **Description**

| | |
|---|---|
| M – Medicated, OHP | The immunization indicates Medicaid, Oregon Health Plan. |
| N – No Insurance | The immunization indicates No Insurance |
| A - American Indian | The immunization indicates American Indian/ Alaskan Native. |
| F - Underinsured, FQHC | The immunization indicates Underinsured, FQHC. |
| U - Underinsured, not FQHC | The immunization indicates the vaccine eligibility Underinsured, not FQHC |
| C – Insured, Co-pay Unaffordable | The immunization indicates the vaccine eligibility Insured, Co-pay Unaffordable |
| O – Other State Supplied | The immunization indicates the vaccine eligibility Other State Supplied` |
| R – Unknown Insurance Status | The immunization indicates the vaccine eligibility Unknown Insurance Status |
| B – Billable/Not Eligible | The immunization indicates the vaccine eligibility Billable/Not Eligible |
| L – Locally Owned | The immunization indicates the vaccine eligibility Locally Owned |
| S – Special Projects | The immunization indicates the vaccine eligibility Special Projects |
| G – IG Only | The immunization indicates the vaccine eligibility IG Only |
| NS: Not Specified | The immunization does not indicate a vaccine eligibility |
| Total | The total count of patients given immunizations for each age group category |

## Billing Report

Selecting the Billing Report will allow you to create a report where you can preview your quarterly billable report and check to ensure that your coding is correct before the final bill is prepared by VFC staff.   The report displays those immunizations administered during the specified time period which have been coded with an eligibility code of “B-billable/not eligible”, indicating that the dose is reimbursable either by an insurance company or by the patient. To generate a billing report:

1. Select **Billing Report Request** from the side Reports menu and you will be presented with the following selection screen:




2. Select the quarter and year you wish to generate the billing report for, or alternately, enter the begin month and year and end month and year from the drop-down lists provided.
3. Select the billing organization by clicking on the drop-down menu and selecting your organization. If you have satellite organizations and would like their information included in your report, check the appropriate box. If you would like to create a copy of the billing memo, enter the names of the VFC Manager and the Administrative Specialist to be included on the generated memo.
4. Select Included Reports: Check the boxes indicating which report types are requested – Memo, Summary, and/or Detail.
5. Click **Generate.** The reports drop into a processing queue:

**Billing Reports Status** — Refresh — Cancel

| Report Name | Started | Completed | Status | Period | Organization |
|---|---|---|---|---|---|
| DETAIL | 2012-04-16 13:03:06.0 | | 30% | Quarter 4 2011 | AMJEN PRIVATE VFC FQHC UI |
| SUMMARY | 2012-04-16 13:03:06.0 | | 15% | Quarter 4 2011 | AMJEN PRIVATE VFC FQHC UI |
| MEMO | 2012-04-16 13:03:05.0 | | 15% | Quarter 4 2011 | AMJEN PRIVATE VFC FQHC UI |
| SUMMARY | 2012-04-12 07:28:48.0 | 2012-04-12 07:39:13.0 | 100% | Quarter 1 2012 | All |
| SUMMARY | 2012-04-05 15:37:33.0 | 2012-04-05 15:38:08.0 | 100% | Quarter 1 2012 | IR Physicians |

6. Click Refresh until the statuses are Complete; then click on the underlined hyperlink, and you will be presented with an adobe file which contains your report. From here you can print the document; then close the document window to return to the results screen.

*Sample Memo Billing Report*

*Sample Summary Billing Report*

04/16/2012

**Billable Vaccination Summary**

**Quarter:10/01/2011-12/31/2011**

Organization: AMJEN PRIVATE VFC FQHC UI
VFC PIN: A0500
Satellite:

| Vaccine/Brand | Doses Billed | Price Per Vaccination | Total Amount |
|---|---|---|---|
| HPV, NOS-HPV, NOS | 1.0 | $ 150.00 | $ 150.00 |
| **HPV, NOS-HPV, NOS Totals** | | | $ 150.00 |
| **AMJEN PRIVATE VFC FQHC UI** | 1.0 | | $ 150.00 |
| **Agency Totals:** | 1.0 | | $ 150.00 |

*Sample Detail Billing Report*

**Billable Vaccination Detail Listing**

**Quarter: 10/01/2011 - 12/31/2011**

Organization: AMJEN PRIVATE VFC FQHC UI
Organization VFC PIN: A0500
Satellite: N/A
Satellite VFC PIN: N/A

Vaccine: HPV, NOS    Brand: HPV, NOS    Price: $ 150.00

| State ID | Vaccination Date | Client Name | Date of Birth |
|---|---|---|---|
| 7177625 | 10/11/2011 | KITTRIDGE, LILLITH JANE | 08/10/1998 |

Total HPV, NOS Vaccinations: 1.0    Cost: $ 150.00

**Total HPV, NOS Vaccinations: 1.0    Cost: $ 150.00**

**Total HPV, NOS Vaccinations: 1.0    Cost: $ 150.00**

**Total AMJEN PRIVATE VFC FQHC UI Vaccinations: 1.0    Cost: $ 150.00**

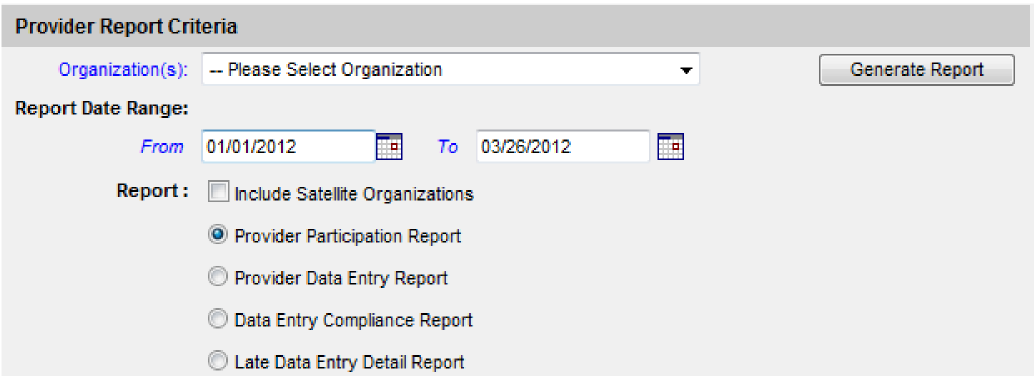
**Agency Total Vaccinations: 1.0    Cost: $ 150.00**

After reviewing the reports, if you find patients with doses that need to be recorded, you can edit the vaccine eligibility code through the user interface by bringing up the patient's immunization record and editing the appropriate dose. If you submit immunization information through an electronic interface, you still need to update immunization eligibility codes through the user interface.

## Provider Report

Provider reports are available to designated user roles only. If you feel as though you need access to one of the following reports please contact the ALERT IIS Help Desk. Selecting the Provider Report will allow you to further specify up to 4 different Provider level reports, which provide information about aggregate transactions entered into ALERT IIS for specified time periods. These reports can be generated for specific organizations, or for organizations including their satellites. To generate a Provider Report:

1. Click **Provider Report** under the Reports section of the menu panel.




2. Select the organization name from the drop-down list.
3. Enter a From date under the Report Date Range using the MM/DD/YYYY format. (The default is provided is the first day of the current year, as in a year-to-date report. However you can change the From date by entering a different date or selecting it from the calendar icon).
4. Enter a To date under the Report Date Range using the MM/DD/YYYY format. (The default is provided as the current date, however you can change the To date by entering a different date or selecting it from the calendar icon).
5. Indicate if you want to also include transactions from your satellite organizations by clicking on the checkbox “Include Satellite Organizations”. If you wish to report only on the selected organization, leave this checkbox blank.
6. Choose a type of Provider Report to run. You have four choices:
    a. Provider Participation Report
    b. Provider Data Entry Report
    c. Data Entry Compliance Report
    d. Late Data Entry Detail Report
7. Click the **Generate Report** button.
8. The report request drops into a processing queue, in order to update the % complete click on the refresh button, when status indicates “ready” you can click on the underlined hyperlink to view the report.


Provider Report Status

Refresh
Cancel

| Name | Started | Completed | Status | Organization | From Date | To Date |
|---|---|---|---|---|---|---|
| Provider Participation Report | 03/26/2012 09:55 AM | 03/26/2012 09:55 AM | Ready | IR Physicians | 01/01/2012 | 03/26/2012 |

9. The form displays in Adobe® Reader. To print the report, click on the printer icon on the Adobe® toolbar.

10. Click the **OK** button in the Print dialog box. To return to the Provider Report Status screen, click the Back button on your browser.

*Understanding the Provider Participation Report*

1. *There are 5 sections to the Provider participation report, first is the Header which displays information about the requesting organization:*

| IR Physicians - Participation Report | | Report Generated: | 03/26/2012 |
|---|---|---|---|
| Street Address | 200 PHYS NOTHING, OR 00101 | Alert Id | IRPH |
| | | VFC Pin | Z90090 |
| | | County | Benton |
| | | Source Type | Primary |
| Mailing Address | 200 MAIL NOTHING, AK 00101 | Submission Type | Bar Codes |
| | | Organization Type | IPA/Vendor |
| Phone | (608) 221-4746 | Last UI Submission | 03/23/2012 |
| | | Last DX Submission | 03/16/2012 |

2. The second section displays a graph of patients by age group (across the top), according to their vaccine eligibility code (displayed on each line); a count of patients who have received an immunization from this organization within the specified date period:

Patients Reported by Age Group: 01/01/2012 - 03/26/2012

| Vaccine Eligibility Code | <1 Yr | 1-6 Yrs | 7-18 Yrs | 19+ Yrs | **Subtotal |
|---|---|---|---|---|---|
| M - Medicaid, OHP | 1 | 0 | 0 | 0 | 1 |
| N - No Insurance | | | | | 0 |
| A - Am.Indian/AK Native | 0 | 5 | 0 | 0 | 5 |
| F - Underinsured, FQHC | | | | | 0 |
| U - Underinsured, not FQHC | | | | | 0 |
| C - Insured, Co-pay Unaffordable | | | | | 0 |
| O - Other State Eligible | | | | | 0 |
| S - Special Projects | | | | | 0 |
| R - Unknown Insurance Status | | | | | 0 |
| B - Billable/Not Eligible | 0 | 2 | 1 | 0 | 3 |
| L - Locally Owned | | | | | 0 |
| Not specified | | | | | 0 |
| H - History | | | | | 0 |
| G - IG only | | | | | 0 |
| | | | | Totals: | **9 |
| | | | | Unduplicated Count: | 9 |

**Patients will be counted multiple times if they age from one age category to another during the chosen time period, so the subtotal may differ from the unduplicated count.

3. The third section displays a quarterly breakdown of the distinct number of patients who received immunizations administered by the selected organization:

| Quarterly Submission Breakdown of Patients Reported: | | | | | |
|---|---|---|---|---|---|
| Year | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | |
| 2012 | 9 | | | | |
| | Unduplicated Annual Count: | | | | 9 |
| 2011 | 184 | 121 | 102 | 62 | |
| | Unduplicated Annual Count: | | | | 300 |
| 2010 | 624 | 549 | 589 | 507 | |
| | Unduplicated Annual Count: | | | | 1,497 |
| 2009 | 620 | 615 | 620 | 577 | |
| | Unduplicated Annual Count: | | | | 1,633 |
| 2008 | 622 | 476 | 459 | 533 | |
| | Unduplicated Annual Count: | | | | 1,392 |
| 2007 | 1,094 | 913 | 808 | 724 | |
| | Unduplicated Annual Count: | | | | 1,765 |

4. The fourth section displays by quarter the number of patient searches performed by the specified organization:

| Quarterly Patient Searches for this Clinic: | | | | | |
|---|---|---|---|---|---|
| Year | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | Total |
| 2012 | 88,841 | | | | 88,841 |
| 2011 | 414,45 | 181,885 | 184,566 | 34,319 | 815,224 |
| 2010 | 0 | 0 | 12,663 | 1,967,12 | 1,979,78 |

5. The fifth section displays the number of patient searches, annually, for the selected organization, broken down by clinic user:

| Annual Patient Searches By Clinic User: | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| WebUser Name | Phone | 2012 | 2011 | 2010 | 2009 | 2008 | 2007 | Total |
| Meaza Bikes | | 3 | 11 | | | | | 14 |
| Laura Cotting | | 0 | 1 | | | | | 1 |
| Dan Beghin | | 1 | 4 | | | | | 5 |
| Michelle Munson | | 167 | 94 | | | | | 261 |
| Sushma Labh | | 1 | 0 | | | | | 1 |
| Eric Schuh | | 185 | 46 | 0 | | | | 231 |

### *Understanding the Provider Data Entry Report*

The Provider Data Entry report displays a count of the various transactions entered into the system during the specified time period:

Provider Data Entry Report
Organization: IR Physicians
AL #: IRPH
Report Date: 03/26/2012
Date Range: 01/01/2012 To 03/26/2012

| User Interface | |
|---|---|
| Transactions | Count |
| New Patients Entered | 38 |
| Overrides Created | 23 |
| Overrides Merged | 11 |
| Overrides Determined Unique | 1 |
| Overrides Pending | 18 |

| Data Exchange | |
|---|---|
| Transactions | Count |
| New Patients Entered | 55 |
| Pending Patients Created | 14 |
| Pending Patients Merged | 21 |
| Pending Patients Determined Unique | 0 |
| Pending Patients Review | 14 |

### *Understanding the Data Entry Compliance Report*

The Data Entry Compliance Report displays information about when the immunization was entered into the system versus the administration date (for the selected time period). It is grouped to highlight those immunizations that were entered past the standard 14 days after administration.

Data Entry Compliance Report
Organization: IR Physicians
AL #: IRPH
Report Date: 03/26/2012

The Best-practice for timely data entry is within 14 days of the date of administration of the vaccine.

Last Eight Complete Quarters:
Days from Administration to Entry/Submission to Alert IIS:

| Quarter | <= 1 Day | | > 1 day - <= 7 days | | >7 days - <= 14 days | | Total Meeting 14-day submission guideline | | >14 days - <= 30 days | | >30 days | | Total Past 14-day submission guideline | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Count | % | Count | % | Count | % | Count | % | Count | % | Count | % | Count | % | Count |
| Quarter 2 2010 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 |
| Quarter 3 2010 | 6 | 27.27% | 0 | 0% | 0 | 0% | 6 | 27.27% | 0 | 0% | 16 | 72.73% | 16 | 72.73% | 22 |
| Quarter 4 2010 | 3 | 0.76% | 0 | 0% | 2 | 0.51% | 5 | 1.27% | 6 | 1.52% | 384 | 97.22% | 390 | 98.73% | 395 |
| Quarter 1 2011 | 16 | 9.58% | 2 | 1.2% | 1 | 0.6% | 19 | 11.38% | 0 | 0% | 148 | 88.62% | 148 | 88.62% | 167 |
| Quarter 2 2011 | 11 | 6.55% | 0 | 0% | 1 | 0.6% | 12 | 7.14% | 0 | 0% | 156 | 92.86% | 156 | 92.86% | 168 |
| Quarter 3 2011 | 19 | 9.84% | 0 | 0% | 0 | 0% | 19 | 9.84% | 2 | 1.04% | 172 | 89.12% | 174 | 90.16% | 193 |
| Quarter 4 2011 | 4 | 12.9% | 0 | 0% | 1 | 3.23% | 5 | 16.13% | 3 | 9.68% | 23 | 74.19% | 26 | 83.87% | 31 |
| Quarter 1 2012 | 16 | 14.29% | 0 | 0% | 1 | 0.89% | 17 | 15.18% | 1 | 0.89% | 94 | 83.93% | 95 | 84.82% | 112 |

Last Two Complete Years:
Days from Administration to Entry/Submission to Alert IIS:

| Complete Year | <= 1 Day | | > 1 day - <= 7 days | | >7 days - <= 14 days | | Total Meeting 14-day submission guideline | | >14 days - <= 30 days | | >30 days | | Total Past 14-day submission guideline | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Count | % | Count | % | Count | % | Count | % | Count | % | Count | % | Count | % | Count |
| Quarter 2 2010 - Quarter 1 2011 | 25 | 4.26% | 2 | 0.34% | 3 | 0.51% | 30 | 5.14% | 6 | 1.03% | 548 | 93.84% | 554 | 94.86% | 584 |
| Quarter 2 2011 - Quarter 1 2012 | 50 | 9.92% | 0 | 0% | 3 | 0.6% | 53 | 10.52% | 6 | 1.19% | 445 | 88.29% | 451 | 89.48% | 504 |

### *Understanding the Late Data Entry Detail Report*

The Late Data Entry detail report gives additional information about the immunizations administered during the selected time period, and compares that to when they were entered into ALERT.  The report is group by clinician's name:

