

# Immunization Package - Manager's Menu

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# Some basic tips

- To go back to a previous screen, enter “^” (shift 6)
- To save changes and exit, hit the F1 key and “E” in quick succession
- To quit and go back to the previous screen WITHOUT saving changes, hit the F1 key and “Q” in quick succession

# RPMS Immunization Package

- MENU SYSTEM
  - PAT Patient Menu ...
  - REP Report Menu ...
  - MGR Manager Menu ...



# Manager's Menu

Training DB - TNVTPlus  
Session Edit View Commands Script Help

IMMUNIZATION v8.5\*1 \* MANAGER MENU \* Site: DEMO HOSPITAL  
===== User: GROOM, AMY

ERR Edit Patient Errors  
CMG Add/Edit Case Manager  
CMT Transfer a Case Manager's Patients  
SCN Scan For Patients

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ESP Site Parameters Edit  
PKG Package Setup Information  
LET Form Letters Add/Edit  
LOT Lot Number Add/Edit  
VAC Vaccine Table Edit  
RES Restandardize Vaccine Table  
EXP Export Immunizations  
KEY Allocate/Deallocate Imm Menu Keys  
XVT Export Vaccine Table to Excel File

You've got PRIORITY mail!

Select Manager Menu Option: █

start | Calendar - Mailbox - ... | FW: Need data for to... | Modules | Immunization Packag... | Training DB - TNVTPlus | 9:29 AM

# Site Parameters

- 1) Default Case Manager.....: TSUI,GLEN M
- 2) Other Location.....: DEMO HOSPITAL NASHVILLE NON-IHS
- 3) Standard Imm Due Letter .....: Official Immunization Record
- 4) Official Imm Record Letter...: Official Immunization Record
- 5) Facility Report Header.....: CIHA HOSPITAL
- 6) Host File Server Path.....: /m/
- 7) Minimum Days Last Letter.....: 30 days
- 8) Minimum vs Recommended Age...: Recommended Age
- 9) ImmServe Forecasting Option..: #3, WITH 4-Day Grace, HPV through 18
- 10) Lot Number Options.....: NOT Required, Default Low Supply Alert=50
- 11) Pneumo, Flu, Zoster Options .....: Pneumo: 65 yrs Flu: All ages (>6 mths);Zoster: Yes
- 12) Forecasting (Imms Due).....: Enabled
- 13) Chart# with dashes.....: No Dashes (123456)
- 14) User as Default Provider.....: No
- 15) ImmServe Directory.....: C:\Program Files\Immserve84\
- 16) GPRA Communities.....: 1 Communities selected for GPRA
- 17) Inpatient Visit Check.....: Disabled
- 18) High Risk Factor Check.....: Enabled (Smoking included in Pneumo)
- 19) Import CPT-coded Visits.....: Disabled
- 20) Visit Selection Menu.....: Disabled (Link Visits automatically)


# Forecasting


- For Children/Adolescents
- All options conform to ACIP recommendations
- All options forecast Tdap, MCV4 for 11-18 year olds
  - Booster dose of Mening at 16 yrs
  - HPV for all females 11-18 yrs
  - HPV for males WHO RECEIVE A DOSE
- Option to forecast Influenza for All or for <19 years and 50+
- For Adults
  - Hep A & B only for adults who received a dose < 18 years
  - Pneumo at 65+ (can choose to forecast starting at earlier age)
  - Option to forecast pneumo for high risk, with/without smoking
  - Option to forecast HPV for 19 – 26 females
  - Option to forecast Zoster for everyone 60 yrs+

# Figure 1. Recommended Immunization Schedule for Persons Ages 0 through 6 Years, U.S., 2011

For those who fall behind or start late, see the catch-up schedule (Table 1).

Vaccine ▼	Age ►	Birth	1 mo	2 mo	4 mo	6 mo	12 mo	15 mo	18 mo	19–23 mo	2–3 yrs	4–6 yrs
Hepatitis B <sup>1</sup>		HepB	HepB			HepB						
Rotavirus <sup>2</sup>				RV	RV	RV <sup>2</sup>						
Diphtheria, Tetanus, Pertussis <sup>3</sup>				DTaP	DTaP	DTaP	See footnote 3	DTaP				DTaP
<i>Haemophilus influenzae</i> type b <sup>4</sup>				Hib	Hib	Hib <sup>4</sup>	Hib					
Pneumococcal <sup>5</sup>				PCV	PCV	PCV	PCV				PPSV	
Inactivated Poliovirus <sup>6</sup>				IPV	IPV	IPV						IPV
Influenza <sup>7</sup>						Influenza (Yearly)						
Measles, Mumps, Rubella <sup>8</sup>							MMR			See footnote 8		MMR
Varicella <sup>9</sup>							Varicella			See footnote 9		Varicella
Hepatitis A <sup>10</sup>							HepA (2 doses)				HepA Series	
Meningococcal <sup>11</sup>											MCV4	

