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.

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”.

Alabama Department of Public Health
Immunization Division, 201 Monroe St, Montgomery, AL 36104
1-800-469-4599 www.adph.org/imm 2/29/16
Select your desired filters and click “search”. In this illustration, this patient list, “Active Patients” have been sorted by “Last Name”.

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.

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

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
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”.

This is a sample Doses Administered Report.

<table>
<thead>
<tr>
<th>Vaccines</th>
<th>Age in Months</th>
<th>Age in Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;12</td>
<td>12-23</td>
</tr>
<tr>
<td>IV4 - P FREE</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>INFLUENZA UNS</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>