Regular User Guide

Revised: 9/26/2016

For additional support, the following resources are available:

CAIR Help Desk

Hours: Monday - Friday 8:00AM - 5:00PM

Phone: 800-578-7889

Fax: 888-436-8320

Email: CAIRHelpDesk@cdph.ca.gov

Local CAIR Representatives (LCRs): http://cairweb.org/lcrs/

CAIR Website: www.cairweb.org

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I. Introduction

What is CAIR2?

The **California Immunization Registry (CAIR2)** is a secure web-based system available to health care providers including local health departments, community clinics, private medical offices and hospitals as well as other approved agencies such as schools, child care facilities and foster care. CAIR2 helps these providers/agencies track and update their patient/student/client immunization and tuberculosis (TB) test records. CAIR2 is free-of-charge and managed by the California Department of Public Health.

The goal of CAIR2 is to improve immunization services by providing a central location for health care providers and other approved entities to store and access a person's complete immunization and TB test history, forecasting the immunizations that are due based on ACIP recommendations, generating official patient/student immunization documentation (e.g., Yellow Card, Blue Card), and helping immunization providers manage their vaccine inventory, generate practice-level immunization reports and conduct reminder/recall activities. A major objective of CAIR2 is to reduce both missed opportunities to immunize and unnecessary duplicate immunizations.

Patient/Parent Rights

Before a patient's immunization record can be entered into CAIR, the patient or parent/guardian must:

- Be disclosed about CAIR2 by being given a copy of the **CAIR Immunization Registry Notice to Patients and Parents (Registry Notice)** to read, or the opportunity to read a CAIR Registry Notice poster that has been posted in the provider/agency waiting room and other visible areas.
- Be given a copy of the Registry Notice to keep if requested (available in multiple languages on CAIRWEB.org).
- Have an opportunity to ask questions.
- Be allowed to decline to share their information in CAIR.

If a patient/parent agrees to share their/their child's information in CAIR, they have the right at any time to:

- Decline further sharing of their/their child's information in CAIR.
- Obtain a list of the providers/agencies who have accessed their/their child's record in CAIR.
- View their/their child's immunization information in CAIR and report any errors.

Procedures for these activities are further described on pages 3-4 of this guide.

User Responsibilities

Records stored in CAIR2 are confidential medical information. Inappropriate use or disclosure of information may result in civil and criminal penalties per Federal and State laws and termination of your and/or your agency's rights to use CAIR2.

As a CAIR2 user, you agree to read, understand and abide by Section 120440 of the California Health and Safety Code and the following CAIR2 Confidentiality Policies:

- Use CAIR2 only for your assigned duties that are related to providing immunization services.
- Use CAIR2 only from work computers at your worksite (not from home).
- Use CAIR2 only to find records for persons coming to your clinic/agency for services.
- Keep your CAIR2 password confidential. Do not share your password with anyone else including other staff at your worksite. If you write down your password, keep it in a secure place such as a locked drawer.
- Log-off from CAIR2 at the end of your shift or at any time when you must leave your work area. Also make sure other people cannot see the CAIR2 information on your computer screen.
- Keep the patient information you get from CAIR confidential. This is required by law. Inappropriate use or sharing of information in CAIR2 is punishable by California law and may also result in termination of your and/or your agency's rights to use CAIR.

- Do not enter false or incorrect information into CAIR2.
- Keep updated on the information posted on the CAIR2 login screen or sent by the CAIR office.
- Do not use your CAIR2 login from a past job – ask the CAIR Help Desk to transfer your account if you need to use CAIR2 at your new job.
- Understand that the CAIR system automatically tracks which patient records you have opened in CAIR2.

Disclosure Process for Patients/Parents

As a CAIR user, you must:

- Provide a copy of the **CAIR Immunization Registry Notice to Patients and Parents (Registry Notice)** to each patient whose information will be entered into CAIR2 to read. If the patient is under the age of 18, the Registry Notice must be given to the parent/legal guardian.
- Disclosure (giving the Registry Notice to the person/parent) only needs to be done once.
- Disclosure must be done before the record is entered into CAIR2.
- The Registry Notice should be in the patient's/parent's preferred language. Registry Notices in several languages are available on the CAIR website at http://cairweb.org/forms/.
- Make sure that the patient/parent understands the information in the Registry Notice and has the opportunity to ask questions.
- A paper copy of the Registry Notice must be given to the patient/parent to keep if requested.

Use of CAIR Posters: As an alternative to giving each patient/parent a copy of the Registry Notice to read, your clinic/agency may post official Registry Notice posters in the office waiting rooms, visible to all patients whose information may be entered into CAIR2. Both the English and Spanish versions of the poster must be posted. The posters should also be posted in other areas (e.g., exam rooms) to maximize the opportunity for patients/parents to read the information. The clinic/agency must give a paper copy of the Registry Notice to the patient/parent to keep if requested. Registry Notice posters are available from your Local CAIR2 Representative (LCR) (http://cairweb.org/lcrs/). If you need posters in additional languages contact your LCR for instructions.

- Once disclosure has been performed, this must be documented in on the Update Patient screen in CAIR2 when you create the record. Examples of the CAIR Registry Notice and Poster are shown below:

CAIR2 Registry Notice

CAIR California Immunization Registry

Immunization Registry Notice to Patients and Parents

Immunizations or 'shots' prevent serious diseases. Tuberculosis (TB) screening tests help to determine if you may have TB infection and can be required for school or work. Keeping track of shots/TB tests you have received can be hard. It's especially hard if more than one doctor gave them. Today, doctors use a secure computer system called an *immunization registry* to keep track of shots and TB tests. If you change doctors, your new doctor can use the registry to see the shot/TB test record. It's your right to choose if you want shot/TB test records shared in the *California Immunization Registry*.

How Does a Registry Help You?
- Keeps track of all shots and TB tests (skin tests/chest x-rays), so you don't miss any or get too many
- Sends reminders when you or your child need shots
- Gives you a copy of the shot/TB record from the doctor
- Can show proof about shots/TB tests needed to start child care, school, or a new job

How Does a Registry Help Your Health Care Team?
Doctors, nurses, health plans, and public health agencies use the registry to:
- See which shots/TB tests are needed
- Remind you about shots needed
- Prevent disease in your community
- Help with record-keeping

Can Schools or Other Programs See the Registry?
Yes, but this is limited. Schools, child care, and other agencies allowed under California law may:
- See which shots/TB tests children in their programs need
- Make sure children have all shots/TB tests needed to start child care or school

What Information Can Be Shared in a Registry?
- patient's name, sex, and birth date
- parents' or guardians' names
- limited information to identify patients
- details about a patient's shots/TB tests

What's entered in the registry is treated like other private medical information. Misuse of the registry can be punished by law. Under California law, only your doctor's office, health plan, or public health department may see your address and phone number.

Patient and Parent Rights
It's your legal right to ask:
- not to share your (or your child's) registry shot/TB test records with others besides your doctor*
- not to get shot appointment reminders from your doctor's office
- to look at a copy of your or your child's shot/TB test records
- who has seen the records or to have the doctor change any mistakes

If you DO want your or your child's records in the registry, do nothing. You're all done.

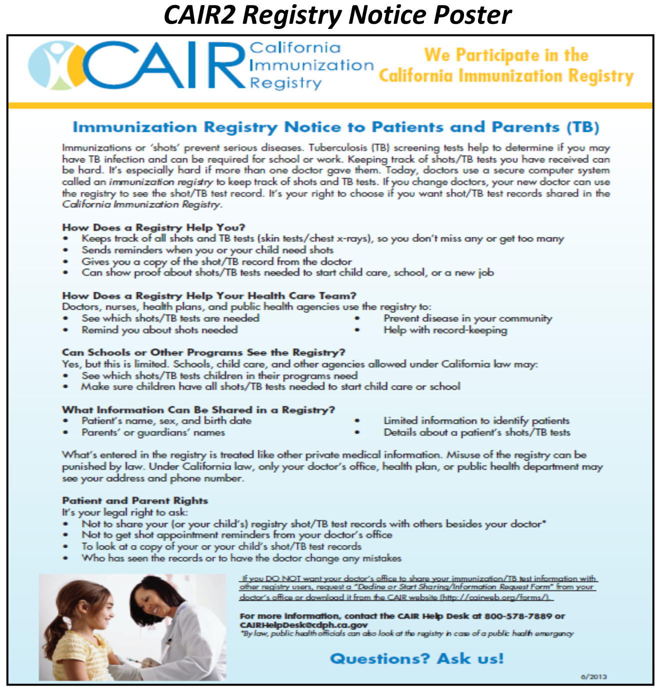
If you DO NOT want your doctor's office to share your immunization/TB test information with other registry users, tell your doctor or download a "*Decline or Start Sharing/Information Request Form*" from the CAIR website (http://cairweb.org/cair-forms/) and FAX or email it to the CAIR Help Desk at **1-888-436-8320** or CAIRHelpDesk@cdph.ca.gov.