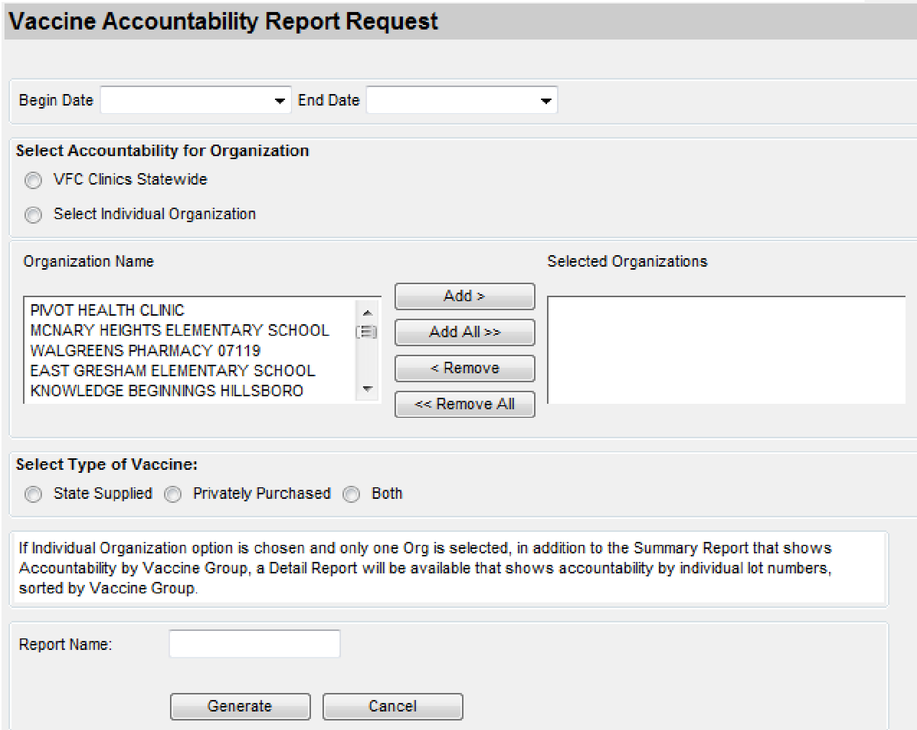
Late Data Entry Detail Report
Organization: IR Physicians
AL #: IRPH
Report Date: 03/26/2012
Date Range: 01/01/2012 to 03/26/2012

| Patient ID | Date of Birth | Vaccine | Date Administered | Date Entered | Days between administration and submission |
|---|---|---|---|---|---|
| Data Entered By : Michelle Munson | | | | | |
| 7138793 | 01/10/1998 | Influenza, seasonal, injectable pfree | 01/09/2012 | 01/10/2012 | 1 |
| Data Entered By : Eric Schuh | | | | | |
| Patient ID | Date of Birth | Vaccine | Date Administered | Date Entered | Days between administration and submission |
| 7105051 | 01/01/2010 | HPV, Bivalent | 03/09/2012 | 03/09/2012 | 0 |
| 7040890 | 01/01/2010 | Hib-OMP | 01/09/2012 | 01/09/2012 | 0 |
| 7040890 | 01/01/2010 | HepA, NOS | 01/09/2012 | 01/09/2012 | 0 |
| 7066111 | 01/01/2010 | HepA, NOS | 01/09/2012 | 01/09/2012 | 0 |
| 7105051 | 01/01/2010 | Vaccinia (smallpox) | 03/05/2012 | 03/05/2012 | 0 |
| 7040890 | 01/01/2010 | HPV, NOS | 01/09/2012 | 01/09/2012 | 0 |
| 7040890 | 01/01/2010 | Influenza, seasonal, injectable pfree | 01/04/2012 | 01/04/2012 | 0 |
| 7066111 | 01/01/2010 | Hib-OMP | 01/09/2012 | 01/09/2012 | 0 |
| 7066111 | 01/01/2010 | HPV, NOS | 01/09/2012 | 01/09/2012 | 0 |
| 7139771 | 01/01/2010 | Vaccinia (smallpox) | 01/06/2012 | 01/06/2012 | 0 |
| Data Entered By : Heather Worachek | | | | | |
| Patient ID | Date of Birth | Vaccine | Date Administered | Date Entered | Days between administration and submission |
| 7177773 | 01/01/2010 | MMR | 03/20/2012 | 03/20/2012 | 0 |
| Data Entered By : Li Zhang | | | | | |
| Patient ID | Date of Birth | Vaccine | Date Administered | Date Entered | Days between administration and submission |
| 7140936 | 01/01/2010 | HepA-Ped 2 Dose | 01/01/2012 | 02/03/2012 | 33 |
| 7113891 | 01/01/2010 | Cholera-Inject | 03/08/2012 | 03/08/2012 | 0 |
| 7113891 | 01/01/2010 | Varicella | 01/17/2012 | 01/17/2012 | 0 |
| 7113891 | 01/01/2010 | HepA, NOS | 01/04/2012 | 01/04/2012 | 0 |

## Vaccine Accountability Report

The Vaccine Accountability Report provides information about inventory transactions entered into ALERT IIS for selected quarterly time periods. The report is available to designated user roles only. If you feel as though you need access to the Accountability Report please contact the ALERT IIS Help Desk. The Vaccine Accountability Report can be generated for a single organization, multiple organizations, or All VFC organizations (available to state-level user roles only).  When the Vaccine Accountability Report is generated for a single organization, both a Summary report and a Detail report will be created.  When the Vaccine Accountability Report is generated for multiple organizations or All VFC organizations, only a Summary report will be created.  To generate a Vaccine Accountability Report:

1. Click **Accountability Report Request** under the Reports section of the menu panel.




2. Select the beginning quarter/year from the Begin Date drop-down list. (The options provided appear as "Quarter [#], [YYYY]", for instance "Quarter 4, 2013". The IIS translates the selected quarter to the **FIRST** date of that quarter, which is October 1, 2013.)
3. Select the ending quarter/year from the End Date drop-down list. (The options provided appear as "Quarter [#], [YYYY]", for instance "Quarter 4, 2013". The IIS translates the selected quarter to the **LAST** date of that quarter, which is December 31, 2013.)

**Note**: It is acceptable to select the same quarter option in the Begin Date and End Date drop-down lists. For instance, if Quarter 4, 2013 is selected for both the Begin Date and End Date, the report period will be October 1 - December 31, 2013.

**Quarter breakdown:**

Quarter 1: January 1 – March 31
Quarter 2: April 1 – June 30
Quarter 3: July 1 – September 30

Quarter 4: October 1 – December 31

4. Select the organization options available to you (not all options are available to all user roles).
    a. The “Select Individual Organization” option may be selected in order to run a Vaccine Accountability Report for one or more selected organizations.
        i. Most user roles will see their assigned IIS organization(s) displayed in the Organization Name list box and may select one or more organizations for the report.
        ii. If you are assigned to one organization and are not a state-level user, your organization will automatically be selected for you.
        iii. State-level users have all IIS organizations with a VFC status of Active or Suspended displayed in the Organization Name list box and may select one or more organizations for the report.
    b. For state-level user roles only, the “VFC Clinics Statewide” option may be selected in order to run a Vaccine Accountability Report for all clinics that have a VFC Status of Active or Suspended.
5. Choose the type of vaccine you would like to include in your Vaccine Accountability Report. Options include “State-Supplied”, “Privately Purchased”, or “Both.”
6. Enter the report name in the Report Name text box. Entering a report name is optional. If no report name is entered, ALERT IIS will automatically assign a report name as shown below:
    a. One organization Detail report: “[Organization Name]_ Detail.xls”
    b. One organization Summary report: “[Organization Name].xls”
    c. Multiple Organization Summary report: “Multiple_Orgs.xls”
    d. VFC Clinics Statewide Summary report: “Statewide.xls”
7. Click the **Generate** button.
8. The report request drops into a processing queue. In order to update the Status, click on the refresh button. When status indicates “100%” you can click on the underlined hyperlink(s) to view the report.

**Accountability Report Status** Refresh Cancel

| Report Name | VFC PIN | Vaccine Type | Begin Date | End Date | Status | Summary Report | Detail Report |
|---|---|---|---|---|---|---|---|
| Statewide | Z90090 | Both | Quarter 1, 2014 | Quarter 2, 2014 | 100% | Statewide.xls | |
| Multiple Orgs | Z90090 | Both | Quarter 1, 2014 | Quarter 2, 2014 | 100% | Multiple Orgs.xls | |
| IR Physicians | Z90090 | Both | Quarter 1, 2014 | Quarter 2, 2014 | 100% | IR Physicians.xls | IR Physicians_Detail.xls |

9. The reports are in the '.xls' spreadsheet format, so you may be prompted to open or save the file. Choose from the options presented: Open, Save, or Cancel. The file will open in the program on your computer that is set to open '.xls' files, such as Microsoft Excel.
10. To print the report, click on the printer icon on the Microsoft Excel toolbar or other program that has opened the file.
11. Click the **Print** button in the Print dialog box.

## *Vaccine Accountability – Detail Report*

1. *The Detail Report contains accountability data grouped by Vaccine Group and Lot Number.*

Oregon Immunization Program

**Vaccine Accountability Report - REX'S TEST CLINIC-PUBLIC**

Oregon Vaccines for Children

Org Code: RL1111 VFC PIN: R11111

Report timeframe: Quarter 1, 2014 - Quarter 2, 2014 Report date: 04/27/2014 Funding Source: Both

***This report only reflects data reported to ALERT IIS during the report timeframe and does not include influenza vaccine.***

**Detailed Accountability Data by Vaccine Group and Lot**

| Vaccine Group | Lot Number | + Starting Inventory | + Doses Received | - Doses Reported | - Doses Expired | - Doses Spoiled | - Doses Wasted | - Doses Transferred Out | + Ending Inventory | Accounted for Doses | Accounted for % |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HepA | adult 1 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 30 | 30 | 60.00% |
| **HepA** | **ALL** | **50** | **0** | **0** | **0** | **0** | **0** | **0** | **30** | **30** | **60.00%** |
| HepA-HepB | dupe-test | 0 | 13 | 0 | 0 | 0 | 0 | 0 | 13 | 13 | 100.00% |
| **HepA-HepB** | **ALL** | **0** | **13** | **0** | **0** | **0** | **0** | **0** | **13** | **13** | **100.00%** |
| HepB | 123x1 | 50 | 0 | -1 | 0 | 0 | 0 | -9 | 39 | 49 | 98.00% |
| **HepB** | **ALL** | **50** | **0** | **-1** | **0** | **0** | **0** | **-9** | **39** | **49** | **98.00%** |
| HepB-Hib | Test6 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 7 | 7 | 100.00% |
| **HepB-Hib** | **ALL** | **0** | **7** | **0** | **0** | **0** | **0** | **0** | **7** | **7** | **100.00%** |
| Hib | Privatetest | 87 | 0 | 0 | 0 | -17 | 0 | 0 | 70 | 87 | 100.00% |
| **Hib** | **ALL** | **87** | **0** | **0** | **0** | **-17** | **0** | **0** | **70** | **87** | **100.00%** |
| Meningo | LOT1098120 | 4 | 0 | -1 | 0 | 0 | 0 | -3 | 0 | 4 | 100.00% |
| Meningo | LOT1287216 | 25 | 0 | 0 | 0 | 0 | 0 | -5 | 20 | 25 | 100.00% |
| **Meningo** | **ALL** | **29** | **0** | **-1** | **0** | **0** | **0** | **-8** | **20** | **29** | **100.00%** |
| Polio | LOT1076110 | 28 | 0 | -3 | 0 | 0 | -20 | 0 | 2 | 25 | 89.29% |
| **Polio** | **ALL** | **28** | **0** | **-3** | **0** | **0** | **-20** | **0** | **2** | **25** | **89.29%** |
| Td/Tdap | 123521 | 89 | 0 | -1 | 0 | 0 | 0 | 0 | 79 | 80 | 89.89% |

## *Vaccine Accountability – Summary Report*

1. *The Summary Report contains accountability data grouped by Vaccine Group, with all lot numbers combined.*

| | Oregon Immunization Program | Vaccine Accountability Report - REX'S TEST CLINIC-PUBLIC | | | | | | | | | | Oregon Vaccines for Children | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Org Code: | RL1111 | | | VFC PIN: | R11111 | | | | |
| | Report timeframe: | Quarter 1, 2014 - Quarter 2, 2014 | | | Report date: | 04/27/2014 | | Vaccine Funding Source: | | | | Both | |

*This report only reflects data reported to ALERT IIS during the report timeframe and does not include influenza vaccine.*

**Accountability Data By Vaccine Group**

| VFC PIN | Organization Name | County | Vaccine Group | + Starting Inventory | + Doses Received | - Doses Reported | - Doses Expired | - Doses Spoiled | - Doses Wasted | - Doses Transferred Out | + Ending Inventory | Accounted for Doses | Accounted for % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | DTP/aP | 30 | 0 | 0 | 0 | 0 | -15 | 0 | 15 | 30 | 100.00% |
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | HepA | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 30 | 30 | 60.00% |
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | HepA-HepB | 0 | 13 | 0 | 0 | 0 | 0 | 0 | 13 | 13 | 100.00% |
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | HepB | 50 | 0 | -1 | 0 | 0 | 0 | -9 | 39 | 49 | 98.00% |
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | HepB-Hib | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 7 | 7 | 100.00% |
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | Hib | 87 | 0 | 0 | 0 | -17 | 0 | 0 | 70 | 87 | 100.00% |
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | HPV | 200 | 0 | 0 | 0 | -100 | 0 | 0 | 100 | 200 | 100.00% |
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | Meningo | 29 | 0 | -1 | 0 | 0 | 0 | -8 | 20 | 29 | 100.00% |
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | Polio | 28 | 0 | -3 | 0 | 0 | -20 | 0 | 2 | 25 | 89.29% |
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | Td/Tdap | 89 | 20 | -1 | 0 | 0 | 0 | 0 | 99 | 100 | 91.74% |
| R11111 | REX'S TEST CLINIC-PUBLIC | Tillamook | Varicella | 79 | 0 | -1 | 0 | -8 | -10 | 0 | 49 | 68 | 86.08% |
| Total | | _ | ALL | 642 | 40 | -7 | 0 | -125 | -45 | -17 | 444 | 638 | 93.55% |

*Understanding Vaccine Accountability Report*

*Columns and Calculations:*

| + Starting Inventory | + Doses Received | - Doses Reported | - Doses Expired | - Doses Spoiled | - Doses Wasted | - Doses Transferred Out | + Ending Inventory | Accounted for Doses | Accounted for % |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

The following inventory transactions are “counted” in each of the above categories of the Vaccine Accountability Report. See p. 70, *Table 1: Reasons for adding or subtracting inventory* for more details on these transaction types.

1. Inventory units on-hand at begin date of report (active non-expired)
2. Doses Received, transfers in, and '+' error correction
3. Immunizations Given less Immunizations Deleted (must be recorded in the IIS with a valid eligibility code)
4. Expiration reported by Provider (automatic inventory transaction)
5. Spoilage reported by Provider, Failure to store properly on receipt by Provider, Refrigeration failure report by Provider

6. Other not usable by Provider, doses recalled, and '- 'error correction
7. Doses Transferred Out
8. Inventory units on hand at end date of report (active, non-expired): per system
9. Accounted for Doses = |(3+4+5+6+7)|+8
10. Accounted for Doses / Total vaccine doses |(3+4+5+6+7)|+8 / 1+2
    i.e., total accounted for transactions + ending inventory / total theoretical doses available
11. Unaccounted for includes sum of negative values for (-) doses administered transaction (doses that were manually subtracted, not deducted via inventory modification), (-) Lost or unaccounted for in Provider Inventory, (-) doses recorded in the IIS without a valid eligibility code,and (+) doses deleted in the IIS without a valid eligibility code for the org

*Detailed List of Inventory Transactions*

The code is what is displayed in the Show Transactions report in ALERT IIS.

| | CODE | -/+ | DESCRIPTION | SOURCE OF TRANSACTION | SOURCE TYPE |
|---|---|---|---|---|---|
| A | REC | + | Receipt of Inventory | Edit Inventory reason pick list | manual |
| B | REC | + | Receipt of Inventory | Add inventory is saved, Order/transfer Received | automated |
| C | RET | + | Doses Returned | Rejected transfer that is restocked in inventory | automated |
| D | RET | + | Doses Returned | Edit Inventory reason pick list | manual |
| E | TRA | - | transfers out of inventory | Orders from or transfers from inventory | automated |
| F | TRA | - | Doses Transferred | Edit Inventory reason pick list | manual |
| G | Immunize | - | Immunizations Given | Imm is added to patient's record | automated |
| H | Delete | + | Immunizations Deleted | Imm is deleted from patient record | automated |
| I | ERR | + or - | Error Correction | Edit Inventory reason pick list | manual |
| J | RECALL | - | Doses Recalled | Edit Inventory reason pick list | manual |
| K | ADMIN | - | Doses Administered | Edit Inventory reason pick list | manual |
| M | 3 | - | Spoilage reported by Provider | Edit Inventory reason pick list | manual |
| N | 4 | - | Expiration reported by Provider | Counts auto-generated when reports run | automated |
| O | 5 | - | Lost/damaged in transit to Provider | Edit Inventory reason pick list | manual |
| P | 6 | - | Failure to Store properly……….. | Edit Inventory reason pick list | manual |

| | | | | | |
|---|---|---|---|---|---|
| Q | 7 | - | Refrigeration failure……….. | Edit Inventory reason pick list | manual |
| R | 11 | - | Lost or Unaccounted for ……… | Edit Inventory reason pick list | manual |
| S | 12 | - | Other - Not useable, per Provider | Edit Inventory reason pick list | manual |
| T | BORROWEDIN | + | Borrowed In | Edit Inventory reason pick list | manual |
| U | BORROWEDOUT | - | Borrowed Out | Edit Inventory reason pick list | manual |
| V | TRAEXP | n/a | Transfer out Expired Inventory | Transfer of Expired Inventory (i.e., back to mfg) | automated |
| W | BORROWED | - | Borrowed Imm Given | Borrowed Imm is added to patient record | automated |
| X | LOTDELETE | - | Lot Deleted | Edit Inventory Delete button | automated |

*Inventory Transactions within Vaccine Accountability Report columns*

| + Starting Inventory | + Doses Received | - Doses Reported | - Doses Expired | - Doses Spoiled | - Doses Wasted | - Doses Transferred Out | + Ending Inventory | Accounted for Doses | Accounted for % |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| ending inventory from prior report run | A, B, C, D, T and I when positive | G*,W*, (H*) | N, V | M, P, Q | J, S, and I when negative | E, F, O, U, X | active, non-expired QOH per system | | |

Note that some transaction types are treated differently based on whether they are accompanied by a valid vaccine eligibility code:

G*, W* = count if the immunization administered contains a vaccine eligibility code
H* = Delete transaction of an immunization administered that contains a vaccine eligibility code, which lowers the count of Doses Reported

Unaccounted for transactions: K, R, G**, W**, H**

G**, W** = unaccounted for if the immunization administered does not contain a vaccine eligibility code
H** = Delete transaction of an immunization administered that does not contain a vaccine eligibility code

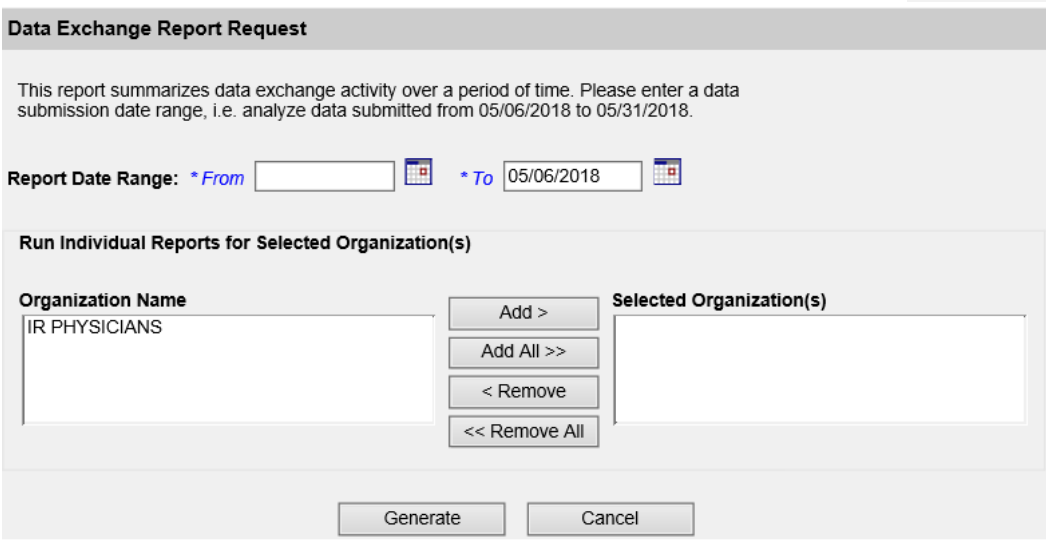
## Data Exchange Report

The Data Exchange Report Request screen allows users to run organization reports to monitor and manage their own data. The following user roles have access to the data exchange report request and status screens:

Standard User
Super User
E-Transfer Submission Only
Pharmacy Standard + E=transfer
System Administrator
Technical Staff
Operations Staff
Helpdesk/Trainer

To produce a Data Exchange Report:

13. Click **data exchange report** under the Reports section of the left menu panel. This will bring you to the Data Exchange Report Request screen:


**Data Exchange Report Request**

This report summarizes data exchange activity over a period of time. Please enter a data submission date range, i.e. analyze data submitted from 05/06/2018 to 05/31/2018.

