Immunizations

User Guide

Last Updated May 18, 2017

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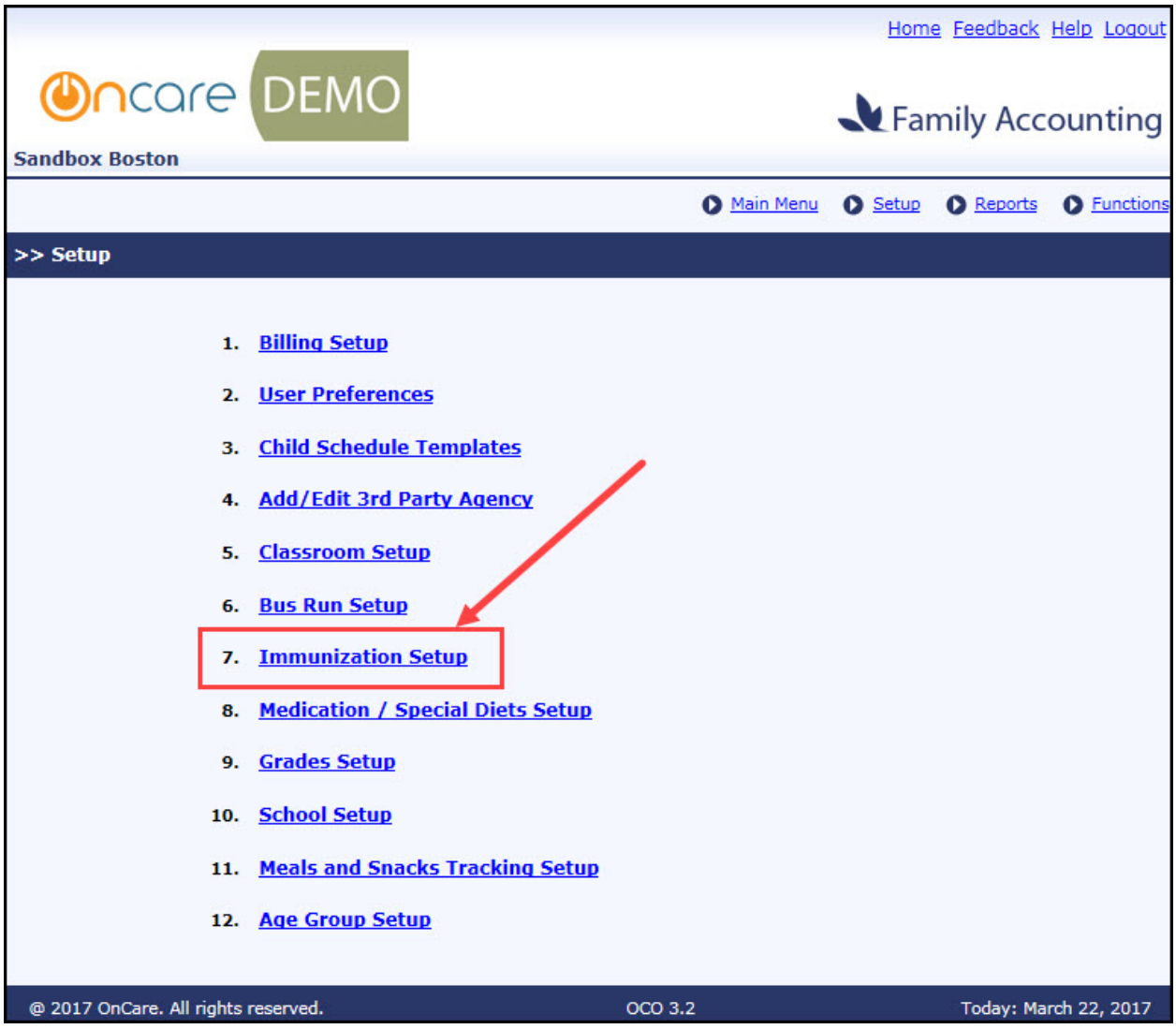
1 Introduction

This User Guide gives details of immunization setup, methods and various other features related to child and staff immunization records.

