Purpose: The purpose of a chart review is to verify patients' immunizations are being properly imported into imMTrax - Montana's Immunization Registry.

A listing of patients who received immunizations from your organization within a set timeframe is needed. Typically, we ask for two weeks' worth of data, however; this is subjective to how many immunizations are given by an organization. The goal is to identify patterns so small organizations may require a month's worth of data while a large organization may require only one week's worth of data.

Since imMTrax is a birth-to-death registry, please include patients of all ages from all sites sending immunization information via the interface. The information needed is:

- Immunization entry date
- Facility/Site who entered data
- Patient's name
- Patient's birthdate
- Immunization administered date
- Vaccine Name

Please be sure to document the procedure used to obtain this information because we will complete a chart review prior to going live, soon after going live, 6 months, and yearly.

Example Chart Review Report

Query: Immunizations Entry Date from January 1, 2016 to January 15, 2016.

Immunization Entry Date	Site who Entered Data	Patient Name	Patient Date of Birth	Immunization Administered Date	Vaccine Name
1/12/16	Baskin & Robins	Fruiti, Tuti	2/10/96	2/10/96	HEP B, PED/ADOL, 3 DOSE
1/12/16	Baskin & Robins	Fruiti, Tuti	2/10/96	1/12/16	HEP B, ADULT
1/2/16	Ben & Jerry's	Mint, Pepper	7/7/10	1/2/16	PNEUMOCOCCAL VACCINE, POLYSACCHARIDE
1/10/16	Haagen Dazs	Road, Rocky	7/3/64	7/3/64	HEP B, PED/ADOL, 3 DOSE
Total: 4					