**Report Date Range:** * From [ ] * To 05/06/2018

**Run Individual Reports for Selected Organization(s)**

**Organization Name**
IR PHYSICIANS

Add >
Add All >>
< Remove
<< Remove All

**Selected Organization(s)**

Generate
Cancel

14. Enter Report Date Range
    a. The from date cannot be prior to the Data Exchange Release date and must be on or after **05/06/2018**
15. Select the organization(s) that you would like included in the report from the left Organization Name list box.
    a. If you are logged in as a Group Organization, the list will be populated with the Group Organization and you're Child Organizations.

    b. If you are logged in as an organization other than a Group Organization, the list box will prepopulate with your organization.
    c. You can click or control+click to select which organization data to run reports on.
    d. The “Add” button will add individually selected provider organizations.
    e. You can control+click to select multiple organizations.
    f. Selecting the “Add All” button will add all the organizations displayed.
    g. Selecting the “Remove” button will remove individually selected organizations.
    h. Selecting the “Remove All” button will remove all the organizations displayed.
16. To run the report select “Generate” button.
    a. When you select the “Generate” button an individual report will be generated for each selected organization.
17. To cancel report select the “Cancel” button and you will be returned to main menu.

**Data Exchange Report Status**

After selecting the “Generate” button, the Data Exchange Report Status screen will display:

**Data Exchange Report Status** Refresh

| Report Name | Started | Completed | Status |
|---|---|---|---|
| IR PHYSICIANS | 05/06/2018 07:00:13 | 05/06/2018 07:17:18 | 100% |

1. Report Name
    a. The report name is the organization name.
    b. The name of each organization will display as a hyperlink.
    c. Selecting the hyperlink will take you to the Excel spreadsheet report for the respective organization.
2. Started
    a. The “Started” column displays the date and time the report started for each organization.
3. Completed
    a. The “Completed” column displays the date and time the report was completed for each organization.
4. Status
    a. The “Status” column displays the current status of each organization report.
    b. Any % other than 100% is an approximation of how much of the data has been processed toward report completion.
    c. 100% in the status column means the report is complete.

d. Failed in the status column means the report was not able to run.

5. Refresh button
   a. Selecting the refresh button will refresh the report status field until a report is complete and status is 100%.

**External Data Exchange Report**

1. The Data Exchange Report generates an Excel file:

Data Exchange Report

ALRPH / IR PHYSICIANS — Report Generated: 05/06/2018

Date Range: 05/06/2018 - 05/06/2018

| DATA EXCHANGE SUMMARY | | | |
|---|---|---|---|
| IMMUNIZATION COUNTS | | PATIENT COUNTS | |
| Accepted/Administered | 18 | Accepted | 5 |
| Accepted/Historical | 0 | Pending | 0 |
| Pending | 0 | Rejected | 4 |
| Rejected | 3 | | |
| Deleted | 0 | | |
| Deducted | 0 | | |

| QUERY COUNTS | |
|---|---|
| Queries Sent | 1 |
| Single Match | 1 |
| Multiple Match | 0 |
| No Match | 0 |

ERROR COUNTS

IMMUNIZATION & PATIENTS

| ERR 4 (Severity) | Counts | % | ERR 8 (Description) |
|---|---|---|---|
| E | 2 | | This immunization matches another immunization in incoming file. |
| E | 3 | | MESSAGE REJECTED - NO MSH SEGMENTS FOUND IN FILE |
| E | 2 | | <VALUE> is an invalid <CODE> |
| E | 1 | | Sending organization not recognized. |
| E(ERROR) TOTAL | 8 | 27% | |
| W | 2 | | If supplied, <FIELD> should match constraint listed in spec. |
| W | 15 | | System Vaccine Lot information not available. |
| W | 2 | | Incoming immunization vaccine lot [<LOT_NUMBER>] matched multiple lots. |
| W | 4 | | Informational error - No value was entered for <FIELD> |
| W | 1 | | Inventory Deduction skipped due to missing incoming Vaccine Lot. |
| W(WARNING) TOTAL | 22 | 73% | |
| I(INFO ONLY) TOTAL | 0 | 0% | |

2. On the Summary tab, the top left corner of the spreadsheet indicates the Org Code/Organization Name
3. The “Date Range” includes the “From” and “To” dates selected from the Data Exchange Report Request screen and defines the data included in the report.
4. The Report Generated date is the date the report was run.
5. The Data Exchange Summary section includes Immunization counts for:
   a. Accepted/Administered: Total number of accepted administered immunizations.
   b. Accepted/Historical: Total number of accepted historical immunizations
   c. Pending: Total number of pending immunizations.
   d. Rejected: Total number of rejected immunizations.
   e. Deleted: Total number of deleted immunizations.

    f. Deducted: Total number of immunizations that were deducted from inventory.
6. The Data Exchange Summary section includes Patient counts for:
    a. Accepted: Total number of accepted patients.
        i. This sums the "Accepted" patients from the Job Detail screen under the 'check status' menu item.
        ii. This is not a unique count.
    b. Pending: Total number of pending patients.
    c. Rejected: Total number of rejected patients.
7. The Query Count section counts the number of VXQ records from HL7 version 2.3.1 and 2.4 and the number of QBP records from HL7 version 2.5.1.
    a. Queries Sent
    b. Single Match
    c. Multiple Match
    d. No Match

8. Error Counts for Immunizations and Patients section counts all error messages within each severity category with their percentage.
    a. E (error) – Transaction was not successful. The application rejected data that it views important. This could include required fields or the entire message.
    b. W (warning) – Transaction successful, but there may be issues. These may include non-fatal errors with potential for loss of data.
    c. I (Informational) – Transaction was successful, but includes returned information.

9. Total Counts for each Severity category will be a hyperlink and open into spreadsheet with details for the actual records that errored. You can also select the corresponding tab from the report summary worksheet to get the drill-down data.

10. Percentage of messages in each severity category as a fraction of all error message during the reporting timeframe.

11. ERR 8 (Description) displays the error description.

12. Drill-down worksheets
    a. Each severity category represented has its own worksheet.
        i. Errors
        ii. Warnings
        iii. Info Only

b. To get to the drill-down worksheet, from the Summary tab you can select the severity total hyperlink or select the tab from the bottom of the spreadsheet.
c. Each worksheet includes the following columns:
    i. Severity: this column provides the severity category found in HL7 ERR segment, sequence ERR-4, table # 0516
    ii. Issue Description: MSA-8
    iii. Message ID: this column provides the Message Control ID (sequence MSH-10) found in HL7 MSH segment
    iv. Patient Name: this column provides the patient name (sequence PID-5) found in HL7 PID segment
    v. Patient DOB: this column provides the patient date/time of birth (sequence PID-7) found in HL7 PID segment
    vi. Action Needed: When possible, this column will include the HL7 message segment where the error is located.

d. Example of Errors Tab

Review & Take Action

Rejection Errors

Rejection errors are always serious and always require follow up and corrective action as soon as possible.

| Severity | Issue Description | Message ID | Patient Name | Patient DOB | Action Needed |
|---|---|---|---|---|---|
| E | This immunization matches another immunization in incoming file. | 4545 | SOAPY, AMY | 01/01/2009 | Correct and resubmit as high priority <RXA^1> |
| E | This immunization matches another immunization in incoming file. | 4545 | SOAPY, AMY | 01/01/2009 | Correct and resubmit as high priority <RXA^1> |
| E | Sending organization not recognized. | 1 | PATIENT, OREGON | 01/01/2010 | Correct and resubmit as high priority <MSH^1^4> |
| E | Zoster is an invalid Vaccine Group | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct and resubmit as high priority <RXA^1^5^1^4> |
| E | MESSAGE REJECTED - NO MSH SEGMENTS FOUND IN FILE | N/A | N/A | N/A | Correct and resubmit as high priority <MSH^1^0> |
| E | MESSAGE REJECTED - NO MSH SEGMENTS FOUND IN FILE | N/A | N/A | N/A | Correct and resubmit as high priority <MSH^1^0> |
| E | MESSAGE REJECTED - NO MSH SEGMENTS FOUND IN FILE | N/A | N/A | N/A | Correct and resubmit as high priority <MSH^1^0> |
| E | HEPBLISAV-B is an invalid Trade Name | 1 | PATIENT, HEPLISAVB | 01/01/2010 | Correct and resubmit as high priority <RXA^2^5^1^4> |

e. Example of Warnings Tab

Review & Take Action

Warning Errors

Warning errors typically indicate that data may be missing or a message was only partially processed. These require review and corrective action. If the error indicates that important or required data was not stored or that there was an issue with VFC coding, inventory borrowing or other inventory issues, further investigation may be needed. Always start by looking at the patient record to determine if the issue described requires corrections to the patient and immunization records in ALERT IIS.

| Severity | Issue Description | Message ID | Patient Name | Patient DOB | Action Needed |
|---|---|---|---|---|---|
| W | Informational error - No value was entered for ORC-12.13 | 4545 | SOAPY, AMY | 01/01/2009 | Correct as recommended, resubmit as needed <ORC^1^12^1^13> |
| W | Informational error - No value was entered for ORC-12.13 | 4545 | SOAPY, AMY | 01/01/2009 | Correct as recommended, resubmit as needed <ORC^2^12^1^13> |
| W | If supplied, OBX-14 should match constraint listed in spec. | 4545 | SOAPY, AMY | 01/01/2009 | Correct as recommended, resubmit as needed <OBX^2^14> |
| W | Incoming immunization vaccine lot (IIM01) matched multiple lots. | 4545 | SOAPY, AMY | 01/01/2009 | Correct as recommended, resubmit as needed <RXA^1^15^1> |
| W | Informational error - No value was entered for ORC-12.13 | 4545 | SOAPY, AMY | 01/01/2009 | Correct as recommended, resubmit as needed <ORC^1^12^1^13> |
| W | Informational error - No value was entered for ORC-12.13 | 4545 | SOAPY, AMY | 01/01/2009 | Correct as recommended, resubmit as needed <ORC^2^12^1^13> |
| W | If supplied, OBX-14 should match constraint listed in spec. | 4545 | SOAPY, AMY | 01/01/2009 | Correct as recommended, resubmit as needed <OBX^2^14> |
| W | Incoming immunization vaccine lot (IIM01) matched multiple lots. | 4545 | SOAPY, AMY | 01/01/2009 | Correct as recommended, resubmit as needed <RXA^1^15^1> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^2^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^3^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^4^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^5^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^6^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^7^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^8^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^9^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^10^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, ZOSTER | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^11^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, HEPLISAVB | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^1^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, HEPLISAVB | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^3^15> |
| W | System Vaccine Lot information not available. | 1 | PATIENT, HEPLISAVB | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^4^15> |
| W | Inventory Deduction skipped due to missing incoming Vaccine Lot. | 1 | PATIENT, HEPLISAVB | 01/01/2010 | Correct as recommended, resubmit as needed <RXA^2> |

f. Example of Info Only Tab

Review & Take Action

Informational Errors

Informational errors represent a variety of scenarios that may require follow up. Generally these errors are for information only, but if the error indicates an issue with data that is considered important to ALERT and/or to meet programmatic requirements (such as for the State Supplied Vaccine Program), further investigation may be needed. Always start by looking at the patient record to determine if the issues described requires corrections to the patient and immunization records in ALERT IIS.

| Severity | Issue Description | Message ID | Patient Name | Patient DOB | Action Needed |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

# Chapter 14
# Data Exchange

**In this chapter:**

## Introduction

Thank you for your interest in electronic data exchange with ALERT. Getting immunization data into ALERT is important for your clinic and for the individuals you serve. ALERT is interested in finding the least burdensome method for your clinic to submit data to ALERT.

The Oregon ALERT Immunization Information System (ALERT IIS) has made available an interactive user interface on the World Wide Web for authorized users to enter, query, and update patient immunization records. The Web interface makes ALERT IIS information and functions available on desktops around the state. However, some immunization providers already store and process similar data in their own information systems and may wish to keep using those systems while also participating in the statewide IIS. Others may have different needs and may decide they do not want to enter data into two diverse systems. For many clinics, electronic transfer is the preferred method to accomplish this goal.

This document explains how to exchange electronic data files with the IIS.

### *Data Frequency*

Timely data submission to ALERT IIS benefits providers and the patients they serve by making complete immunization records accessible through the system as soon as possible. ALERT encourages weekly data submissions wherever possible for all providers. Public clinics are required to submit data within 14 days of administration. Real-time data submission is also possible via Health Level Seven (HL7) real-time messaging (see Data Formats Accepted below).

### *Data Formats Accepted:*

Data is typically pulled from Electronic Health Record (EHR) systems or from Practice Management or billing systems. If you have both EHR and billing data systems, ALERT encourages you to send data from the EHR, as we have found these data to be more complete (e.g., self-pay, history of disease, and historical immunizations are often in the EHR but not in billing databases).

ALERT currently accepts the following electronic file types:

- Health Level Seven (HL7) Version 2.5.1 standard files
- Health Level Seven (HL7) Version 2.5.1 Real Time Transfer
- Health Level Seven (HL7) Version 2.4 standard files

- Health Level Seven (HL7) Version 2.4 Real Time Transfer
- Fixed format flat text files

ALERT IIS accepts and transmits the Health Level Seven (HL7) Version 2.4 and Version 2.5.1 standards for batch data loads to submit patient and immunization information to ALERT IIS. This document defines requirements for Health Level Seven (HL7) Version 2.4 and Version 2.5.1 standard files. Additionally, ALERT IIS allows providers to submit patient and immunization information and submit queries for this information via real-time messaging. For information regarding real-time messaging, please see the following document:

## Data Exchange through ALERT IIS

The data exchange feature of ALERT IIS allows the capability to exchange patient, immunization and comment data files. Only ALERT IIS state staff or other users with the role of E-Transfer Submission Only, MCO, Pharmacy Standard + E-transfer or Super User (Provider and LHD) will be able to perform data exchange.

### *Provider Organization Data Exchange*

Prior to establishing data exchange, you must contact the ALERT IIS staff at (1-800-980-9431) or alertiis@state.or.us to arrange for testing either a Health Level 7 (HL7) or a Flat File that your organization will be sending. ALERT IIS prefers to work with the organization's vendor or technical contact to test the file format first. Once that testing is complete, ALERT IIS will run a test with each provider organization to ensure it is set up correctly in ALERT IIS and able to upload data into the system.

### *Setting up your organization for Data Exchange*

To set up your organization for Data Exchange you must call the ALERT IIS Help Desk and provide them with the following information:

- your provider organization
- your vendor (EMR, Billing or Third Party)
- file format type (Health Level 7 (HL7), Flat File or Custom Flat File)

### *Creating a test file for Data Exchange*

1. Contact ALERT IIS Help Desk to receive the most up-to-date version of the file specifications for both HL7 and Flat File. You may also access Data Exchange Specifications through the Forms tab in ALERT IIS.

2. Send ALERT IIS staff a test file of at least 5-10 patient records. Include in this file a range of immunizations per patient. ALERT IIS will check the file and run it in test mode.
    a. All combination vaccines and single vaccines should be tested.
    b. Provide at least 3 records where all patient information that you are allowing your clients to provide is entered (e.g., mother's maiden name, responsible person, patient status, etc).
    c. Let ALERT IIS staff know if you are only collecting the required fields.
    d. Review code tables carefully, paying attention to spelling and codes that are only valid during specific time periods.
3. Ensure that the data in the test file matches the data in the system.
4. Once the file format has been tested and found to be correct, the ALERT IIS Help Desk will walk your data exchange representative through the steps for data upload and explain the response files that are created. This process can take a few cycles of loading and testing until formats are finalized for imports.

**Note:** Files have a size limit of 150 MB combined of the patient, immunization, and comment files that can be uploaded via the user interface. If files are larger than 150 MB, they will need to be split into smaller files for loading.

### *Uploading a File for Data Exchange*

The ALERT IIS Help Desk (1-800-980-9431) will assist you with your first data exchange. This file will be sent into ALERT IIS in test mode. Once your first file has been accepted in ALERT IIS, it will be reviewed by your organization and the ALERT IIS Help Desk. If both parties agree that the Data Exchange was successful, then your organization will continue sending data into the ALERT IIS application.

To perform a data exchange:

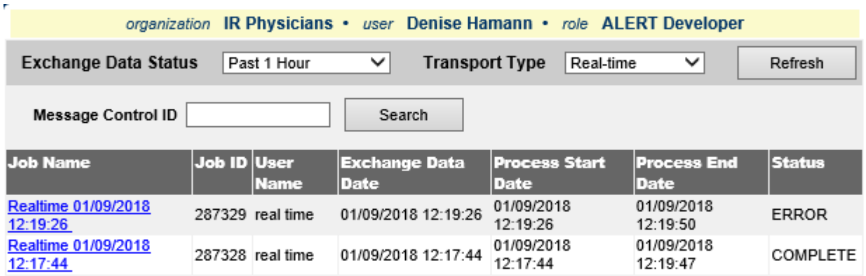
1. Click **Exchange Data** under Data Exchange on the menu panel. Depending upon the type of file format and direction of data you will be using, one or more of the following fields will display:
    a. *Job Name*: Fill in a name for the data exchange, if desired. If left blank, ALERT IIS will use the current date for a job name.

b. *HL7 File Name*: This field is required for users who are exchanging data using the HL7 file format. Click on Browse to select the HL7 file you wish to upload.
c. *Patient File Name*: This field is required if you have chosen "bidirectional" or "provider organization to ALERT IIS " as a data direction, and your file format is Flat File or Custom Flat File. Click on Browse to select the appropriate Patient File Name.
d. *Immunization File Name*: This field is required if you have chosen "bidirectional" or "provider organization to ALERT IIS " as a data direction, and your file format is Flat File or Custom Flat File. Click on Browse to select the appropriate Immunization File Name.
e. *Comment File Name*: This optional field will appear if you exchange data via Flat File format and have chosen "bidirectional" or "provider organization to ALERT IIS " as a data direction, or if you exchange data via Custom Flat File format. Click on Browse to select the appropriate Comment File Name.

2. Click the **Upload** button.

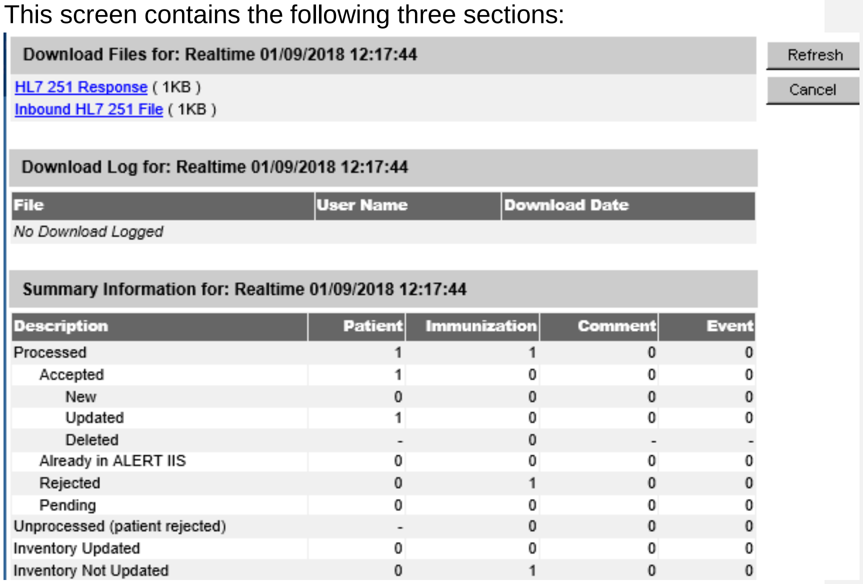
**Note**: Do not close the browser, click any other buttons, or navigate away from this page during the upload of the file. This can take several minutes. If the browser is closed or the screen refreshed before the file completes uploading, the source file will be truncated and not all the data will be loaded.

