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Health and Human
Services

Texas Department of State
Health Services

ImmTrac2

Texas Immunization Registry

ImmTrac2 Overview

Welcome



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Webinar Details

1. All attendees are muted.
2. Type your questions in the webinar panel at any time.
3. Q & A will conclude the presentation.



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Resources

- DSHS website: www.immunizetexas.com
 - Click ImmTrac Registry & go to [ImmTrac2 webpage](#)
- Health Service Regions & Local Health Depts.
 - Staff received initial training to provide support
- ImmTrac Customer Support
 - Email: ImmTrac2@dshs.texas.gov
 - Phone: 1-800-348-9158



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System Requirements (1 of 2)

Reliable Internet access:

- High-speed connection preferred

Minimum hardware requirements:

- Pentium 1GHz CPU
- 512 MB RAM / 500 MB free disk space
- Screen display of 1024 x 768 resolution and 256 colors

NOTE: Confirm your IT network and security settings allow secure access to:

<https://Immtrac.dshs.texas.gov>



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System Requirements (2 of 2)

Minimum software requirements:

- Microsoft® Internet Explorer, version 11.0 or higher
- Windows® 7, 8, or 10
- Acrobat Reader® 6.0 or higher



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Texas Immunization Information System (1 of 2)

- Confidential web-based information system
- Provides consolidated immunization information for children & adults
- Specific to the state of Texas



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Texas Immunization Information System (2 of 2)

Allows health care providers to:

- View and add immunizations
- Maintain and forecast vaccines due
- Produce recall and reminder notices
- Run reports
- Reset passwords



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Help Resources



User Manual

Customer Support: 1-800-348-9158



Fax: 512-776-7790

Email: ImmTrac2@dshs.texas.gov



Online Help

Webinars (Live and Pre-recorded)



Self-guided video training



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Purpose

This presentation provides a thorough introduction to the new system, including:

- Understanding user roles
- Logging in
- Resetting passwords
- Navigating all functional areas



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User Roles (1 of 4)

Five user access levels in ImmTrac2:

- View Only Non-Providers
- Full Access Providers
- Provider Supervisor
- Modified Access Sub-state
- Full Access State



User Roles (2 of 4)

Role	Tasks	Types of Users
View Only Non-Providers	<ul style="list-style-type: none">• Search & view clients• View & print immunization records• Create student lists & print student reports• Manage own user account & reset password	Administrative staff at schools and child care facilities.
Full Access Providers	Same as View Only Non-Providers, plus: <ul style="list-style-type: none">• Add & edit client information• Add, edit & delete immunizations• Generate specific reports	Texas health care providers licensed to administer vaccines, and their staff.
Provider Supervisor	Same as Full Access Providers, plus: <ul style="list-style-type: none">• Manage users at their organization	A designated individual in the organization. (training required)



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User Roles (3 of 4)

Role	Tasks	Types of Users
Modified Access Sub-State	Same as Provider Supervisor, plus: <ul style="list-style-type: none">• Access to reports and organization information for their responsible area	Designated users at Texas Health Service Regions and Local Health Departments.
Full Access State	Highest user role to: <ul style="list-style-type: none">• Access clients, immunizations, organizations, clinicians, reports, registrations, renewals & vaccine program enrollment• Add, modify & delete information across the system.	Texas Department of State Health Services (DSHS) central office staff.



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User Roles (4 of 4)

Five user access levels in ImmTrac2:

- View Only Non-Providers
- Full Access Providers
- Provider Supervisor
- Modified Access Sub-state
- Full Access State



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Logging In (1 of 3)

- Users are assigned ONE user account.
- The user account can access one or many provider locations, or Organizations.
- Users must have three codes to log in:
 - Org Code
 - Username
 - Password



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Logging In (2 of 3)

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Training Region

Org Code:

Username:

Password:

Login

DO NOT ATTEMPT TO
LOG ON UNLESS YOU
ARE AN AUTHORIZED
USER.

Forgot Password?

ImmTrac2
Texas Immunization

HOME FORMS REGISTRATION

Hot Topics

ImmTrac2 Launches on April 3, 2017!

The much-anticipated arrival of the new Texas immunization information system (IS) is set to launch on April 3, 2017. For the latest information, go to: <http://www.dshs.texas.gov>.

[About ImmTrac](#)
[ImmTrac is a Lifetime Registry](#)
[About the Texas Vaccines for Children Program](#)
[Meaningful Use Information](#)
[Vaccine Education Online](#)

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Logging In (3 of 3)

- The Confidentiality Statement displays.
- Click the "I Agree" button to access ImmTrac2.