 Range of recommended ages for all children

 Range of recommended ages for certain high-risk groups

This schedule includes recommendations in effect as of December 21, 2010. Any dose not given at the recommended age should be given at a subsequent visit, when indicated and feasible. The use of a combination vaccine generally is preferred over separate injections of its equivalent component vaccines. Considerations should include provider assessment, patient preference, and

the potential for adverse events. Providers should consult the relevant Advisory Committee on Immunization Practices statement for detailed recommendations: [www.cdc.gov/vaccines/pubs/acip-list.htm](http://www.cdc.gov/vaccines/pubs/acip-list.htm). Clinically significant adverse events that follow immunization should be reported to the Vaccine Adverse Event Reporting System (VAERS) at [www.vaers.hhs.gov](http://www.vaers.hhs.gov) or by telephone, 800-822-7967.

\* SELECT FORECASTING OPTIONS \*

Versions 1, 3, 5, 6, 7 and 11 forecast the first vaccines series at 6 wks; the others beginning at 2 mths. All versions forecast Rotavirus at 2 (6 wks), 4, and 6 mths, and Influenza between Aug 15 and March 14 for infants 6 months-18 years (or all ages). Options 3,4 & 6 forecast Hep A starting at 12 months, while options 1,2,5 and 11 forecast Hep A at 15 months. Option 11 does not forecast Hep A or Hep B in persons over 18 years, regardless of prior doses. All options forecast Tdap, MCV4, and HPV for adolescents per ACIP recs (HPV doses 2 and 3 forecast only in males who receive dose 1).

Option	6 Mths	12 Mths	15 Mths
1) .....	IPV	Hib, MMR, Pn, Var .....	DTaP, HepA
2) .....	....	Hib, IPV, MMR, Pn, Var .....	DTaP, HepA
3) .....	IPV	DTaP, Hib, MMR, Pn, Var, HepA	
4) .....	....	DTaP, Hib, IPV, MMR, Pn, Var, HepA	
5) .....	IPV	Hib, MMR, Var .....	DTaP, Pn, HepA
6) .....	IPV	Hib, MMR, Var, HepA.....	DTaP, Pn
7) Comvax	IPV	DTaP, HepB, Hib, MMR, Pn, Var	Hep A
11) .....	IPV	Hib, MMR, Pn, Var .....	DTaP, HepA

Select Forecasting Option: 4// █



# Adult Pneumococcal Vaccine “Pneumovax”

- Automatically forecast at age 65
  - Can set to younger
- Forecast another dose if ...
  - dose #1 given before age 65
- Forecasts for High Risk patients (if enabled – ESP # 18)
  - 19-65 year olds with 2 visits coded with ICD-9 codes considered “high risk” in past 3 years
  - Option to forecast for Smokers as part of High Risk

# High Risk ICD-9 Taxonomy for Pneumo

ICD 9 Code	Definition
042.0-043.09, 044.9	HIV infection
250.00-250.93	Diabetes
303.90-303.91	Alcohol Dependency
428.0-428.9, 429.2	CHF
492.0-492.8	Emphysema
493.00-493.91	Asthma
494.0-496.	Bronchiectasis, CLD, COPD
501-505	Pneumoconioses
571.0-571.9	Chronic Liver Dis.
581.0-581.9	Nephrotic Syndrome
585.	Renal Failure
865.00 - 865.19	Spleen Injury
996.80-996.89	Transplant
V42.0-V42.89	Kidney Transplant
V58.1-V58.11	Chemotherapy
V67.2	Chemotherapy f/u



Imm v8.5

\* \* \* ADD A LOT NUMBER \* \* \*

Lot Number:

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Lot Number:       Vaccine:  
Sub-lot:

Status:                      Manufacturer:  
Expiration Date:              Source:  
Default NDC Code:

Starting Count:              Doses Unused:              Doses Used:  
Low Supply Alert:              (calculated)

Facility:

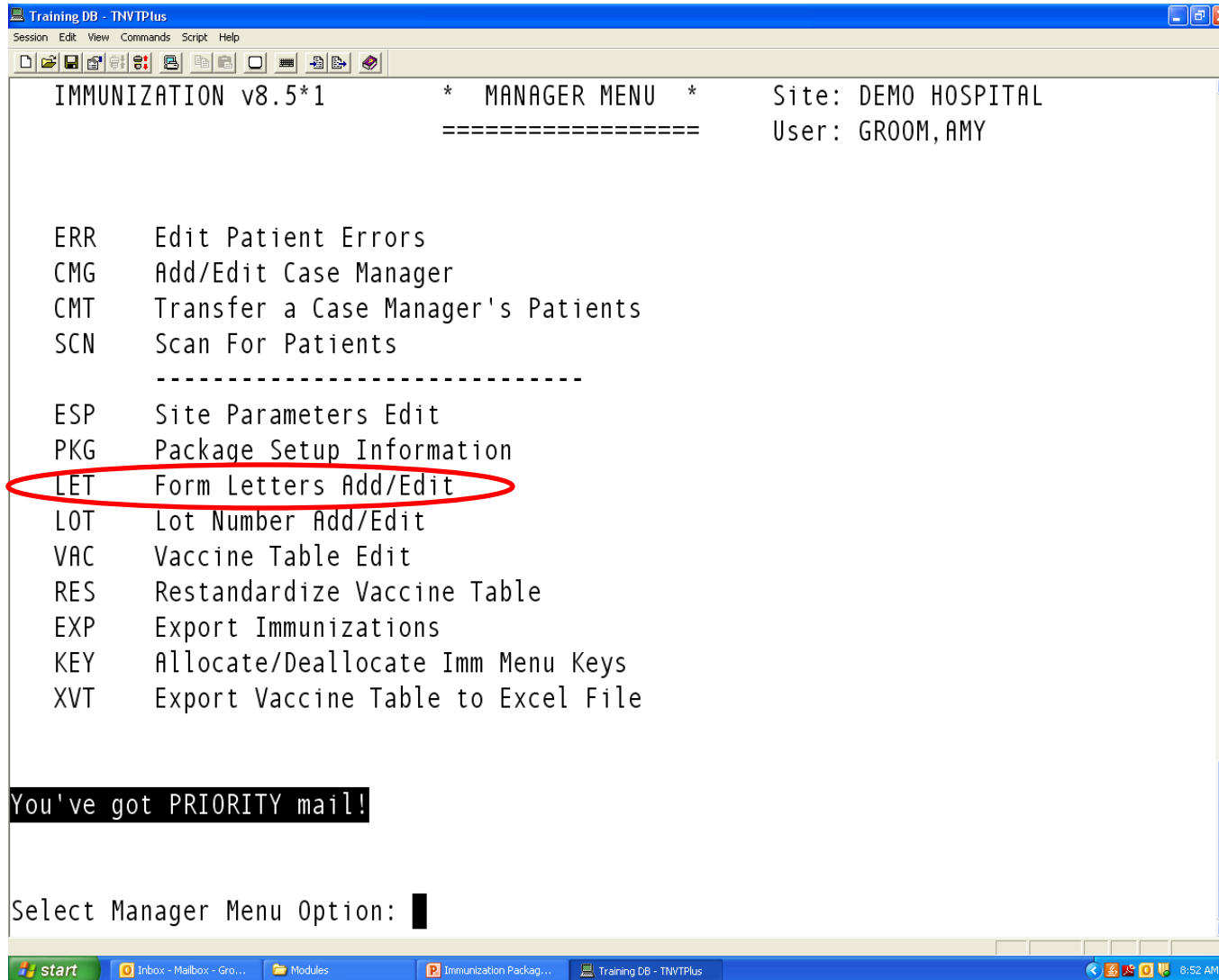
---

Enter/edit the Lot Number.

Press <PF1>H for help

**FORM LETTERS**

# Creating Form Letters for Reminder Recall



# Creating a New Form Letter

- Type in name for new form letter
- At prompt “Are you entering [your new letter name] as a new BI letter?” type “Y”
- Choose template to work from
  - Standard Due Letter
  - Official Immunization Record
  - Standard Due letter – forecast first

# Editing a Letter

Training DB - TNVPlus  
Session Edit View Commands Script Help

VIEW/EDIT FORM LETTER Jan 25, 2012 08:17:48 Page: 1 of 5

Form Letter: Amy's New Letter

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top:

Jimmy's Immies Clinic  
7 Your Street  
Your City, ST 77777

|BI TODAY|

Date of Birth: |BI DATE OF BIRTH|  
Chart#: |BI CHART NUMBER|

+ Scroll down to view more. Type ?? for more action

T Top	F Forecast	C Closing
H History	B Bottom	P Print Sample Letter
M Middle	D Date/Loc	X Delete Form Letter

Select Action: Quit// T

Select a the section you want to edit – e.g. “Top”.

# When editing the letter, if your screen looks like this . .

```
Training DB - THVTPlus
Session Edit View Commands Script Help
VIEW/EDIT FORM LETTER Jan 25, 2012 07:58:12 Page: 1 of 5
Form Letter: Amy's New Letter
-----
top:
Jimmy's Immies Clinic
7 Your Street
Your City, ST 77777
|BI TODAY|
Date of Birth: |BI DATE OF BIRTH|
Chart#: |BI CHART NUMBER|
+ Scroll down to view more. Type ?? for more action
20> Dear Parent or Guardian:
21>
22> Your child, |BI NAME FIRST|, is due for immunizations. According to o
23> records, the following immunizations have already been received:
EDIT Option:
```

