

Long Term Care User

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

- assign chart numbers in ImmPRINT
- generate a patient list
- maintain vaccine inventory

Long Term Care User (LTC User) is a professional, who is employed at a nursing home, assisted living facility, rehabilitation facility, or other related facility that uses immunization information. Long Term Care sites require a site administrator. Please refer to the site administrator section of the manual if needed.

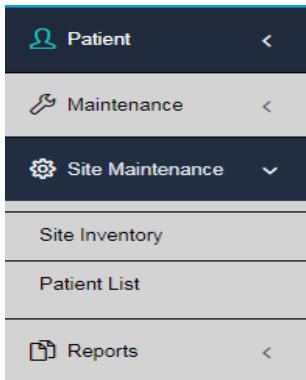
Assigning Chart Numbers

LTC users will need to assign chart numbers in order to establish an patient list. Follow the patient search steps described in the “Patient Search” section of the manual. Once the patient details are visible, click on the “Chart #/Follow Up” folder tab. Complete the fields illustrated here.

Patient Details			
Name	DOB	Age	RegistryID
TEST, TESSIE	01/01/1970	48 Yrs 5 Mo 11 days	(16081506)
Patient Details Contact Info Parent Info Insurance Information Chart #/Follow Up Patient Notes			
Chart # Add	Site Name TEST LONG TERM CARE	Follow-Up ACTIVE	

The chart number must be a unique identifying number and can be alphanumeric. Once this is done for all patients, the LTC user will then be able to view the patient list. To view the patient list, extend the “Site Maintenance” drop down menu and click “Patient List”.





Select your desired filters and click “search”. In this illustration, this patient list, “Active Patients” have been sorted by “Last Name”.

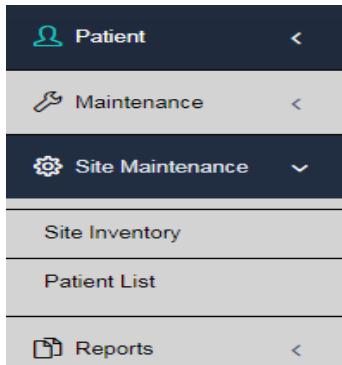
A screenshot of a web-based application titled "Patient List". At the top, there is a dropdown menu labeled "Select a site" with "TEST LONG TERM CARE" selected. Below it are three radio buttons: "Active Patients" (selected), "Inactive Patients", and "Active and Inactive Patients". A "Search" button is located below these filters. The next section is titled "Sort By" with three radio buttons: "Both" (unchecked), "Last Name" (selected), and "First Name" (unchecked). Below this are four buttons: "Update", "Cancel", "Print Certificate of Imm(COI)", and "Print Full List of Patients" (which is highlighted in blue). To the right of these buttons is "Print Patients Without Chart #". A horizontal navigation bar with letters from A to Z follows. The main area displays a table with columns: Name, DOB, Chart Number, and Status. One row is shown: "TEST, TEST" (Name), "9/29/1928" (DOB), "12455" (Chart Number), and "ACTIVE" (Status). There are also "Print COI" and "Exemption" columns with checkboxes.

Make sure all patients have a Chart Number and an “Active” status. This is crucial for the purpose of having correct reports.

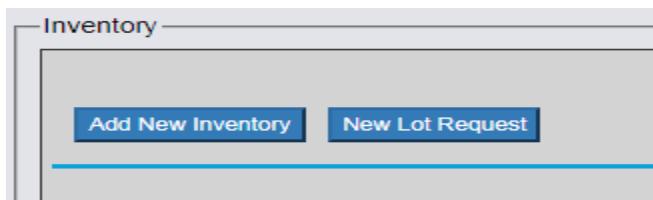
Site Inventory

LTC facilities can choose to maintain their inventory in ImmPRINT. To access this feature, release the “Site Maintenance” drop down menu and click “Site Inventory” as shown here.





Then click add new inventory as shown here.



You will then need to identify the vaccines' funding source and complete all fields seen here, and then click "Save". Please note that after completing the "Vaccine", "NDC", and "Lot" fields, the remaining fields may auto-populate.

A detailed screenshot of the "Inventory Details For TEST LONG TERM CARE" form. At the top, there are four radio buttons for funding sources: VFC, PRIVATE PURCHASED (selected), STATE PURCHASED, COUNTY PURCHASED, and 317 PURCHASED. Below these are several input fields: "Vaccine*" with a dropdown menu labeled "<--Select-->"; "NDC *" with a dropdown menu labeled "<--Select--> ▾"; "Lot*" with a dropdown menu labeled "<--Select--> ▾"; "Manufacturer" with a dropdown menu labeled "<--Select--> ▾"; "Brand name" with a dropdown menu labeled "<--Select--> ▾"; "Default Dosage(mL)" with an empty input field; and "Expiration Date" with an empty input field.

You will then see your inventory on the "Site Inventory" page. In this illustration, a DTAP has been entered into inventory.



-Inventory

Vaccine	NDC	Lot Number	Brand	Expiration	Inventory Type
DTAP		C5015AA	Tripedia	11/26/2018	Private Stock

Red text indicates expired lots
Green text indicates lots that are about to expire within 90 days

Vaccines that are expired will appear in red. Vaccines that expire within 90 days will appear in green. All other vaccines appear in black. You will also notice, in this illustration, a second button. This button is to be used when a needed lot number is not available. Click “New Lot Request” to request an unavailable lot number. Complete the required fields seen here indicated by a red * and click “submit”.

-Lot Details

Submit	Cancel
Lot Number*	Expiration Date*
<input type="text"/>	<input type="text"/>
Vaccine*	NDC*
<--Select-->	<--Select-->
Brand name	Manufacturer
<input type="button"/>	<input type="button"/>
Default Dosage(mL)	Submitter's Email*
0.5	<input type="text"/>
Comments	<input type="text"/>

A message will be sent to ImmPRINT staff. The lot number will be activated and an email will be sent back to the requestor. If any of the information is incorrect, the return email will contain corrective instructions and the request must be resubmitted.

Doses Administered Report



Alabama Department of Public Health



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This report displays the number of doses of vaccines administered by age group.

Extend the “Reports” dropdown menu and click “Doses Administered”. Establish the time frame of the report by entering the “Starting” and “Ending” dates as shown here, then click “Run Report”.

Doses Administered Report

Starting Date	Ending Date
<input type="text"/>	<input type="text"/>
Run Report	Reset

This is a sample Doses Administered Report.

Run Date: 7/11/2018	Date Range: 11/2/2015 - 7/11/2018										
REGISTRY DOSES ADMINISTERED REPORT											
TEST NURSING HOME											
11/2/2015 - 7/11/2018											
Run Date: 07/11/2018											
Southwestern District											
MONROE											
TEST NURSING HOME											
Vaccines	Age in Months					Age in Years					
	<12	12-23	24-35	3-6	7-12	13-18	19-29	30-49	50-64	65+	
IIV4 - P FREE	0	0	0	0	0	0	0	0	0	1	1
INFLUENZA UNS	0	0	0	0	0	0	0	0	0	2	2



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