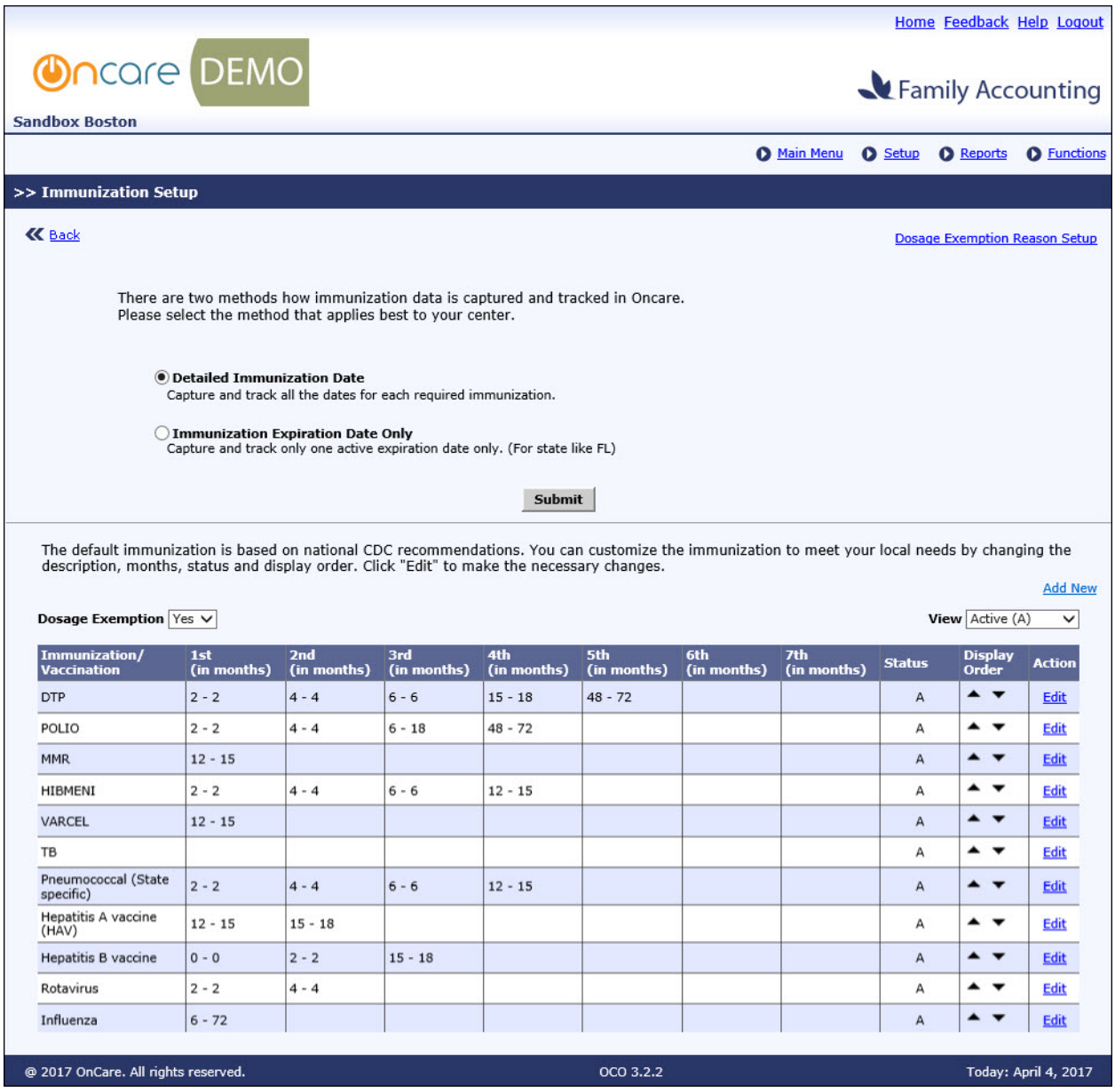
2 Child Immunization

2.1 Immunization Setup

Immunization setup option is available under the **Setup** Menu.



