

**Training Checklist
For Viewing
CHILD Profile Immunization Registry**

Getting Started

- Open your web browser. In most cases this will be *Internet Explorer*.
- Type the Web Address (URL) into the Address line
 - www.childprofile.wa.gov
 - The database is a secure site.
- Save the web address as a favorite in order to avoid having to type again.
- In order to print the CIS form you must be using Adobe Acrobat 5.0 or higher.
- In order to use this system you need to ask your IT person to:
 - disable pop-up blocker for this site
 - Please **DO NOT** save your **password**.

Orientation

Homepage:

- Announcements, Helpdesk, school entry requirements, VIS statements

The Application:

- The application is not case sensitive. You may type in upper or lower case. It will be stored as upper case.
- The application will add the slash or dash to dates and brackets to phone #'s. Dates can be entered as mmddyy or mmddyyyy.
- You can move through the screen by using your tab key or mouse.
- Pressing enter means that you are ready to “execute.” If you hit enter before you have completed the necessary fields the system will remind you.
- Select arrows appear when there is a list of items to choose from.
- You move through the system by using the menu on the left. Click to select where you want to go. Do not close the screen you are on. Close reports only.
- We do not recommend routine use of the “back” arrow. However, it may be useful if a page “freezes” and allow you to return to a previous page.
- We recommend using a single click of the mouse to execute a command or when making a selection.

To Begin

- Go to the menu on the left and Click on **Login** (Found under **Home**)
 - Remember: User name + password = Login
 - Type in user name and password then hit *enter* or click on **Login** button.
 - If you have been given a temporary password the system will require you to create a new password, log out and log back in using your new password.
 - Passwords must be at least 6 characters long including one number. **Example:** happy1. User names do not change.
 - Note: For all users there will be password aging every 90 days. The system will remind you when it is time.
 - If you forget your password you can call our 1-800 # and we will reset it for you. All passwords are encrypted which means that we cannot see your current password and we will need to create a new one.

Patient Centered functions:

You must search for and select a patient before any vaccine data will be displayed.

Patient Record:

- Patient search: Type in **first** name, last name, birth date and *click* on: **Run Search**
 - If child's last name may have changed since birth, try searching by first initial of first name and birth date.
 - Sometimes data is entered with minor errors. You may add other search criteria to provide the "search engine" with more clues to finding the record.
 - Also, be aware that in Mexico, Russia and many countries outside the U.S. that birthday and month order are reversed. E.g. 3-5-99 could really be May 3, 1999 instead of March 5, 1999.
- Patient Search Results: *click* on **select arrow** next to correct name in order to open patient record
- Patient: Demographics: allows you to view limited demographic information. Please review to make certain you have selected the correct patient.
- Duplicate Records: If you think that there is a duplicate record for your student please call 1-800-325-5599. The Help desk staff will resolve it for you.

Vaccine Information:

- Vaccinations: Summary: Begin with a review of what is in the system
 - Review existing vaccine history.
 - Review vaccine forecast.

Patient Reports:

- ❑ **Patient record**
 - ❑ Patient vaccination record/summary
 - Groups vaccine by family but includes childhood vaccines only.
 - ❑ Patient vaccination record/all
 - Lists all recorded vaccine by specific name and includes adult vaccine.
 - ❑ Patient vaccination forecast
 - If vaccine history is complete will show next date vaccine is due and includes minimum valid date.
- ❑ **State reports**
 - ❑ Patient immunization detail
 - Contains fields that will display dose specific information, including manufacturer, lot#, injection site, vaccinator and VIS statement date.
 - ❑ Patient immunization forecast
 - Includes the date last dose was given and the immunization status. Reliable when vaccine record is complete.
 - ❑ CIS form
 - Called the **School Certificate**, this report can be printed directly from the system and is pre-populated with the child's name, date of birth and vaccine history. The history is limited to those vaccines that are required for school or Childcare entry and is not a complete vaccine history.