3. The Exchange Data Result screen will list the files that were uploaded using "bidirectional" or "provider organization to ALERT IIS" data directions and will confirm the job name you entered or provide the date as a job name. The user can sort the exchange data status by selecting a timeframe and transport type from the drop-down lists.
    a. Exchange Data Status drop-down values include Past 1 Hour, Past 12 Hours, Past 24 Hours and Past 48 Hours.
    b. Transport Type drop-down values include Batch, Real-time and Interstate DX.
    c. The Message Control ID allows the user to search for a file by entering the Message Control ID and selecting the Search button.




| Job Name | Job ID | User Name | Exchange Data Date | Process Start Date | Process End Date | Status |
|---|---|---|---|---|---|---|
| Realtime 01/09/2018 12:19:26 | 287329 | real time | 01/09/2018 12:19:26 | 01/09/2018 12:19:26 | 01/09/2018 12:19:50 | ERROR |
| Realtime 01/09/2018 12:17:44 | 287328 | real time | 01/09/2018 12:17:44 | 01/09/2018 12:17:44 | 01/09/2018 12:19:47 | COMPLETE |

4. Click **Check Status**.
5. The Exchange Data Check Status screen will contain the Job Name, Job ID, User Name, Exchange Data Date, Process Start Date and Process End Date and Status of the current job.
6. Click **Refresh** periodically to check the status of the job, it will not automatically update.
7. When a job is complete, the job name will appear as a hyperlink. Under the status column, one of three messages may appear.
    a. Complete: the job has completed processing
    b. Error: the job could not be processed because of formatting errors
    c. Exception: the job could not be processed because of an internal system error
8. Click the job name hyperlink.
9. If the job completed successfully, the Job Detail screen will display. This screen contains the following three sections:




| File | User Name | Download Date |
|---|---|---|
| *No Download Logged* | | |

| Description | Patient | Immunization | Comment | Event |
|---|---|---|---|---|
| Processed | 1 | 1 | 0 | 0 |
| Accepted | 1 | 0 | 0 | 0 |
| New | 0 | 0 | 0 | 0 |
| Updated | 1 | 0 | 0 | 0 |
| Deleted | - | 0 | - | - |
| Already in ALERT IIS | 0 | 0 | 0 | 0 |
| Rejected | 0 | 1 | 0 | 0 |
| Pending | 0 | 0 | 0 | 0 |
| Unprocessed (patient rejected) | - | 0 | 0 | 0 |
| Inventory Updated | 0 | 0 | 0 | 0 |
| Inventory Not Updated | 0 | 1 | 0 | 0 |

    a. Download Files for: <Job Name>: This section contains all output files available for you to download including the Response Files and any "ALERT IIS to provider organization" download files. Click on the download name hyperlink to download the file. Under the HL7 251 Response link, there is a link to the file that was uploaded into Data Exchange, Inbound HL7 251 File. Similar links appear for jobs using HL7 2.4, flat file and CSV file formats.

   b. Download Log for: <Job Name>: This section contains information regarding activity of the download file(s) including file name, user name, date, and time of the download(s).
   c. Summary Information for: <Job Name>: This section contains a summary of all the information pertinent to the exchanged data file received and processed.

10. Review the summary figures to ensure complete uploads. The response files can be searched for record rejections.
11. Patients put into pending file are reviewed and merged (where a client already exists in the system). Once merging is complete, data are viewable in the IIS.

If the job did not complete successfully, the Job Error screen will display. This screen will contain an explanation of why the exchange data could not be processed the original uploaded file(s) and information regarding the activity of the downloaded file(s).

### *Data Collected via Data Exchange*

Submit as much data as possible of the listed elements in the flat file or HL7 specifications. This will ensure a complete immunization record. In addition to required fields defined in the specifications (add links here), supplying additional data fields allows for record merging, and allows for electronic vaccine eligibility coding, as well as for performance measure and vaccine recall efforts.

Due to the large volume of records ALERT receives from various sources, additional demographic and immunization information is essential to ensure ALERT matches immunization records reported from multiple sources appropriately. If you are unable to supply this information, ALERT will not be able to merge your data with other sources to obtain one complete immunization record. Records that are more complete benefit your clinic by providing you with the best possible client data. ALERT encourages sites to send as many demographic elements as possible (e.g., Address, Telephone number, Social Security Number, Mother's maiden name, Parent/guardian name, or Medicaid Number) to improve appropriate record matching.

## HMO Data Exchange

All HMO/ MCOs will need to complete the same testing of their data file format as outlined above for provider organizations and EMRs. Prior to performing an HMO data exchange, your HMO will need to contact the ALERT IIS Help Desk and arrange for your organization to be set up to perform data exchange.

You will need to provide the following information regarding the exchange:

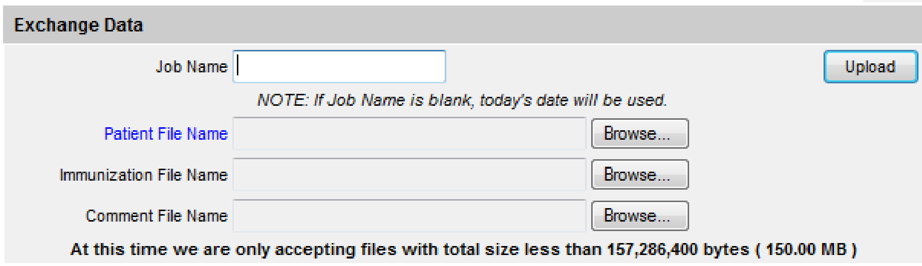
- File format: HL7 or Flat File
- Type of transmission: test or actual production transfer

To perform an HMO Data Exchange:

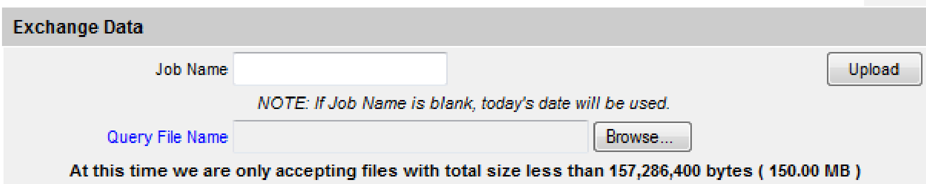
1. Click Submit HMO Data or Submit HMO Query under the Data Exchange menu option. Depending upon the selection made and the type of file format you are set up to use, one or more of the following fields will display:
    a. Job Name: Fill in a name for the data exchange, if desired. If left blank, ALERT IIS will use the current date for a job name.
    b. For Flat File Submissions:
    c. Patient File Name: This field is required if your file format is Flat File. Click on Browse to select the appropriate Patient File Name.
    d. Immunization File Name: This optional field will appear if you exchange data via Flat File format. HMO/MCOs are not required to send immunization data.
    e. Comment File Name: This is an optional field that will appear if you exchange data via Flat File format.
    f. For HL7 File Submissions:
    g. File Name: This field is required for users who are exchanging data using the HL7 file format. Click on Browse to select the HL7 file you wish to upload.
    h. For HMO Query Files:
        i. This field is required for users who are running an HMO query. Click on Browse to select the appropriate query file. For the format of the HMO query, please see the HMO Query Specification.

**Note**: The HMO/MCO must first submit patient data into ALERT IIS before a query will run successfully. Only patients that are shown to be affiliated with an HMO/MCO will be returned to the HMO via a data query.

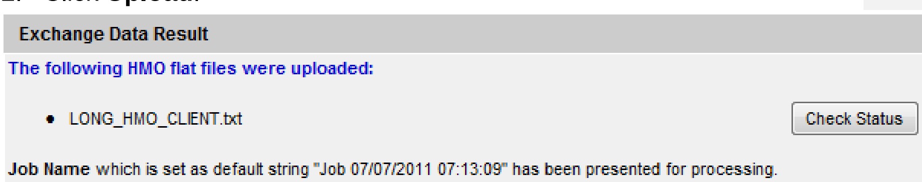
Submit HMO Data Screen:



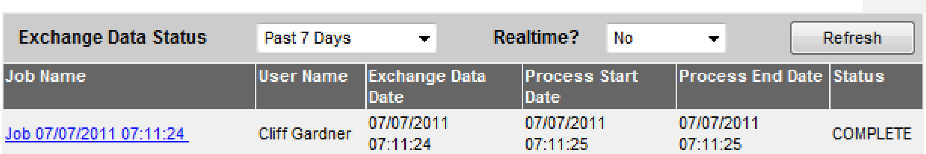

Submit HMO Query Screen:




2. Click **Upload**.




3. The Exchange Data Result screen will display, and list the files that were uploaded and confirm the job name you entered or provide the date as a job name.
4. Click the **Check Status** button.
5. The Exchange Data Status screen will display, and contain the job name, user name, exchange data date, process start and end date, and status of the current job.



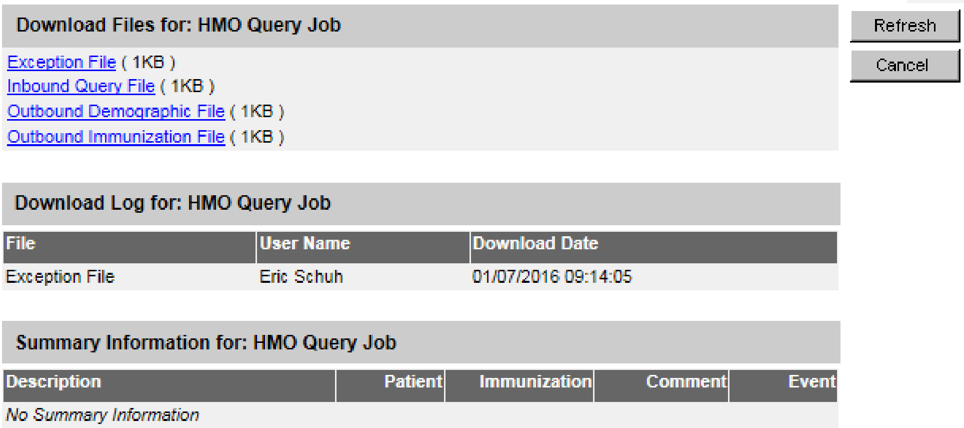

| Job Name | User Name | Exchange Data Date | Process Start Date | Process End Date | Status |
|---|---|---|---|---|---|
| Job 07/07/2011 07:11:24 | Cliff Gardner | 07/07/2011 07:11:24 | 07/07/2011 07:11:25 | 07/07/2011 07:11:25 | COMPLETE |

6. Click **Refresh** periodically to check the status of the job.
7. When a job is complete, the job name will appear as a hyperlink. Under the status column, one of three messages may appear:
   a. Complete:  has completed processing
   b. Error:  could not be processed because of formatting errors

    c. Exception: could not be processed because of an internal system error
8. Click the job name hyperlink.
9. If the job completed successfully, the Job Detail screen will display. For jobs created from the Submit HMO Data menu option, these sections will display:
    a. Download Files for: <Job Name>: This section contains all output files available for you to download, including the Response Files and any "ALERT IIS to provider organization" download files. Click on the download name hyperlink to download the file.
    b. Download Log for: <Job Name>: This section contains information regarding activity of the download file(s), including file name, user name, and date and time of the download(s).
    c. Summary Information for: <Job Name>: This section contains all information pertinent to the exchanged data file received and processed.
10. For jobs created using the Submit HMO Query menu option, the following sections will display:
    a. Download Files for: <Job Name>: Contains the Inbound Query File, Outbound Demographic File, Outbound Immunization File, and Exception File, if there was an error processing the Inbound Query File, all available for download by clicking on the file name hyperlink.
    b. Download Log for: <Job Name>: Contains information regarding activity of the download files.
11. If the job did not complete successfully, the Job Error screen will display. This screen contains an explanation of why the exchange data could not be processed, the original uploaded file(s), and lists information regarding the activity of the downloaded file(s).

| **HMO Query Format** |
| --- |
| Record Type |
| Record Identifier |
| First Name |
| Middle Name |
| Last Name |
| Birth Date |

*HMO Query Result File Formats*




| **Demographic** |
| --- |
| Chart Number |
| First Name |
| Middle Name |
| Last Name |
| Birth Date |

| **Immunization** |
| --- |
| Chart Number |
| CPT |
| Vaccine Group |
| Administered Date |
| Filler |

| **Exception** |
| --- |
| Chart Number |
| Record Type |
| Error Message |

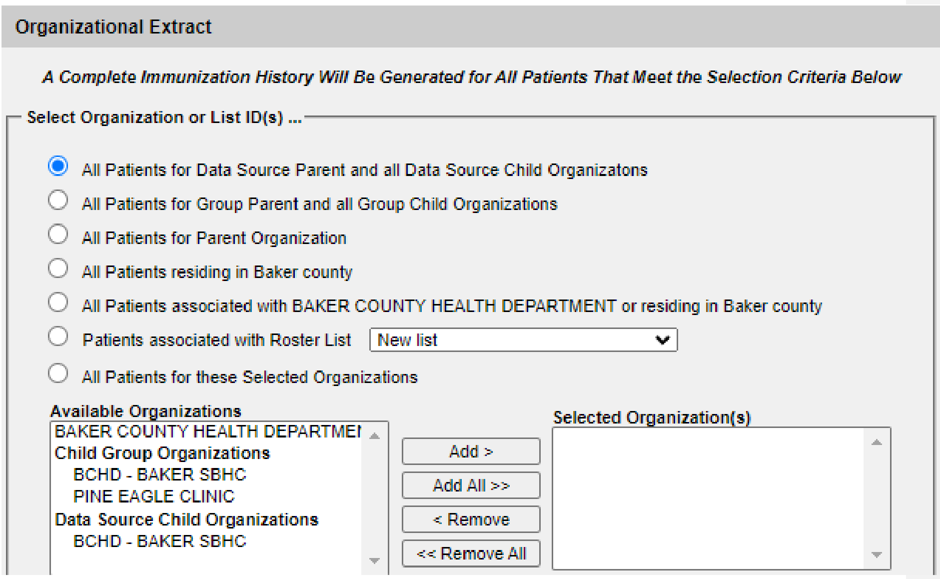
## Organizational Extracts

The Organizational Extract exists for a user to obtain patient and immunization records in one of several available file formats. Read further to find out how to use criteria to improve the results of your extract.

1. Click Organizational Extract under the Data Exchange section of the menu panel.

Selecting Organizations or List ID(s)

The Select Organization or List ID(s) section allows users to extract data for patients from several sources.



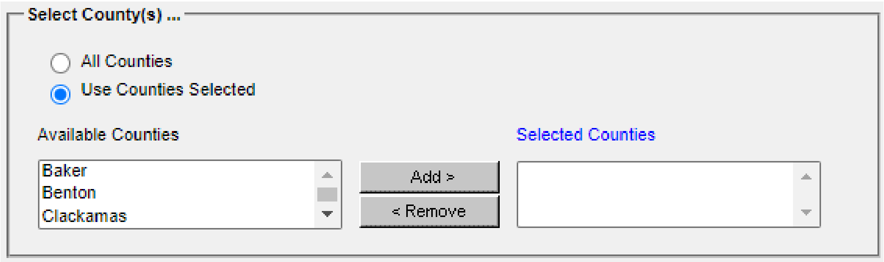

1. Select the patient population you would like to display. Users have several options:
   - All Patients for Data Source Parent and all Data Source Child Organizations
   - All Patients for Group Parent and all Group Child Organizations
   - All Patients for Parent Organization
     - (This is your organization.)
   - All Patients residing in *[Your County]* county
     - *(option available for Local Health Departments)*
   - All Patients associated with *[Your Organization Name]* or patients residing in *[Your County]* county
     - *(option available for Local Health Departments)*
   - Patients associated with Roster List *[Your Roster List Name]*
   - All Patients associated with Selected Organization(s)

- Organization logged in will always be listed first.
- Child Group Organizations and Data Source Child Organizations (Vendor and Parent relationship types) will be listed after the organization.
- If your organization does not have child organizations, only your organization will be listed.

Selecting Counties

A User can limit the results of the Organizational Extract by selecting the Use Counties Selected option. After selecting this option, the user must select one or more counties to be used for the report.  Selecting this option and not selecting at least one county will return a message stating the user must select a county to continue.  Only patients that reside in the selected counties will be returned. By default, all counties are used for reporting.

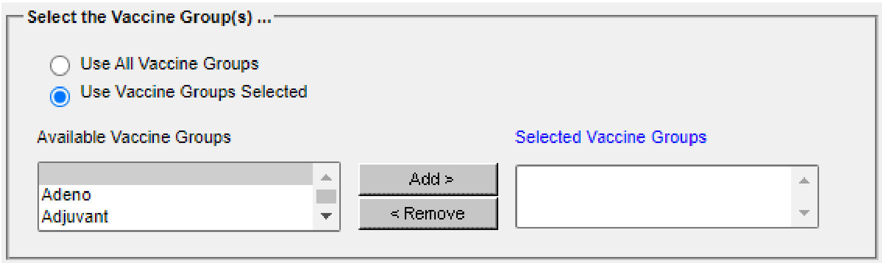
1. Adding a County to Report on.
   a. Select a County from the Available Counties pick list.
   b. Click the **Add** button.
2. Removing a County to Report on.
   a. Select a County from the Selected Counties pick list.
   b. Click the **Remove** button.




Selecting Vaccine Groups

A User can limit the Organizational Extract to return only patients who have received immunizations for selected Vaccine Groups. A full immunization history will be returned for each patient in the Extract. By default, all vaccine groups are used for reporting.

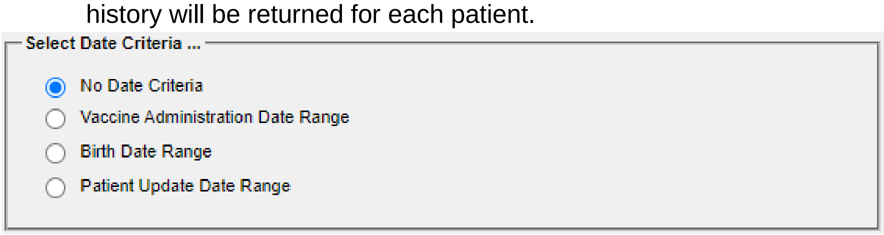
1. Adding a Vaccine Group to Report on.
   a. Select a Vaccine Group from the Available Vaccine Groups pick list.
   b. Click the **Add** button.
2. Removing a Vaccine Group to Report on.
   a. Select a Vaccine Group from the Selected Vaccine Groups pick list.
   b. Click the **Remove** button.