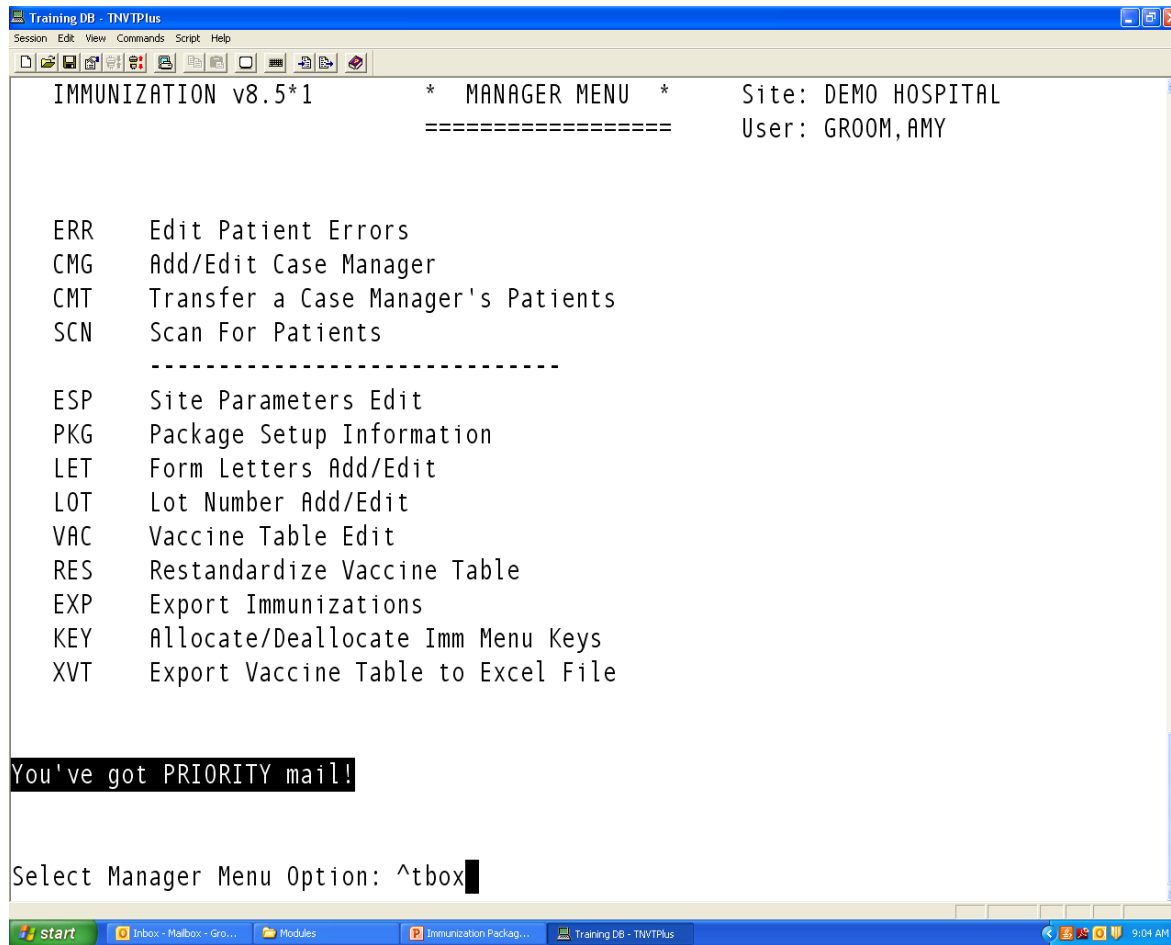
You need to switch from LINE EDITOR to SCREEN EDITOR



