

Mass Immunization Module Quick Reference Guide



Note: *imMTrax* has been updated to include a mass immunization data entry module, allowing for rapid entry of immunizations linked to managed inventory. The mass immunizations module can be used for quick entry of patient demographics and vaccination information and is fully connected with *imMTrax* and VOMS 2.0 inventory. The Mass immunization module will deduct dose-by-dose, person-by-person as entered.

How to Access the Mass Immunization Module:

1. Log into *imMTrax*
2. Select **Application**

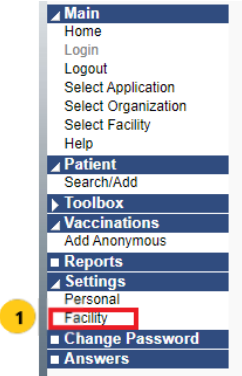


3. Select **Mass Immunization** from the drop-down menu

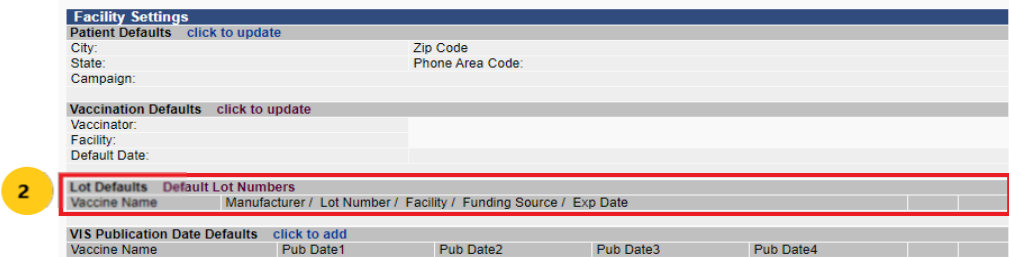


How to Set Up Facility Lot Defaults:

1. Go to **Facility** under the **Settings** menu



2. Click **Default Lot Numbers** under the **Lot Defaults** section



3. Select the appropriate active lots in your inventory that you want to have defaulted and available for selection. Click the right → arrow to select the lot.

4. Click the **Save** button at the bottom of the screen.

How to Set Up Anatomical Injection Site and Route Defaults:

1. Go to **Personal** under the **Settings** menu

2. Click the +plus sign to open the Anatomical Injection Site Defaults

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Vaccine/Med Name	Anatomical Site	Anatomical Route	Min Age	Max Age
+ Lot Defaults				

3. Select the correct vaccine in the vaccine description drop-down

4. Select the appropriate anatomical route and anatomical injection site option in the drop-down. You are able to but do not need to select both defaults.

- Note: If you default an anatomical injection site and you have a patient that receives their vaccine in a different site, you will need to correct that vaccine record in the main iWeb system.

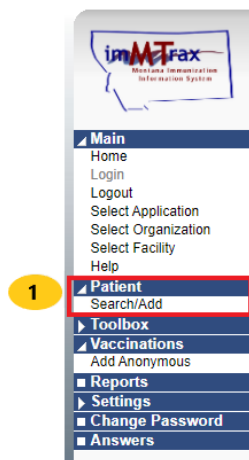
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4

Vaccine/Med Name	Anatomical Site	Anatomical Route	Min Age	Max Age
+ Lot Defaults				

Documenting a Vaccine Given (New and Existing Patients):

1. Click **Search/Add** on the left-hand menu



2. Type in First Name, Last Name, and DOB, and then select the **Search** button.
 - All three fields are required to search for a patient

Mass Immunizations
 Logged in: SARAH KEPPEN-TEST
 Organization/Facility: ABCD HEALTHCARE (80839) / IMMTRAX TRAINING CLINIC
 Date: October 29, 2020

Patient Search

Patient Information

First Name or Initial:	Mass
Last Name or Initial:	Vax
Birth Date:	09/30/2010

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- 3a. Click the --> **Select** button for the correct patient if the patient has an existing record.

Patient Search

Search Criteria
 Patients found with: First Initial = " m " and Birthday = " 09/30/2010 " OR Last Initial = " v " and Birthday = " 09/30/2010 "

Search Results
 Records Found = 1

Select	First Name	Middle Name	Last Name	Birth Date	Grd First Name	Mother's Maiden
3a <input type="button" value="-->"/>	MASS		VAX	09/30/2010	GLOBAL	

Before adding a new patient, check to make sure the patient you want to add is not listed above.

- 3b. If this is a new patient click the **Add New Patient** button

Mass Immunizations
 Logged in: SARAH KEPPEN-TEST
 Organization/Facility: ABCD HEALTHCARE (80839) / IMMTRAX TRAINING CLINIC
 Date: November 30, 2020

Patient Search

Search Criteria
 Patients found with: First Initial = " C " and Birthday = " 03/13/1953 " OR Last Initial = " V " and Birthday = " 03/13/1953 "

Search Results
 Records Found = 0

Select	First Name	Middle Name	Last Name	Birth Date	Grd First Name	Mother's Maiden
3b <input type="button" value="Add New Patient"/>						

Before adding a new patient, check to make sure the patient you want to add is not listed above.

