



# IMMUNIZATION ENTRY

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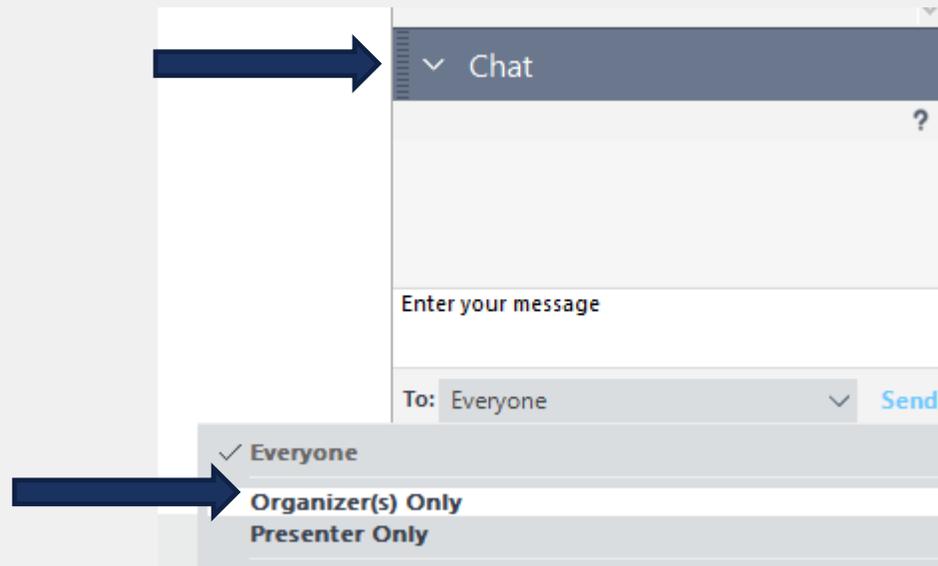
IMMTRAX USER ROLE TRAINING  
MONTANA IMMUNIZATION PROGRAM  
LAST REVISED: 2/2019

# HOUSEKEEPING

All participants are muted upon entering the presentation. **DO NOT PUT YOUR PHONE ON HOLD!!!**

To ask a question:

I. Send the host a message through the “Chat” function.



# LOGIN

1. Enter Username (C# or P#)  
and password
  1. First time logging in
2. Forgot password?
  1. Valid email address
  2. Link expires in 5 minutes
3. Log in → search/add screen

Enter your username and we will send you instructions on how to create a new password.

  
  
[« Back to Login](#)

Didn't get anything? Call our main line (406) 444-5580 or our imMTrax Help Desk Line.

# IMMTRAX AND CLIENT CONSENT

**The State of Montana requires consent be obtained and documented in imMTrax in order for a patient record to be made accessible by an authorized party (i.e. healthcare provider, public health, etc.). Consent may be withdrawn at any time and should be updated in imMTrax accordingly.**

When obtaining consent from a client, DPHHS recommends using the language in the IIS consent form available on the Immunization Program's *imMTrax* website: <http://dphhs.mt.gov/publichealth/imMTrax/imMTraxForms>.

# FACILITY OWNERSHIP

## Facility Ownership: 1:1 facility connection to patient.

- Conditions to change ownership.
  1. IF a non-owning facility records an administered immunization.
  2. IF an administered immunization message is sent electronically by a non-owning facility.
  3. IF a non-owning facility user manually changes patient status from “inactive” to “active”.
  4. IF a non-owning facility user manually updates consent from undetermined or no, to yes.

Patient Demographic Master View			
Record Info			
SIIS Patient ID:	16127		
Organization (IRMS) Owner:	18507 - DEB'S DISNEYWORLD		
Facility Owner:	24027 - TINKERBELLS' TOTS		
Entry Date:	12/04/2018 02:10:51 PM	Last Update:	01/11/2019 08:58:40 AM
Entered By:	STAFF TRAINING1	Last Updated By:	

# PATIENT STATUS

## Patient Status: Patient status at facility.

- Patient status information.
  1. Patient status can be manually changed.
  2. Patient status is either “active” or “inactive” per facility.
  3. “Active” patient status is 1:1 with the owning facility.
  4. The owning facility can change patient status from “active” to “inactive”, but will retain ownership.
  5. Patient status for a non-owning facility will always be “inactive”.

