

# Print Patient Record Quick Reference Guide

## Steps to Follow:

1. Click Search/Add, located under the *Patient* panel.
2. Search for the patient.
3. Click the patient name to open the demographics section.

4. Expand the *Patient-Specific Reports* section.
5. Select the Complete Immunization Form.

6. The patient record will open in a new tab.
7. View or print the patient record.

**Note:** Use of the School Form is not recommended for healthcare providers. The School Form does not include all vaccine groups, any invalid doses, and the form will only display the last five doses by group. The School Form is intended for school and child care entry only.