ImmPRINT Child Care Director

Objectives: At the completion of this section, the user will know how to:

- assign attendee ID numbers in ImmPRINT

- generate an attendee list

- perform child care director functions

- refer students to proper place for needed services

A child care director is a person responsible for the day to day operations of a child care facility. This person is also the **only** ImmPRINT user for a child care facility.

Assigning Attendee ID Numbers

Child care directors will need to assign attendee ID numbers in order to establish an attendee list. Follow the patient search steps described in the "Patient Search" section of the manual. Once the patient details are visible, click on the "Attendee ID/Follow Up" folder tab. Complete the fields illustrated here.
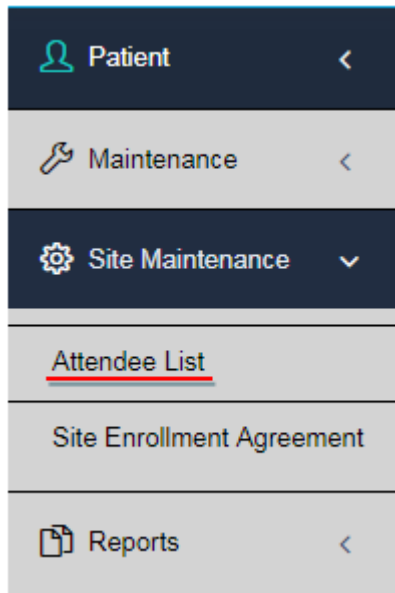

The attendee id must be a unique identifying number and can be alphanumeric. Once this is done for all attendees, the child care director will then be able to view the attendee list. To view the attendee list, extend the "Site Maintenance" drop down menu and click "Attendee List".

Select your desired filter and click "search".

In this example, "All" is selected in the search filter. The attendee list is now displayed. This is an excerpt of an attendee list. From this screen, COI's can be printed, and exemption indicators can be viewed.

Patient ID	Name	DOB	Attendee ID #	Grade	Status	Print COI	Exemption
15930761	AUTOTEST, TESTPATIENT	05/01/2016	123	<--Select--> ▼	ACTIVE ▼	☐	
14458173	DOE, JOHN	12/30/2009	TT2ND	SECOND G ▼	ACTIVE ▼	☐	Religious Exem

Make sure all attendees have an Attendee ID and an "Active" status. This is crucial for the purpose of having correct reports. Select the grade level only if applicable.

## Certificates of Immunization

Certificates of Immunization (COIs) can be printed from the attendee list as previously shown, or from the patient's record on the left side of the screen as shown below.
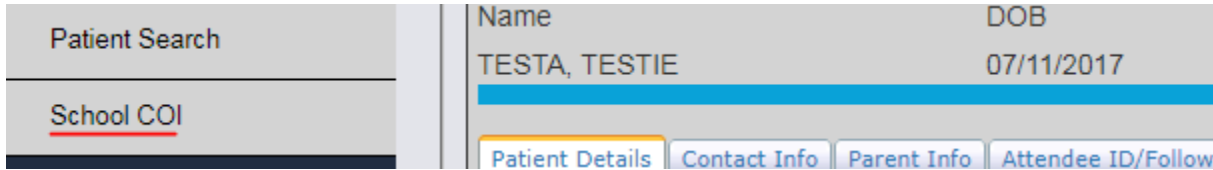
Important Note: Certificates of Immunization can only be viewed/printed if the attendee is up to date on all vaccines as required by Alabama School Law. If an attendee is not up to date on vaccines, please refer this attendee to the primary health care provider or the local county health department to receive vaccines and have their ImmPRINT record updated.

Not Up To Date Report

This is a report that will display any individual on your attendee list who is not up to date on any required vaccines. Release the "Reports" drop down menu and click "Not Up To Date" as shown here.
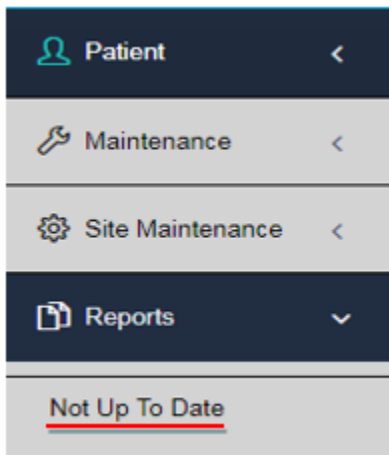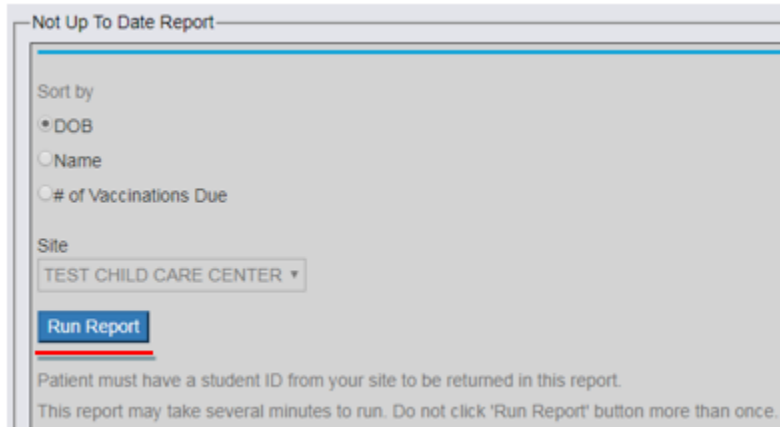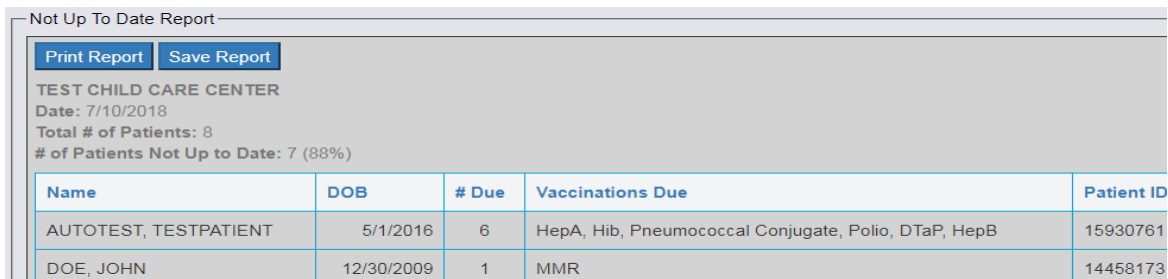
Choose the method by which to sort and click "Run Report". In this example, the DOB has been chosen to sort by. Please be sure to click this button only once as it may take a few seconds to generate this report.

This is an excerpt of a Not Up To Date Report.

Name	DOB	# Due	Vaccinations Due	Patient ID
AUTOTEST, TESTPATIENT	5/1/2016	6	HepA, Hib, Pneumococcal Conjugate, Polio, DTaP, HepB	15930761
DOE, JOHN	12/30/2009	1	MMR	14458173

Not Up To Date Report
TEST CHILD CARE CENTER
Date: 7/10/2018
Total # of Patients: 8
# of Patients Not Up to Date: 7 (88%)