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State Health Services

ng Region
elcome
CoTrainer

Confidentiality Statement

I understand and agree that information entered into and contained in ImmTrac2 is confidential. I agree that I will use the information in ImmTrac2 only for the purpose for which it is intended. I acknowledge that the unauthorized disclosure of personal, identifiable information is strictly prohibited.

Immunization records may only be released to:

- the individual or the individual's legally authorized representative
- a public health district
- a local health department
- a physician to the individual
- a school or child care facility in which the individual is enrolled
- a state agency having legal custody of the individual

I verify that I am an authorized ImmTrac2 user.

I agree not to share any information that is accessible through ImmTrac2 without proper authorization.

I acknowledge that unauthorized discussion or release of the information from ImmTrac2 will expose me to civil and criminal liability under the provisions of Texas Government Code §552.352, Texas Health and Safety Code §591.022; Title 5, United States Code §552a(1); and Title 42, code of Federal Regulations, Part 2.

I agree at the end of each ImmTrac2 session, I will log out of the ImmTrac2 application and close my Internet browser.

By agreeing, I certify I have read, understood and agreed to the above statements.

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Log In Issues (1 of 4)

Incorrect information prompts a validation error message to display.

FORM VALIDATION ERROR(S)

Validation Errors

- **The Org Code, Username and Password combination is invalid.**

Ok



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Log In Issues (2 of 4)

After three unsuccessful attempts, users are redirected to the password recall screen.

DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.

Forgot Password?

Login attempt was unsuccessful. If you remember your Org Code, Username, and Password associated with your user account and wish to continue to attempt to login to ImmTrac2, re-enter the required account information and characters displayed, then click Submit. Otherwise, click the Forgot Password button to reset your password.

Org Code:

Username:

* Password

*Enter the characters exactly as displayed

CAPTCHA Image →

* Required field

Submit

↩



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Log In Issues (3 of 4)

Users have three more opportunities to log in with the CAPTCHA image.

DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.

Forgot Password?

Login attempt was unsuccessful. If you remember your Org Code, Username, and Password associated with your user account and wish to continue to attempt to login to ImmTrac2, re-enter the required account information and characters displayed, then click Submit. Otherwise, click the Forgot Password button to reset your password.

Org Code:

Username:

* Password

*Enter the characters exactly as displayed

CAPTCHA Image →

* Required field

Submit



Log In Issues (4 of 4)

After three more unsuccessful attempts, the user is directed to the Forgot Password screen.

	HOME	FORMS	REGISTRATION	RELATED LINKS
.....	User Information			
Org Code: <input type="text"/>	To reset your password, please enter your Org Code, Username, and Email address associated with your ImmTrac2 account and click Submit.			
Username: <input type="text"/>	* Org Code: <input type="text" value="TRAI1110"/>			
Password: <input type="text"/>	* Username: <input type="text" value="DE8974CO"/>			
<input type="button" value="Login"/>	* Email address: <input type="text" value="DeliaCoTrainer@TheTrainingClinic.com"/>			
DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.	* Required field			
<input type="button" value="Forgot Password?"/>	<input type="button" value="Submit"/>			



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Reset Password (1 of 5)

Enter your Org code, username, and the email address on file for your user account.

HOME	FORMS	REGISTRATION	RELATED LINKS
<p>.....</p> <p>Org Code: <input type="text"/></p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Login</p> <p>DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.</p> <p>.....</p> <p>Forgot Password?</p>	<h3>User Information</h3> <p>To reset your password, please enter your Org Code, Username, and Email address associated with your ImmTrac2 account and click Submit.</p> <div style="border: 2px solid red; padding: 5px;"><p>* Org Code: <input type="text" value="TRAI1110"/></p><p>* Username: <input type="text" value="DE8974CO"/></p><p>* Email address: <input type="text" value="DeliaCoTrainer@TheTrainingClinic.com"/></p><p>* Required field</p></div> <p>Submit</p>		



Reset Password (2 of 5)

Click the "Submit" button to receive a password reset email that is valid for 24 hours.

HOME	FORMS	REGISTRATION	RELATED LINKS
.....	User Information		
Org Code: <input type="text"/>	To reset your password, please enter your Org Code, Username, and Email address associated with your ImmTrac2 account and click Submit.		
Username: <input type="text"/>	* Org Code: <input type="text" value="TRAI1110"/>		
Password: <input type="text"/>	* Username: <input type="text" value="DE8974CO"/>		
<input type="button" value="Login"/>	* Email address: <input type="text" value="DeliaCoTrainer@TheTrainingClinic.com"/>		
DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.	* Required field		
.....	<input type="button" value="Submit"/> ←		
<input type="button" value="Forgot Password?"/>			



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Reset Password (3 of 5)

Users can enter their temporary password to log in, but must immediately create a new one.