Setup Page



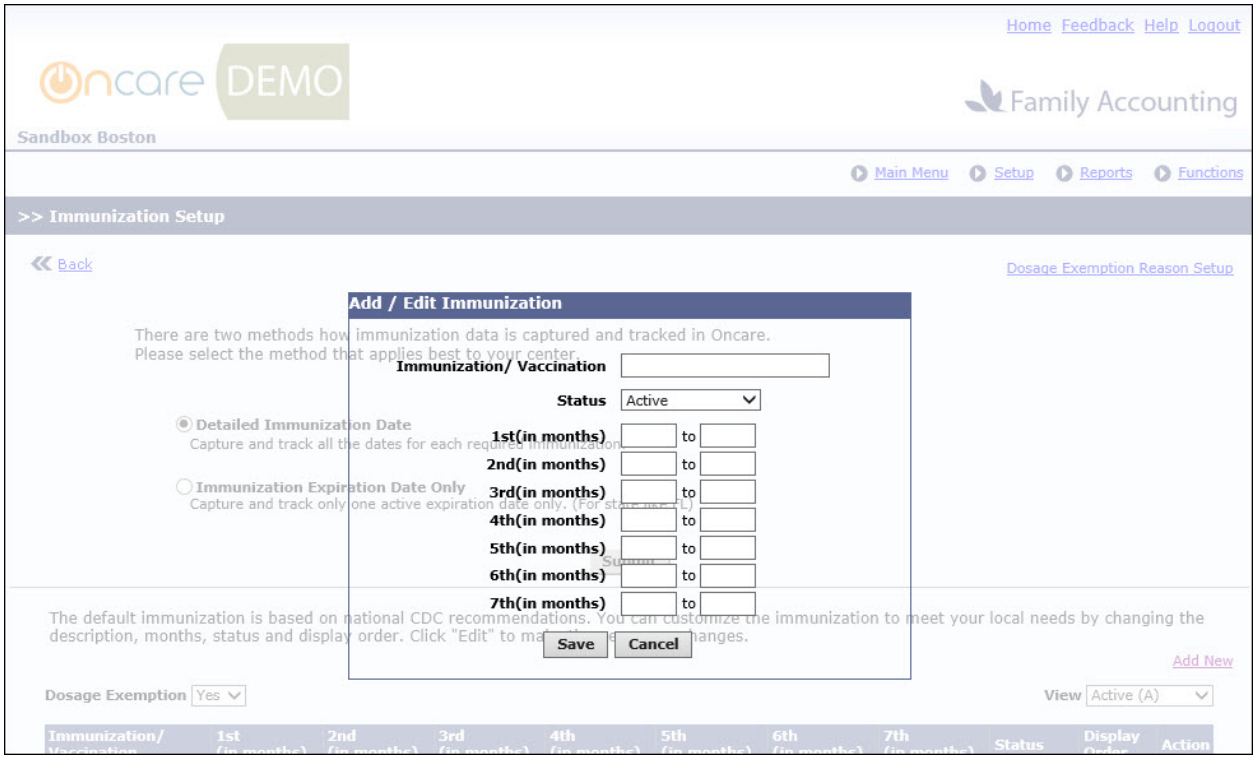
Immunization Setup Page

The immunization recommendations by the CDC are displayed by default. Please contact Client Support at clientsupport@oncarecloud.com if a new immunization needs to be created.

Note: Dosage exemption by default is 'No'.

2.1.1 Add/Edit Immunization

Click Add New or Edit in the 'Immunization Setup Page'.



Add / Edit Immunization Pop-up

Enter/update the immunization's details and click **Save**.