For more information, contact the CAIR Help Desk at 800-578-7889 or CAIRHelpDesk@cdph.ca.gov

** By law, public health officials can also look at the registry in the case of a public health emergency.*

California Department of Public Health: Med Office IZ Registry Disclosure Letter rev 7/13 **IMM-891 E/S**

CAIR2 Registry Notice Poster



CAIR California Immunization Registry

We Participate in the California Immunization Registry

Immunization Registry Notice to Patients and Parents (TB)

Immunizations or 'shots' prevent serious diseases. Tuberculosis (TB) screening tests help to determine if you may have TB infection and can be required for school or work. Keeping track of shots/TB tests you have received can be hard. It's especially hard if more than one doctor gave them. Today, doctors use a secure computer system called an *immunization registry* to keep track of shots and TB tests. If you change doctors, your new doctor can use the registry to see the shot/TB test record. It's your right to choose if you want shot/TB test records shared in the *California Immunization Registry*.

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It's your legal right to ask:
- Not to share your (or your child's) registry shot/TB test records with others besides your doctor*
- Not to get shot appointment reminders from your doctor's office
- To look at a copy of your or your child's shot/TB test records
- Who has seen the records or to have the doctor change any mistakes

If you DO NOT want your doctor's office to share your immunization/TB test information with other registry users, request a *"Decline or Start Sharing/Information Request Form"* from your doctor's office or download it from the CAIR website (http://cairweb.org/forms/).

For more information, contact the CAIR Help Desk at 800-578-7889 or CAIRHelpDesk@cdph.ca.gov
**By law, public health officials can also look at the registry in case of a public health emergency*

Questions? Ask us!

6/2013

Sharing Process for Patients/Parents

A patient/parent has the right to decline to share their/their child's information in CAIR2 with other CAIR providers. In this case, the patient's information should still be entered into CAIR, but the record **must be locked**. When a record is locked, it can only be viewed and updated by providers who have given immunizations to that patient or by state and local health department staff. A patient/parent may decline to share or agree to share their/their child's record at any time.

A patient's/parent's Sharing Status must be documented on the Update Patient screen in CAIR2 at the time the record is created and updated if the patient/parent changes their decision.

No form is required to document a patient's/parent's sharing decision, but a *Decline or Start Sharing/Information Request* form is available if your clinic/agency or the patient/parent would like their decision documented. The form is available at http://cairweb.org/forms/. An example of the form is shown below. The patient/parent must fill out the top part of the form, check the Decline or Start Sharing box as appropriate, and sign the form. You should keep one copy of the form for your clinic/agencie's records and give a copy to the patient/parent. **Again, use of this form is optional**.

Information Request Process for Patients/Parents

As described on Page 2, patients/parents have the right request to receive a list of all providers/schools/agencies that have viewed their/their child's record in CAIR2 and/or to review their/their child's record in CAIR2 and request to have errors corrected. The *Decline or Start Sharing/Information Request* is also used for this purpose. The patient/parent must fill out the top part of the form, check the appropriate Request box, and sign the form. The form must be faxed or emailed to the CAIR2 Help Desk for processing the request.

CAIR2 Decline or Start Sharing/Information Request Form

CAIR California Immunization Registry

Decline or Start Sharing/Information Request

PLEASE CHECK (√) THE STATEMENT(S) BELOW THAT APPLY:	
MY FULL NAME:	**RELATIONSHIP TO PATIENT** ☐ self ☐ parent/guardian
Name of Patient:	Patient's Street Address:
Patient Date of Birth:	Patient's City/Zip Code:
Patient ID (optional):	Patient County:
Patient Phone:	

DECLINE SHARING

☐ **I DECLINE to allow my/my child's immunization/ tuberculosis (TB) screening test record to be shared with other health care providers, agencies, or schools in the California Immunization Registry (CAIR).***

** Note: The immunization record/TB Tests may still be recorded in the registry for use by your physician's office. By law, public health officials can also access immunization/TB test records in the case of a public health emergency.*

START SHARING (Declined earlier, now have changed mind and wish to share.)

☐ **I ALLOW my/my child's immunization/TB test record to be shared with other health care providers, agencies, or schools in CAIR.**

REQUEST INFORMATION

☐ I REQUEST a list of agencies who have viewed my/my child's CAIR immunization/TB test record.

☐ I REQUEST to review or correct my/my child's CAIR immunization/TB test record. I understand that any changes made to this record must be verified by appropriate documentation from my health care provider.

Signature:	**Date:**

Fax or email this form to the CAIR Help Desk at
1-888-436-8320, CAIRHelpDesk@cdph.ca.gov

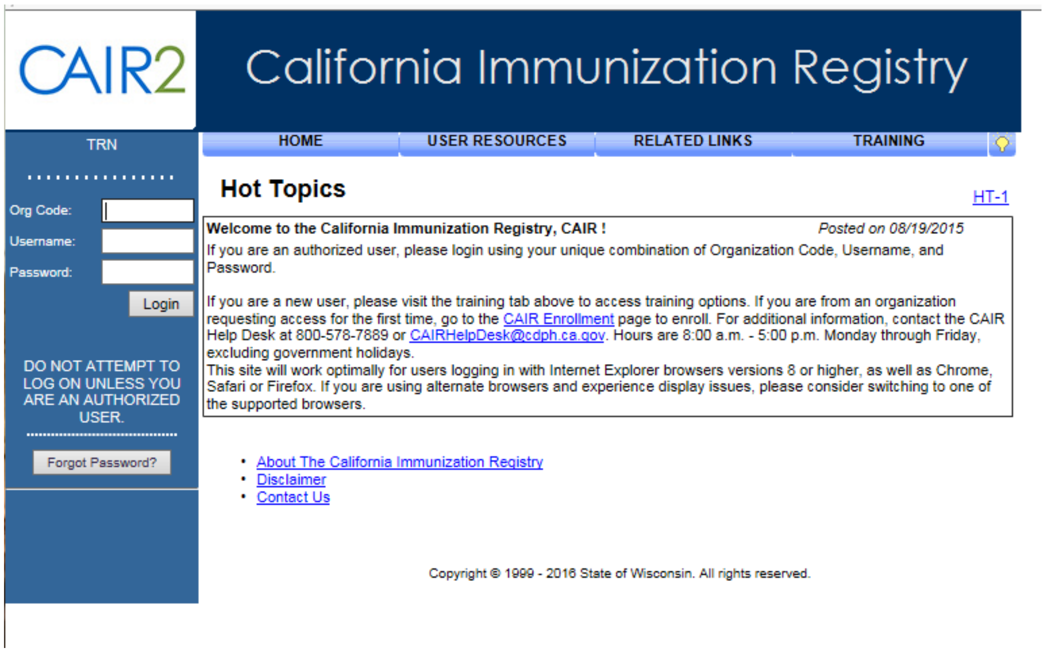
California Department of Public Health, Immunization Branch IMM-892 E/S *10/16/2013*

II. Accessing CAIR2

CAIR2 is a web application; therefore a computer with an Internet connection and a web browser is required to access CAIR2.

To access CAIR2:

I. Launch a web browser and go to https://cair.cdph.ca.gov



II. Enter the **Org Code**, **Username**, and **Password**.
III. Click **Login**.
IV. First time users will be asked to read and agree to the Security Notification
V. Frist time users will be asked to reset their password and to enter security questions
VI. If no email address has been entered you will be prompted to update your User Account with updated information. See Manage My Account section below for details.
VII. To access the system you will pick **CAIR** found under application on the left hand side of the screen.

Additional Information:

I. The Org Code is a short name for your organization.
II. Each person accessing CAIR2 must have their own individual account.
III. If your account is locked, click on the **Forgot Password?** button to generate email.
IV. New passwords are required every 90 days.
V. The sessions will time out after 60 minutes of inactivity.
VI. Accounts are disabled after 365 days of no activity.

III. Managing My Account

CAIR2 allows for users to update their personal account information. To access Manage My account:

1. Select **manage access/account** menu tab at the top of the screen.
2. Select the appropriate option under Manage My Account.

3. To return to the application click on the blue hyperlink for your desired organization.

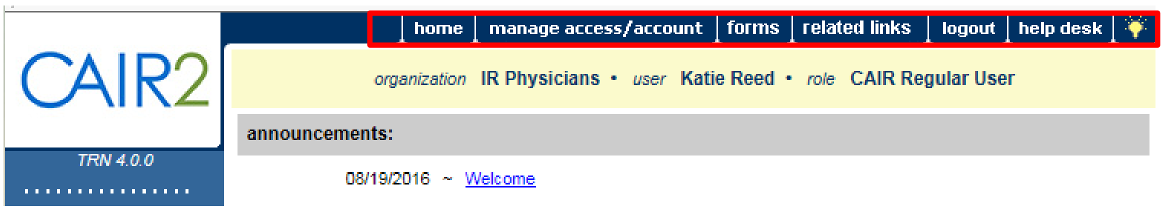
IV. Common CAIR2 Tools, Windows, and Menus

CAIR2 is divided into several sections and it may become necessary to use the vertical scroll bar to view all sections of the application.