## Selecting Dates

A User can limit the Organizational Extract to return only patients who meet certain date range criteria, as listed below. None of this information is required to run a report. By default, no date range is used for reporting.

1. Vaccine Administration Date Range - When these dates are specified, the report will only return those patients who have at least one vaccine administration date that falls between the date range entered. A complete immunization history will be returned for each patient.
2. Birth Date Range - When these dates are specified, the report will only return those patients who have a birth date that falls between the date range entered.
3. Patient Update Date Range - When these dates are specified, the report will only return those patients who have a client update date that falls between the date range entered. A complete immunization history will be returned for each patient.

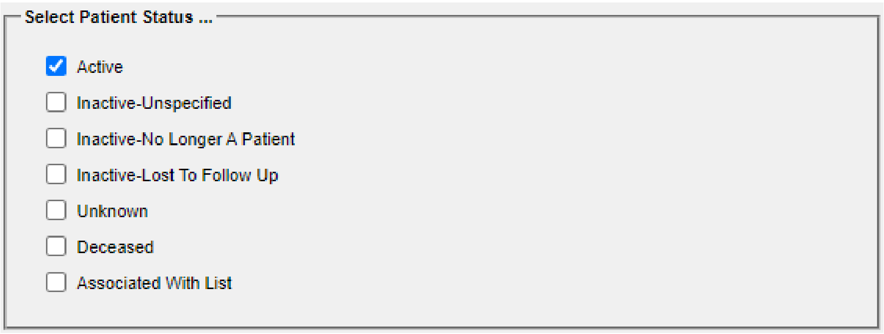



## Selecting Patient Status

Patient Status check boxes can be selected to be include patients of each status with your organization on the Extract.

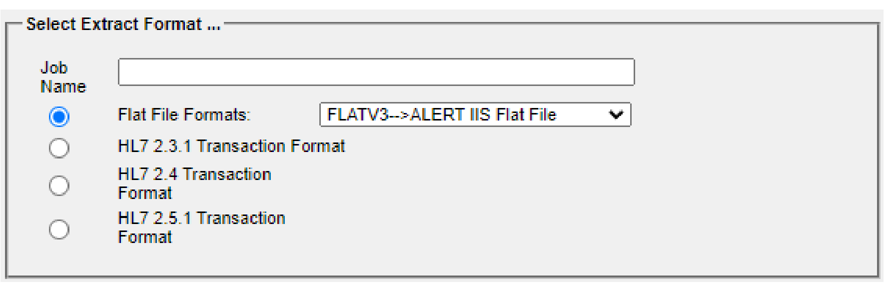
1. By default, the “Active” status is selected for reporting.
2. When a patient roster list has been selected for reporting in the Select Organization or List ID(s) section,
   a. the patient status “Associated With List” will automatically be selected, and
   b. the patient status “Active” will be un-selected

*i.* Users will still have an option to select additional patient statuses with the Associated With List filter.




Selecting Extract Format

1. Enter the Extract Job Name, or if left blank, a job name will be generated automatically using today's date and time appended to the word "Extract."
2. Select an Extract Format. Options available are:
    *a.* Flat File Formats
    *b.* HL7 2.3.1 Transaction Format
    *c.* HL7 2.4 VXU Transaction Format
    *d.* HL7 2.5.1 VXU Transaction Format




3. By default, the Flat File Formats option is selected for reporting.
4. The Flat File Formats option is associated with a drop-down list, which displays a minimum of three options:
    *a.* FLATV3-->ALERT IIS Flat File
        *i.* A file format in which each row is a fixed length. Each field (column) is a fixed length as well and is padded with spaces when the content of the field is shorter than column length.
    *b.* CSV-->ALERT IIS CSV File
        *i.* A file format in which each field is separated by a comma. Each field is surrounded by double

parenthesizes, thus allowing commas within certain text fields.

   c. XLSX-->ALERT IIS XLSX File
      i. File format with extension .XLSX, which opens as a spreadsheet in Microsoft Excel.
   d. Each format contains up to 3 output files:
      i. Patient file
      ii. Immunization file
      iii. Comment file

**Note:** Other custom file formats can be created upon request in Flat, CSV, and XLSX file formats. Custom file formats allow field order to be rearranged and allow for fewer fields to be included on the file.

Custom file formats do require all ALERT IIS-required fields to be present. Additionally, the custom file formats must still have a separate Patient, Immunization and Comment file.

5. When HL7 2.4 VXU Transaction Format or HL7 2.5.1 VXU Transaction Format is selected, the Send Series/Recommendation drop-down list is displayed with the following options:
   a. None – Do not send Series or Recommendation OBX segments (see below).
   b. Both – Send both Series and Recommendation OBX segments (see below).
   c. Recommendations Only – For each patient, send OBX segments for recommended/forecast vaccines.
   d. Series Only – For a patient's immunization history, send OBX segments with evaluated series information.
6. Clicking the **Generate** button will execute a query in the database according to the report criteria selected. Depending on the number of patients associated with the provider organization that submitted the report request, the query may take several minutes to complete. After clicking on Generate, the user will be redirected to the Check Status screen where the user can monitor the progress of the report query.
7. Clicking the **Cancel** button will return the user to the previous page.

# Chapter 15
# School User

**In this chapter:**

## Finding Students

The Find Student screen is used to search and locate any student existing in the ALERT IIS application using the child's date of birth and at least two letters of the first or last name.

There are two main sections used in the Find Student screen:

- Enter Search Criteria for a Student
- Search Results


*Search Criteria*

1. Click **Find Student** under the School Access menu group on the left side of the screen.
2. In the Student Search Criteria box, you must enter the student's birth date as a required field using the format of MM/DD/YYYY and one additional field.
    a. Last Name: Entering at least the first two letters of the student's last name, along with the birth date, will begin a search of all students whose last name begins with those letters.
    b. First Name: Entering at least the first two letters of the student's first name, along with the birth date, will begin a search of all students whose first name begins with those letters. If a student's first name is only one letter long, you may enter the single letter, but only exact matches will be displayed.
    c. Middle Name: Entering at least the first two letters of the student's middle name, along with the birth date, will begin a search of all students whose middle name begins with those letters. If a student's middle name is only one letter long, you may enter the single letter, but only exact matches will be displayed.

d. Mother’s First Name: Entering at least the first two letters of the mother’s first name, along with the birth date, will begin a search of all students whose mother’s first name begins with those letters. If the mother’s first name is only one letter long, you may enter the single letter, but only exact matches will be displayed.
e. Phone: Entering the student’s main 7-digit phone number (area code not required) and birth date will identify individuals with the exact phone number in ALERT IIS. However, this method is not recommended, as a phone, number may not be entered for a student, and phone numbers may change over time.

3. Click the **Find** button.

***Entering Names***
On all first and last names entered into ALERT IIS for student searches, ALERT IIS disregards spaces, apostrophes, and hyphens entered.

## *Search Results*

### Exact Student Match

An exact student match means ALERT IIS returned only one student. When this occurs, the Student Immunization Record screen is displayed.

### List of Possible Matches

A list of possible matches means the search returned more than one student match. All possible student matches returned are then displayed in a table. The student result table is sorted alphabetically by last name; first name, middle name, birth date, and gender are also included in the table for each student. Using the information displayed for each of the students in the table, the student can be selected by clicking on the Last Name. The Student Immunization Record screen is then displayed containing the student immunization information.

### No Match Found

Please try at least twice to be sure the student is not in the system. For example, you can search once using the date of birth and last name, and once using date of birth and first name. Parents may have immunization information but if the child was born in another state or received services from a provider who did not report to ALERT, the information may not be in ALERT. A blank CIS form is available from the forms list.

### Threshold Limit

When searching in the database, if the number of students exceeds 75 matches, then no students will be listed. Instead, the following message will display:

"XX students were found. Please refine your search criteria to limit your student list." (XX is the total number of students found in the search.)

In the unlikely event you receive this message, clear your search criteria and try again with information that is more detailed.

## Student Immunization Record Screen

The Student Immunization Record screen displays a student's immunization history and provides immunization recommendations. From this screen, you are able to select and add the student to a specific student list. This will allow you to run reports that include the student.

There are three main sections used in the Student Immunization Record screen:

- Student Information
- Immunization Record
- Vaccines Recommended

**Student Information** School Record | Print Confidential | Cancel

| Student Name (First - MI - Last) | DOB | Gender | Tracking Schedule |
|---|---|---|---|
| MY ONE STUDENT | 01/01/2005 | U | ACIP |

**Current Age: 17 years, 6 days**

**Reports**

Add this Student to a Report List — Please Pick a Report List

Immunization Record

| Vaccine Group | Date Admin | Series | Vaccine [Trade Name] | Dose | Reaction |
|---|---|---|---|---|---|
| COVID-19 | 12/15/2021 | 1 of 2 | COVID-19 Moderna 100 or 50 mcg [COVID-19 Moderna ®] | | |
| DTP/aP | 08/01/2006 | 1 of 5 | DTaP-HepB-IPV [Pediarix ®] | | |
| HepB | 08/01/2006 | 1 of 3 | DTaP-HepB-IPV [Pediarix ®] | | |
| Hib | 08/01/2006 | 1 of 1 | Hib, NOS | | |
| MMR | 03/01/2006 | 1 of 2 | MMRV [Proquad ®] | | |
| | 03/05/2010 | 2 of 2 | MMRV [Proquad ®] | | |
| Polio | 08/01/2006 | 1 of 4 | DTaP-HepB-IPV [Pediarix ®] | | |
| Varicella | 03/01/2006 | 1 of 2 | MMRV [Proquad ®] | | |
| | 03/05/2010 | 2 of 2 | MMRV [Proquad ®] | | |

Vaccines Recommended by Selected Tracking Schedule

| Vaccine Group | Vaccine | Earliest Date | Recommended Date | Past Due Date |
|---|---|---|---|---|
| COVID-19 | SARS-COV-2 (COVID-19) vaccine, NOS | 01/12/2022 | 01/12/2022 | 01/12/2022 |
| DTP/aP | DTaP, NOS | Maximum Age Exceeded | | |
| HepA | HepA, NOS | 01/01/2006 | 01/01/2006 | 08/01/2006 |
| HepB | HepB, NOS | 08/29/2006 | 08/29/2006 | 10/01/2006 |
| Hib | Hib, NOS | Complete | | |
| HPV | HPV, NOS | 01/01/2014 | 01/01/2016 | 01/01/2017 |
| Influenza-seasnl | Flu NOS | 07/01/2021 | 07/01/2021 | 12/02/2021 |
| Meningo | Meningococcal ACWY, NOS | 01/01/2021 | 01/01/2021 | 01/01/2022 |
| MMR | MMR | Complete | | |
| Polio | Polio-Inject | 08/29/2006 | 08/29/2006 | 11/01/2006 |
| Td/Tdap | Tdap | 01/01/2012 | 01/01/2012 | 01/01/2012 |
| Varicella | Varicella | Complete | | |

*Student Information*

The Student Immunization Record screen displays a student information header at the top of the page. This section includes student name, date of birth (DOB), gender, and selected tracking schedule. The information contained in this section can be used to confirm that you have located the correct student.

**Tracking Schedule**

Select the appropriate tracking schedule from the drop-down menu. This function allows users to change the tracking schedule to evaluate the record according to school law requirements based on the grade of the student. If a grade level tracking schedule is selected, the Earliest Date, Recommended Date and Past Due Date will be the same and identify vaccines for which the student is incomplete according to school requirements. ACIP is the clinical schedule and is the default. The ACIP schedule should be used when printing out a record for the parent so they know when they can obtain immunizations for their child.

**School Record**

Clicking on the **School Record** button will allow users to print the official Certificate of Immunization Status (CIS) form.

**Print Confidential**

This button allows you to print the record showing on the screen. This record may be helpful for parents when scheduling immunizations for their child.

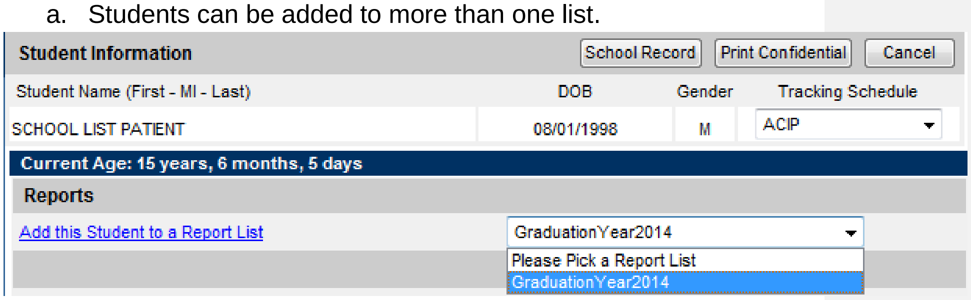
**Cancel**

This button cancels the screen and takes you back to the previous screen.

### *Adding Students to a Report List*

To add a student to a list, you must have first created specific student report lists in the Manage Lists section of the application. See the Manage List Screen section of this chapter for details.

1. Click the “Please pick a Report List” drop-down menu and select your list from the available options.
2. Then click the “Add this Student to a Report List” hyperlink.
    a. Students can be added to more than one list.




## Student Immunization Record

The Immunization Record table lists all vaccinations the student has received to date. Immunizations listed in the table are ordered alphabetically first, then by 'Date Administered'. The table columns are defined as follows:

- Vaccine Group
    - Lists the vaccine group name for each immunization received.
- Date Admin
    - Lists the date the student received the vaccine.
- Series
    - Denotes the sequence number within the immunization series and contains messages such as “Not Valid”, if the vaccine

does not meet the requirements of the selected tracking schedule.

- Trade Name
    - Displays the trade name of the vaccination received.
- Dose
    - Indicates whether full, half, or multiple doses were administered to the student. A blank field is the default for a full dose.

**Note**: Doses marked as Subpotent or Not Valid are counted for school/children's facility immunization law compliance. The exceptions are MMR, Varicella, and Hepatitis A doses given before the first birthday. Oregon accepts these dates for school attendance purposes because revaccination is a clinical decision.

The student's age appears in a solid blue field between the student information and reports sections.

*Vaccines Recommended*

Find the recommended vaccinations and corresponding dates for the student in the Vaccines Recommended by Selected Tracking Schedule table. The vaccine group list shows all vaccinations included in the tracking schedule assigned to this student. The table columns are defined as follows:

| | |
|---|---|
| **Vaccine Group** | Displays the vaccine group name. |
| **Vaccine** | Displays the specific vaccine name. |
| **Earliest Date** | Displays the earliest date the student could receive the immunization. If the tracking schedule selected is for a certain grade range (not ACIP), the Earliest Date will be when the student is incomplete for the vaccine according to Oregon school law requirements. |
| **Recommended Date** | Displays the date that the student is recommended to receive the immunization. If the tracking schedule selected is for a certain grade range (not ACIP), the Recommended Date will be when the student is incomplete for the vaccine according to Oregon school law requirements. |
| **Past Due Date** | Displays the date that the student is past due for the immunization. If the tracking schedule selected is for a certain grade range (not ACIP), the Past Due Date will be when the student is incomplete for the vaccine according to Oregon school law requirements. |

**Note**: The Earliest Date, Recommended Date, and Past Due Date are the same if a school or children's facility grade level tracking schedule is selected. Students are incomplete for that vaccine starting on this date. The Earliest Date is the recommended date for the student to receive the vaccine.

The dates found in the Vaccines Recommended by Selected Tracking Schedule table are shaded with color for emphasis. The colors applied to the dates within the columns are defined as follows:

Green: fills the background when the current date is on or after the recommended or past due date.

Grey: fills the background when a vaccine cannot be given because that immunization series is complete, contraindicated, maximum age exceeded, or the patient has immunity or medical exemption.

**Maximum Age Exceeded**: reflects whether a student has exceeded the maximum age to receive a specific vaccine. For example, if a student has already reached the age of five and has not completed the Hib series, then the recommendation for Hib at the bottom of the student immunization history will show Maximum Age Exceeded.

**Maximum Doses Met or Exceeded for Vaccine Group**: indicates that the maximum number of doses recommended have been administered for the specified vaccine series according to the tracking schedule.

**Complete**: indicates that an immunization series has been completed according to the tracking schedule.

**Immunity Recorded for Vaccine Group**: indicates history of disease or vaccine history. If this message appears for varicella, this should be treated as history of chickenpox disease. A medical exemption is required if this message appears for any vaccine other than varicella.

**Contraindicated**: indicates history of disease, or the vaccine should not be given for medical reasons. If this message appears for varicella, this should be treated as history of chickenpox disease. A medical exemption is required if this message appears for any vaccine other than varicella.

**Note**: Religious exemptions are not recorded in ALERT IIS and are not displayed.

*Printing an Immunization Record or Certificate of Immunization Status (CIS) Form*

To print out a record in the format of a Certificate of Immunization Status form for your school files:

1. Click the **School Record** button.
2. Click **File** and then click **Print**

The CIS form is considered a verified record and does not require a signature unless the parent provides additional dates.

To print out the Student Immunization Record screen:

1. Click the **Print Confidential** button.
2. Click **File** and then click **Print**.

This page can be used to look at dates when students will be due for vaccines. Click the Back button on your browser to return to the student record.

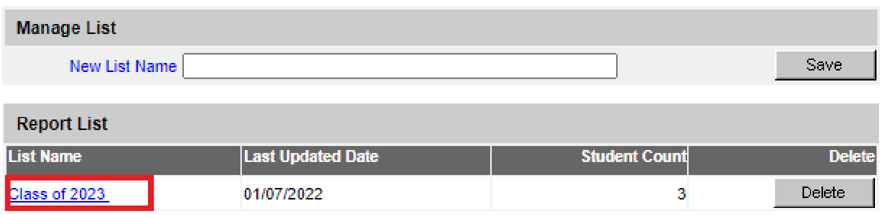
**Note**: If you are printing the Student Immunization Record for a parent, choose ACIP as the tracking schedule to show the clinically recommended dates and select **Print Confidential**.

## Managing Lists

The Manage List screen is used to create and manage school roster lists and generate reports. School roster lists uploaded on the Upload List screen are available on the Manage List screen. The Manage List screen, Report List section allows an unlimited number of lists to be created by each school.

There are two sections on the Manage List screen:

- Manage List
- Report List




| | |
|---|---|
| **Manage List** | Creates new lists for your school or children's facility organization in ALERT IIS. |
| **Report List** | Displays a table of all lists added to ALERT IIS by your school or children's facility in alphabetical order. |
| **List Name** | Displays the name given to the list by your school. If you click the name, you can view a detailed display of your students within the list. |
| **Last Updated Date** | Displays the date on which the list was last updated. |
| **Student Count** | Displays the number of students within the list. The count is determined by how many students are assigned to the list. |
| **Delete** | Displays a delete button for each list. If you click the delete button, the list will be deleted. |

**Note**: Once you delete a list, you cannot retrieve it. Deleting a list removes all students from the list.

### *Creating a New Student List*

1. Click **Manage List** under the School Access menu group on the left side of the screen.
2. Enter a list name in the New List Name text field.
3. Click the **Save** button to add the list name.
4. The message will appear at the top, “The list has been created successfully”. An example of a list name may be: Class of 2015. You will later add students to this list.