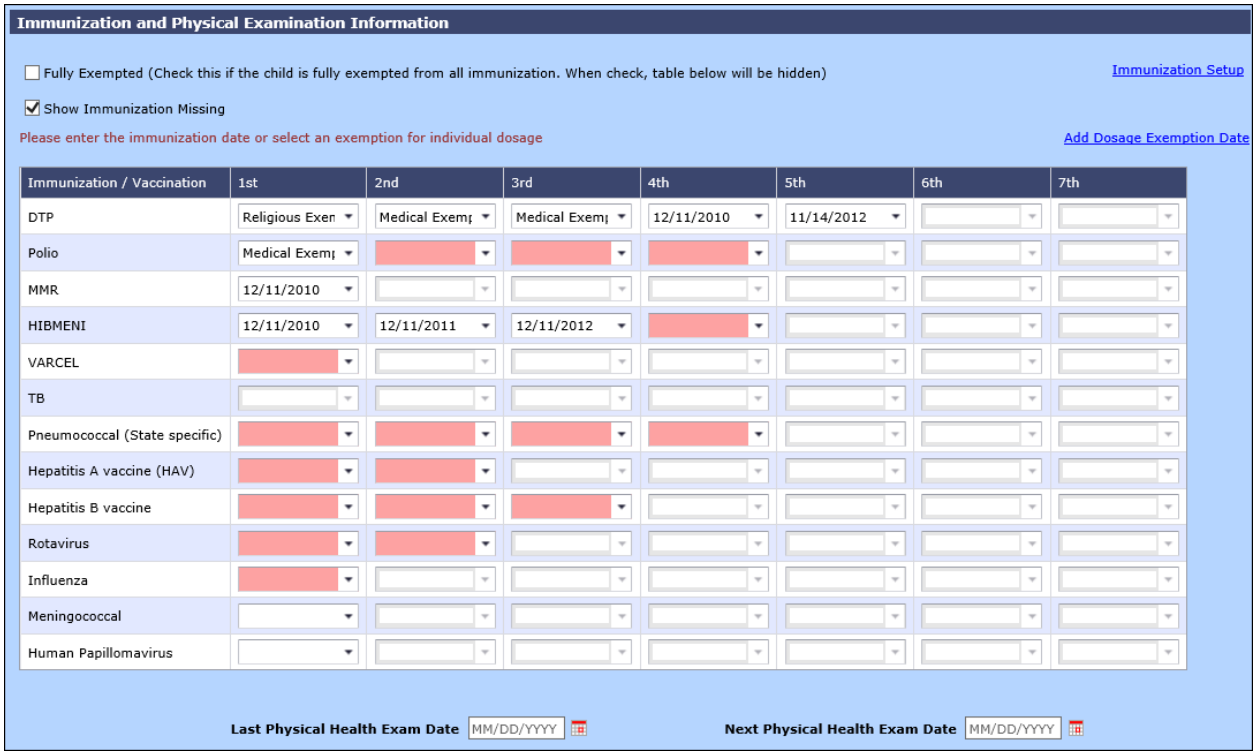
2.1.2 Capturing Methods

There are two methods of capturing the immunization data in OnCare:

1. Detailed Immunization Date
2. Immunization Expiration Date only

2.1.2.1 Detailed Immunization Date

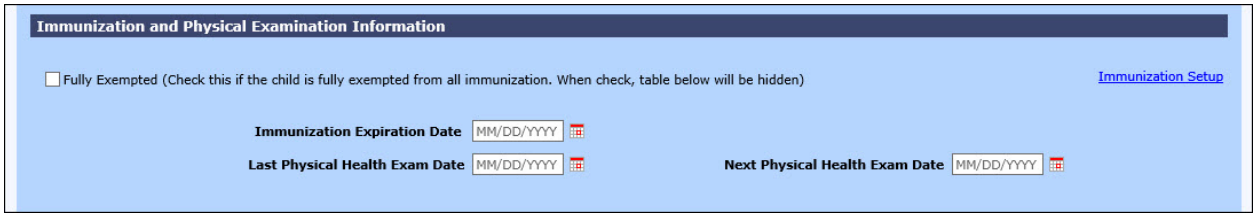
This method helps to capture and track all the dates (dosage) of the required immunization for the child.



Child Info Page – Detailed Immunization Date

2.1.2.2 Immunization Expiration Date Only

This method enables tracking-only of one active expiration date



Child Info Page – Immunization Expiration Date Only

Here the user just needs to enter the 'Immunization Expiration Date'.

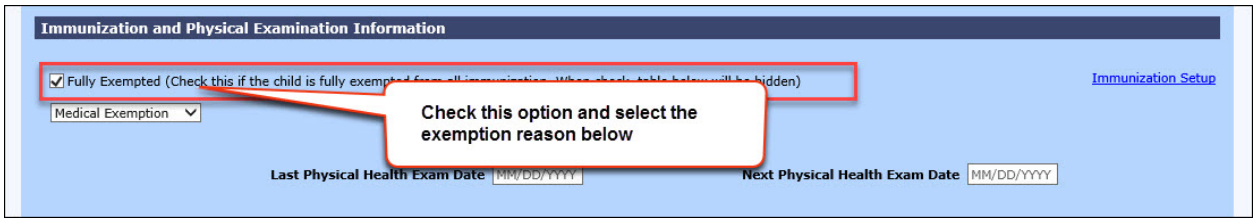
2.2 Immunization exemption

A child can be exempted from the immunization. It can be either at the child level or dosage level.

2.2.1 Exemption at Child Level

This option will completely exempt the data capture of immunizations of a child.

To enable this feature, select the “Exemption” option in the child info page.