Menu Bar

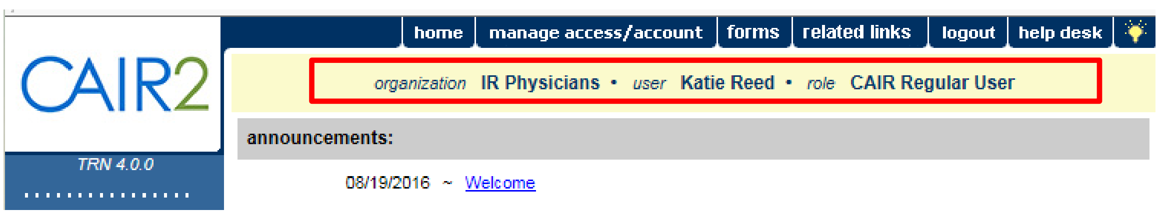
Several menu options are listed across the top of CAIR2. All of these options appear on every page within the application. The following options are available in the menu bar:

I. **Home**: Returns to the CAIR2 home page from anywhere within the application.
II. **Manage Access/Account**: Loads the Manage Access/Account page.
III. **Forms**: A list of hyperlinks for printing blank forms and support documentation.
IV. **Related Links**: A list of hyperlinks to other websites that contain information of interest to the immunization community.
V. **Logout**: Logs you out of the current CAIR2 session.
VI. **Help Desk**: Displays contact information for the CAIR2 Help Desk.
VII. **Online Help**: Represented by a light bulb icon, online help displays page-specific help in a new window.



User Confirmation Bar

Directly beneath the menu bar is a row of information highlighted in light yellow. This row displays your organization, user name, and role this row remains at the top of each page in CAIR2.



Menu Panel

The menu panel is blue and appears on the left side of all screens with CAIR2. Selections in the menu panel are links used to navigate CAIR2. They are grouped under categories including: Patients, Reports, Inventory, Maintenance, and others.

Home Page

The home page is displayed when first logging into CAIR2 and can be quickly accessed from any page by clicking **home** in the menu bar across the top of the page.

The home page is divided into the following sections:

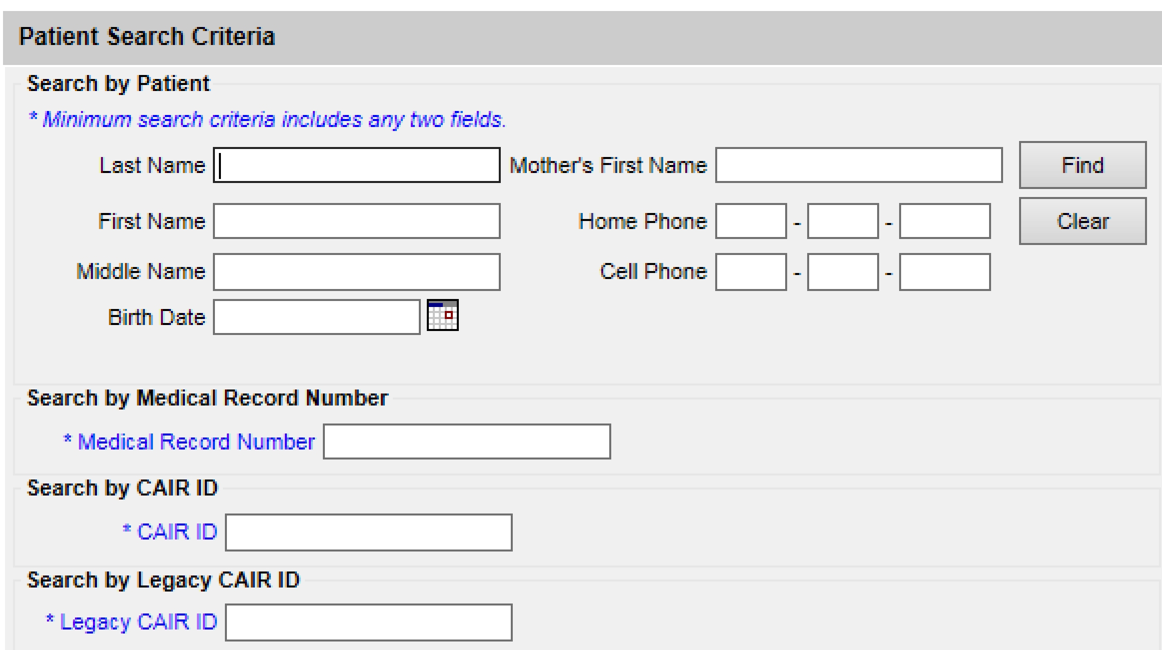
2. Announcements: Contains important information regarding enhancements and maintenance for CAIR2.
3. Release Notes: Contains information regarding new releases of CAIR2.
4. Inventory CAIR2: Consists of four tables as listed below.
    - Vaccine Order/Transfer Notification: This will display any order or transfer status.
    - Active Inventory that is Going to Expire or Expired Lots with a Quantity: Lists vaccines that are going to expire as well as lots which have expired and still have a quantity.
    - Inventory that is Running Low by Vaccine Group: Lists inventory that is nearly depleted sorted by vaccine group.
    - Inventory that is Running Low by Trade Name: Lists inventory that is nearly depleted sorted by trade name.

V. Patients

Searching Patients

To search for a patient in CAIR2:

- Click **patient search** underneath “Patients” in the menu panel.



- Enter search criteria and click **Find**.

Examples of CAIR IIS Search Criteria

A minimum search of any two fields.

Patient DOB and any combination of the following:

1. Last Name
2. First Name
3. Middle Name
4. Mother's First Name
5. Phone Number
6. Cell Phone Number

Or an exact match on:

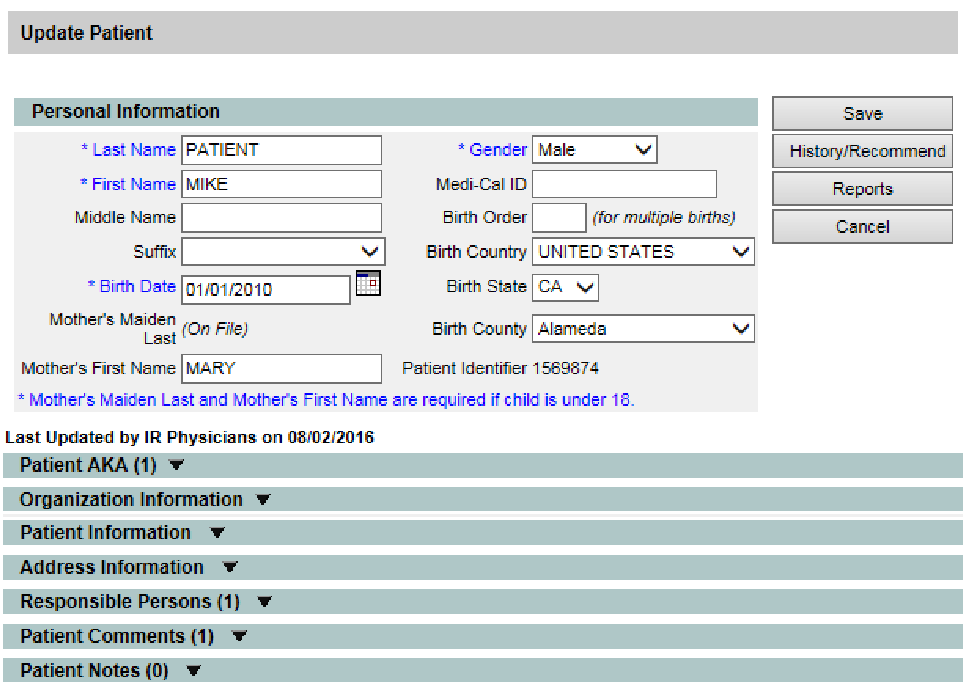
7. Medical Record Number
8. CAIR IIS ID
9. CAIR Legacy ID

- Click the Last Name hyperlink for the correct patient.

Possible Matches: 2

Last Name	First Name	Middle Name	Birth Date	Primary Patient Identifier	Mother's First	Gender	Status
MOUSE	MICKEY	JOSEPH	01/01/2010	DY-123	SARA	M	A
AKA:	MOUSE,M J						
MOUSE	MINNIE	JUNE	01/01/2010		FRANNY	F	A

- This launches the patient demographic screen.