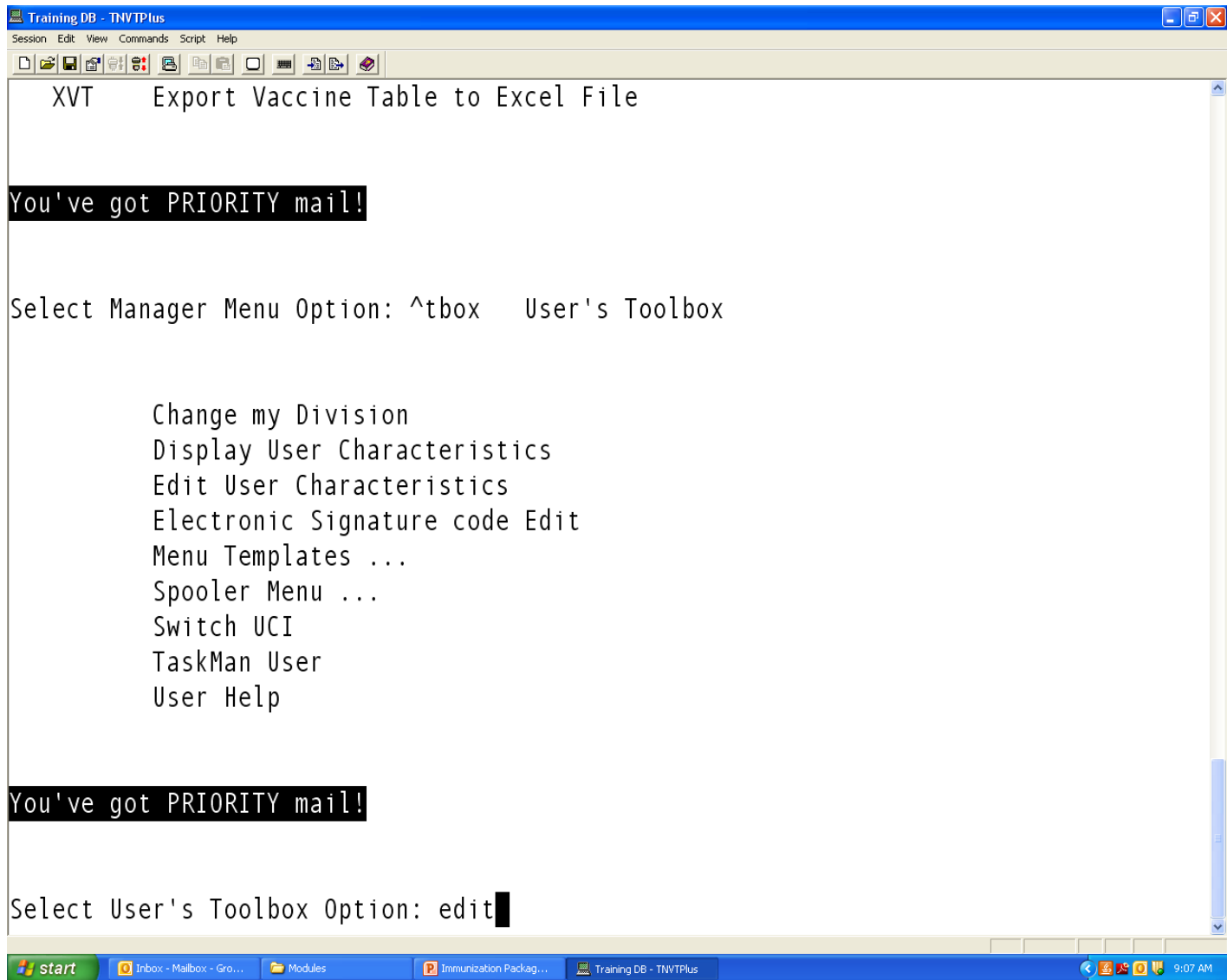
# Switching from Line Editor to Screen Editor

```
Training DB - TNVTPlus
Session Edit View Commands Script Help
VIEW/EDIT FORM LETTER Jan 25, 2012 07:58:12 Page: 1 of 5
Form Letter: Amy's New Letter
-----
top:
Jimmy's Immies Clinic
7 Your Street
Your City, ST 77777
|BI TODAY|
Date of Birth: |BI DATE OF BIRTH|
Chart#: |BI CHART NUMBER|
+ Scroll down to view more. Type ?? for more action
20> Dear Parent or Guardian:
21>
22> Your child, |BI NAME FIRST|, is due for immunizations. According to o
23> records, the following immunizations have already been received:
EDIT Option: ^
```

At the prompt, enter “^” (Shift 6) to go back to previous screen  
Enter “^” again to go back to main MGR’s menu page