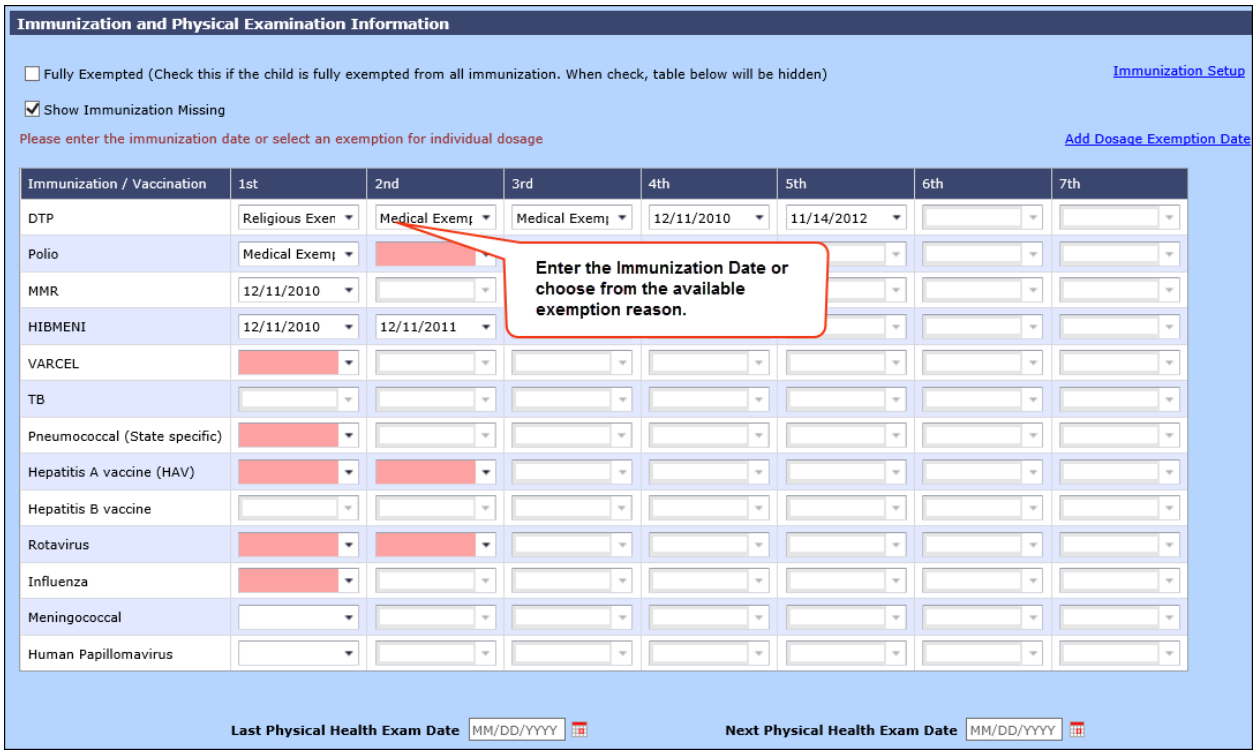
Child Info Page – Child Level Exemption

2.2.2 Exemption at Dosage Level

This option enables to exempt the immunization at dosage level. User can choose the relevant dosage and mark it as exempted with specific reason.

To enable this feature, select the ‘Dosage Exemption’ option as ‘Yes’ in the Immunization Setup page.