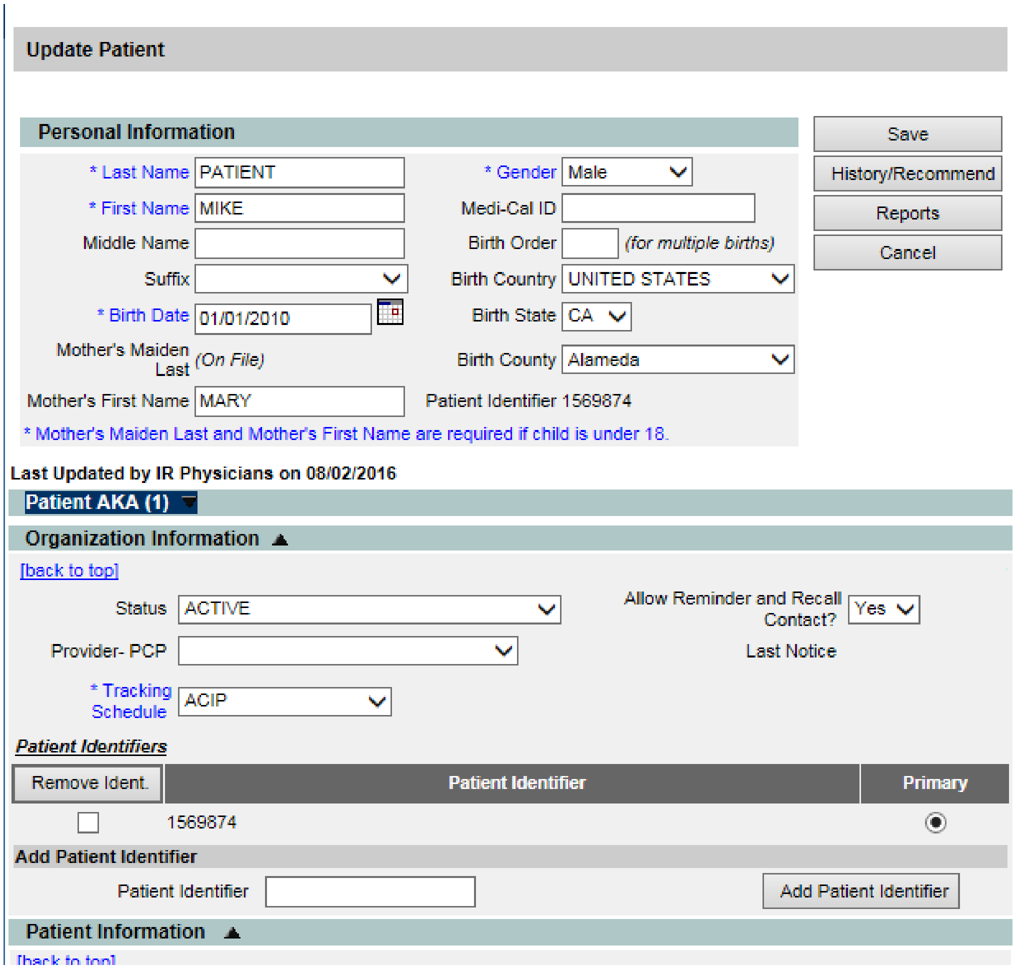
Entering Names
On all first and last names entered for patient searches, CAIR2 disregards spaces, apostrophes, and hyphens entered.

VI. Patient Demographic Screen Overview

The Patient Demographic Screen is used to update the patient's record in CAIR2. Required fields use blue text as opposed to black text and include an asterisk.

The following sections are displayed on the Patient Demographic Screen:

- Personal Information – includes key identifying demographic information related to the patient. (mother's first name and maiden name are required).
- Patient AKA – ability to add additional "Also Known As" information for specific patient.
- Organizational Information –patient status to the organization, reminder recall contact preference and ability to add in the organization's specific patient identifier.
- Patient Information – race and ethnicity is captured here, as well as disclosure and sharing information is found here.
- Address Information – capture patient address and address history.
- Responsible Persons – identification of person's associated with patient.
- Patient Comments
    - Must click the **Add Comment** button to save the comment.
    - Comments are selected from a drop-down list of common comments.
    - A **start date** is required to trigger the comment to connect with the immunization schedule.
    - If exact start date is unknown, use the current date on which the comment is being entered.
- Patient Notes
    - This is a text field for any non-sensitive information that must be noted such as, "Child has excessive fear of needles" or "Child difficult to vaccinate due to biting".
- Save: After data has been entered always click the save button and look for the confirmation at top of screen.



Additional Information:

Patient Notes should not be used for sensitive or confidential medial information. Once entered and saved, a patient note cannot be deleted by a user. Contact the Help Desk if further assistance is needed.

Saving Patient Information

It is very important to remember to save your work before leaving the screen. There are several ways to save information on the Demographic/Enter New Patient pages:

Save: When clicked, the **Save** button at the top of the page will save all information fields within each section: Personal Information, Patient AKA, Organization Information, Patient Information, Address Information, Responsible Persons, Patient Comments, and Patients Notes. Once the patient data is saved the message “Patient record successfully saved” will appear at the top of the Personal Information header.

History/Recommend: As with the Save button, the **History/Recommend** button will save all information fields. Once the information is saved the patient’s Immunization History page will display.

Reports: As with the Save button, the **Reports** button will save all information fields. Once the information is saved, the Reports Available for this Patient page will display, so that a report may be generated for the patient. Refer to the Reports and Forms, chapter 12, for more information on reports.

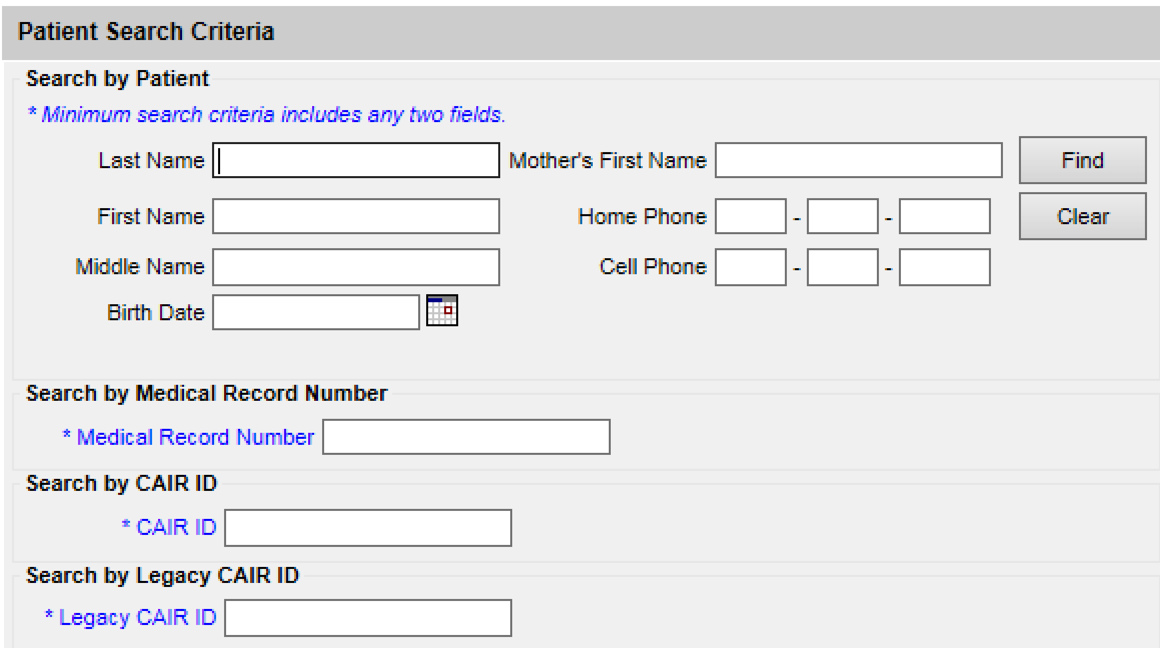
VII. Entering a New Patient

Note:

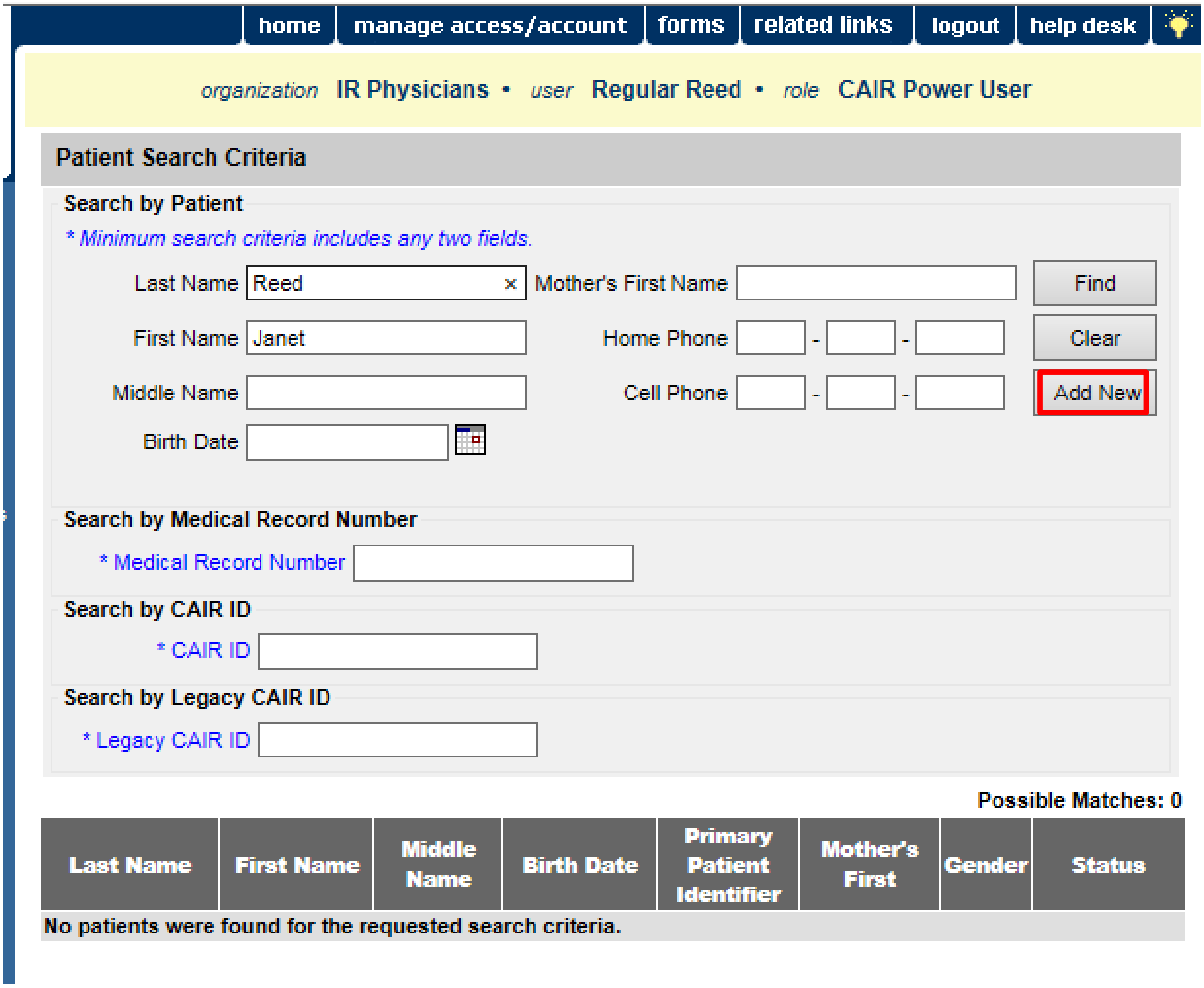
- Required fields use blue text as opposed to black text and include an asterisk.

To enter a new patient in CAIR2:

1. Click **search patient** underneath “Patients” in the menu panel.

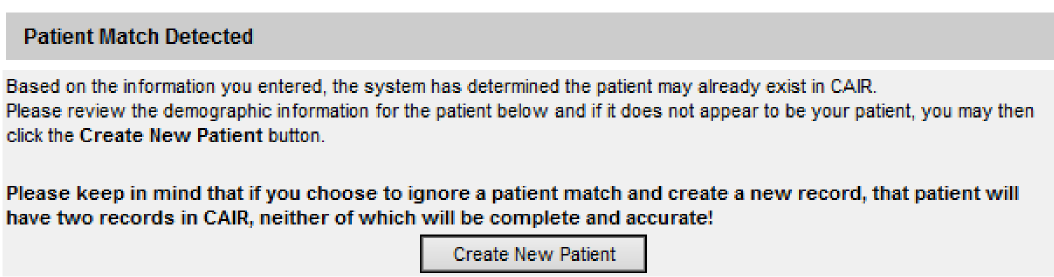


2. Enter search criteria and click **Find**.
3. If matches are found they will be listed below the search entry section of the screen.
4. If no matches are found, click **Add New.**



5. This will provide you an empty demographic screen for entry.
6. Once all the data has been entered click the **Save** button.
7. A message will display at the top of the page informing you the patient was saved successfully.

Note: If you receive a "Patient Match Detected" message, continue to step 8.



8. Review the patient information to verify the patient being entered is not listed as a patient in CAIR2.
9. If the patient information listed under "Possible Patient Matches" is the patient you are entering, click the corresponding last name. You will be taken to the Update Patient screen to update as necessary.

VIII. Immunizations

Immunization information for a specific patient may be accessed by:

- Click Search Patient under the Patients section of the menu panel. This will display the Patient Search page. For information on finding patients, refer to Chapter 8, Managing Patients. Once a patient is retrieved, click the History/Recommend button to display the patient's Immunization Record page.

The Immunization Records page holds a large amount of information on each patient in CAIR2. This page has three sections:

Patient Information

Patient Information

Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Patient ID
LIZA LOU	10/18/2010	F	ACIP	12345

Address	208 BERKELEY DRIVE, SACREMENTO, CA
Home Phone/Cell Phone	/
Comments	{1 of 3} .. 04/20/2016 ~ BEE STINGS

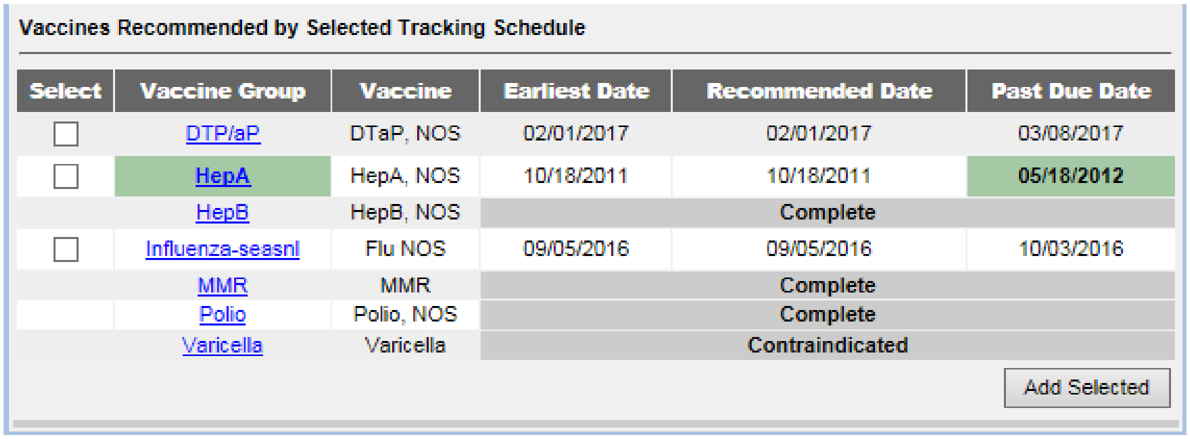
Current Age: 5 years, 9 months, 24 days

Immunization Record

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	12/18/2010	1 of 4	DTaP, NOS [DTaP, NOS ®]				Yes	
	03/01/2011	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full				
	08/08/2016	3 of 4	DTP [DTP ®]	Half	No			
HepB	10/18/2010	1 of 3	HepB-Peds [Engerix-B Peds ®]				Yes	
	03/01/2011	2 of 3	DTaP-HepB-IPV [Pediarix ®]	Full				
	08/08/2016	3 of 3	HepB-Adult [Engerix-B Adult ®]		No		Yes	
Influenza-seasnl	08/08/2016	1 of 2	Flu NOS [Influenza, NOS ®]		No		Yes	
MMR	10/01/2011	NOT VALID	MMR [MMR II ®]	Full				
	07/10/2016	1 of 2	MMR [MMR II ®]	Full				
	08/08/2016	2 of 2	MMR [MMR II ®]	Full				
Polio	12/18/2010	1 of 3	Polio, NOS				Yes	
	03/01/2011	2 of 3	DTaP-HepB-IPV [Pediarix ®]	Full				
	08/13/2015	3 of 3	Polio-Inject [Polio ®]				Yes	

Vaccines Recommended by Selected Tracking Schedule.