At the main MGR Menu, type ^tbox



Select "Edit User Characteristics"

```
Training DB - TNVTPPlus
Session Edit View Commands Script Help
You've got PRIORITY mail!

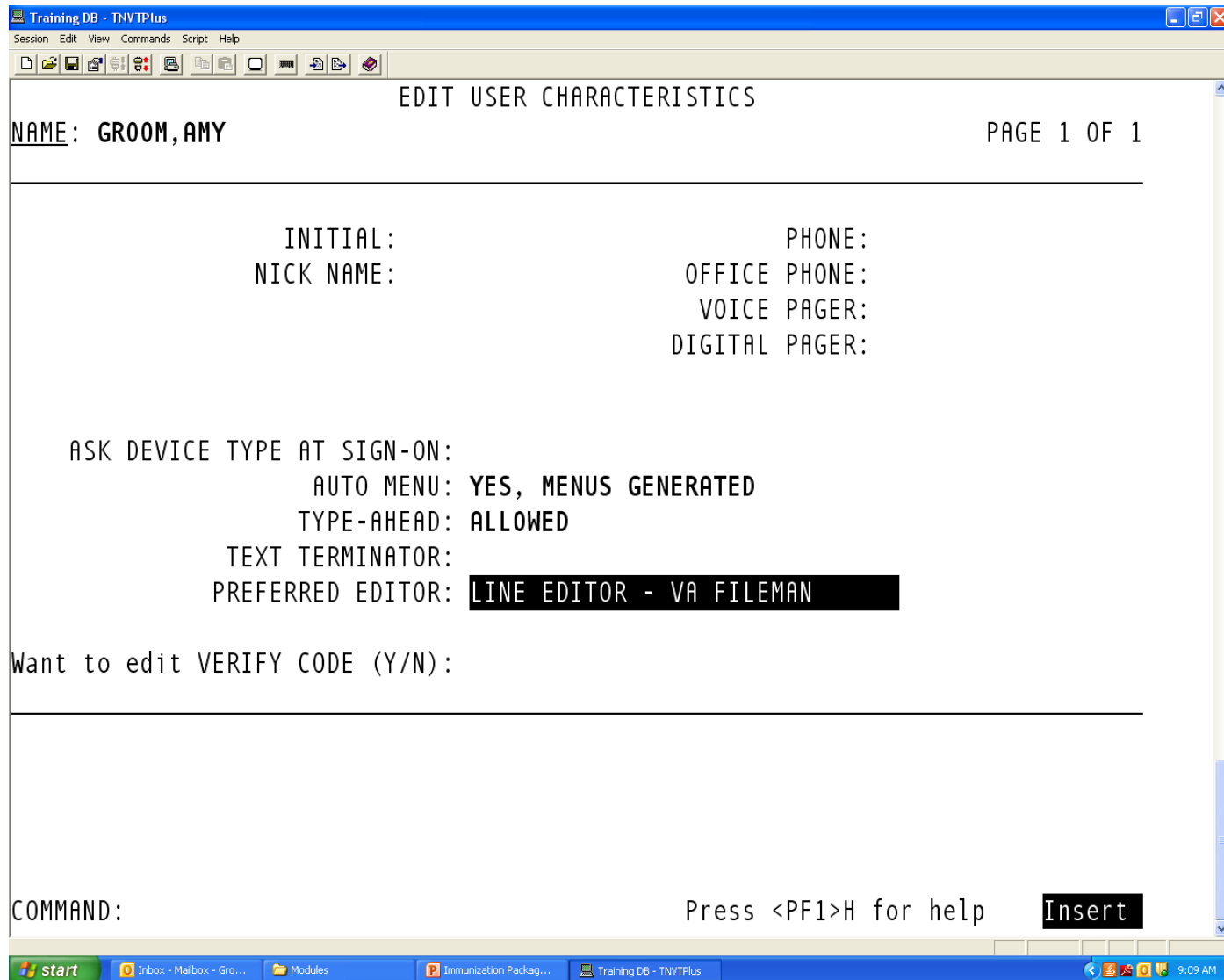
Select Manager Menu Option: ^tbox User's Toolbox

Change my Division
Display User Characteristics
Edit User Characteristics
Electronic Signature code Edit
Menu Templates ...
Spooler Menu ...
Switch UCI
TaskMan User
User Help

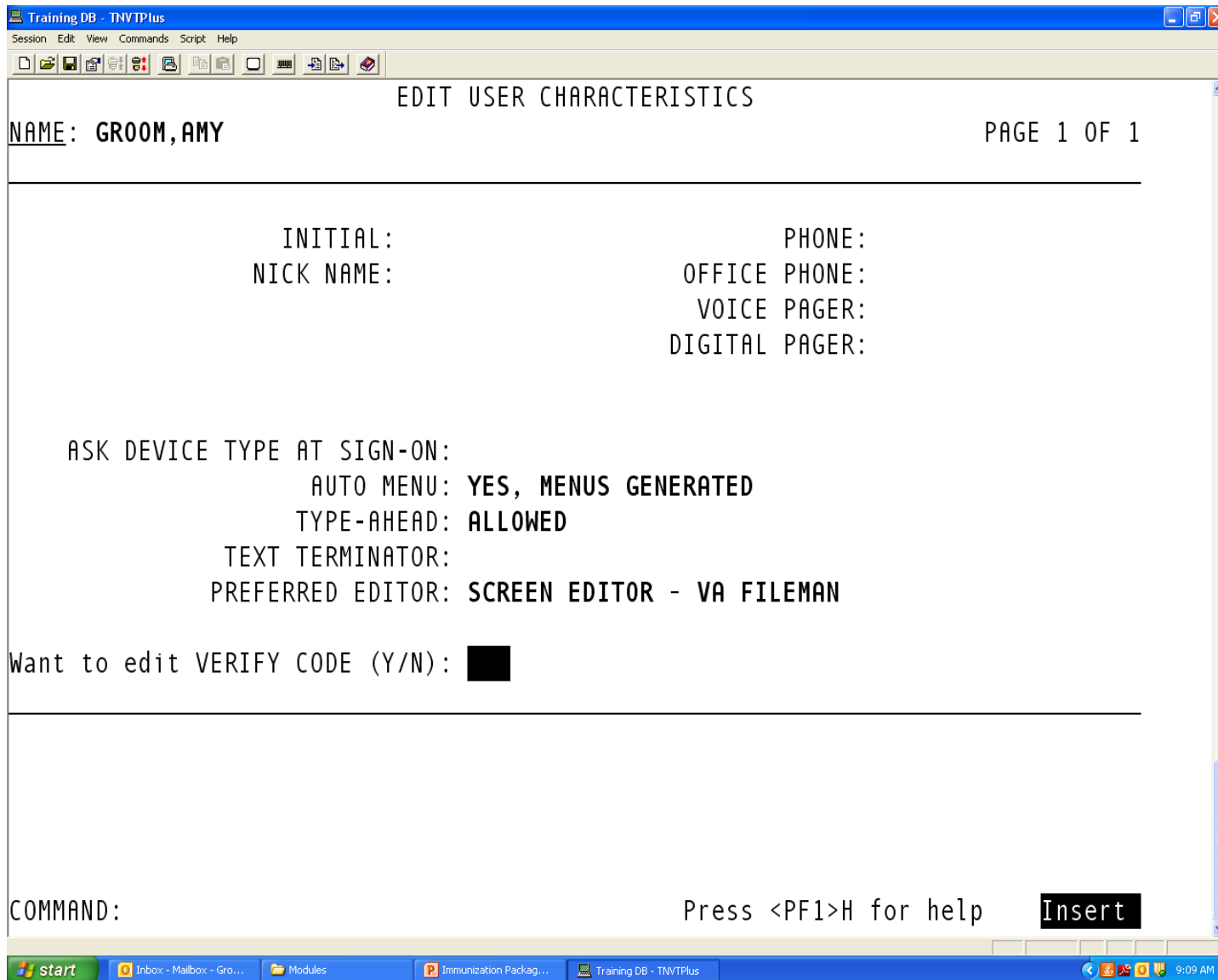
You've got PRIORITY mail!

Select User's Toolbox Option: edit User Characteristics
Select TERMINAL TYPE NAME: C-VT100//
```