Patient Demographic Master View	
Record Info	
SIIS Patient ID:	16127
Organization (IRMS) Owner:	18507 - DEB'S DISNEYWORLD
Facility Owner:	24027 - TINKERBELLS' TOTS
Entry Date:	12/04/2018 02:10:51 PM
Entered By:	STAFF TRAINING1
Status	
Patient Status:	Active 

Patient Demographic Master View	
Record Info	
SIIS Patient ID:	161443
Organization (IRMS) Owner:	18505 - ABCD
Facility Owner:	24362 - LION KING CLINIC
Entry Date:	01/08/2019 09:10:31 AM
Entered By:	TEST 3
Status	
Patient Status:	Inactive 

# VACCINATION SUMMARY

1. Search and select patient record.
2. Select Vaccinations panel.
3. Click Summary.

Vaccination Summary page displays all recorded immunizations, invalid vaccinations, special considerations and forecasted immunizations.

\* The summary page will NOT display warning information on recorded immunizations (i.e. dose administered off label). This information will display on View/Add page.

Patient							
Name:	SUNNY SKIES	SIIS Patient ID:	15354				
Date of Birth:	01/01/2001	Age:	17 yrs				
Guardian:	HAZEL	Status:	Active				

Vaccination Summary								
Vaccinations outside the ACIP schedule are marked with an 'X'.								
Vaccine	1	2	3	4	5	6	7	8
DTaP/DTP/Td	03/05/2001 9 weeks	05/20/2001 4 months	08/20/2001 7 months	X 12/05/2001 11 months				
Tdap	01/01/2008 7 years							
OPV/IPV	03/05/2001 9 weeks	05/20/2001 4 months	08/20/2001 7 months	12/05/2001 11 months	01/01/2005 4 years			
MMR	01/01/2002 12 months							
Hep A	01/01/2002 12 months	07/05/2002 18 months						
Hep B - 3 Dose	03/05/2001 9 weeks	05/20/2001 4 months	08/20/2001 7 months	12/05/2001 11 months				
Varicella	01/01/2002 12 months							
Rotavirus	X 07/07/2002 18 months							
Influenza	09/10/2017 16 years							
Meningococcal	12/04/2018 17 years							
HPV	08/20/2013 12 years	02/20/2014 13 years						

Invalid Vaccinations		
Invalid Vaccinations	Date	Reason
DTaP/DT/Td	12/05/2001	Minimum age for this dose not met.
ROTAVIRUS	07/07/2002	Patient age outside of recommended schedule.

Vaccine Deferrals		
Vaccine	Dose	Date

Vaccine Contraindications / Exemptions / Precautions					
Contraindications					
Vaccine	Special Consideration	Facility Where Documented	Date Documented	Permanent	Disease Date
varicella	A special consideration has been reported for this vaccine. Please contact Organization (IRMS):DEB'S DISNEYWORLD for more information.	TINKERBELLS' TOTS	12/17/2018	Y	10/15/2005
Hib (PRP-D)	History of HIB Infection	KIDS CLUB	12/17/2018	N	<a href="#">Delete</a>

Vaccination Forecast					
The forecast automatically switches to the catch-up schedule when a patient is behind schedule.					
Vaccine Family	Forecasted Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
MMR	2	Past Due	01/29/2002	01/01/2008	Past Due
MENINGOCOCCAL B, RECOMBINANT	1	Past Due	01/01/2011	01/31/2017	Past Due
DTaP/DT/Td	B	01/01/2018	01/01/2013	02/01/2018	Past Due
FLU	B	10/01/2018	07/01/2018	10/31/2018	Past Due

# PRINT PATIENT REPORT

1. Search and select patient record.
2. Select Vaccinations panel.
3. Click Patient Record.

The Montana Immunization Program recommends sites use All Recorded Vaccinations (Option 2).

