

## Training Checklist

- Support material for users
  - Username and Password Quick Guide
  - Vaccine Inventory List
  
- Basic Registry Overview
  - Who has access – school nurses, hospitals, providers.
  - How do records get in there? (birth records, insurers, other providers, etc)
    - Just because your record does not show an imm does not mean the child did not receive it.
  - Concept of single record associated with medical home
  - Who should you share your password with – NO ONE!
  - IMR tracks use of the system
  
- Vaccine Inventory
  - What’s in there, and why.
  - NEW How to manage list of vaccines
  - Use of the Vaccine Inventory “cheat sheet”
  - Recording Vaccine information Statements
  
- Searching for a Patient
  - Always use first name, last name, DOB.
  - Do not use middle name on the search.
  - Watch for the possibility of multiple pages of matches!
  
- Add a record (new patient)
  - Required fields
  - Auto-calculated fields
  - Dealing with out of state addresses
  - Setting the Primary Practice field NEW
  - MOGE, and patient ownership
  - Importance of accuracy
  - Importance of always choosing SAVE
  
- Recording an Immunization
  - Checking the Primary Practice field
  - How to record a “current” immunization – emphasize Vaccine Inventory
  - Dealing with inventory containing multiple lot numbers
  - Correcting an error
  - Limitations in correcting errors (what the system won’t let you change)
  - Use of the Vaccine Inventory “cheat sheet”
  - Recording Vaccine information Statements
    - NEW – choose VIS publication date

- How to record a “historical” immunization
  
- Using the Forecaster
  - Explain ACIP, grace period
  - Recommended Date
  - Minimum Interval
  - Forecaster Report
  
- Recording Varicella History
  - Yes/no option now enabled.
  - Can use mm/yyyy.
  
- Recording a Contraindication, Objection
  
- Correcting a mistake
  
- Patient Level Reports
  
- Practice Level Reports
  - Bird’s Eye View (summary reports like Vaccine Coverage)
  - Second tier reports (like Vaccines Due by Practice, Invalid Doses, etc—showing patient names)
  - Patient contact reports (like Not Up to Date or Recall Reminder)
  
- Use Patient Status Variable
  - Moved or Gone Elsewhere
  - Check out of state if known (change address if you can)
  
- What if they have questions?
  - User Support (888) 688-4667
  - [imr@state.vt.us](mailto:imr@state.vt.us)
  
- HL7 Questions
  - [http://healthvermont.gov/hc/meaningful\\_use.aspx](http://healthvermont.gov/hc/meaningful_use.aspx)
  
- General Immunization questions  
Immunization Program (802) 863-7240
  
- Questions about Child Hearing or Newborn Bloodspot tab  
CHHS (802) 863-7326
  
- Questions about Lead tab  
Lead Program (802) 863-7388