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Reset Password (4 of 5)

Users can also click the Forgot Password button at any time.

The screenshot shows the ImmTrac2 login interface. On the left, there is a login form with fields for 'Org Code', 'Username', and 'Password', and a 'Login' button. Below the form is a warning: 'DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.' At the bottom of the form, a 'Forgot Password?' button is highlighted with a red box and a red arrow pointing to it. The right side of the page features the 'ImmTrac2 Texas Immunization' logo, navigation tabs for 'HOME', 'FORMS', and 'REGISTRATION', and a 'Hot Topics' section with a news item about 'ImmTrac2 Launches on April 3, 2017!' and several links: 'About ImmTrac', 'ImmTrac is a Lifetime Registry', 'About the Texas Vaccines for Children Program', 'Meaningful Use Information', and 'Vaccine Education Online'. A copyright notice 'Copyright © 1999 - 2017 State of Wisconsin' is visible at the bottom right.



Reset Password (5 of 5)

- Enter the password twice to save.
- Follow the password requirements.

region

HOME FORMS REGISTRATION RELATED LINKS

organization Training Clinic • user Delia CoTrainer • role Full Access Providers no/DE

Change Password

zations

Account
Account
password

User Delia CoTrainer

Username de8974co

Org Code TRAI1031

* New Password

* Confirm New Password

* Required field

Save
Cancel

Password Requirements:
Must be between 8 and 16 characters
Must have at least one of each of the following:
Upper case letter
Lower case letter
Numeric value
Special character
At least 4 characters must be different from previous password
No dictionary words including slang
Cannot reuse last 6 passwords



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Application View

After Login:

- Users assigned to only ONE organization will land on the Application home page.

home registration/renewal manage access/account forms related links logout contact us

organization Training Clinic • user Delia CoTrainer • role Full Access Providers no/DE

Training Region 3.0.1

.....

Clients
manage client
enter new client
edit consent information

Immunizations
manage immunizations

Schools
manage list
find student
check school report

Reports

announcements

NEW
03/04/2014 ~ [New Procedure Starting March 17](#)

release notes:

NEW
11/18/2015 ~ [Release Version 2.2.0 V2 Code Release](#)



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Manage Access Portal View

- Users assigned to more than one organization will land on the Portal view.
- Select the ImmTrac2 button to navigate to the Application view.

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ImmTrac2 Texas Immunization Registry

Training Region

Welcome
Delilah CoTrainer

Logout

Applications
Switch Organizations

Manage My Account
Edit My User Account
Change My Password

HOME FORMS REGISTRATION RELATED LINKS

organization Training • user Delilah CoTrainer • role Full Access Providers no/DE

ImmTrac2	Manage Access	Texas DSHS
ImmTrac2	Manage Access	Training
ImmTrac2	Manage Access	Training Clinic

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Application View (1 of 2)

To navigate back to the Portal, click the manage access/account tab in the menu bar.

The screenshot displays the ImmTrac2 application interface. At the top, a navigation menu bar contains several tabs: 'home', 'registration/renewal', 'manage access/account' (highlighted with a red border), 'forms', 'related links', 'logout', and 'contact us'. Below the menu bar, the user's current session information is shown: 'organization Training Clinic • user Delia CoTrainer • role Full Access Providers no/DE'. The main content area is divided into sections: 'announcements' and 'release notes'. The 'announcements' section features a 'NEW' tag and a date '03/04/2014' followed by a link to 'New Procedure Starting March 17'. The 'release notes' section also features a 'NEW' tag and a date '11/18/2015' followed by a link to 'Release Version 2.2.0 V2 Code Release'. On the left side of the interface, there is a sidebar menu with categories: 'Training Region 3.0.1', 'Clients' (with sub-items: manage client, enter new client, edit consent information), 'Immunizations' (with sub-item: manage immunizations), 'Schools' (with sub-items: manage list, find student, check school report), and 'Reports'.

Application View (2 of 2)



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The screenshot shows the ImmTrac2 application interface. At the top, there is a navigation bar with the following items: home, registration/renewal, manage access/account, forms, related links, logout, and contact us. Below this is a breadcrumb trail: organization Training • user Delilah CoTrainer • role Access Providers no/DE. The main content area is divided into sections: announcements (dated 03/04/2014) with a link to 'New Procedure Starting March 17', and release notes (dated 11/18/2015) with a link to 'Release Version 2.2.0 V2 Code Release'. A copyright notice at the bottom reads 'Copyright © 1999 - 2017 State of Wisconsin. All rights reserved.'.