### Print Patient Record

**Patient Information To Include**

Do Not Include Confidential Information  
 Include Confidential Information

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**Vaccination Record Choices**

Immunization Record (summary)  
 All Recorded Vaccinations  
 All Recorded Vaccinations (option 2)  
 Forecast

Printable Version (enable table borders)

# MANAGE INVENTORY IN IMMTRAX?

Does your facility manage inventory in imMTrax??

- If a site manages inventory directly in imMTrax by client/dose/VFC eligibility → enter immunization given manually into imMTrax as “administered”. [Integrated Site]
- If a site manages inventory by aggregate count, may be part of electronic exchange, or does not manage inventory in imMTrax (Non-VFC provider) → enter immunizations into imMTrax as “historical”. [Aggregate Site]

# ADD ADMINISTERED IZ

NOTE: imMTrax users from aggregate sites should NOT enter immunizations using the “Add Administered” entry button.

1. Select Vaccinations panel.
2. Click View/Add.
3. Enter administration date for vaccine (can enter multiple at once).
4. Click Add Administered.

**Vaccination View/Add**  
(\* - Historicals , # - Adverse Reaction , ! - Warning , \$ - Warning , & - Warning , + - Unverified Historicals , ^ - Compromised Vaccination )  
Documented By: KIDS CLUB  
Double-click in any date field below to enter the default date:

Vaccine	1	2	3	4	5	6
DTaP	06/16/2004 *	10/13/2004 *	07/22/2005 *	<input type="text"/>	<input type="text"/>	<input type="text"/>
HPV9	04/06/2016 *	<input type="text" value="09/21/2018"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hep A, ped/adol, 2 dose	04/06/2016 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hep B, adolescent or pediatric	04/14/2004 *	06/16/2004 *	10/13/2004 *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hib (HbOC)	06/16/2004 *	10/13/2004 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meningococcal MCV4, unspecified	04/16/2016 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pneumococcal conjugate PCV 13	06/16/2004 *	10/13/2004 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
influenza, unspecified formulation	11/19/2009 *	12/16/2009 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do not take ownership when adding vaccinations.

• If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary .



# ADD ADMINISTERED IZ

3. Verify VFC Eligibility (if is 18 years of age or yo
4. Click Continue.
5. Enter vaccine specific information.
6. Click Save.

**Vaccination Detail Add**

**Vaccine 1:** HPV9  
**Date Administered:** 09/21/2018  
**Historical:**  YES  NO  
**Manufacturer:** GLAXOSMITHKLINE [Click to select](#)  
**Lot Number:** 5555  
**Lot Facility:** KIDS  
**Funding Source:** VFC  
**Facility:** KIDS  
**Vaccinator:** FL  
**Anatomical Site:** Let  
**Anatomical Route:** Int  
**Dose Size:** Full  
**Volume (CC):**  
**VFC Status:** VFC eligible- Medicaid  
**District/Region:**  
**VIS Publications Dates:** 1. 12/02/2016 2. 3. 4.  
**Date VIS Form Given:** 09/21/2018  
**Ordering Provider:** Sel...  
**Comments:**

[Cancel](#) [Save](#)

**imMTrax-Select Lot Number - Internet Explorer**  
[https://immtraxtest.org/web/selectLotNumber.do?siis\\_vaccine\\_code=2033&vaccDate=09/21/2018](https://immtraxtest.org/web/selectLotNumber.do?siis_vaccine_code=2033&vaccDate=09/21/2018)

**Select Lot Number**

Select	Manufacturer	Lot Number	Facility	Funding Source	Expiration Date	Doses Available	Dose Volume
<input type="checkbox"/>	GLAXOSMITHKLINE	444444	KIDS CLUB	PRVT	11/10/2018	20.0	
<input checked="" type="checkbox"/>	GLAXOSMITHKLINE	555555	KIDS CLUB	VFC	05/04/2019	20.0	

[Cancel](#) [Clear](#)

# EDIT ADMINISTERED IZ

Did the user make a mistake with entry?

