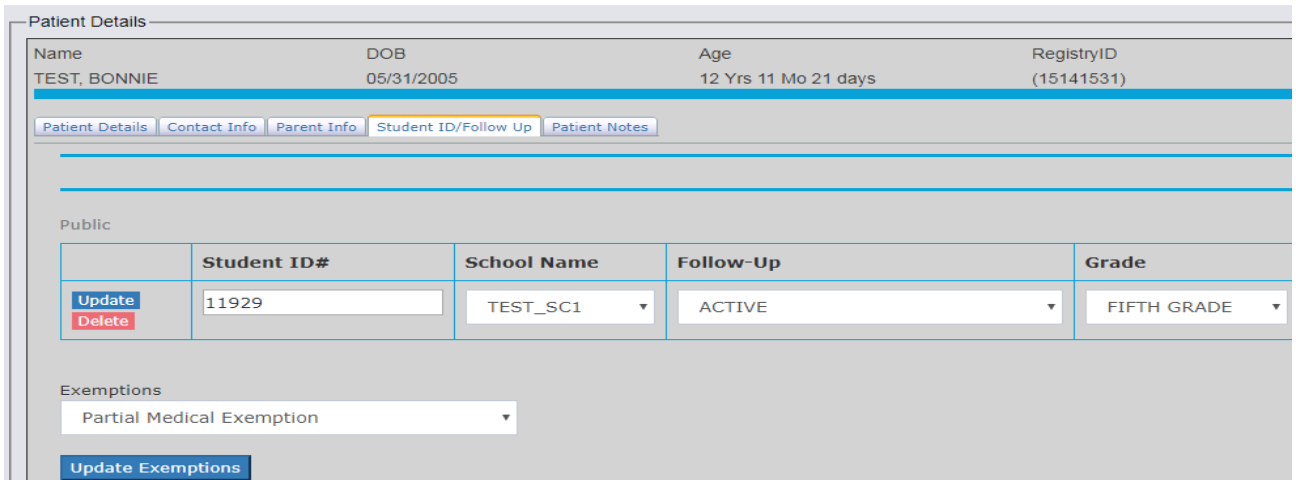**Private School User**

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

- assign student ID numbers to students in ImmPRINT

- compose a student list

- perform private school user functions

- generate student COI's

A private school user is a person who is not a school nurse but works with immunization information at a private school.

**Assigning Student ID Numbers**

Private School Users will need to assign student ID numbers in order to establish a student list. Refer to the "Patient Search" section of the manual for instructions on how to find your students in ImmPRINT. Once the patient details are visible, click on the "Student ID/Follow Up" folder tab. Complete the fields illustrated here.



The Student ID must be a unique identifying number and can be alphanumeric. Once this is done for all students, the private school user will then be able to view the student list. To view
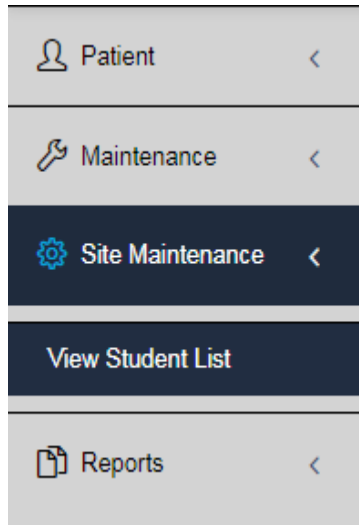
the student list, extend the "Site Maintenance" drop down menu and click "View Student List".

You will then have the ability to filter your search by grade level.



Select your desired filter and click "search".
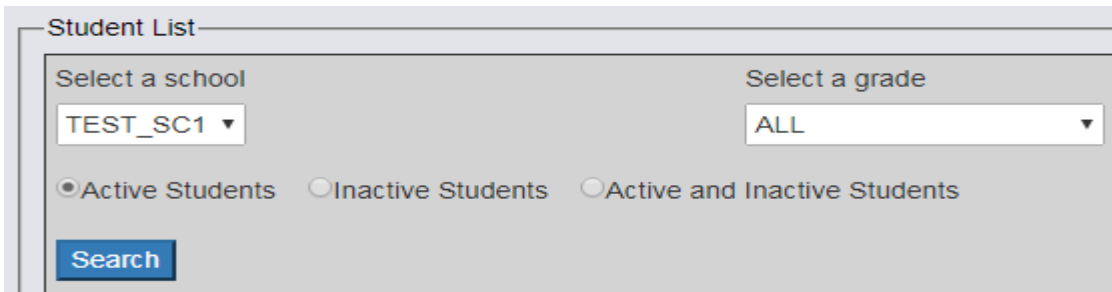


In this example, "All" is selected in the search filter. The student list is now

displayed. This is an excerpt of a student list. From this screen users can print COIs and view

additional student information (i.e. exemption indicators, DOB, student ID number, and grade

level). Make sure that all students have a unique student ID and an active status. This is very

important as it will affect the accuracy of your reports.

## Certificates of Immunization (COIs)

Certificates of Immunization (COIs) can be printed from the student list as previously shown, or from the patient's record on the left side of the screen as shown below.



**Important Note:** COIs can only be viewed/printed if the student is up to date on all vaccines as required by Alabama School Law. Please refer students who are not up to date on vaccines to their primary health care provider or local county health department to receive vaccines and have the ImmPRINT record updated.
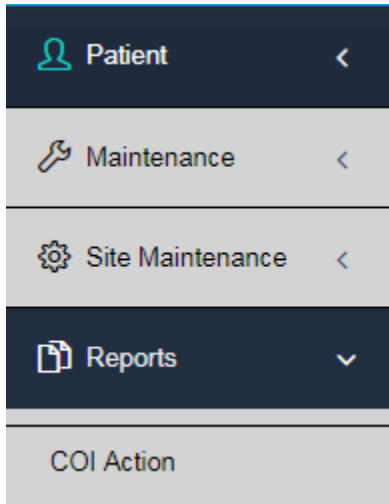
# COI Action Report

The COI Action Report will display any student on your student list with a COI that is about to or has already expired. Release the "Reports" drop down menu and click "COI Action" as shown here.



Choose the two methods by which to sort and click "Run Report". Please be sure to click this button only once as it may take a few seconds to generate this report. In this example, the "Within 90 Days" and "Last Name" options have been selected to sort by. Please be aware that these reports are encompassing. For example, the 90 Day report shows the students whose COIs will expire in 90 days, 60days, 30days, and are currently expired.

This is an excerpt of a COI Action Report.



**COI Action Report**

COI Action Report for TEST_SC1 - COIs expiring within 90 days

| Name | Grade | Patient ID | Student ID | Expiration Date |
|------|-------|-----------|-----------|-----------------|
| TEST, BONNIE | FIFTH GRADE | 15141531 | 11929 | 6/1/2018 |