

## Long Term Care User

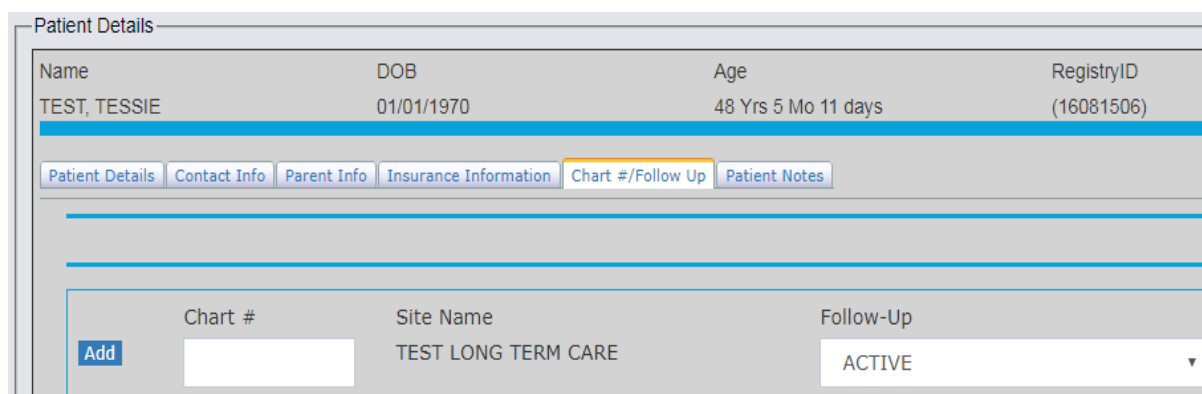
**Objectives: At the completion of this section, the user will know how to:**

- 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 a 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 screenshot shows the 'Patient Details' form in the ImmPRINT system. The patient's name is 'TEST, TESSIE', DOB is '01/01/1970', Age is '48 Yrs 5 Mo 11 days', and RegistryID is '(16081506)'. The 'Chart #/Follow Up' tab is selected. The form includes fields for 'Chart #', 'Site Name' (TEST LONG TERM CARE), and 'Follow-Up' (ACTIVE). An 'Add' button is located next to the 'Chart #' field.

The chart number must be a unique identifying number and can be alphanumeric. Once this is

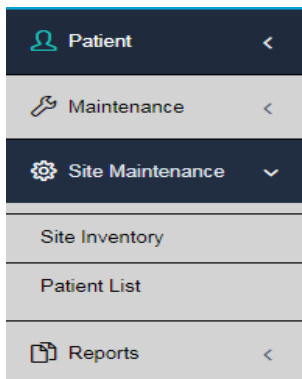


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done for all patients, the LTC user will then be able to view the patient list. To view the patient list, extend the “Site Maintenance” drop down menu and click “Patient List”.



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

Patient List

Select a site  
TEST LONG TERM CARE ▼

☒ Active Patients ☐ Inactive Patients ☐ Active and Inactive Patients

**Search**

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Sort By  
☐ Both ☒ Last Name ☐ First Name

**Update** **Cancel** **Print Certificate of Imm(COI)** **Print Full List of Patients** **Print Patients Without Chart #**

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

Name	DOB	Chart Number	Status	Print COI	Exemption
TEST, TEST	9/29/1928	12455	ACTIVE ▼	<input type="checkbox"/>	

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

## Site Inventory

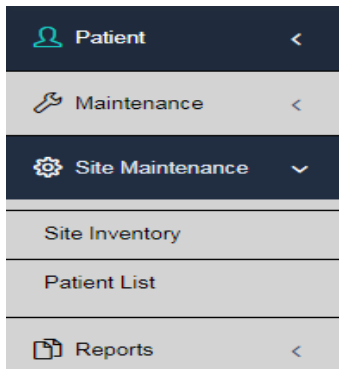
LTC facilities can choose to maintain their inventory in ImmPRINT. To access this feature, release the “Site Maintenance” drop down menu and click “Site Inventory” as shown here.



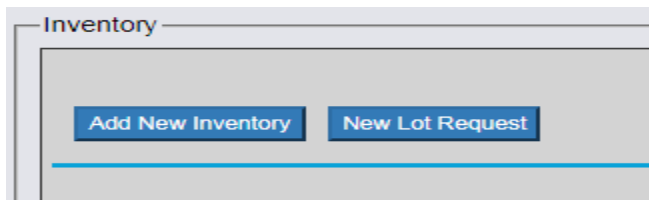
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Then click add new inventory as shown here.



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.



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Inventory

[Add New Inventory](#) [New Lot Request](#)

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\*

Vaccine\*  NDC\*

Brand name  Manufacturer

Default Dosage(mL)  Submitter's Email\*

Comments

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.



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## 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”.



Doses Administered Report

Starting Date  Ending Date

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							All
	<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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