Vaccine	1	2	3	4	5	6
DTaP	06/16/2004 *	10/13/2004 *	07/22/2005 *	<input type="text"/>	<input type="text"/>	<input type="text"/>
HPV9	04/06/2016 *	09/21/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hep A, ped/adol, 2 dose	04/06/2016 *	<input type="text"/>				
Hep B, adolescent or pediatric	04/14/2004 *	06/16/2004 *	10/13/2004 *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hib (HbOC)	06/16/2004 *	10/13/2004 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meningococcal MCV4, unspecified	04/16/2016 *	<input type="text"/>				
Pneumococcal conjugate PCV 13	06/16/2004 *	10/13/2004 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
influenza, unspecified formulation	11/19/2009 *	12/16/2009 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



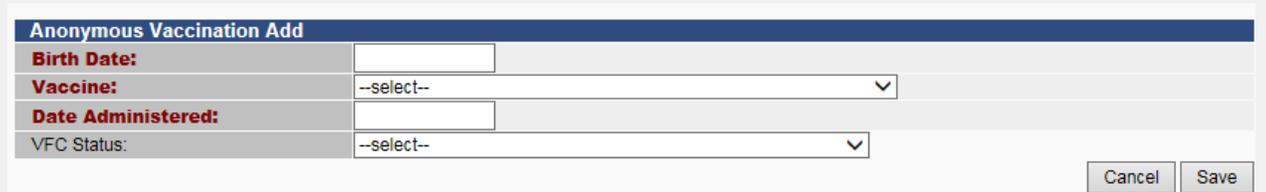
Vaccination/Medicine Detail	
<b>Vaccine:</b>	HPV9
<b>Date Administered:</b>	09/21/2018
Historical:	No
Manufacturer:	GLAXOSMITHKLINE
Lot Number:	555555
Lot Facility:	KIDS CLUB
Funding Source:	VFC
Vaccinator:	DEERS, MO
Organization (IRMS):	18505 - ABCD
Facility:	KIDS CLUB
Anatomical Site:	Left Arm
Anatomical Route:	Intradermal
Dose Size:	Full
Volume (CC):	
VFC Status:	VFC eligible- Medicaid
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	12/02/2016
Date VIS Form Given:	09/21/2018
Ordering Provider:	
Comments:	
Entered By:	MADDIE BARBER
Entry Date:	09/21/2018 10:22:25 AM
Last Updated By:	MADDIE BARBER
Last Update:	09/21/2018 10:28:01 AM

Cancel Edit Record Delete Record  
Add/Edit Adverse Reactions

# ADD ANONYMOUS IZ

NOTE: Add an anonymous administered immunization for consent denied patients who received an immunization that needs to be deducted from inventory.

1. Click **Vaccinations** panel.
2. Click **Add Anonymous**.
3. Enter Birth Date, Vaccine, Date Administered and VFC Status.
4. Click **Save**.
5. Enter vaccine specific information.
6. Click **Save**.



The screenshot shows a web form titled "Anonymous Vaccination Add". It contains four input fields: "Birth Date" (text input), "Vaccine" (dropdown menu with "--select--"), "Date Administered" (text input), and "VFC Status" (dropdown menu with "--select--"). At the bottom right of the form are two buttons: "Cancel" and "Save".

Anonymous Vaccination Add	
Birth Date:	<input type="text"/>
Vaccine:	--select--
Date Administered:	<input type="text"/>
VFC Status:	--select--

Cancel Save

# ADD HISTORICAL IZ

Entering immunizations given by your facility or an outside facility that should be represented in a client record in imMTrax.

- Paper-based shot-cards
- Immunization history presented from a medical record
- Immunizations given by your facility that is either aggregate or does not manage inventory
- Updates or corrections from facilities sending information electronically (aggregate sites)

**Immunizations should not be directly entered as historical into imMTrax if they are an *administered vaccine*, and should be deducted from your imMTrax-based inventory (INTEGRATED SITES)**

# ADD HISTORICAL IZ

1. Select Vaccinations panel.
2. Select View/Add.
3. Enter administrative vaccine (can enter r once).
4. Click Add Historicals