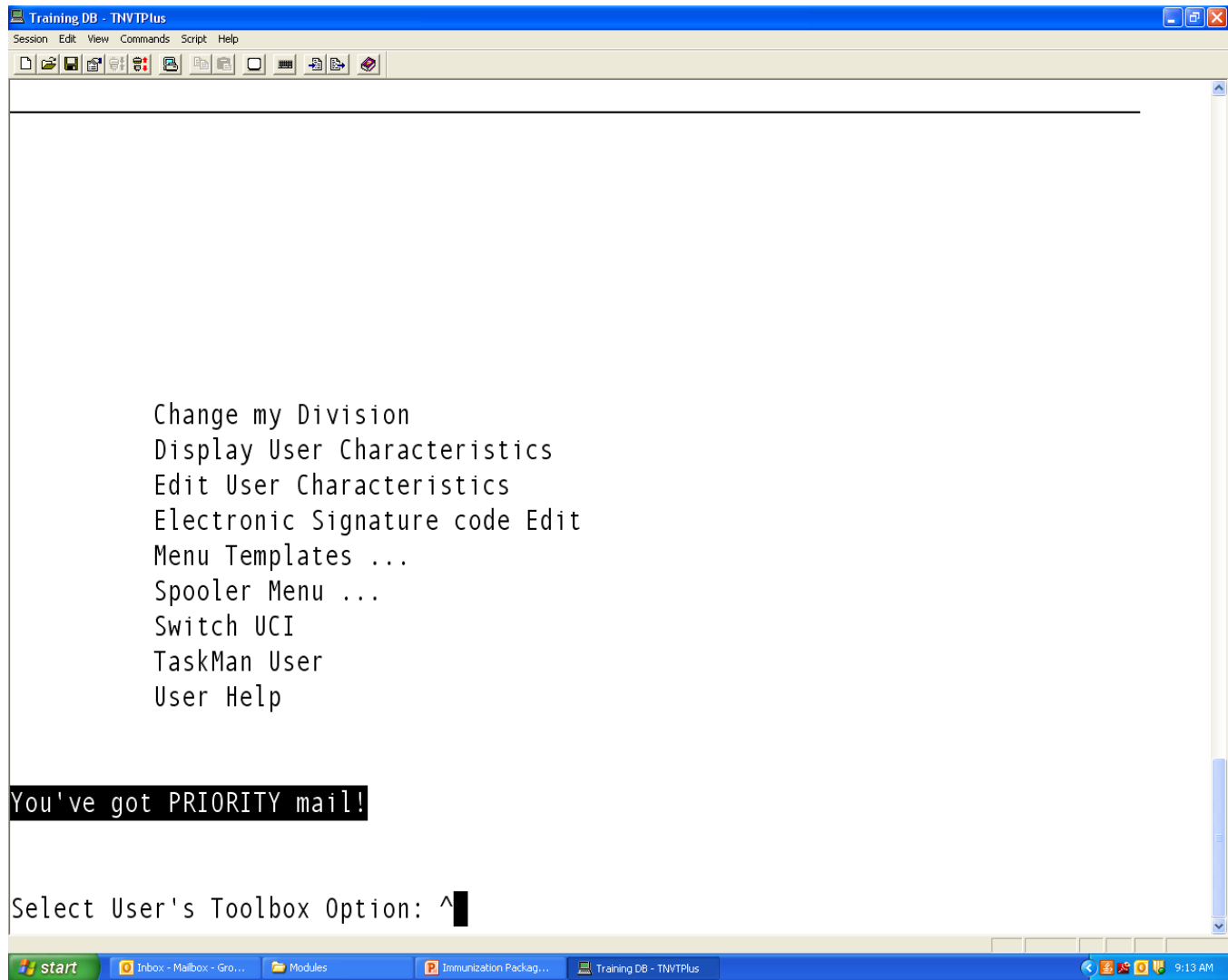
Hit “enter” to accept default Terminal Type