Annotations on the screenshot include:

- A red box labeled "Menu Bar" pointing to the top navigation bar.
- A red box labeled "Menu Panel" pointing to the left sidebar menu.

The left sidebar menu (Menu Panel) contains the following items:

- Training Region 3.0.1
-
- Clients**
 - manage client
 - enter new client
 - edit consent information
- Immunizations**
 - manage immunizations
- Schools**
 - manage list
 - find student
 - check school report
- Reports**
 - generate report
 - scheduled report
- Maintenance**
 - manage clinicians
 - manage schools
- Admin Support**
 - manufacturer listing
 - trade name listing
 - vaccine group listing
 - vaccine listing
 - vaccine relationships
- Manage My Account**
 - edit my user account
 - change my password



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Functions for All Users (1 of 3)

Schools

- manage list – create & manage lists of students, or clients
- find student – search & add individuals to one or more lists
- check school report – review reports that you've generated



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Functions for All Users (2 of 3)

Admin Support

- Five information tables that display vaccine, trade name, and manufacturer data used in the system.



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Functions for All Users (3 of 3)

Manage My Account

- edit my user account – change your name, email, or phone number
- change my password – change your password at any time



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ImmTrac2 Overview

View Only Non-Providers

Menu Panel Options



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home registration/renewal manage access/account forms related links logo

organization Training Clinic • user Delilah CoTrainer • role View Only Non-P

Training Region 3.0.1

Immunizations
view client imm report
Schools
manage list
find student
check school report
Admin Support
manufacturer listing
trade name listing
vaccine group listing
vaccine listing
vaccine relationships
Manage My Account
edit my user account
change my password

Client Search
*Required Field
[Quick Search](#) ▼
[Basic Search](#) ▼
[Smart Search](#) ▼



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Client Search

- Perform a Client Search using one of the following:
 - Quick Search
 - Basic Search
 - Smart Search
- If an exact match is found, the client's immunization record will display.
- If multiple matches are found, select from the client list.



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Client Immunizations (1 of 3)

The screen has three sections:

- Client Information
- Immunization Record
- Vaccines Recommended by Selected Tracking Schedule



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Client Immunizations (2 of 3)

Client Information

Official Immunization Record Reports Cancel

Client Name (First - MI - Last) DOB Gender Tracking Schedule Client ID
 DEB ORANGE 01/01/2014 F ACIP TraiClinic-DOr2014

Provider (PCP) *Not on file*
 School *Not on file*
 Comments 03/01/2014 ~ Allergy to egg ingestion (anaphylactic)

Current Age: 3 years, 2 months, 19 days

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Disaster
DTP/aP	03/01/2014	1 of 5	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	06/01/2014	2 of 5	DTaP-HepB-IPV [Pediarix ®]	Full	No			
HepB	01/01/2014	1 of 4	HepB, NOS [HepB ®]		No		Yes	
	03/01/2014	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
Polio	06/01/2014	3 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	03/01/2014	1 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	06/01/2014	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			

Vaccines Recommended by Selected Tracking Schedule

Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
DTP/aP	DTaP, NOS	06/29/2014	08/01/2014	09/01/2014
HepA	HepA, NOS	01/01/2015	01/01/2015	08/01/2015
HepB	HepB, NOS	07/27/2014	07/27/2014	08/01/2015
Hib	Hib, NOS	04/01/2015	04/01/2015	04/01/2015
Influenza-seasonl	Flu NOS	Contraindicated		
MMR	MMR	01/01/2015	01/01/2015	05/01/2015
PneumoConjugate	PCV13	02/12/2014	03/01/2014	04/01/2014
Polio	Polio, NOS	06/29/2014	08/01/2014	08/01/2015
Varicella	Varicella	01/01/2015	01/01/2015	05/01/2015



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Client Immunizations (3 of 3)

Click buttons to access:

- Official Immunization Record
- Reports
- Cancel (returns to previous screen)

Client Information		Official Immunization Record	Reports	Cancel
Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID
DEB ORANGE	01/01/2014	F	ACIP	TraiClinic-DOr2014
Provider (PCP)	Not on file			
School	Not on file			
Comments	03/01/2014 ~ Allergy to egg ingestion (anaphylactic)			
Current Age: 3 years, 2 months, 19 days				