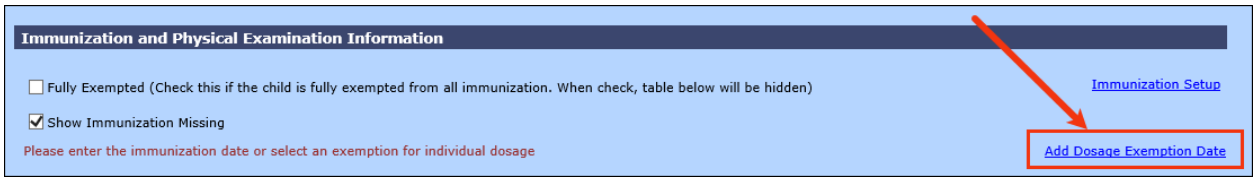
2.2.2.1 Add Dosage Exemption Reason



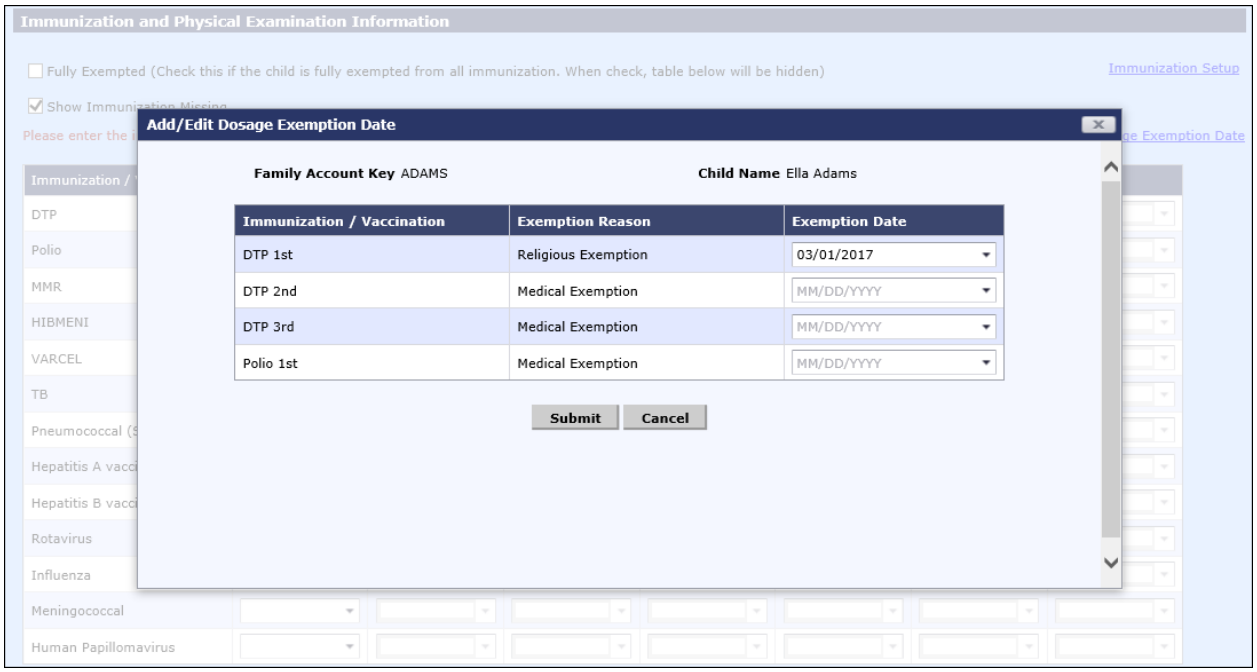
Child Info Page – Dosage Level Exemption

2.2.2.2 *Add Dosage Exemption Date*

Click ‘Add Dosage Exemption Date’ in the Immunization section of Child Info page to add the date when the respective dosage exemption was received:



Add Dosage Exemption Date 1



Add Dosage Exemption Date 2

Select the exemption date for the respective Immunization dosage that has been exempted and click **Submit**.

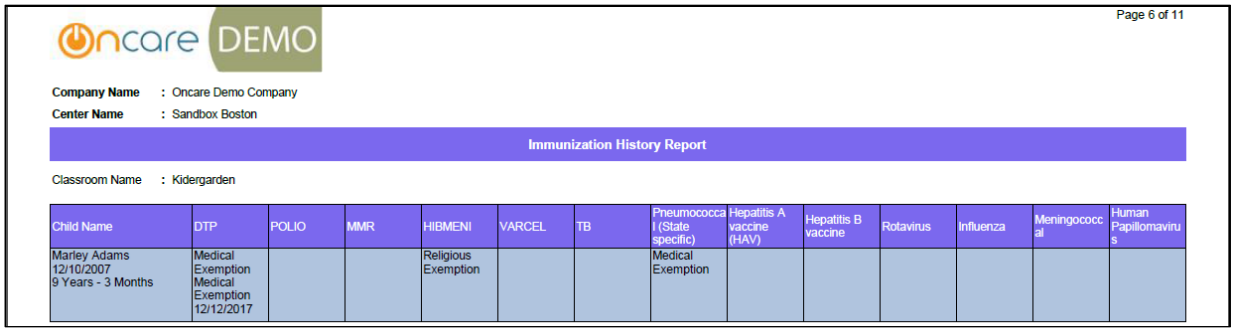
2.3 Reports

2.3.1 Child Immunization / Physical Health Exam Report

The following reports will display the immunization details of the Children.

2.3.1.1 Immunization History Report

This report will display the dates on which specific immunization dosage was given to the child.