**Note**: Once you create a list, you cannot edit the name of it. Make sure to choose a list name that will not need to be revised (avoid generic names or current references such as kindergarten). Instead, use titles such as Class of 2020, Class of 2021, etc., using the year of high school graduation.

### *Removing a List*

1. Click the **Delete** button to the right of the list.
2. When the **Delete** button is clicked, you will be given a prompt “Are you sure you want to delete this list?” Your option is either **OK** or **Cancel**.
3. Clicking **OK** will delete the list and remove it from the Manage List screen. Clicking on **Cancel** will cancel the delete and return you to the Manage List screen.

### *Opening the Reports/Student List Screen*

1. Click a list name for the list you wish to view.
2. You will be taken to the Reports/Student List screen where you can view your student list. Further explanation can be found on the Reports/Client List screen section, below.

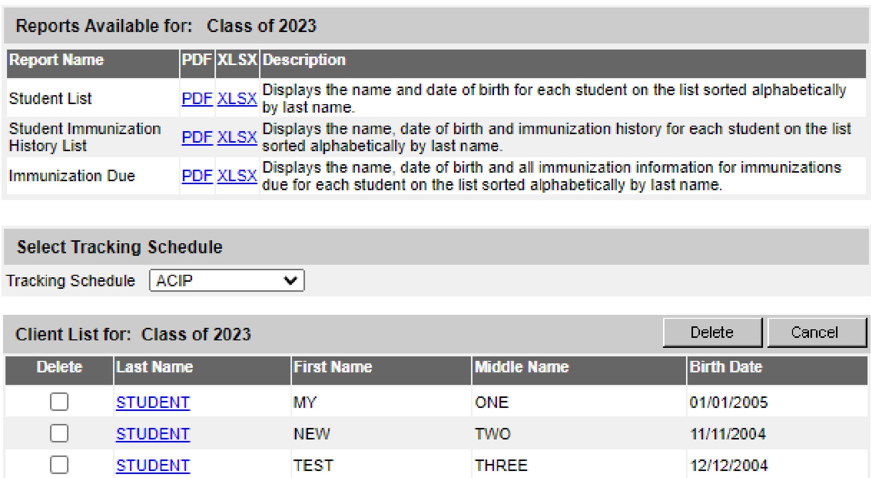
**Note**: You can only view details of a list that contains students. A list with zero count will not link to the Reports/Client List screen.

## Reports/Client List screen

The Reports/Client List screen is used to view students added to your school list and run reports for the students in the list. You can also view a student's immunization record and remove a student from your list.

There are three main sections used in the Reports/Client List screen:

- Reports Available for: (List Name)
- Select Tracking Schedule
- Client List for: (List Name)



**Reports Available for: Class of 2023**

| Report Name | PDF | XLSX | Description |
|---|---|---|---|
| Student List | PDF | XLSX | Displays the name and date of birth for each student on the list sorted alphabetically by last name. |
| Student Immunization History List | PDF | XLSX | Displays the name, date of birth and immunization history for each student on the list sorted alphabetically by last name. |
| Immunization Due | PDF | XLSX | Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name. |

**Select Tracking Schedule**

Tracking Schedule: ACIP

**Client List for: Class of 2023** Delete Cancel

| Delete | Last Name | First Name | Middle Name | Birth Date |
|---|---|---|---|---|
| ☐ | STUDENT | MY | ONE | 01/01/2005 |
| ☐ | STUDENT | NEW | TWO | 11/11/2004 |
| ☐ | STUDENT | TEST | THREE | 12/12/2004 |

### *Reports Available for Schools*

This section allows a user to generate three student reports in two separate file formats (PDF and XLSX) within the selected list:

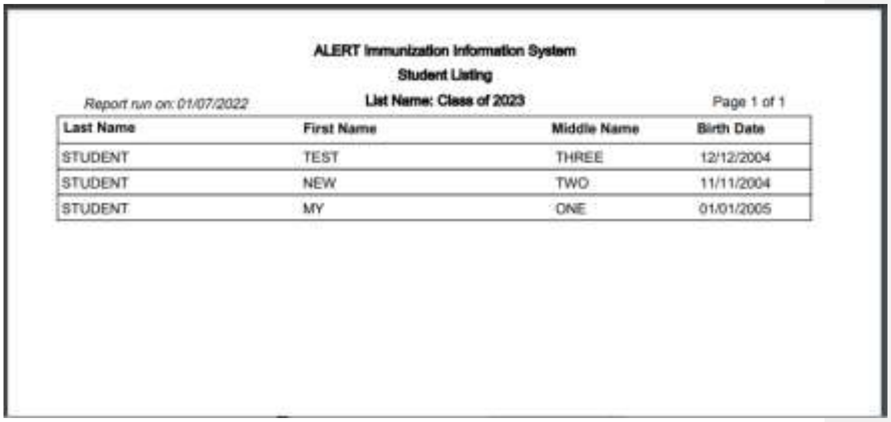
| | |
|---|---|
| **Student List** | Displays the name and date of birth for each student on the list, sorted alphabetically by last name. |
| **Student Immunization History** | Displays the name, date of birth, and immunization history for each student on the list, sorted alphabetically by last name. |
| **Immunization Due** | Displays the name, date of birth, immunization history, and all immunizations due for each student on the list, sorted alphabetically by last name. |

### *Selecting Tracking Schedule*

Choose the appropriate tracking schedule from the drop-down menu. This function allows users to set the tracking schedule for each report in order to evaluate all of the records of all the students listed based on the school law requirements for their grade level to identify those students who are incomplete.

### *Generating the Student List Report*

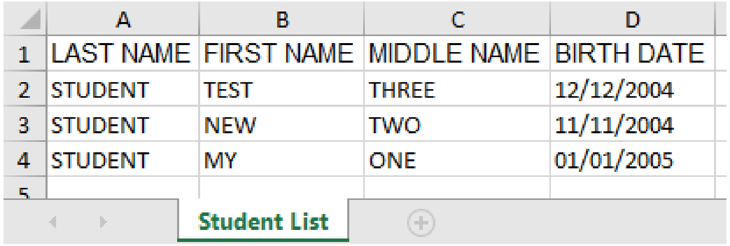
1. Click the **PDF** or **XLSX** link associated with the Student List.
2. The PDF link will open a PDF version of the Student List report in a new browser tab.



**ALERT Immunization Information System**
**Student Listing**
*Report run on: 01/07/2022* **List Name: Class of 2023** Page 1 of 1

| Last Name | First Name | Middle Name | Birth Date |
|---|---|---|---|
| STUDENT | TEST | THREE | 12/12/2004 |
| STUDENT | NEW | TWO | 11/11/2004 |
| STUDENT | MY | ONE | 01/01/2005 |

3. Close the new report tab on your browser to return to the Reports/Client List screen.
4. The XLSX link will produce an XLSX report file that is available for download. The report contains columns for student name and birth date fields.

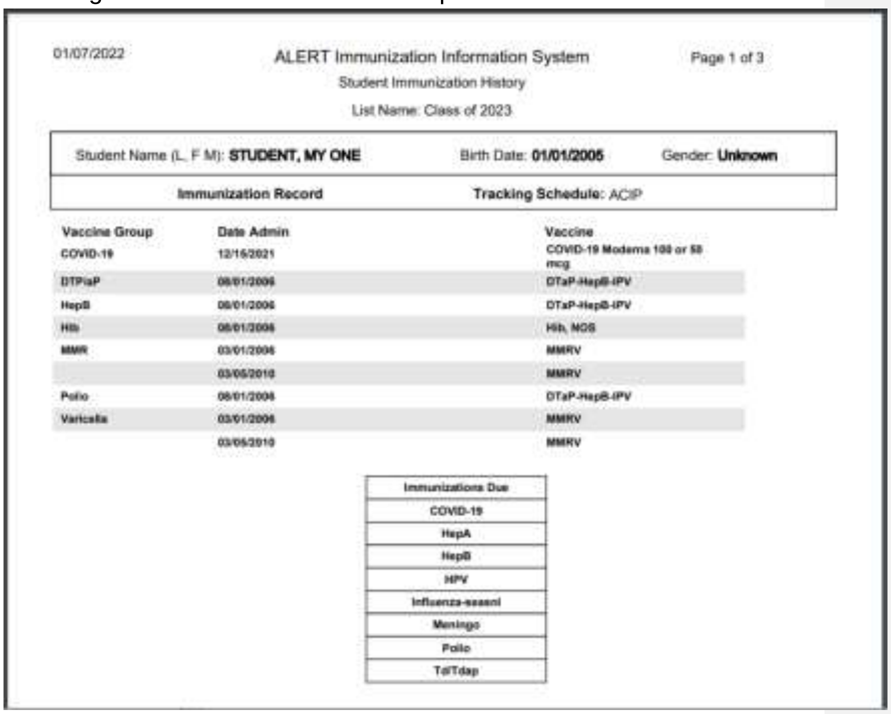


| | A | B | C | D |
|---|---|---|---|---|
| 1 | LAST NAME | FIRST NAME | MIDDLE NAME | BIRTH DATE |
| 2 | STUDENT | TEST | THREE | 12/12/2004 |
| 3 | STUDENT | NEW | TWO | 11/11/2004 |
| 4 | STUDENT | MY | ONE | 01/01/2005 |

Student List

*Generating the Student Immunization History List Report*

1. Click the **PDF** or **XLSX** link associated with the Student Immunization History List. You will be taken to the Check School Report screen where you can view the status of the report you are running.
2. Click **Refresh** periodically until the status displays 100%. You can also click “Check School Report” on the menu on the left side to see if the report is finished.
3. Once your report has finished generating, the report name will turn blue, and the report status will display “Ready”.
4. Click the **report name** link to access the PDF or XLSX report.
5. The PDF version of the report will open the report in a new browser tab. The report displays the immunization history and the recommended vaccines for each student on your list according to the Tracking Schedule selected on the Reports/Client List screen.


01/07/2022 ALERT Immunization Information System Page 1 of 3

Student Immunization History

List Name: Class of 2023

Student Name (L, F M): **STUDENT, MY ONE** Birth Date: **01/01/2006** Gender: **Unknown**

**Immunization Record** **Tracking Schedule:** ACIP

| Vaccine Group | Date Admin | Vaccine |
|---|---|---|
| COVID-19 | 12/16/2021 | COVID-19 Moderna 100 or 50 mcg |
| DTP/aP | 08/01/2006 | DTaP-HepB-IPV |
| HepB | 08/01/2006 | DTaP-HepB-IPV |
| Hib | 08/01/2006 | Hib, NOS |
| MMR | 03/01/2006 | MMRV |
| | 03/05/2010 | MMRV |
| Polio | 08/01/2006 | DTaP-HepB-IPV |
| Varicella | 03/01/2006 | MMRV |
| | 03/05/2010 | MMRV |

| Immunizations Due |
|---|
| COVID-19 |
| HepA |
| HepB |
| HPV |
| Influenza-seasnl |
| Meningo |
| Polio |
| Td/Tdap |

6. Close the new report tab on your browser to return to the Reports/Client List screen

7. The XLSX version of the Student Immunization History List report will produce an XLSX report file that is available for download. The report contains one Excel tab with columns for student demographic and immunization history fields.

   Student Demographic fields:
   A student's demographics will be repeated multiple times when multiple immunizations exist.

|  | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | **CLIENT ID** | **LAST NAME** | **FIRST NAME** | **MIDDLE NAME** | **SUFFIX** | **BIRTH DATE** | **GENDER** | **AGE** |
| 2 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 3 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 4 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 5 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 6 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 7 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 8 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 9 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 10 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 11 | 8139588 | STUDENT | TEST | THREE |  | 2004-12-12 | U | 17 |
| 12 | 8139589 | STUDENT | NEW | TWO |  | 2004-11-11 | U | 17 |

IMMUNIZATION DATA

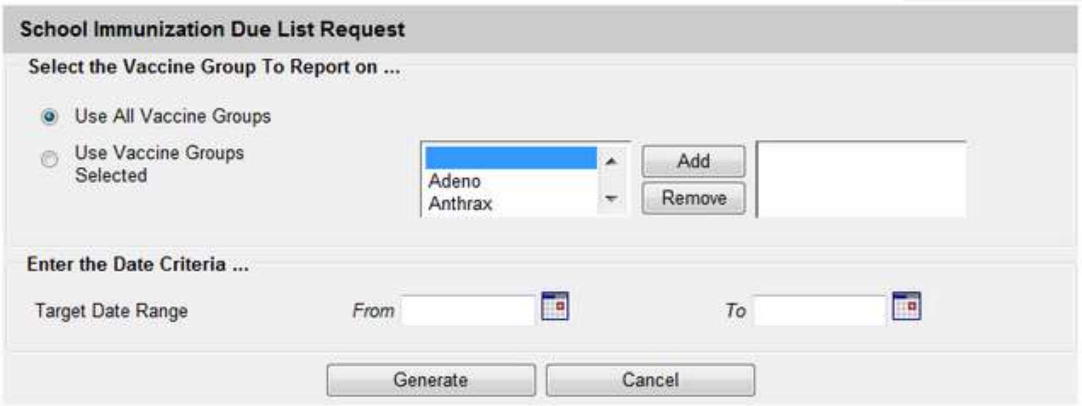
   Immunization History fields:

| J | K | L | M |
|---|---|---|---|
| **VACCINE GROUP** | **VACCINE NAME** | **IMMUNIZATION DATE** | **SERIES** |
| COVID-19 | COVID-19 Moderna 100 or 50 mcg | 2021-12-15 | 1 of 2 |
| DTP/aP | DTaP-HepB-IPV | 2006-08-01 | 1 of 5 |
| HepB | DTaP-HepB-IPV | 2006-08-01 | 1 of 3 |
| Hib | Hib, NOS | 2006-08-01 | 1 of 1 |
| MMR | MMRV | 2006-03-01 | 1 of 2 |
| MMR | MMRV | 2010-03-05 | 2 of 2 |
| Polio | DTaP-HepB-IPV | 2006-08-01 | 1 of 4 |
| Varicella | MMRV | 2006-03-01 | 1 of 2 |
| Varicella | MMRV | 2010-03-05 | 2 of 2 |

*Generating the Immunization Due Report*

1. Click the **PDF** or **XLSX** link associated with the Immunization Due report.

When requesting the Immunization Due report you will be taken to a screen where you can enter criteria used for the report. The criteria for this report are explained below.




**Selecting Vaccine Groups**

The majority of the time, you will Click Use All Vaccine Groups. The immunization due dates will be based on the tracking schedule you have selected for this report. If a student is past due for any of the vaccines in the tracking schedule (for example, if he/she is past due for any vaccines required for kindergarten and you have selected the Kindergarten tracking schedule), then he or she will be included in the report outcome, given all other report criteria are met. If no students are listed in the report, then all students on the list are complete or up-to-date for the selected date range.

Choosing vaccine groups allows you to focus on a specific vaccine(s) within the selected tracking schedule. If the student is past due for any of the selected vaccine groups, then he or she will be included in the Immunizations Due List report, given all other report criteria are met. For example, you can use this report if you want to see which students on the list are due for a specific vaccine or if there is an outbreak of disease and you need to identify students on your list that may be lacking that vaccine. This report could be used to produce a list of susceptible students at your school or children's facility if all of the students attending your school/facility have all of their immunization dates in ALERT.

2. Within the Select the Vaccine Group(s) section, select either **Use All Vaccine Groups** or **Use Vaccine Groups Selected**.

a. If the Use Vaccine Groups Selected option is selected, choose the vaccine groups to be included.

3. Scroll though the vaccine group list and double-click the desired vaccine group name, or click the vaccine group name and then click the Add button.
    b. All selected vaccine groups will appear in green in the box to the right.
4. To remove any vaccine groups from the report criteria, either double-click the selected vaccine group name in the right list box, or click the selected vaccine group name and then click the Remove button.

When the report is generated, the only students that will appear on the list are those students who are due for the vaccine group(s) selected in the report criteria, but the report will show all vaccines included in the tracking schedule.

**Selecting Target Date Range**

When dates are specified, the report will only return those students that were, are, or will be overdue for the selected vaccine groups on a date falling within the target date range entered.

**Note**: The To date in the target date range may be set to the day your report is due to the local health department to identify students who will be due for a vaccine by this date.

5. Enter the Target Date Range in the From and To text boxes in the form MM/DD/YYYY, or Click the calendar icon to set the date.
    a. The From date, To date, or both dates can be left unspecified:
        i. If the To date is unspecified for the Target Date Range, the report date range will include the From date up to and including today's date.
        ii. If the From date is unspecified for the Target Date Range, the report date range will include all dates prior to and including the To date.
        iii. If both dates are left unspecified for the Target Date Range, then today's date will be entered for both From and To fields.
6. Click **Generate**.
    a. You will be taken to the Check School report screen where you can view the status of the report you are running.
7. Click **Refresh** periodically until the status displays 100%. You can also click “Check School Report” on the menu on the left side to see if the report is finished.
    a. Once your report has finished generating, the report name will turn blue, and the report status will say “Ready”.

8. Click the **report name** link to access the PDF or XLSX report.
9. The PDF version of the report will open the report in a new browser tab. The report displays the Immunizations Due for each student on your list.

*Report run on:* 01/07/2022 11:24 AM **Student Immunization Due List** Page 1 of 2

List Name: Class of 2023

**Student Name (FML)**

**MY ONE STUDENT - 01/01/2005** **Tracking Schedule:** ACIP

| Vaccine | Immunizations Due | Immunization |
| --- | --- | --- |
| COVID-19 | | 1) 12/15/2021 |
| DTP/aP | | 1) 08/01/2006 |
| HepA | DUE | |
| HepB | DUE | 1) 08/01/2006 |
| Hib | | 1) 08/01/2006 |
| HPV | DUE | |
| Influenza-season | DUE | |
| Meningo | DUE | |
| MMR | | 1) 03/01/2006 2) 03/05/2010 |
| Polio | DUE | 1) 08/01/2006 |
| Td/Tdap | DUE | |
| Varicella | | 1) 03/01/2006 2) 03/05/2010 |

**NEW TWO STUDENT - 11/11/2004** **Tracking Schedule:** ACIP

| Vaccine | Immunizations Due | Immunization |
| --- | --- | --- |
| COVID-19 | DUE | |
| HepA | DUE | |
| HepB | DUE | |

10. The XLSX version of the Student Immunization Due report will produce an XLSX report file that is available for download. The report contains two Excel tabs (IMMUNIZATION DATA and IMMUNIZATION DUE) with columns for student demographic, immunization history and immunizations due fields.