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ImmTrac2 Overview

Full Access Providers

Menu Panel Options



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organization Training • user Delilah CoTrainer • role Full Access Provider

Training Region 3.0.1

Clients
manage client
enter new client
edit consent information

Immunizations
manage immunizations

Schools
manage list
find student
check school report

Reports
generate report
scheduled report

Maintenance
manage clinicians
manage schools

Admin Support
manufacturer listing
trade name listing
vaccine group listing
vaccine listing
vaccine relationships

Manage My Account
edit my user account
change my password

announcements

03/04/2014 ~ [New Procedure Starting March 17](#)

release notes:

11/18/2015 ~ [Release Version 2.2.0](#) V2 Code Release

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Client Search

- Perform a Client Search using one of the following:
 - Quick Search
 - Basic Search
 - Smart Search
- If an exact match is found, the client's record will display.
- If multiple matches are found, select from the client list.



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Client Demographics (1 of 2)

Contains demographic tabs for:

- Personal information
- Consent information
- Names also known as (AKA)
- Organization information
- Address information
- Responsible persons
- Client comments
- Client notes



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Client Demographics (2 of 2)

Personal Information

* Last Name	ORANGE	* Gender	FEMALE
* First Name	DEB	SSN	- -
Middle Name		Medicaid ID	
Suffix		Birth Order	(for multiple births)
* Birth Date	01/01/2014	Birth Country	UNITED STATES
* Mother's Maiden Last (On File)		Birth State	
* Mother's First Name	MARY	Birth County	
Client Type	IC - ImmTrac Child	Client Identifier	
ImmTrac2 Client	Yes	ImmTrac2 ID	208110668
		Disaster Client	No

Last Updated by Training on 03/22/2017 by de9257co
Created by WCCHD GEORGETOWN on 02/15/2017 by de9257co

Consent Information ▼
Client AKA (0) ▼
Organization Information ▼
Client Information ▼
Address Information ▼
Responsible Persons (0) ▼
Client Comments (1) ▼
Client Notes (1) ▼

Save
History/Recommend
Edit Consent
Reports
Cancel

History Table



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Client Immunizations (1 of 3)

The screen has four sections:

- Client Information
- Client Notes & Navigation Bar
- Immunization Record
- Vaccines Recommended by Selected Tracking Schedule




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Client Immunizations (2 of 3)


Client Information  ImmTrac2 ID 208110668

Client Name (First - MI - Last) DOB Gender Tracking Schedule Client ID
DEB ORANGE 01/01/2014 F ACIP


Address/Phone 123 JJ PICKLE, AUSTIN, TX 78758

Comments 03/01/2014 ~ Allergy to egg ingestion (anaphylactic)


Current Age: 3 years, 2 months, 20 days

Client Notes (0) [view or update notes](#) 

Add New Imms Add Historical Imms Edit Client Reports Print Official Immunization Record

Immunization Record 

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Disaster	Edit
DTP/aP	03/01/2014	1 of 5	DTaP-HepB-IPV [Pediarix ®]	Full					
	06/01/2014	2 of 5	DTaP-HepB-IPV [Pediarix ®]	Full	No				
HepB	01/01/2014	1 of 4	HepB, NOS [HepB ®]		No		Yes		
	03/01/2014	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full					
Polio	06/01/2014	3 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No				
	03/01/2014	1 of 4	DTaP-HepB-IPV [Pediarix ®]	Full					
	06/01/2014	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No				

Vaccines Recommended by Selected Tracking Schedule 

Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
Select <input type="checkbox"/>	DTP/aP	DTaP, NOS	06/29/2014	08/01/2014	09/01/2014
Select <input type="checkbox"/>	HepA	HepA, NOS	01/01/2015	01/01/2015	08/01/2015
Select <input type="checkbox"/>	HepB	HepB, NOS	07/27/2014	07/27/2014	08/01/2015



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Client Immunizations (3 of 3)

Click buttons to:

- Add new or historical shot records
- Access the client demographic record
- Access client reports
- Print Official Immunization Record

The screenshot displays a user interface for client immunization management. At the top, it shows the client's current age: "Current Age: 3 years, 2 months, 21 days". Below this, there is a section for "Client Notes (1)" with a link to "view or update notes". A red rectangular box highlights a row of five buttons: "Add New Imms", "Add Historical Imms", "Edit Client", "Reports", and "Print Official Immunization Record". Below the buttons, the text "Immunization Record" is visible, followed by a table header with columns for "Vaccine" and "Date".



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System Demo

Q & A



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