

## Private School User

**Objectives:** At the completion of this section, the user 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 screenshot shows the 'Patient Details' form for a patient named TEST, BONNIE. The form includes fields for Name, DOB (05/31/2005), Age (12 Yrs 11 Mo 21 days), and RegistryID (15141531). Below these fields are tabs for Patient Details, Contact Info, Parent Info, Student ID/Follow Up, and Patient Notes. The 'Student ID/Follow Up' tab is active, showing a table with columns for Student ID#, School Name, Follow-Up, and Grade. The table contains one row with the following data: Student ID# 11929, School Name TEST\_SC1, Follow-Up ACTIVE, and Grade FIFTH GRADE. There are 'Update' and 'Delete' buttons next to the Student ID# field. Below the table is an 'Exemptions' section with a dropdown menu set to 'Partial Medical Exemption' and an 'Update Exemptions' button.

Student ID#	School Name	Follow-Up	Grade
11929	TEST_SC1	ACTIVE	FIFTH GRADE

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



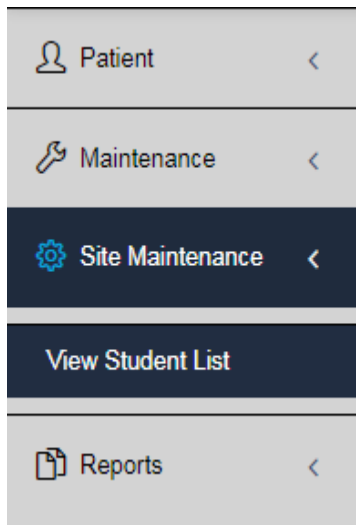
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the student list, extend the “Site Maintenance” drop down menu and click “View Student List”.

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.



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Student List

Select a school: TEST\_SC1      Select a grade: ALL

☐ Active Students  
 ☐ Inactive Students  
 ☒ Active and Inactive Students

Patient ID	Name	DOB	Student ID	Grade	Status	Print COI	Exemption
15141531	TEST, BONNIE	05/31/2005	11929	FIFTH GRADE	ACTIVE	<input type="checkbox"/>	Partial Medical Exemption

## 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.

Patient Search	Name	DOB
	TESTA, TESTIE	07/11/2017
School COI		

**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.



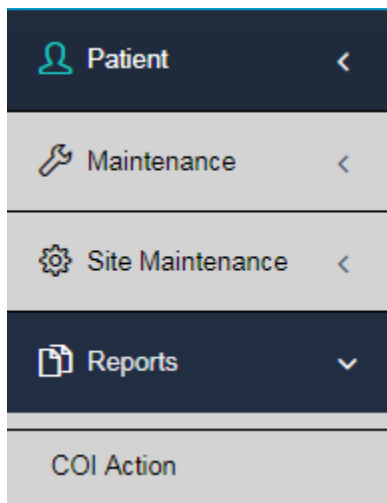
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## COI Action Report

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 and are currently expired.



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**COI Action Report**

School  
 TEST PRIVATE SCHOOL ▼

Expiring within  
☒ Expired  
☐ 90 Days (also includes all patients with expired COIs)

Sort by  
☒ Expiration Date  
☐ Grade  
☐ Last Name

**Run Report**

This is an excerpt of a COI Action Report.

COI Action Report				
Print Report				
COI Action Report for TEST PRIVATE SCHOOL - COIs expiring within 90 days				
Patient Name	Grade	Patient ID	Student ID	Expiration Date
TEST, TEST	KINDERGARTEN	16504265	98410	19-JUN-25
TEST_ALLSCRIPTS_KAPI, TEST_ALLSCRIPTS_KAPI	THIRD GRADE	16574373	56456464	09-OCT-19



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