

STATE OF NORTH DAKOTA

CAMPUS COMMUNITY TRACKING IMMUNIZATION DATA TRAINING MANUAL

VERSION 8.0

Disclaimer

Written by MAXIMUS-ERP Solutions Group, May 2004.

This training manual is considered to be proprietary and confidential and may not be reproduced for any reason other than stated below without prior written consent of MAXIMUS-ERP Solutions Group.

Exclusion

This training manual has been prepared exclusively for the State of North Dakota PeopleSoft Project. Information contained within this document may be used by the State of North Dakota for the sole purpose of personnel training. Additional manuals may be reproduced and edited as needed for training. All other uses are prohibited without prior written consent from MAXIMUS-ERP Solutions Group.

Copyright © 2004 MAXIMUS-ERP Solutions Group, Inc. All Rights Reserved.



TABLE OF CONTENTS

TRACKING IMMUNIZATION DATA.....	1
Overview	1
Objectives	1
Tracking Immunization Data Business Process Flow.....	2
Walkthrough – Tracking Immunization Data.....	3

TRACKING IMMUNIZATION DATA

OVERVIEW

Use codes in your system to enter and track an individual's immunization data.

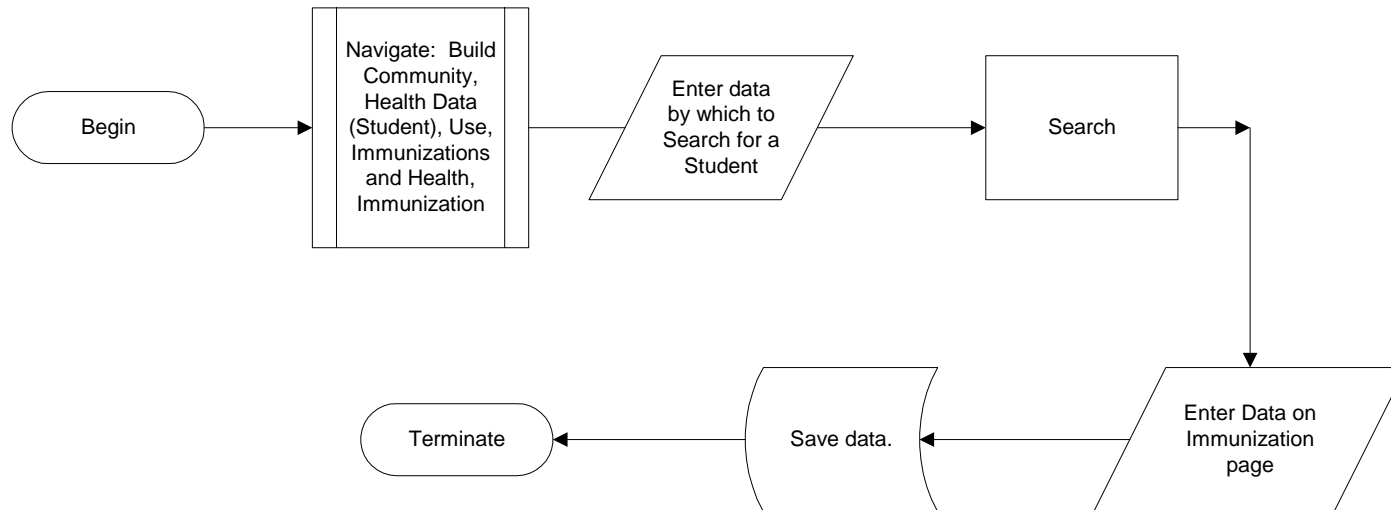
OBJECTIVES

After completing this section, you will be able to:

1. Enter immunization for an individual.

TRACKING IMMUNIZATION DATA BUSINESS PROCESS FLOW

This business process is used to enter and track immunization data for an individual.



WALKTHROUGH – TRACKING IMMUNIZATION DATA

1. **Navigation:** Home > Build Community > Health Data (Student) > Use > Immunizations and Health > Immunization

Immunizations and Health

Find an Existing Value

ID:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

2. Find an Existing Value

- a. Enter the values by which you would like to search. ID, Last Name, First Name, or National ID (SSN).
- b. Click **Search**. A list of values that meet your search criteria will be displayed.
- c. Click on the student you wish to update.
- d. The **Immunization** page is displayed.

Immunization | Health Test

ID: _____

Immunizations View All First 1 of 1 Last

*Immunization: *Immunization Number: 1

Date Taken: Expiration Date:

Date Received: *Immunization Status: Unknown

Comment:

Immunization Criteria View All First 1 of 1 Last


*Criteria Number: Does Not Apply Test Taken Test Not Taken

Description:

Date Taken: Expiration Date:

Date Received: Immunization Status:

[Immunization | Health Test](#)

3. **Immunization:** Select the immunization (from the Immunization Table page) that this individual has received.
4. **Immunization Number:** The number of this immunization on the list of immunizations for this individual. The system displays the next sequential number for each immunization that you add. You can override the number to reorder the list of immunizations.
5. **Date Taken:** Enter the date the immunization occurred.
6. **Expiration Date:** Enter the date the immunization expires.
7. **Date Received:** Enter the date the immunization record was recorded.
8. **Immunization Status:** Select the status of this immunization: **Complete, Not On File, or Partial.** Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values could require substantial programming effort.
9. **Comments:** Enter comments to further identify or describe the immunization or health test.
10. **Immunization Criteria:** When criteria are associated with this immunization on the Immunization Table page, the system displays the criteria data in this group box.
11. Click **SAVE** to commit your changes to the database.
12. To add additional immunization records, click  on the Immunization row. Repeat the process of completing the required fields as defined above.