Vaccines Recommended by Selected Tracking Schedule

Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
☐	DTP/aP	DTaP, NOS	02/01/2017	02/01/2017	03/08/2017
☐	HepA	HepA, NOS	10/18/2011	10/18/2011	05/18/2012
	HepB	HepB, NOS		Complete	
☐	Influenza-seasnl	Flu NOS	09/05/2016	09/05/2016	10/03/2016
	MMR	MMR		Complete	
	Polio	Polio, NOS		Complete	
	Varicella	Varicella		Contraindicated	

Add Selected

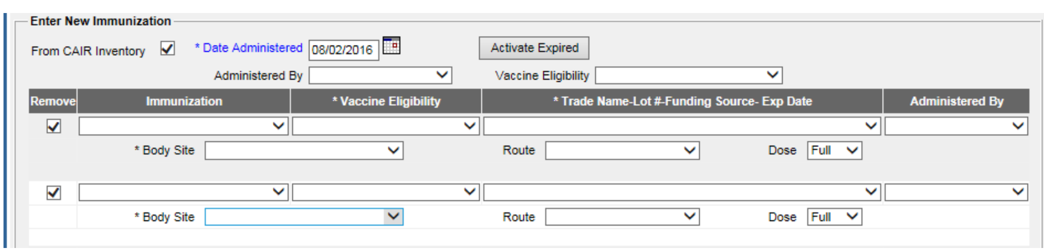
Entering Immunizations

To add new immunizations:

- To enter immunizations using the Add Selected button in the bottom right hand corner of the page, click the boxes of the appropriate immunizations under the Vaccines Recommended section and click the Add Selected button. This will bring over the selection and allow you to add specifically the shot(s) selected.

  Or.

- To enter immunizations without using the Add Selected button, click the Add New Imms button to display the Enter New Immunization page. This will allow you to choose the immunization at the antigen level for entry.
- If your practice is using the CAIR2 Inventory, click the check box From CAIR2 Inventory. This will deduct the immunization from your vaccine inventory. This will default moving forward.
- Enter the following information related to the immunization(s) being entered:



  - Click a date for the Date Administered field using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon to the right of the field. drop-down
  - You must choose an Administered By value for new immunizations by clicking the drop-down list in the Enter New Immunization section. You will be able to edit these fields for each immunization on the Record Immunizations page. These fields are set up and managed by the provider registration process. If you have specific questions related to the list please contact the CAIR Helpdesk.
  - Remove box: only check this when removing an immunization.
  - Immunization: click from the drop-down list. This action will uncheck the Remove box.
  - Vaccine Eligibility: click the appropriate vaccine eligibility for this patient's immunization. The vaccine eligibility drop-down list will display according to organization type.

- If using CAIR inventory module, select Trade Name-Lot #, Exp Date from drop down menu.
- If not using CAIR inventory module, select Trade Name, enter Lot #.
- Body Site: click the appropriate body site for the immunization. This is a required field.
- Route: click the appropriate route for the immunization. This may be defaulted for you.
- Dose: click the appropriate dose for the immunization. The dose will default to Full.

Repeat these steps for each new immunization you are entering.

- New Patient Comments: If necessary, select the appropriate comment from the drop-down list. Add an "Applies-To Date" by using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon to the right of the field. Click the Add button to add patient comment to the record. For more information on Patient Comments, see Managing Patients, Chapter 8.
- Click the Save button to save your immunization entry.

Adding Historical Immunizations

To add historical immunizations:

- To enter historical immunizations, click the **Add Historical Imms** button to display the Enter Historical Immunization page. This will allow you to choose the immunization at the antigen level for entry.

Enter Historical Immunizations

Immunization	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
DTP/aP					
HepA					
HepB					
Hib					
HPV					
Influenza-seasnl					
Influenza-H1N1					
Meningo					
MMR					
PneumoConjugate					
PneumoPoly 23					
Polio					
Rotavirus					
Td/Tdap					
Varicella					
Zoster					
				Add Details	Save Cancel

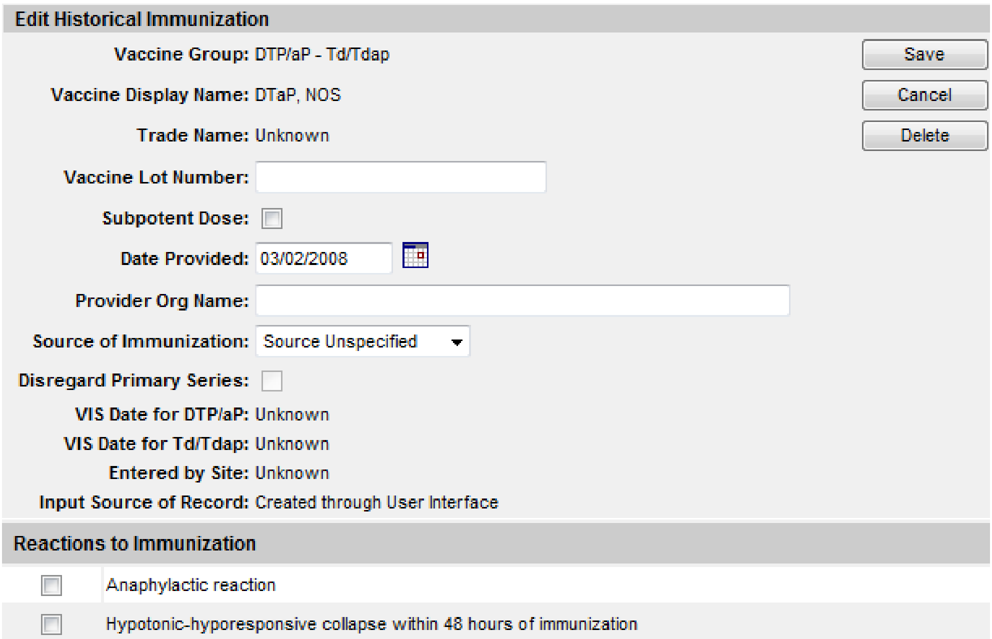
- Enter the date by the appropriate immunization. Date requires MM/DD/YYYY format.
- If the immunization is not listed in the prefilled list, the bottom option provides a drop down list to select.
- If additional details are known for that immunization you can select Add Details at the bottom of the screen.
  - Boxes are provided to enter Trade Name, Lot Number, Provider Org or update the Source Of Immunization.
- Click the Save button to save your entry.

Note: If you are entering a combination vaccine you can enter it once under one of the antigens, choose add details and designate the combination vaccine by tradename from the drop down menu.

Editing or Deleting Historical Immunizations

To edit or delete a historical immunization:

- On the Immunization Record table, select the historical vaccine record you wish to edit by clicking on the vaccine's notepad icon in the "Edit" column.



Edit Historical Immunization

Vaccine Group: DTP/aP - Td/Tdap

Vaccine Display Name: DTaP, NOS

Trade Name: Unknown

Vaccine Lot Number:

Subpotent Dose:

Date Provided: 03/02/2008

Provider Org Name:

Source of Immunization: Source Unspecified

Disregard Primary Series:

