

Print Patient Record Quick Reference Guide

Note: We aim for all *imMTrax* users to be comfortable and confident in the process for releasing immunization records from *imMTrax*. For this purpose, we recommend printing the *Complete Immunization Report* for all immunization records requests.

Privacy Note: Immunization records are considered protected health information. Please adhere to your facility's internal policies and procedures for the release of such information. For additional guidance, review the [Records Release Tip Sheet](#) on the Montana Immunization program website.

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.
3. Click the patient's name to open the demographics section.

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

– Patient Specific Reports

- School Form
- Child Care Form
- Complete Immunization Report**

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 or any invalid dose. The form will **only** display the last five doses by group. The School Form is intended for school and child care entry **only**.