    <u>IMMUNIZATION DATA tab:</u>
    **Student Demographic fields:**
    A student's demographics will be repeated multiple times when multiple immunizations exist.

|  | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | CLIENT ID | LAST NAME | FIRST NAME | MIDDLE NAME | SUFFIX | BIRTH DATE | GENDER | AGE |
| 2 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 3 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 4 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 5 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 6 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 7 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 8 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 9 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 10 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 11 | 8139588 | STUDENT | TEST | THREE |  | 2004-12-12 | U | 17 |
| 12 | 8139589 | STUDENT | NEW | TWO |  | 2004-11-11 | U | 17 |

IMMUNIZATION DATA

**Immunization History fields:**

| J | K | L | M |
|---|---|---|---|
| VACCINE GROUP | VACCINE NAME | IMMUNIZATION DATE | SERIES |
| COVID-19 | COVID-19 Moderna 100 or 50 mcg | 2021-12-15 | 1 of 2 |
| DTP/aP | DTaP-HepB-IPV | 2006-08-01 | 1 of 5 |
| HepB | DTaP-HepB-IPV | 2006-08-01 | 1 of 3 |
| Hib | Hib, NOS | 2006-08-01 | 1 of 1 |
| MMR | MMRV | 2006-03-01 | 1 of 2 |
| MMR | MMRV | 2010-03-05 | 2 of 2 |
| Polio | DTaP-HepB-IPV | 2006-08-01 | 1 of 4 |
| Varicella | MMRV | 2006-03-01 | 1 of 2 |
| Varicella | MMRV | 2010-03-05 | 2 of 2 |

<u>IMMUNIZATION DUE tab:</u>

**Student Demographic fields:**

A student's demographics will be repeated multiple times when multiple immunizations are due or past due.

|  | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | CLIENT ID | LAST NAME | FIRST NAME | MIDDLE NAME | SUFFIX | BIRTH DATE | GENDER | AGE |
| 2 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 3 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 4 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 5 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 6 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 7 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 8 | 8139587 | STUDENT | MY | ONE |  | 2005-01-01 | U | 17 |
| 9 | 8139588 | STUDENT | TEST | THREE |  | 2004-12-12 | U | 17 |
| 10 | 8139588 | STUDENT | TEST | THREE |  | 2004-12-12 | U | 17 |
| 11 | 8139588 | STUDENT | TEST | THREE |  | 2004-12-12 | U | 17 |

IMMUNIZATION DATA | IMMUNIZATION DUE

**Immunization Due fields:**

| I | J | K | L |
|---|---|---|---|
| TRACKING SCHEDULE | VACCINE GROUP | VACCINE NAME | IMMUNIZATION DUE |
| ACIP | HepA | HepA, NOS | Due |
| ACIP | HepB | HepB, NOS | Due |
| ACIP | HPV | HPV, NOS | Due |
| ACIP | Influenza-seasnl | Flu NOS | Due |
| ACIP | Meningo | Meningococcal ACWY, NOS | Due |
| ACIP | Polio | Polio, NOS | Due |
| ACIP | Td/Tdap | Td (adult), NOS | Due |

11. If you selected a future date, then all children on the list will require vaccines by the date selected, but Due will only be displayed for those vaccines that are past due or due now. You will have to manually evaluate the rest of the record to identify those vaccines that are due before the future date selected.
12. Compare to see if all of the student's immunizations are in the ALERT IIS if you have information from another source.
    a. Parents may have additional information if the child was born in another state or received services from a provider who did not report to ALERT.
    b. Additional dates can be written on the printed CIS form but will not be reflected in the Immunizations Due report for students.
    c. The ALERT IIS forecast does not consider any vaccines that the parent has selected as a religious exemption.

**Note**: There are two places in the ALERT IIS where you can select a tracking schedule. If you want to run a report for a group of students using a specific tracking schedule, such as Kindergarten, select the tracking schedule on the Reports/Client List screen. If you want to see the immunizations due for one student only, find the student and then select the tracking schedule on the Student Immunization Record screen.

*Client List*

This section is for viewing student immunization records and removing a student from your list. Information contained within the student list table is described below.

| | |
|---|---|
| Delete | If you wish to remove a student from your list, place a checkmark in the box beside the student's name in the Delete column. Remove more than one student at a time by checking |

| | |
|---|---|
| | multiple students. Next, Click the Delete button. Once you have confirmed the delete, a message will display "The list has been updated successfully" and your student(s) will be removed. |
| Last Name | Displays the student's last name and provides a link back to the Student Immunization History screen. |
| First Name | Displays the student's first name. |
| Middle Name | Displays the student's middle name. |
| Birth Date | Displays the student's birth date. |

## Checking School Reports

The Check School Report screen is used to display and/or determine the status of a report request. The screen is separated into two sections:

- School Report Job Status
- School Report Status

**School Report Job Status**

Refresh

Cancel

| Started | Completed | Status | Students | Target From | Target To |
|---|---|---|---|---|---|
| 01/07/2022 11:30 AM | 01/07/2022 11:31 AM | 100 % | 3 | 01/07/2022 | 01/07/2022 |
| 01/07/2022 11:22 AM | 01/07/2022 11:22 AM | 100 % | 3 | 01/07/2022 | 01/07/2022 |
| 01/07/2022 11:02 AM | 01/07/2022 11:02 AM | 100 % | 3 | | |
| 01/07/2022 10:44 AM | 01/07/2022 10:44 AM | 100 % | 3 | | |

**School Report Status**

| Name | List Name | Type | Requested | Started | Completed | Status |
|---|---|---|---|---|---|---|
| Due Report 01-07-2022 11:31:07.xlsx | Class of 2023 | Imm. Due XLSX | 01/07/2022 11:31 AM | 01/07/2022 11:31 AM | 01/07/2022 11:31 AM | Ready |
| Due Report 01-07-2022 11:22:33.pdf | Class of 2023 | Imm. Due | 01/07/2022 11:22 AM | 01/07/2022 11:22 AM | 01/07/2022 11:22 AM | Ready |
| History Report 01-07-2022 11:02:58.xlsx | Class of 2023 | Imm. History XLSX | 01/07/2022 11:02 AM | 01/07/2022 11:02 AM | 01/07/2022 11:02 AM | Ready |
| History Report 01-07-2022 10:44:53.xlsx | Class of 2023 | Imm. History XLSX | 01/07/2022 10:44 AM | 01/07/2022 10:44 AM | 01/07/2022 10:44 AM | Ready |

### *School Report Job Status*

This section displays the date and time a report was started and completed, the overall status in percentage, the number of students returned and the target date range if one was specified. Status will update by clicking the Refresh button. You can only have one job listed in this section. Once you run a new report, your previous job will be erased.

*School Report Status*

This section displays reports generated from the Reports/Client List screen. It contains the name of the report, the type of report, the date and time the report was requested, what time it started and the status. Your reports will be sorted by time generated, with the latest report at the top.

To get the latest update on all the requests listed in the table, click the **Refresh** button. This will show the most current status for each request from the ALERT IIS database.

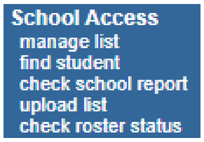
You do not have to remain on this screen while the reports are running. You can navigate away from this screen and go somewhere else in the application while your report runs in the background. To get back to the School Report Status screen, Click the Check School Report link on the left menu panel.

As soon as the report name appears as a hyperlink and the Status displays Ready, it has completed processing and is ready for viewing. To view the report, Click the report name hyperlink. This process can take some time depending on the size of the report. The selected report will automatically display using the Adobe Acrobat Reader. If there is a problem viewing your report, please contact the ALERT IIS Help Desk. At any time, click the **Cancel** button to return to the screen you were previously on.

## Uploading Lists

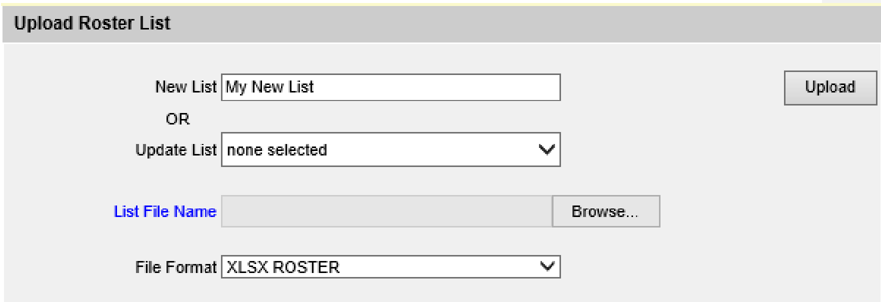
ALERT IIS provides the ability to create a school roster list by uploading a flat file or XLSX file of students. Roster Lists saved in ALERT IIS can be used generate student reports available in the system.

To upload a new roster list, click **Upload List** under the School Access section of the menu panel on the left side of the screen:

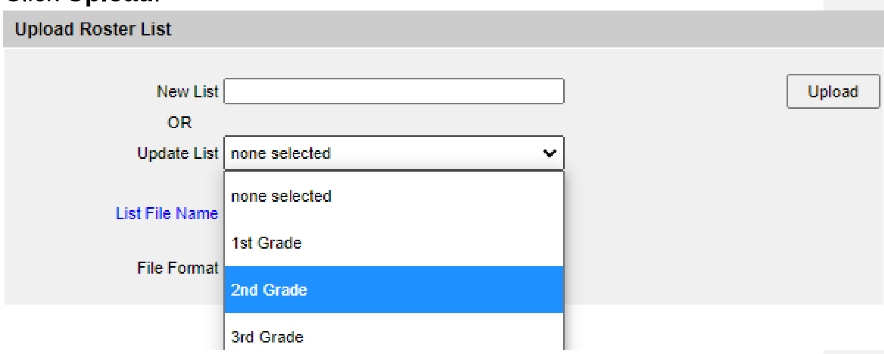



1. Enter a name for your Roster List.
2. Browse to select the file/location from which to upload.
3. Choose the file format you prefer to display.

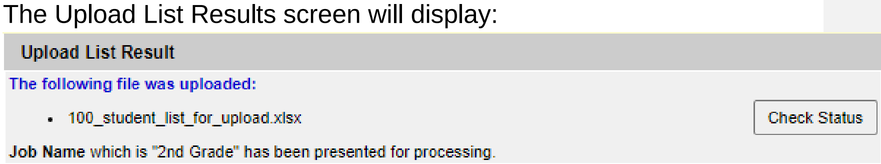
4. Click **Upload**.



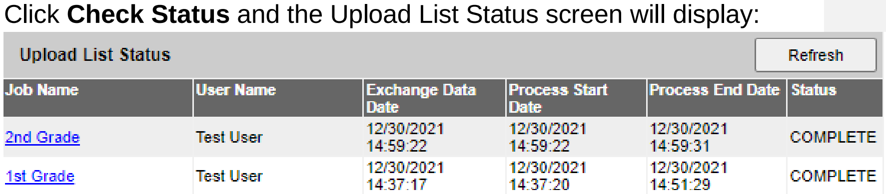

5. Alternately, if you want to add students to an existing Roster List, click on the Update List drop-down and select the desired List Name.
6. Browse to select the file/location.
7. Choose the file format.
8. Click **Upload**.




The Upload List Results screen will display:




9. Click **Check Status** and the Upload List Status screen will display:



Upload List Status — Refresh

| Job Name | User Name | Exchange Data Date | Process Start Date | Process End Date | Status |
|---|---|---|---|---|---|
| 2nd Grade | Test User | 12/30/2021 14:59:22 | 12/30/2021 14:59:22 | 12/30/2021 14:59:31 | COMPLETE |
| 1st Grade | Test User | 12/30/2021 14:37:17 | 12/30/2021 14:37:20 | 12/30/2021 14:51:29 | COMPLETE |

From the Upload List Status screen, you can click **Refresh** to determine how the job is progressing. When your job is "COMPLETE", clicking on the hyperlink will take you to the Upload List Details screen if no errors were encountered in processing. (You may also continue to work elsewhere in the system while waiting for your job to finish and come back to check on the job by clicking **Check Roster Status** under the School Access section of the menu panel on the left side of the screen.)

ALERT accepts Roster Lists in two file formats, which are listed below.

**XSLX *(Microsoft Excel Open XML Spreadsheet)* file format:**

R/SE: R = Required field. SE = Strongly Encouraged field.

| Column | Data Length | R/SE | Notes |
|---|---|---|---|
| Record Identifier | 32 | R | Supplied by sender. Not used in patient matching. |
| First Name | 50 | R | If patient does not have a first name, "NO FIRST NAME" must be entered in this field. |
| Middle Name | 50 | SE | |
| Last Name | 50 | R | |
| Name Suffix | 10 | | JR, III, etc. |
| Birth Date | 8 | R | MMDDYYYY |
| Mother's First Name | 50 | SE | |
| Mother's Maiden Last Name | 50 | SE | |
| Sex (Gender) | 1 | SE | Use the ALERT IIS code set for Gender:<br>F – Female<br>M – Male<br>U - Unknown |
| Social Security Number | 9 | | |
| Patient ID | 32 | SE | Identifier within the sending organization's system. Typically, this is a Chart Number, Medical Record Number, etc. It may be the same as the Record Identifier. |
| Medicaid ID | 20 | | |
| Street Address Line | 55 | SE | Primary address information (i.e. 100 TEST ST) |
| Other Address Line | 55 | | Secondary address information (i.e. APT 123, STE 543)<br>Do not place a secondary address in this field. |
| PO Box Route Line | 55 | | If patient has a Post Office Box mailing address, enter here. |
| City | 52 | SE | |

| Column | Data Length | R/SE | Notes |
|---|---|---|---|
| State | 2 | SE | 2-character state abbreviation, ex. OR |
| Zip | 9 | SE | 5 or 9 digits without separators, ex. 54321 or 543215678 |

**Fixed-length flat file format:**

Pos #: The position of the start of the field in the flat file.

R/SE: R = Required field. SE = Strongly Encouraged field.

| Column | Data Length | Pos # | R/SE | Notes |
|---|---|---|---|---|
| Record Identifier | 32 | 1 | R | Supplied by sender. Not used in patient matching. |
| First Name | 50 | 33 | R | If patient does not have a first name, “NO FIRST NAME” must be entered in this field. |
| Middle Name | 50 | 83 | SE | |
| Last Name | 50 | 133 | R | |
| Name Suffix | 10 | 183 | | JR, III, etc. |
| Birth Date | 8 | 193 | R | MMDDYYYY |
| Mother’s First Name | 50 | 201 | SE | |
| Mother’s Maiden Last Name | 50 | 251 | SE | |
| Sex (Gender) | 1 | 301 | SE | Use the ALERT IIS code set for Gender:<br>F – Female<br>M – Male<br>U - Unknown |
| Social Security Number | 9 | 302 | | |
| Patient ID | 32 | 311 | SE | Identifier within the sending organization’s system. Typically, this is a Chart Number, Medical Record Number, etc. It may be the same as the Record Identifier. |
| Medicaid ID | 20 | 343 | | |
| Street Address Line | 55 | 363 | SE | Primary address information (i.e. 100 TEST ST) |
| Other Address Line | 55 | 418 | | Secondary address information (i.e. APT 123, STE 543)<br>Do not place a secondary address in this field. |
| PO Box Route Line | 55 | 473 | | If patient has a Post Office Box mailing address, enter here. |
| City | 52 | 528 | SE | |
| State | 2 | 580 | SE | 2-character state abbreviation, ex. OR |

| Column | Data Length | Pos # | R/SE | Notes |
|---|---|---|---|---|
| Zip | 9 | 582 | SE | 5 or 9 digits without separators, ex. 54321**** or 543215678 |
| Total | 590 | | | |

1. Character fields need to be left justified and blank-filled, number fields right justified and blank-filled, and date fields in format MMDDYYYY with leading zeroes. If information is unable to be supplied any information for a specified field, the entire field needs be filled with blanks (spaces).
2. The file needs to be generated using the ASCII character set. Records will be fixed length and need to be terminated with a carriage return/line feed.

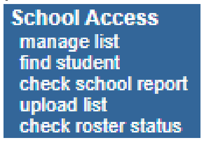
<u>Example:</u>

Records need to be **blank** filled. In the following example, blanks are represented with the '*' character for illustrative purposes.

```
12345***************************JOHN*************************************
**********KIM************************************************SMITH*******
***************************************JR********05141995GAIL************
**********************************CARPENTER******************************
************M999999999PTID123**************************MA12345***********
**123*EAST*STREET*****************************************STE*21*********
******************************************4004***************************
***********************FULTON********************************************
***OR535291234
```

## Checking Roster Status

After uploading a roster list, you can check on the progress of the job. Click **Check Roster Status** Under the School Access section of the blue menu panel on the left side of the screen.




The upload status screen displays:

**Upload List Status** Refresh

| Job Name | User Name | Exchange Data Date | Process Start Date | Process End Date | Status |
|---|---|---|---|---|---|
| Eric Test List | Heather Worachek | 03/30/2012 06:56:18 | 03/30/2012 06:56:18 | 03/30/2012 06:56:22 | COMPLETE |

When the job is complete, click on the hyperlink to view the Response and Download Files:

**Download Files for: adfasdf** Refresh Cancel

Roster List of Names With Multiple Matches ( 1KB )
Roster List Inbound ( 6KB )
Roster List Response ( 5KB )
Roster List of Names With No Match ( 1KB )
Roster List Rejected ( 1KB )

**Download Log for: adfasdf**

| File | User Name | Download Date |
|---|---|---|
| Roster List of Names With Multiple Matches | Shahzad Ladiwala | 07/23/2021 10:44:28 |

**Summary Information for: adfasdf**

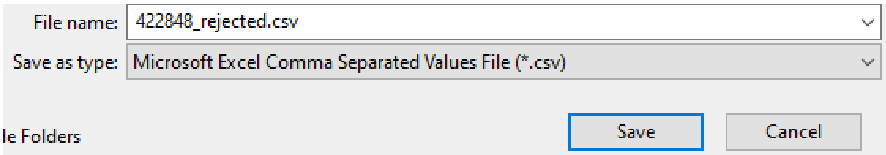
| Description | Patient |
|---|---|
| Total Patients Processed | 11 |
| Single Match | 3 |
| Multiple Match | 2 |
| No Match | 3 |
| Rejected | 3 |

Several files may be available for download.

1. Roster List Inbound – This is a link to the file submitted by the user.
2. Roster List Response - A response file which summarizes information on the patients who were processed and lists patient and error details for patients who could not be loaded.
3. Roster List of Names With Multiple Matches - A CSV roster list file if any students encountered multiple matches.
    a. The filename and extension are: 12345_multiplematch.csv.
4. Roster List of Names With No Matches - A CSV roster list file if any students found no matches.
    a. The filename and extension are: 12345_nomatch.csv.
5. Roster List Rejected - A CSV roster list file if any students were rejected for other reasons.
    a. The filename and extension are: 12345_rejected.csv.

After error conditions have been remediated, the Multiple Match, No Match, and Rejected CSV files can be downloaded and re-imported into ALERT IIS to upload those students to a roster list.