VIS Date for DTP/aP: Unknown

VIS Date for Td/Tdap: Unknown

Entered by Site: Unknown

Input Source of Record: Created through User Interface

Save

Cancel

Delete

Reactions to Immunization

Anaphylactic reaction

Hypotonic-hyporesponsive collapse within 48 hours of immunization

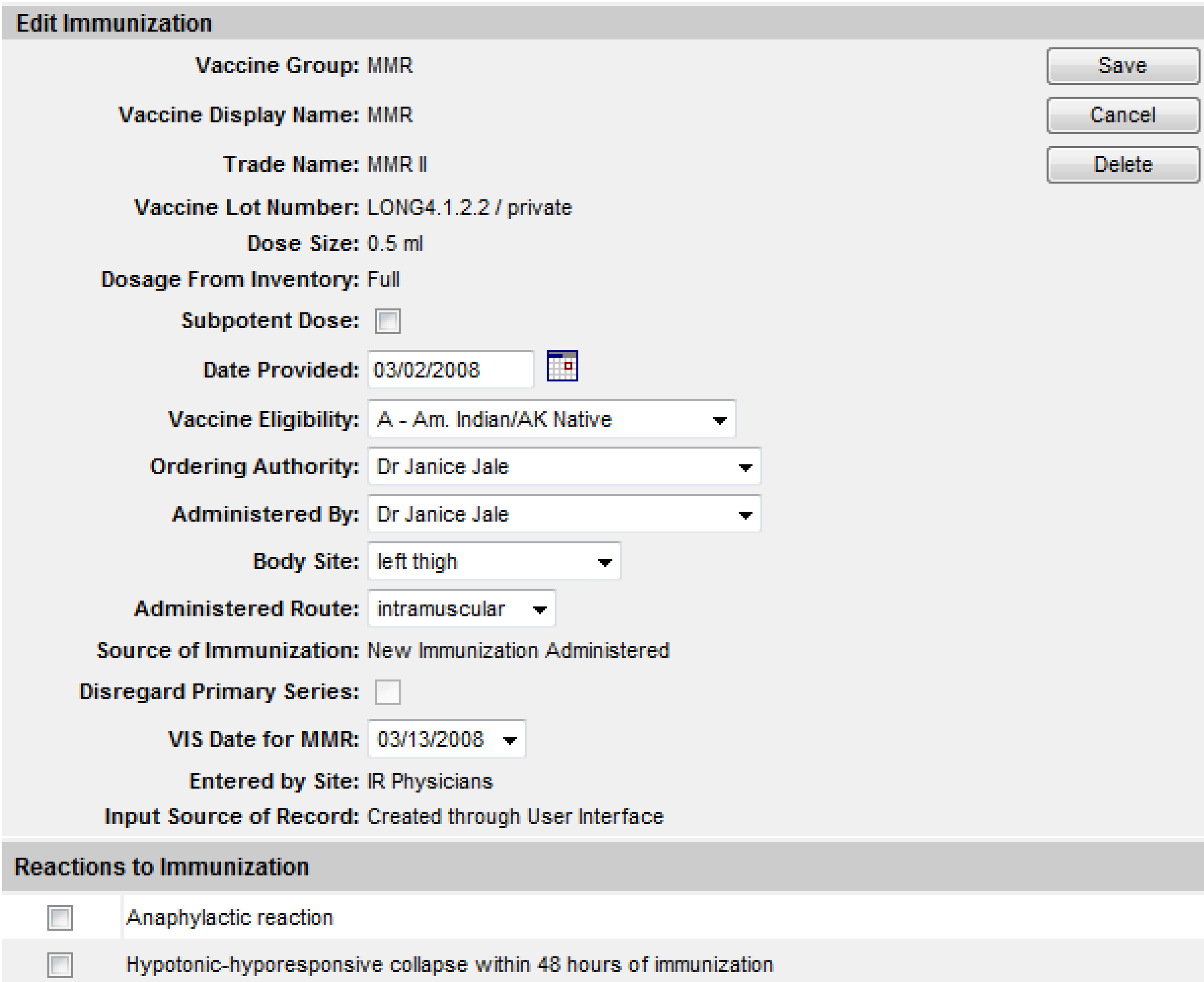
- On the Edit Historical Immunization page, you may edit information for the Vaccine Lot Number, Subpotent Dose, Date Provided, Provider Organization Name, Source of Immunization fields.
- To record a reaction to a vaccine, check the box to the left of the reaction in the Reactions to Immunization section.
- Click the **Save** button.
- To delete the historical immunization, click the Delete button.

Editing Owned Immunizations

An immunization that is not historical is one that was given out of an organization's inventory or submitted via electronic data exchange as administered. You will not be able to edit non-historical immunizations that are owned by another organization.

To edit an immunization record that is an owned immunization, administered by your organization:

- On the Immunization History table, select the vaccine record you wish to edit by clicking on the vaccine's notepad icon in the Edit column.



- To indicate a partial dosage, check the Sub potent Dose checkbox. For example, check this box if a partial dosage was administered because the needle broke, was removed too soon, due to storage and handling issue or any other reason that the dose was considered not adequate.
- Update information in the Vaccine Lot Number, Date Provided, Vaccine Eligibility, Ordering Authority, Administered By, Body Site and/or Administered Route fields on the Edit Immunization page.
- To indicate a Vaccine Information Statement (VIS) date other than the most current (default) date, click an alternate date from the drop-down list.
- To record a reaction to the immunization, check the box next to the applicable reaction.
- Click the **Save** button.

Deleting Owned Immunizations

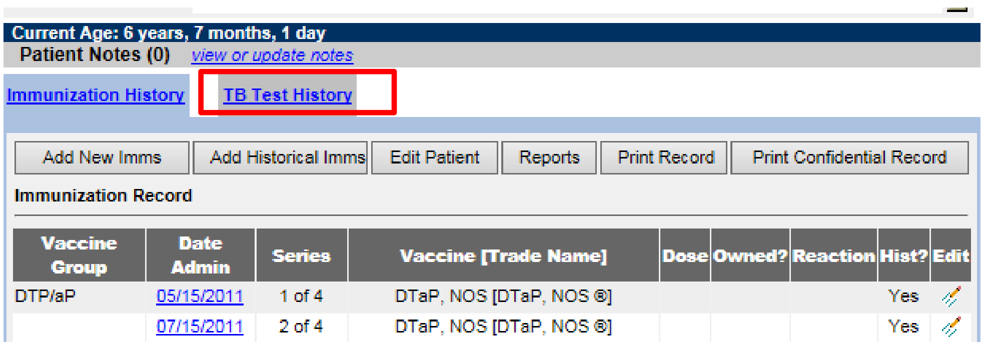
Note that you will not be able to delete non-historical immunizations that are owned by another organization.

1. On the Immunization History table, select the vaccine you wish to delete by clicking on the vaccine's notebook icon in the Edit column.
2. At the Edit Immunization page, click the **Delete** button.
3. Click the **OK** button in the confirmation box.

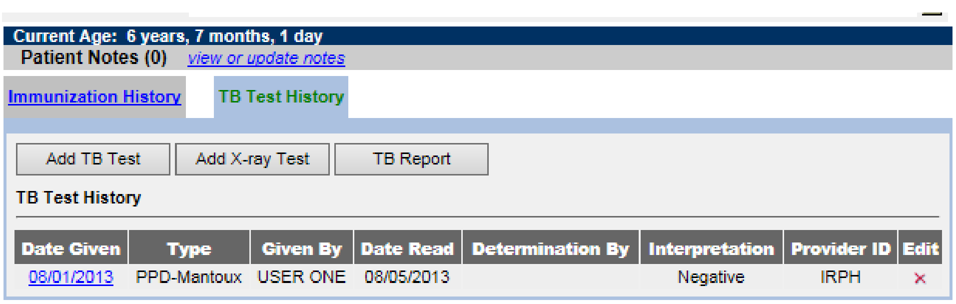
IX. Tuberculosis Test

TB Test information for a specific patient may be accessed one of two ways:

1. Click Search Patient under the Patients section of the menu panel. This will display the Patient Search page. For information on finding patients, refer to Chapter 8, Managing Patients. Once a patient is retrieved, click the History/Recommend button to display the patient's Immunization Record page.
2. From the Immunization Record Page select the **TB Test History** blue hyperlink.



3. To add TB Test click the **Add TB Test or Add X-ray Test** button**.**



4. Select the appropriate Type of Test and complete the associated data fields.

X. Patient Specific Reports

For all patients in CAIR2 , you may generate the following Patient Specific Reports:

- Immunization History Report
- Immunizations Needed/Routing Slip
- Yellow Card Report
- TB Report

Immunization History Report

The Immunization History Report displays demographics, contact information, and a detailed summary of the patient's immunization history. This report should be provided to parents and guardians, as requested. To generate the report, follow these steps:

1. From a patient's demographic or immunization history screen click the **Reports** button.
2. At the Reports Available for this Patient section, click **Immunization History Report**, this is a hyperlink.

3. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.

Patient ID: **1234567** Tracking Schedule: **ACIP**
Eligibility: **State General Funding**
Patient Name: **MIKE TEST PATIENT**
Birth Date: **10/17/2007** Gender: **Male**
8 years, 9 months, 18 days

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Mfg Code	Lot #	Bod Rt.	Bod St.	Provider of Information	Shot Giver	VIS Date	React
HepA	05/30/2008	Not Valid	HepA-Adult	Full		10101XD1	IM	LA	University Health Services	Janet Smith		
	07/30/2014	1 of 2	HepA-Adult	Full		10101XD1	IM	LA	UATParent Clinic	Janet Smith		
	05/30/2015	2 of 2	HepA-Adult	Full		10101XD1	IM	LA	University Health Services	Janet Smith		
	05/30/2016		HepA-Adult	Full		10101XD1	IM	LA	IR Physicians	Janet Smith		
	05/30/2016		HepA-Adult	Full		10101XD1	IM	LA	University Health Services	Janet Smith		
HepB	07/30/2013	Not Valid	HepB-Peds	Full		1010101010	IM	LA	IR Physicians	Janet Smith		
Influenza-seasnl	06/14/2015	Not Valid	Flu trivalent injectable pfree [Agriflu ®]	Full	NOV	897987897	IM	LA	Orgtypetest10		08/10/2010	
	06/14/2016	1 of 2	Flu trivalent injectable [AFLURIA ®]	Full	CSL	1010101	IM	LA	IR Physicians	JOSHUA HOLSTIEN	08/10/2010	

Reaction Descriptions:
No Records Found.

4. To print the report, click the printer icon on the Adobe® toolbar. Click the **OK** button in the Print dialog box.
5. To return to the Patient Reports screen, you may close the Acrobat Reader® by clicking the X button in the upper right corner of the Immunization History Report window.

Immunizations Needed/Routing Slip Report

The Immunizations Needed/Routing Slip report displays demographics, contact information, immunization record, and immunizations recommended by date according to the tracking schedule assigned to the patient. This report can be provided to parents and guardians for their records and helps to identify upcoming immunizations for their children. In addition, it provides a place for the next appointment date and organization phone number. To generate the report, follow these steps:

1. From a patient's demographic or immunization history screen click the **Reports** button.
2. At the Reports Available for this Patient section, click **Immunizations Needed/Routing Slip**, which is a hyperlink.
3. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.

