Note: This *imMTrax* quick reference guide will provide steps for successful reports generation to identify patients who need a second dose of the two-dose COVID-19 vaccine and to review how many doses you have administered. COVID-19 has been set up as a vaccine series option to provide users a quick way to look at up-to-date coverage for COVID-19 in their patient population. Reports at this time may be limited. Using parameters wisely will assist in getting the most of any imMTrax reports output attempt

Coverage Rate Report

Steps to Follow:

1. **Run By**

   <u>By Ownership</u> **-** This will include patients your facility currently owns.
   <u>By Service</u> **–** It's recommended that you run by Service. This will include patients who have one or more immunization inserted as administered (not historical) by your facility regardless of current facility ownership.

2. **Select to run by by series or individual vaccine.**

   <u>Series -</u> **Select UTD COVID-19 if you are running by series.**

   <u>Vaccine</u> **-** Select a specific COVID-19 vaccine. Please note output will be specific to the vaccine presentation selected. *Example: selecting COVID-19 mRNA, LNP-S PF, 100 mcg / 0.5 mL (Moderna) will only produce an assessment on patients with one or more COVID-19 mRNA, LNP-S PF, 100 mcg / 0.5 mL doses in their record. A patient with a COVID-19 mRNA, LNP-S PF, 30 mcg / 0.3 mL (Pfizer) would not be included in that assessment.*

3. **Age Range** – Available to run by months or years. For COVID-19 coverage rate reporting, it's recommended you put an age range of **16 or 18 years through 110 years**.

4. **Organizational Level Status –** It's recommended that you filter this field to **All** to capture any patients you do not currently own.

5. **Display Report Columns** - Additional columns can be added to the output when running by the <u>series</u> parameter.
   - Complete by Vaccine –include the number and percent of patients complete by individual vaccine included in the selected series
   - Incomplete Series – include the number and percent of patients who have not fully completed the vaccine series selected
   - One Dose to Complete Series – include the number and percent of patients who need a single immunization to complete the selected vaccine series
   - One Visit to Complete Series – include the number and percent of patients who need one or more immunizations to complete the selected vaccine series AND those immunizations could be given at one visit
   - **Not Yet Due** – include the number and percent of patients who have not completed the selected vaccine series but are currently up-to-date and not yet due for additional immunizations in the series
   - Not Yet Due (Late by Age) – include the number and percent of patients who have not completed the selected vaccine series, are not currently due for additional immunizations in the selected series, but are considered late up-to-date
   - Missed opportunities – include the number and percentage of patients who received an immunization on a date they were also eligible to have received one or more additional immunizations included in the vaccine series selected

6. The output is available as a patient list or aggregate coverage report. Options that "export" will generate an Excel spreadsheet. Options that "create" will open a new internet window for viewing and/or printing.

Patient Detail Report

Steps to Follow:

1. **Run By**

   By Ownership – This will include patients your facility currently owns.
   By Service – It's recommended that you run by Service. This will include patients who have one or more immunization inserted as administered (not historical) by your facility regardless of current facility ownership.

2. **Vaccination Date Range** – It's recommended to limit your parameters to a specific date range. If you would like to run for a larger date, it's recommended that you schedule the report. Please see the [Reports Scheduler Quick Reference Guide](#) for how to use that imMTrax function.

3. **Inactive Status at the Organization Level** - If you are running your report by Service, it's recommended that you select active and inactive patients to capture patients that your location does not currently actively own.

4. Select the specific COVID-19 vaccines your facility has administered

   a. *COVID-19 mrNA, LNP-S PF, 100 mcg / 0.5 mL = Moderna*
   b. *COVID-19 mrNA, LNP-S PF, 30 mcg / 0.3 mL = Pfizer*

5. Options for reports output are **Export Report** which will generate an Excel spreadsheet and **Create Report** which will open a new internet window for viewing and/or printing.

Vaccination Breakdown Report

Steps to Follow:

1. Check the box at the top that says **Include Inactive Patients (Organizational Status).** This will include patients who have one or more immunization inserted as administered (not historical) by your facility regardless of current facility ownership.

2. Find COVID-19 vaccines your location has been allocated and has administered in the vaccine list and click the right arrow to select.

3. Click the **Create Report** button which will open a new internet window for viewing and/or printing.

COVID-19 Reports FAQs:

1. **Does imMTrax have the capability to send patients a second-dose reminder that our location has identified are due for a second COVID-19 vaccine dose?**
Yes please see the Run Reminder/Recall quick reference for the workflow for how to send patients a reminder they are due for their second COVID-19 vaccine.

2. **Where can I find a list of all available imMTrax reports?**
Please see the imMTrax Reports Guide.for a list of all available reports in imMTrax.