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Company Name : Oncare Demo Company
Center Name : Sandbox Boston

Immunization History Report

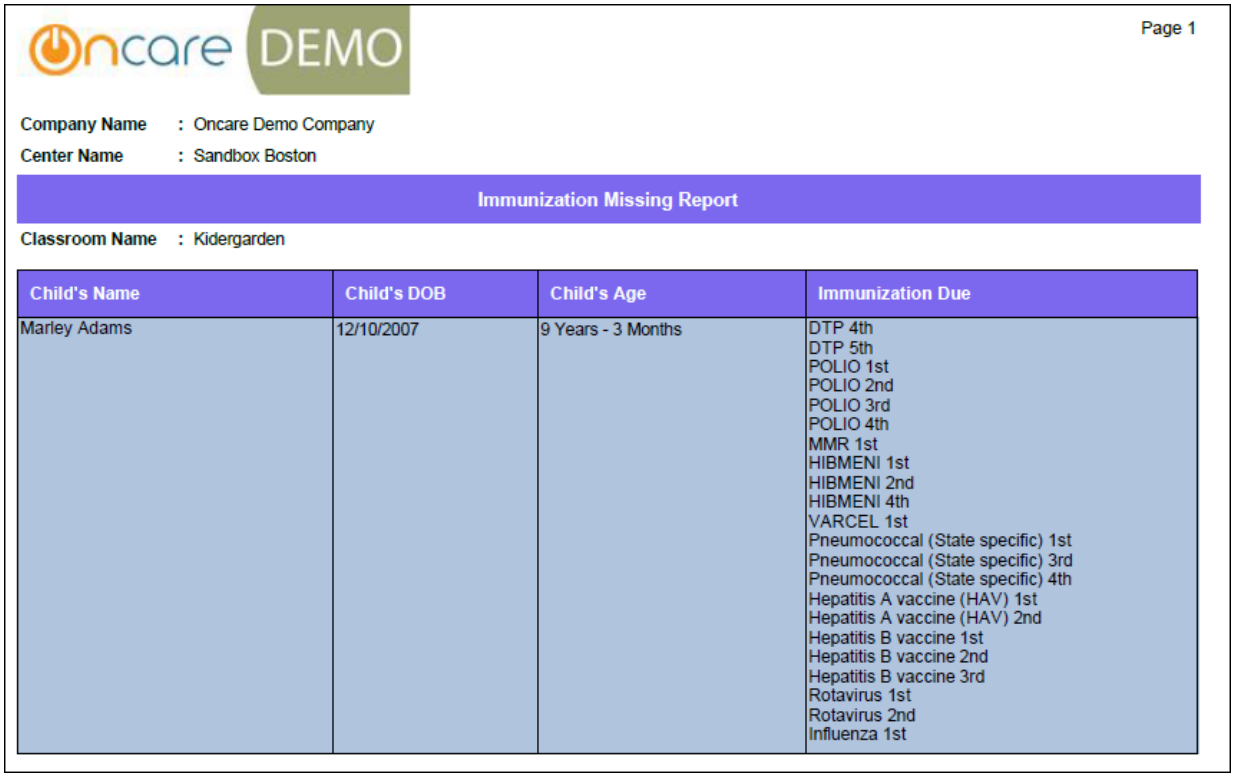
Classroom Name : Kidergarden

Child Name	DTP	POLIO	MMR	HIBMENI	VARCEL	TB	Pneumococcal (State specific)	Hepatitis A vaccine (HAV)	Hepatitis B vaccine	Rotavirus	Influenza	Meningococcal	Human Papillomaviruses
Marley Adams 12/10/2007 9 Years - 3 Months	Medical Exemption Medical Exemption 12/12/2017			Religious Exemption			Medical Exemption						

Immunization History Report

2.3.1.2 Immunization Missing Report

This report will display the immunization dosages that are missing for the respective children.
Note: The exempted dosages will not be shown here as missing.