Vaccine	1	2	3	4	5	6
DTaP	06/16/2004 *	10/13/2004 *	07/22/2005 *	<input type="text"/>	<input type="text"/>	<input type="text"/>
HPV9	04/06/2016 *	09/21/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hep A, ped/adol, 2 dose	04/06/2016 *	<input type="text"/>				
Hep B, adolescent or pediatric	04/14/2004 *	06/16/2004 *	10/13/2004 *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hib (HbOC)	06/16/2004 *	10/13/2004 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meningococcal MCV4, unspecified	04/16/2016 *	<input type="text"/>				
Pneumococcal conjugate PCV 13	06/16/2004 *	10/13/2004 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
influenza, unspecified formulation	11/19/2009 *	12/16/2009 *	10/11/2010	<input type="text"/>	<input type="text"/>	<input type="text"/>

# EDIT HISTORICAL IZ

After clicking save, user returns to View/Add page. Did the user make a mistake with entry or want to add shot information?

Vaccination View/Add				
(* - Historicals , # - Adverse Reaction , ! - Warning , \$ - Warning , & - Warning , + - Unverified Historicals , ^ - Compr				
Documented By: KIDS CLUB				
Double-click in any date field below to enter the default date: 09/21/2018				
Vaccine	1	2	3	4
DTaP	06/16/2004 *	10/13/2004 *	07/22/2005 *	
HPV9	04/06/2016 *	09/21/2018		
Hep A, ped/adol, 2 dose	04/06/2016 *			
Hep B, adolescent or pediatric	04/14/2004 *	06/16/2004 *	10/13/2004 *	
Hib (HbOC)	06/16/2004 *	10/13/2004 *		
Meningococcal MCV4, unspecified	04/16/2016 *			
Pneumococcal conjugate PCV 13	06/16/2004 *	10/13/2004 *		
influenza, unspecified formulation	11/19/2009 *	12/16/2009 *	10/11/2010 *	



Vaccination/Medicine Detail	
<b>Vaccine:</b>	influenza, unspecified formulation
<b>Date Administered:</b>	10/11/2010
Historical:	Yes
Provider Noted on Record:	
Lot Noted on Record:	
Manufacturer Noted on Record:	
Manufacturer:	
Lot Number:	
Lot Facility:	
Funding Source:	
Vaccinator:	
Organization (IRMS):	18505 - ABCD
Facility:	KIDS CLUB
Anatomical Site:	
Anatomical Route:	
Dose Size:	Full
Volume (CC):	
VFC Status:	VFC eligible- Medicaid
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	
Ordering Provider:	
Comments:	
Entered By:	MADDIE BARBER
Entry Date:	09/21/2018 02:15:40 PM
Last Updated By:	MADDIE BARBER
Last Update:	09/21/2018 02:15:40 PM

# SPECIAL CONSIDERATIONS

1. Select Vaccinations panel.
2. Click View/Add.
3. Click Special Considerations.
4. Select type of Special Consideration and Vaccine.
5. Optional: Permanent? And Month/Year/Age.

The screenshot shows a web form titled "Add Special Consideration". At the top, there are three expandable sections: "Contraindications", "Exemptions", and "Precautions", each with a downward arrow icon. Below these is the "Add Special Consideration" section, which includes the following fields:

- Facility Where Documented: KIDS CLUB
- Date Documented: 09/21/2018
- Radio buttons for "Contraindication" (selected), "Exemption", and "Precautions".
- "Vaccine:" dropdown menu with "--select--".
- "Contraindication:" dropdown menu with "--select--".
- "Permanent:" checkbox, which is unchecked.

Below this is the "Additional Disease Information" section, which includes two rows of checkboxes and text input fields:

- Row 1: Unchecked checkbox, "Month/Year:", and an empty text input field.
- Row 2: Unchecked checkbox, "Age:", and an empty text input field.

At the bottom right of the form are two buttons: "Back" and "Save".

NOTE: Special Considerations include Contraindications, Exemptions (Refusals), and Precautions. Vaccine refusals should be recorded as Vaccine Deferrals.

# TAKE AWAY MESSAGE

**Use the resources available!**

**\*Refer to the imMTrax Training page and the Document Center for on-demand resources\***



THANK YOU FOR ATTENDING!

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