Using arrow keys, scroll down to “Preferred Editor”  
Type “S” to switch to Screen Editor

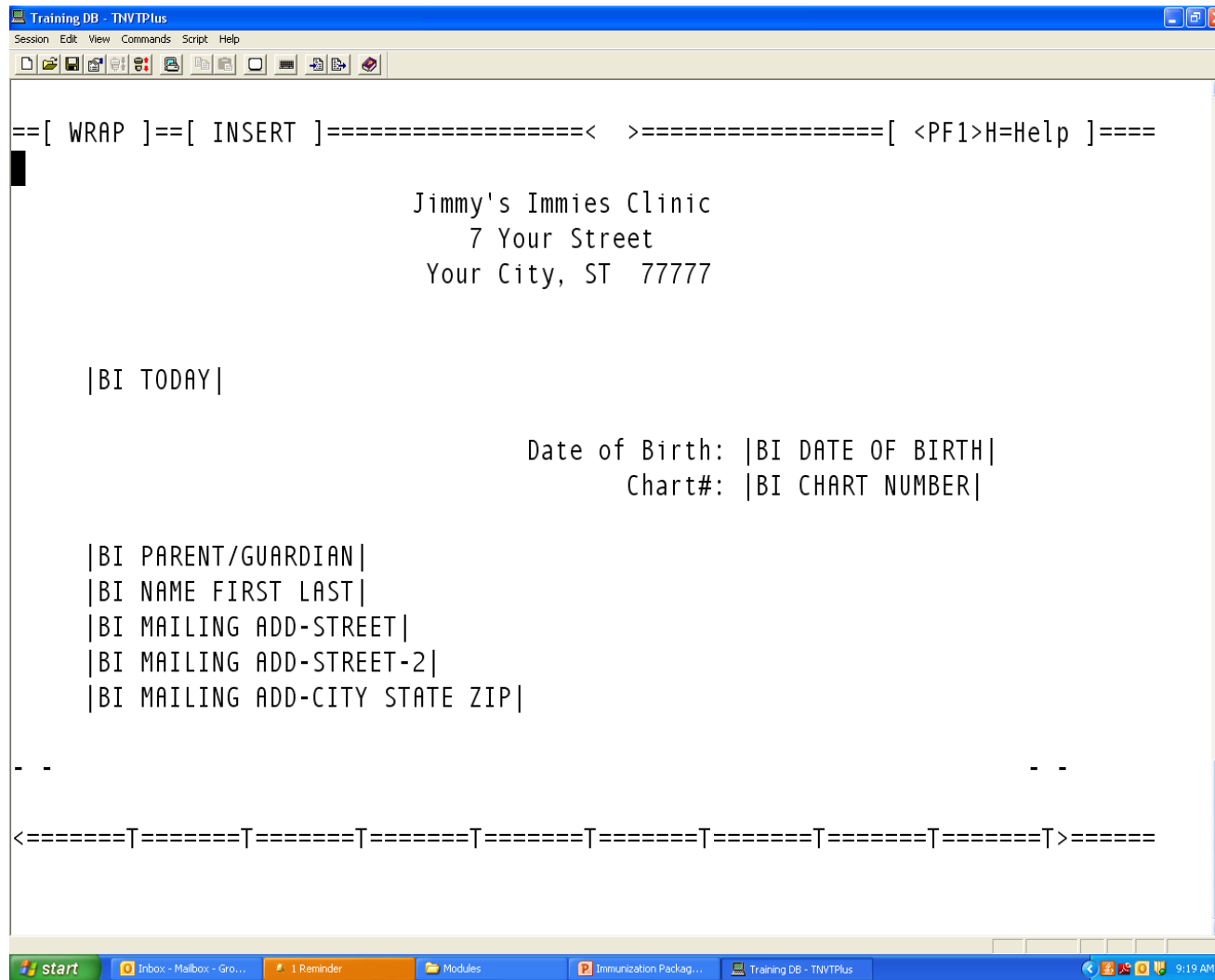


To save change and exit, hit the F1 key and E in quick succession



This will take you back to this screen.

To return to the MGR menu, enter “^” at each screen until you get there



When you open the letter to edit, in Screen Editor, your screen should now look like this. Use the arrow keys to move the cursor where you want to make changes