

Run Reports Quick Reference Guide



Note: There are a variety of reports available to users in *imMTrax*. Review the *imMTrax* Reports Guide for a description of all of the available report options in *imMTrax*. This quick reference guide is an overview to run a report in *imMTrax*.

Required Condition:

1. Patient consent is "Yes" or "Undetermined".

Steps to Follow:

1. Select **Report Module**, located under the Reports menu.
2. Select a Report.
 - a. You have options to select Schedule to run report at a specified time, including the option set the report to run on a recurring basis.


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3. Select parameters for report. Some reports allow to limit by:
 - a. **By Ownership:** if checked the report will pull only patients your facility currently owns.
 - b. **By Service:** if checked the report will pull patients with a recorded administered immunization by your facility regardless of ownership status.
 - c. **Patient Status:** select to include Active and Inactive patients to view all patients eligible for the report.

4. Select Create Report or Export Report (if available).
 - a. **Create Report:** will open the report in a new tab.
 - b. **Export Report:** will open the report in an Excel file.


Patient Detail Report

Run By 3

☒ By Ownership 
☐ By Service

Limit Report By

☒ Vaccination Date Range From: 01/01/2018 Through: 06/01/2018
☐ Birth Date Range From: Through:

☒ Facility KIDS CLUB
☐ State --select--
☐ Patient County --select--
☐ Zip Code
☐ Primary Care Physician Select from the list below:
☐ Program --select--
☐ Health Plan --select--
☐ Race White
☐ Patient VFC Eligibility --select--
☐ Vaccine VFC Eligibility --select--
☐ Funding Type --select--
☒ Inactive Status Active and inactive patients 

Vaccines

Unselected

- Botulinum Toxoid
- Botulism IG, human, intravenous [BabyBIG or BIG-hyphenIV]
- CMVIG
- DT (pediatric)
- DTAP/IPV/HIB - non-US
- DTP
- DTP - unspecified
- DTP-Hib
- DTP/IPV
- DTaP
- DTaP, 5 pertussis antigens
- DTaP, unspecified formulation
- DTaP,IPV,Hib,HepB
- DTaP-Hep B-IPV
- DTaP-Hib

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Selected

☐ Vaccinator: --select--
☒ Lot Number Select from the list below:
 KIDS CLUB / DTaP / 3333333
☐ Doses Decrement All
☐ District/Region
☐ School [Click to select](#)
☒ Do Not Limit
☐ Only Show Patient Info
☒ Sort By

☒ Last Name
 ☐ Vaccination Date
 ☐ Vaccinator

4A
4B