Patient ID: 1234567 **Tracking Schedule:** ACIP

Patient Name (L, F, M): PATIENT, MIKE, TEST

Birth Date: 10/17/2007

Age: 8 years, 9 months, 18 days

Gender: M **Ethnicity:** Not Hispanic or Latino

Race:
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ Black or African-American
- ☐ White
- ☐ Other

Patient Comments: Allergic to Ampicillin **From Date:** **To Date:** 07/15/2016

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose
HepA	05/30/2008	Not Valid	HepA-Adult	Full
HepA	07/30/2014	1 of 2	HepA-Adult	Full
HepA	05/30/2015	2 of 2	HepA-Adult	Full
HepA	05/30/2016		HepA-Adult	Full
HepA	05/30/2016		HepA-Adult	Full
HepB	07/30/2013	Not Valid	HepB-Peds	Full
Influenza-seasnl	06/14/2015	Not Valid	Flu trivalent injectable pfree	Full

4. To print the report, click the printer icon on the Adobe® toolbar. Click the **OK** button in the Print dialog box.
5. To return to the Patient Reports screen, you may close the Acrobat Reader® by clicking the X button in the upper right corner of the Immunization History Report window.

Yellow Card

The Yellow Card is the official immunization record for patients/parents. It should be printed and given to the patient/parent at the end of each visit in which immunizations were given.

1. From a patient's demographic or immunization history screen click the **Reports** button.
2. At the Reports Available for this Patient section, click **Yellow Card Report**, which is a hyperlink.
3. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.

Yellow Card

IMMUNIZATION RECORD
Comprobante de Inmunización

Name *nombre* **MIKE TEST PATIENT**

Birthdate *fecha de nacimiento* **10/17/2007** **Sex** *sexo* **M**

Allergies *alergias*

Vaccine Reactions *reacciones de la vacuna*

History of Chickenpox *historia de varicela* **No** **Date Printed** **08/04/2016**

RETAIN THIS DOCUMENT - *CONSERVE ESTE DOCUMENTO*

VACCINE *vacuna*	DATE GIVEN *fecha de vacunación*	DOCTOR OFFICE OR CLINIC *médico o oficina*	DATE NEXT DOSE DUE *próxima vacuna*
POLIO			12/17/2007
DTP			
HIB			

CAIR ID#: 208 Med Rec#: 1234567 Page 1 of 2

VACCINE *vacuna*	DATE GIVEN *fecha de vacunación*	DOCTOR OFFICE OR CLINIC *médico o oficina*	DATE NEXT DOSE DUE *próxima vacuna*
MMR			10/17/2008
HEPB (1)HepB-Peds	07/30/2013	IR Physicians	08/27/2013
PneumoConjugate			
PneumoPolysaccharide			
VZV			10/17/2008

TB Tests *Prueba de TB*	Type*	Date Given	Given By	Date Read	Read By	Results	Interpretation
	PPD-Mantoux	06/01/2016	MIKE LOULA	06/02/2016	MIKE LOULA	Induration: 5 mm	Negative

* Only the three most recent TB tests are shown.
* If required for school entry, must be Manitoux unless exception granted by local health dept.

CHEST X-RAY: Film date: ____________ Interpretation: ☐ normal ☐ abnormal
Person is free of communicable tuberculosis: ☐ yes ☐ no
Signature/Agency: null

Parents: Your child must meet California 8 immunization requirements to be enrolled in school.
Keep this record as proof of immunization.
Su hijo debe cumplir con los requisitos de vacuna para a la escuela. Mantenga este

4. To print the report, click the printer icon on the Adobe® toolbar. Click the **OK** button in the Print dialog box.
5. To return to the Patient Reports screen, you may close the Acrobat Reader® by clicking the X button in the upper right corner of the Immunization History Report window.

TB Report

The TB History Report displays demographics, contact information, and a detailed summary of the patient's TB history. This report should be provided to parents and guardians, as requested. To generate the report, follow these steps:

1. From the TB Test History section of the patient's Immunization Record page, click the **TB Report** Button.
2. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.

TB History Report

Name: **PATIENT, MIKE, TEST**
DOB: **09/25/2007** M/F: **M**
Registry: **CAIR**
CAIR ID: **23841**
Medical Record #: **1234567**
VFC Eligibility: **317 Eligible LHD or HDAS Only**
Address: **1280 PATIENT ST, SAN FRANCISCO, CA 90210**
Phone: **() -**

Active: **Y**
Share Data: **Y**
Disclosed By: **IR Physicians on 06/21/2016**
Date Printed: **08/04/2016**
Printed For: **IRPH**

TB Test History:

Type	Date Given	Given by	Date read	Read by	Interpretation	Specific Results	Prov/Op. Cd.
Chest X-Ray	07/29/2016	MIKE LOULA			Abnormal	Free of communicable tuberculosis Signature/Agency: MIKE Comments: MIKE	IRPH
PPD-Mantoux	07/21/2016	MIKE LOULA	07/21/2016	MIKE LOULA	Positive	Induration: 2 mm Comments: MIKE	IRPH

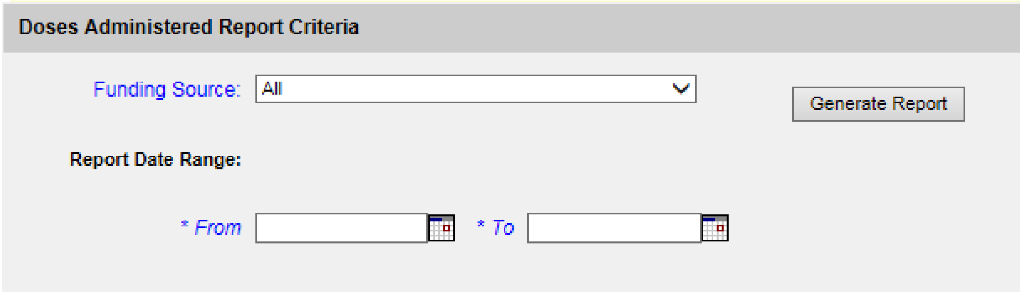
3. To print the report, click the printer icon on the Adobe® toolbar. Click the **OK** button in the Print dialog box.
4. To return to the Patient Reports screen, you may close the Acrobat Reader® by clicking the X button in the upper right corner of the TB History Report window.

XI. Clinic-level Reports

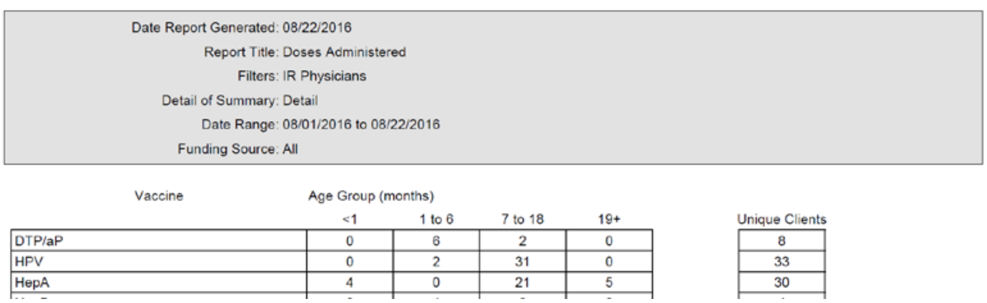
Doses Administered Report

The Doses Administered Report will provide information to doses administered during a selected time period for a specified funding source. To generate the report, follow these steps:

1. Click the Doses Administered link under the Inventory section of the menu panel.



2. Select the appropriate funding source from the drop down menu.
    a. VFC – Vaccine for Children
    b. 317 - 317 Eligible: LHD or HDAS Only
    c. SGF – State General Fund Eligibility
    d. PVT – Private
3. Enter a From date under the Report Date Range using the MM/DD/YYYY format.
4. Enter a To date under the Report Date Range using the MM/DD/YYYY format.
5. Click the **Generate Report** button.
6. The report will generate and provide a summary broken down by age group plus a detailed listing of the doses administered and to whom.



Date Report Generated: 08/22/2016
Report Title: Doses Administered
Filters: IR Physicians
Detail of Summary: Detail
Date Range: 08/01/2016 to 08/22/2016
Funding Source: All

Vaccine	Age Group (months) <1	1 to 6	7 to 18	19+	Unique Clients
DTP/aP	0	6	2	0	8
HPV	0	2	31	0	33
HepA	4	0	21	5	30

Included in the detailed listing is the following information. Data Administered, Vaccine Group, CAIR ID, Patient Name, DOB, Lot #, Expiration, Trade Name, Funding Source and Patient Eligibility.

7. To print the report, click the printer icon on the Adobe® toolbar. Click the **OK** button in the Print dialog box.