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## **Print Montana Child Care Form Quick Reference Guide**



Note: The Montana School and Child Care forms are two separate forms in imMTrax. Demographic information. Please see the Print School Form Quick **<u>Reference Guide</u>** for instructions on printing the Montana School Form. The Child Care Form will populate from patient fields in the Patient Demographic screen. The Child Care form will only display Montana Child Care required vaccines.

## Steps to Follow:

- 1. Click Search/Add, located under the Patient menu.
- **2.** Search for the patient, imMTrax staff recommends one of the following two searches:
  - Search using only the first three letters of the First and Last name followed by the wildcard "%."
  - Search using only the Birth Date.  $\geq$
- **3.** Click the patient name to open the demographics section.

Montana Immunication Information System	Organization/Facility: LEWIS AN	Date: August 10, 202		
	Organization/Pacility. LEWIS AI	ID CDARK COUNTY SCHOOLS (1088)	)/ HELENR SCHOOLS	
22.93	Facility Display Name:			
£				
ent Center	Patient Search			Click here to use the 'advanced' searc
	First Name or Initial:	min%	ID:	
ige	Last Name or Initial:	ice%	SIIS Patient ID / Bar Code:	
ites It	Birth Date:	mm/dd/vyvy	Chart Number:	
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raphics 1	Guardian First Name:		Mother's Maiden Name:	
nations	Street:			
ts	City:		State:	Select •
gs				
luled Reports	Zip Code:		Phone Number:	
je Password	Country:	United States	× *	
ers				
13	Note: When searching by First	t and Last Name, you may use the	wildcard character % to replace multiple ch	aracters and _ to replace a single character.
				Clear Search
	Patient Search Results			
	Records Found = 1		Search Criteria: First Name / Last N	lame (Like)
	et			10 11 00 17
	Show 100 ✓ entries			Search:
	First Name  Mic MINT	Idle Name  Last Name ICE CREAM	<ul> <li>Birth Date</li> <li>SIIS Patient IE 03/20/2019</li> <li>1390693</li> </ul>	Grd First Name      Grd Last Name      VANILLA     ICE CREAM
IWeb	Showing 1 to 1 of 1 entries	ICE ORLAW	03/20/2013 1330033	VANILLA IOL ORLAW

- 4. Select the Patient Specific Reports panel (located above the patient address history).
- 5. Select the Child Care Form.
- $\triangleright$ If patient consent is undetermined, the Child Care Form link will be gray and not available to download.

- Patient Specific Reports	4
School Form	
Child Care Form 5	
Complete Immunization Report	

6. Click Print to print the form.