To save a file, right click the hyperlink and click **Save As**.  Each file will have a csv extension:




Example of a Response file:

```
////////////////////////////////////////////////////////////////////////////////
// SUMMARY                                                                    //
////////////////////////////////////////////////////////////////////////////////

********************************************************************************
** JOB INFORMATION                                                            **
********************************************************************************
Job ID:              126909
Job Start Date:      Fri Mar 30 06:56:18 PDT 2012
Job End Date:        Fri Mar 30 06:56:22 PDT 2012

DESCRIPTION          PATIENTS
-----------          --------
Total ROSTER Patients Processed        6
  Single Match                         1
  Mulitple Match                       1
  No Match                             3
  Rejected                             1

////////////////////////////////////////////////////////////////////////////////
// DETAIL                                                                     //
////////////////////////////////////////////////////////////////////////////////

********************************************************************************
** PATIENTS THAT HAVE MULTIPLE MATCHES                                        **
********************************************************************************

[33330] Patient PATIENT, TEST  Born 01012010
          The incoming client matches more than one existing candidate. Existing candidate patient IDs include 7139771,7138611,7138575,7138574
CL        Matching Patient 7139771=PATIENT, TEST null    2010-01-01   Mother=null[N/A]
CL        Matching Patient 7138611=PATIENT, TEST null    2010-01-01   Mother=null[N/A]
CL        Matching Patient 7138575=PATIENT, TEST TOTALREPORT    2010-01-01   Mother=null[N/A]
CL        Matching Patient 7138574=PATIENT, TEST null    2010-01-01   Mother=null[N/A]
CL        Matching Patient 7138051=PATIENT, TEST null    2010-01-01   Mother=null[N/A]
CL        Matching Patient 7108771=PATIENT, TEST null    2010-01-01   Mother=null[N/A]
```

```
================================================================================

********************************************************************************
** PATIENTS THAT DID NOT HAVE A MATCH                                         **
********************************************************************************

[33332] Patient SMITH, LAUREN KAY Born 05141995
              Client did not match
================================================================================
[33332] Patient SMITH, SALLY SUE Born 05141995
              Client did not match
================================================================================
[33332] Patient SMITH, 54321 SUE Born 05141995
              Client did not match
================================================================================

********************************************************************************
** PATIENTS THAT WERE REJECTED                                               **
********************************************************************************

[33332] Patient SMITH, 54321 SUE Born 05142222
              Record rejected. A valid birth date between Jan 1, 1890 and today must be entered.
================================================================================
```

If multiple matches, no match, or rejections occur you may click on the specific Roster List hyperlink to see a list of which list students met this criterion:

- Multiple matches mean ALERT IIS found more than one patient in the registry that matches your list criteria.
    - If duplicate patients exist in ALERT IIS that should be 1 patient record, work with the Oregon Immunization Program to have the duplicate records merged into 1 patient record.
    - If the multiple matching patient records in ALERT IIS are distinct people, consider adding additional fields to your input roster file to help match to a single student.
    - You must resubmit an input roster list file to add students to an existing patient roster list.
    - Users can add a student to a list by hand, using Manage List page and selecting the specific student you wish to add.
- If no match was found, ALERT IIS could not find a student in the registry.
    - If a patient does not exist in ALERT IIS, work with the Oregon Immunization Program to have the student record added.
    - You must resubmit an input roster list file to add students to an existing school roster list.
    - User can add a patient to a list by hand, using Manage List page and selecting the specific student you wish to add.
- Rejections for other reasons require you to correct the data in your upload file for the system to accept it (examples: invalid or missing birth date, missing Patient ID, First Name or Last Name)

# Appendix 1

## In the Appendix:

Online Help
ALERT IIS Help Desk

## Online Help 

The ALERT IIS online help function provides you with both screen-specific help and a general help index. You may access online help from any screen in ALERT IIS by clicking the yellow light bulb on the menu bar in the top right corner of the screen.

### *Screen-Specific Help*

To access screen-specific help, follow these steps:

When on any screen where you would like help, click on the light bulb on the menu bar located at the top-right of the screen.
A box with screen-specific help information will display. This help box may have any or all of the following features:

- **Purpose:** describes what the screen is meant to do or what kind of information needs to be entered.
- **Information provided:** describes in detail the input and output fields that are found on the screen.
- **Functionality:** provides information about specific buttons on the screen and describes their function.
- **Results:** describes the outcome of a search, report, download, or other information entered into the database.
- **User tips:** has advice or further information on how to use this screen.

To view these features, you may either click the links under the Purpose section or scroll down the page. To close the help box, click the X button in the top right corner of the box.

### *General Help*

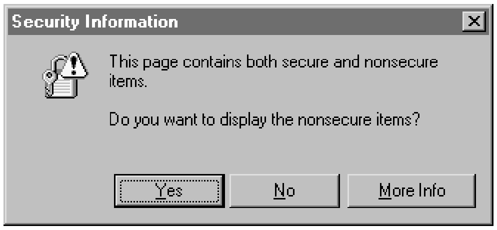
General help contains information on screens throughout ALERT IIS. You may access this information by viewing the contents of general help, by viewing or searching the general help index, or by searching general help using a keyword.

### *Contents of General Help*

To access the contents of general help follow these steps:

1. Click the light bulb on the menu bar.
2. Click **Help Contents** in the top left corner of the help box.

3. A box may open asking if you want to display both secure and non-secure items; click the **Yes** button.




4. The General Help screen now displays. On the left side of the page, view a list of topics, each with its own book-shaped icon.
5. Select a topic. A list of help items with question mark icons will display. You may also see further subtopics, each with its own book-shaped icon.
6. The help information you selected will display on the right side of the General Help screen.
7. Use the links at the top of the screen or scroll down to view the information you need.
8. To return to a previous help screen or to skip ahead one screen, use the browser's Back and Forward buttons.
9. To collapse a topic, select it or click on the book icon next to it. You may toggle back and forth between opening and closing a topic by clicking on the book icon.
10. To close out of the help box, click the X in the top right corner of the box.

### *Viewing/Searching the General Help Index*

To view or search the general help index follow these steps:

1. Follow Steps 1-3 under *Contents of General Help*.
2. Click the **Index** button on the top left side of the General Help screen.
3. To find an index topic, use the scroll bar to view index topics.
4. Click one of the help items to view the item.
5. The help information you selected will display on the right side of the General Help screen.
6. To return to a previous help screen or to skip ahead one screen, use the browser's Back and Forward buttons.
7. To close out of the help box, click the X in the top right corner of the box.

## ALERT IIS Help Desk

If you are experiencing difficulties or have questions regarding ALERT IIS, you may contact the ALERT IIS Help Desk.

The ALERT IIS Help Desk hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.

- Help Desk telephone number: 800-980-9431
- Help Desk e-mail address: *alertiis@state.or.us*

# Appendix 2

**In the Appendix:**

## Validation of Patient Entry Data

ALERT IIS validates the information you enter on the patient screen when you attempt to save the entries. If you have entered data that ALERT IIS considers invalid, a message will appear asking you to re-enter data in the field(s). Validation varies depending on the field. Refer to the chart below for information on validation of data in various fields.

| Field Name | Web Page/Section | Characters Allowed |
|---|---|---|
| First Name | Enter New Patient/Personal Information, Manage Patient/ Personal Information | Allow only alpha characters, dashes, and apostrophes. Do not save an entry that matches a disallowed name. |
| Middle Name | Enter New Patient/Personal Information, Manage Patient/ Personal Information | Allow only alpha characters, dashes, apostrophes, and periods. |
| Last Name | Enter New Patient/Personal Information, Manage Patient/ Personal Information | Allow only alpha characters, dashes, apostrophes, and periods. Do not save an entry that matches a disallowed name. |
| Mother's First Name | Enter New Patient/Personal Information, Manage Patient/ Personal Information | Allow only alpha characters, dashes, and apostrophes. |
| Mother's Maiden Last Name | Enter New Patient/Personal Information, Manage Patient/ Personal Information | Allow only alpha characters, dashes, and apostrophes. |
| Responsible Party First Name | Enter New Patient/Responsible Person(s), Manage Patient/ Responsible Person(s) | Allow only alpha characters, dashes, and apostrophes. |
| Responsible Party Middle Name | Enter New Patient/Responsible Person(s), Manage Patient/ Responsible Person(s) | Allow only alpha characters, dashes, apostrophes, and periods. |
| Responsible Party Last Name | Enter New Patient/Responsible Person(s), Manage Patient/ Responsible Person(s) | Allow only alpha characters, dashes, and apostrophes. |
| Street Address | Enter New Patient/Responsible Person(s), Manage Patient/ Responsible Person(s) | Allow alpha or numeric characters, backslashes, number symbols, dashes, periods, and apostrophes. Do not save quotes. Do not save an entry that matches a disallowed address. |
| Other Address | Enter New Patient/Responsible Person(s), Manage Patient/ Responsible Person(s) | Allow alpha or numeric characters, backslashes, number symbols, dashes, periods, and apostrophes. Do not save quotes. Do not save an entry that matches a disallowed address. |
| PO Box | Enter New Patient/Responsible Person(s), Manage Patient/ Responsible Person(s) | Allow alpha or numeric characters, backslashes, number symbols, dashes, and periods. Do not save an entry that matches a disallowed address. Do not save quotes. |
| E-mail Address | Enter New Patient/Responsible Person(s), Manage Patient/ Responsible Person(s) | Must contain "@" symbol and period. Do not save quotes. |
| Phone Number | Enter New Patient/Responsible Person(s), Manage Patient/ Responsible Person(s) | Allow only numeric characters and dashes. Do not save quotes. |
| City | Enter New Patient/Responsible Person(s), Manage Patient/ Responsible Person(s) | Allow only alpha characters, dashes, and apostrophes. Do not save quotes. |
| Zip | Enter New Patient/Responsible Person(s), Manage Patient/ Responsible Person(s) | Allow only numeric characters. Do not save quotes. |

## Disallowed Address Entries

| Disallowed Address Entries | |
|---|---|
| DO NOT USE | NO CURRENT |
| UNKNOWN | MOVED |
| GENERAL DELIVERY | UPDATE |
| DECEASED | MAIL RETURNED |
| ADDRESS | COMMENT |
| FAMILY PLANNING | FAMILY PLANNING SERVICES |
| PLANN PARENTHOO | PLANNED PARENTHOOD |

## Disallowed First Name Entries

The following chart lists first name entries that will not be validated in ALERT IIS.

| Disallowed First Names | | | |
|---|---|---|---|
| ADOPT | HBS | LSS | UNK |
| ADOPTIVE | HRH | LSS BABY | UNKN |
| AF BABY | I | LWG | UNKNOWN |
| BB | ILLEGIBLE SIGNATURE | MALE | UNKNOEN |
| BABY | INFANT | MR | UNKOWN |
| BABY B | INFANT BO | MRS | UNNAMED |
| BABY BOY | INFANT BOY | MS | UNREADABLE |
| BABY G | INFANT FE | NEWBORN | V |
| BABY GIRL | INFANT FEM | NFN | WLCFS |
| BABYB | INFANT G | NTXHW | XWM |
| BABYBOY | INFANT GI | PARENT | XXX |
| BABYGIRL | INFANT GIR | PARENTS | UFA |

| | | | |
|---|---|---|---|
| BG | INFANT GIRL | PENDING | |
| BOY | INFANT GRL | PVN | |
| BOY I | INFANT M | SIGNATURE | |
| BOY II | INFANT MA | SLKDFSLKD | |
| CHILD | INFANT MAL | SRM | |
| CSS | INFANTBOY | THWJ | |
| FEMALE | INFANTGIR | TOMORROW'S CHILDREN | |
| FIRE DEPT | INFANTGIRL | TSWJ | |
| GIRL | INFANTMAL | TSWM | |
| GIRL I | INFANTMALE | TSWV | |
| GIRL II | LCFS | TXWM | |

## Disallowed Last Name Entries

The following chart lists last name entries that will not be validated in ALERT IIS.

| Disallowed Last Names | | | |
|---|---|---|---|
| ADOPT | CSS BABY | LSDKFSLDK | UNKNOEN |
| ADOPTIVE | CSSW | LSS | UNKOWN |
| A BABY | D S S | LSSFC | UNNAMED |
| A F BABY | DCS | LTJR | UNREADABLE |
| AF | DFS | MBABY | V |
| AF BABY | DSS | M BABY BOY | VBABY |
| AF BABY BO | E BABY | MALE | VLK |
| AF BABY GI | F BABY | NEWBORN | WLCFS |
| AFBABY | FF | NLN | ZBABY |
| B C S | FIRE DEPT | OBABY | UFA |
| B S C | FWV | PBABY | |
| BABY | G BABY | PCS | |
| BABY BOY | GARCIA INF | PENDING | |

| | | | |
|---|---|---|---|
| BABYBOY | GIRL | RBABY | |
| BABY GIRL | GSST | SBA | |
| BABYGIRL | H BABY BOY | SBABY | |
| BCS | I | SCI | |
| BCSW | INFANT | SB | |
| BOY | INFANT BOY | SC | |
| BRT | INFANT FEM | SIGNATURE | |
| BSC | INFANT GIRL | SMRT | |
| CAC | INFANTBOY | SRB | |
| CS | INFANTGIRL | SRFC | |
| C S S | INFANTMALE | SRP | |
| CAC | LSS | SS | |
| CBS | LCFD | TAO | |
| CCS | LCFS | UN | |
| CFCFS | LCSF | UNK | |
| CS | LNAME | UNKN | |
| CSS | LS | UNKNOWN | |

# Glossary

**ACIP**
Advisory Committee on Immunization Practices. Along with the Centers for Disease Control and Prevention (CDC), provides written recommendations on the administration of vaccines to adults and children in the United States. These recommendations include a schedule of dosage, contraindication, and periodicity information for each vaccine. This "harmonized schedule" is the default schedule within NYSIIS.

**Bookmark**
A browser tool used for accessing Web sites quickly. After setting a bookmark at a Web page, you may return to that page simply by clicking on its bookmark, rather than entering the entire Web address. Also known as a favorite.

**Browser**
A software program you use to access the Internet.

**CoCASA**
Comprehensive Clinic Assessment Software Application. A tool developed by the Centers for Disease Control and Prevention (CDC) used for assessing immunization levels of patients for an immunization provider.

**CDC**
Centers for Disease Control and Prevention. The CDC is the lead federal agency for protecting the health and safety of people, providing information to enhance health decisions.

**Clinician**
A person who provides a health care service and for the purposes here would administer an immunization; for example, a nurse.

**Consent**
Written permission obtained from a patient 19 years of age or older to permit future modification and edit of demographic and immunization information housed in the registry.

**Custom Flat File Template**

A customized layout, specifying fields and field lengths, for performing data exchange.

**Data exchange**
A feature that allows you to automatically exchange immunization batch files with ALERT IIS.

**Deduplication**
An automatic process that displays potential patient matches to help ensure that patient records are not duplicated in ALERT IIS.

**Desktop**
The default screen on your computer that displays when no programs are open. The desktop contains shortcut icons that allow the user to open the represented programs and files from the desktop screen.

**Favorite**
See Bookmark.

**Grace period**
The default period of time prior to and following an immunization. This time period is used to validate a patient's immunization history; it does not affect immunization recommendations.

**Historical Doses**
Doses that the patient received, but it is unclear which organization in the registry, if any, actually administered the dose. (See also ALERT IIS Inventory Doses and Other Owned Doses.)

**HL7**
Health Level 7. A method of categorizing data so that it is uniform across all health reporting systems. Allows for easier data transfer among different systems.

**Home page**
The first screen in ALERT IIS that displays for users who have access to a single organization. This page contains announcements, release notes, resources, and the menu.

**Hyperlink**
A word or group of words that is underlined and appears in a colored font, usually blue, in ALERT IIS. When you click on the underlined text, the Web site, page, or document that is described will be displayed. Also known as a link.

**Immunization Information System**
Confidential, computerized information system containing patient demographics and immunization histories. Immunization Information Systems enable public and private health care providers to maintain consolidated immunization records.

**Inventory Doses**
Doses that are recorded in ALERT IIS through the user interface which subtract from an inventory lot whose quantity is recorded and maintained in ALERT IIS. (See also Historical Doses and Other Owned Doses.)

**Logout**
button on ALERT IIS' menu bar that allows you to exit ALERT IIS. You may logout from any screen in ALERT IIS.

**Lot number**
The unique, identifying number given to each vaccine by the manufacturer.

**Manage Access/Account Screen**
The first screen in ALERT IIS, which displays for users who have access to multiple organizations. The user chooses one of the organizations to access.

**Menu bar**
The ALERT IIS menu bar is dark blue and appears at the top of every screen within the registry. The menu bar has several menu options: home, change password, logout, and help (light bulb). The menu bar on your Internet browser, on the other hand, is located near the top of your computer screen and contains words with drop-down lists such as File, Edit, View, Tools, etc.

**Menu panel**
The ALERT IIS menu panel is a medium blue color and appears to the left of every screen within the registry. The menu panel lists all of the NYSIIS functions available to the user.

**Ordering authority**
A person with the capability of ordering an immunization for a patient; a person with ordering authority is generally the patient's pediatrician or primary care provider or, within public health organizations, the medical director.

**Other Owned Doses**
Doses that the organization knows it has administered, but not from any vaccine lots maintained in the ALERT IIS inventory module. (See also Historical Doses and Inventory Doses.)

**Patient**
Anyone who has an immunization recorded in ALERT IIS by a provider organization.

**Patient Note**
Some general, non-medical information regarding the patient that is displayed to any user viewing the patient's record.

**PDF**
Portable document file. A file format that allows you to view and print a document online in its original format with Adobe Reader.

**Radio button**
An input circle that, when clicked, fills with a black dot to indicate a selection.

**Recall Notice**
A card or letter that informs a responsible person or patient of immunizations that are overdue.

**Reconstitution**
The process of mixing a dry, powder form of a vaccine with a diluents to produce doses that may be administered to the patient. This term applies to Smallpox vaccine.

**Release**
A new version of an application, which usually includes enhancements and software fixes. Each release of an application is indicated with a number; for example, ALERT IIS release version 2.0.

**Reminder Notice**
A card or letter that informs a responsible person or patient of immunizations that are due in the future.

**Responsible person**
A parent, relative, or guardian who is associated with the patient and may act as a contact. A patient may also act as the responsible person for himself or herself.

**Sequence**
Identifies which dose is being referred to within a vaccine series. For example, a number "2" sequence indicates the second dose of the series.

**Series**

The compilation of doses for one vaccine that provides immunity for a certain disease or diseases. For example, the recommended series for the DTP/aP vaccine contains five doses.

**Shortcut**
An icon located on your computer's desktop which, when double-clicked, will open the program displayed by the icon.

**Toolbar**
Located near the top of your computer screen, the toolbar on your Internet browser contains several buttons, such as Back Forward, Stop, Refresh, and Home.

**Tracking schedule**
A schedule of recommended vaccines, their dosage and periodicity information. The tracking schedule is used to validate a patient's immunization history and makes recommendations for future vaccinations based on that history.

**Undeliverable Address**
An indicator that the address currently on file for the patient is incorrect.

**User roles**
ALERT IIS users are categorized into hierarchical roles that determine their level of access to the functions of ALERT IIS.

**Users**
Individuals who access ALERT IIS in some way, whether it be for printing reports, entering immunization information, tracking inventory, or entering organization-specific maintenance information.

**Vaccine group**
A category that describes one type of vaccination. For example, the vaccine trade names Engerix-B, Comvax, and Recombivax all fall under the Hepatitis B vaccine group.

**Vaccine trade name**
A unique, identifying name for a vaccine series given by the manufacturer. For example, Engerix-B is the trade name for a Hepatitis B vaccine manufactured by GlaxoSmithKline.

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