Note: A message will display in green that says 'Before adding a new patient, check to make sure the patient you want to add is not listed above.'

- 4a. If the patient already has an *imMTrax* record, validate the patient's address is correct.

4b **Patient Address Information (Most recent record in system)**

Check this box to copy the **address information** from the most recent record to the data entry box **ONLY** if it matches what is reported on paper.

Street:	2505 ELWOOD DR.	State:	MT
City:	HELENA	Phone Number:	(406)444-1234
Zip Code:	59601	Cell Phone:	(406)444-1234
County:	LEWIS AND CLARK		

Patient Edit

First Name or Initial:	MAX	SSN:	
Middle Name:		Birth Date:	03/14/1954
Last Name:	VAX	Sex:	MALE
Race:	White	Ethnicity:	Not Hispanic or Latino
Consented:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undetermined		

Address

Street:	2505 ELWOOD DR.	City:	HELENA
Zip Code:	59601	County/Parish:	LEWIS AND CLARK Click to select
State:	MT	Phone Number:	(406)444-1234
Cell Phone:	(406)444-1234		

Guardian Info

Mother's Maiden Name:		Guardian First Name:	
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Comments

Campaign:

Tier:

Vaccinator:

➤ At the top of the screen patient's address, information will display. The address information listed pulls from the main iWeb. If this is correct, check this box: **check this box to copy the address information from the most recent record to the data entry box ONLY if it matches what is on paper.**

4b. If you are entering in vaccines for a new patient, the fields that are in red and bolded are required to save the patient and any vaccinations documented. The number of required fields to enter in a new patient is different in this module from the main iWeb to allow for quicker entry of new patients.

- Note: It is best practice to enter **all** known demographic information.
- Note: All CDC patient specific standard data fields are able to be collected
- Note: SSN should NOT be entered into *imMTrax*.

Patient Add			
First Name:	JANSSEN	Birth Date:	02/27/1980
Middle Name:		Sex:	--select--
Last Name:	VACCINE	SSN:	
Race:	White Black or African American Asian	Ethnicity:	Hispanic or Latino
Consented:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undetermined		
Address			
Street:	2021 COVID Street		
Zip Code:	59601	City:	HELENA
State:	MT	County/Parish:	LEWIS AND CLARK Click to select
Cell Phone:	(406)444-1234	Phone Number:	
Guardian Info			
Mother's Maiden Name:		Guardian First Name:	
<small>(Last Name Only)</small>			
Comments			
Campaign:	--select--		
Tier:	--select--		
Vaccinator:	VACCINATOR, MONTANA NURSE A /IMMTRAX COMMUNITY HEALTH CENTER		

5. Select the name of the staff member that administered the vaccine. This requires keeping your facility's vaccinator lists up-to-date. **If any changes are needed to your vaccinators' list you can email Sarah Keppen at sarah.keppen@mt.gov**

Campaign:	--select--
Tier:	--select--
Vaccinator:	--select-- VACCINATOR, MONTANA NURSE /IMMTRAX TRAINING CLINIC

6. Proceed to the Vaccination Add section. The current date or the date defined in the personal settings will display as the default date. The date can be changed by putting your cursor in the date box and typing the intended date.
7. Check the box next to the vaccine type administered.
8. Click the radio button to indicate the lot number administered. If there is only one active lot from that vaccine type, the lot will be automatically selected.
9. For patients that you do not currently own, you will see a checkbox with the verbiage 'do not take ownership when adding vaccinations'.
 - Note: This box has been configured to be automatically checked. If you are entering a vaccination for a patient you do not currently own but you want to follow/own, you would simply uncheck the box to take ownership of the patient. Reports are still available for all persons your facility administered doses to, regardless of current ownership.

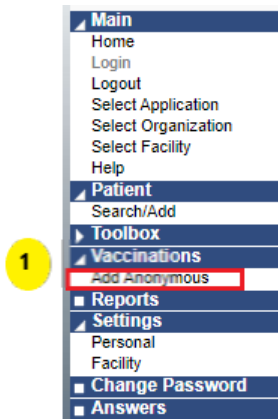
10. Select the **Save** button.

- Note: The Mass Immunization module does not have the capability to collect VFC eligibility status for a patient. If VFC-supplied lots are used and/or VFC-eligible populations served during a mass immunization event, alternate eligibility tracking methods should be used.

The screenshot shows the 'Vaccination Add' form. Callout 6 points to the 'Default Date' field containing '10/29/2020'. Callout 7 points to the 'Vaccine' dropdown menu with 'Influenza, high dose seasonal' selected. Callout 8 points to the 'Manufacturer / Lot' section where 'SANOFI PASTEUR / FLUZONE10292020' is selected. Callout 9 points to the 'Special Considerations Add' section with the checkbox 'Do not take ownership when adding vaccinations.' checked. Callout 10 points to the 'Save' button at the bottom right.

Documenting a Vaccine Given (Denied Patient Consent)

1. From the Mass Immunization module home screen click the **Add Anonymous** link on the **Vaccine** menu



2. Follow the [Add Anonymous quick reference guide](#) to account for the vaccine administered.