Page 1

Company Name : Oncare Demo Company
Center Name : Sandbox Boston

Immunization Missing Report

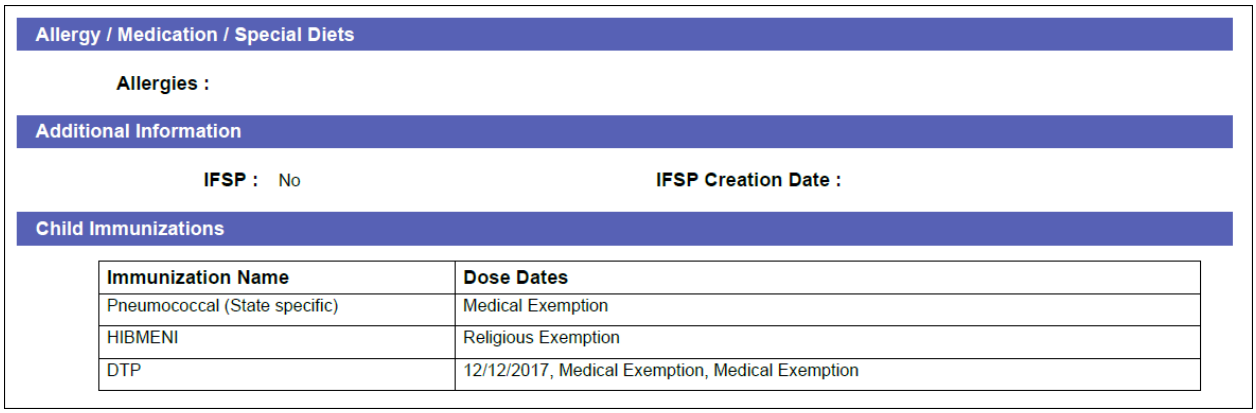
Classroom Name : Kidergarden

Child's Name	Child's DOB	Child's Age	Immunization Due
Marley Adams	12/10/2007	9 Years - 3 Months	DTP 4th DTP 5th POLIO 1st POLIO 2nd POLIO 3rd POLIO 4th MMR 1st HIBMENI 1st HIBMENI 2nd HIBMENI 4th VARCEL 1st Pneumococcal (State specific) 1st Pneumococcal (State specific) 3rd Pneumococcal (State specific) 4th Hepatitis A vaccine (HAV) 1st Hepatitis A vaccine (HAV) 2nd Hepatitis B vaccine 1st Hepatitis B vaccine 2nd Hepatitis B vaccine 3rd Rotavirus 1st Rotavirus 2nd Influenza 1st

Immunization History Report

2.3.2 Family Information Sheet / Family Notes Report

This report will display the complete details of a family, which also includes the child immunization dates.



Allergy / Medication / Special Diets

Allergies :

Additional Information

IFSP : No **IFSP Creation Date :**

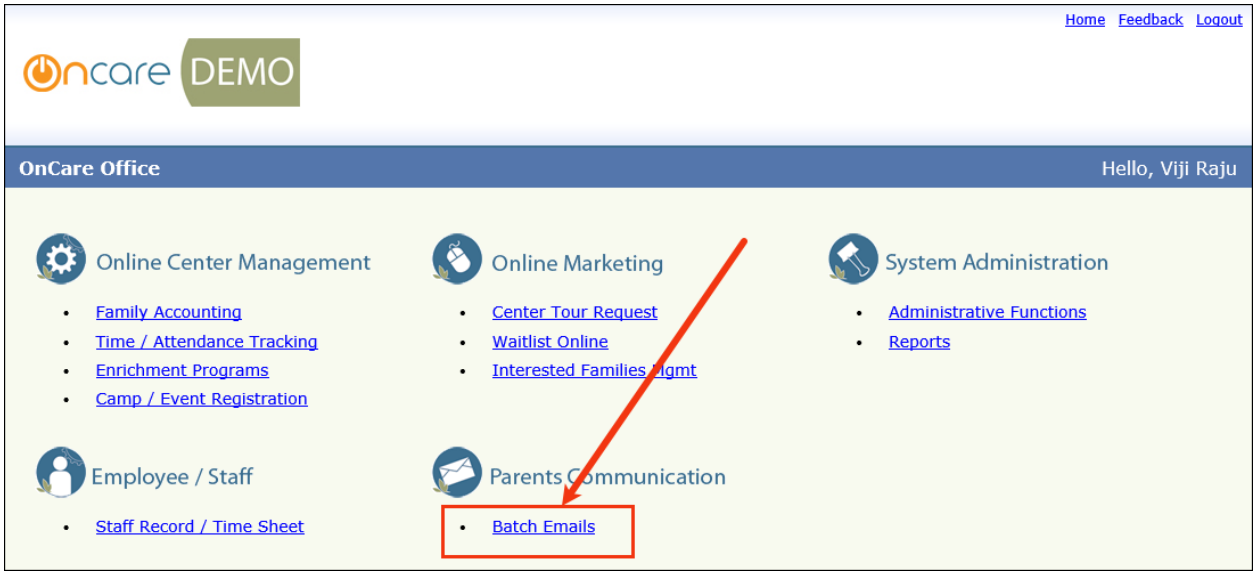
Child Immunizations

Immunization Name	Dose Dates
Pneumococcal (State specific)	Medical Exemption
HIBMENI	Religious Exemption
DTP	12/12/2017, Medical Exemption, Medical Exemption

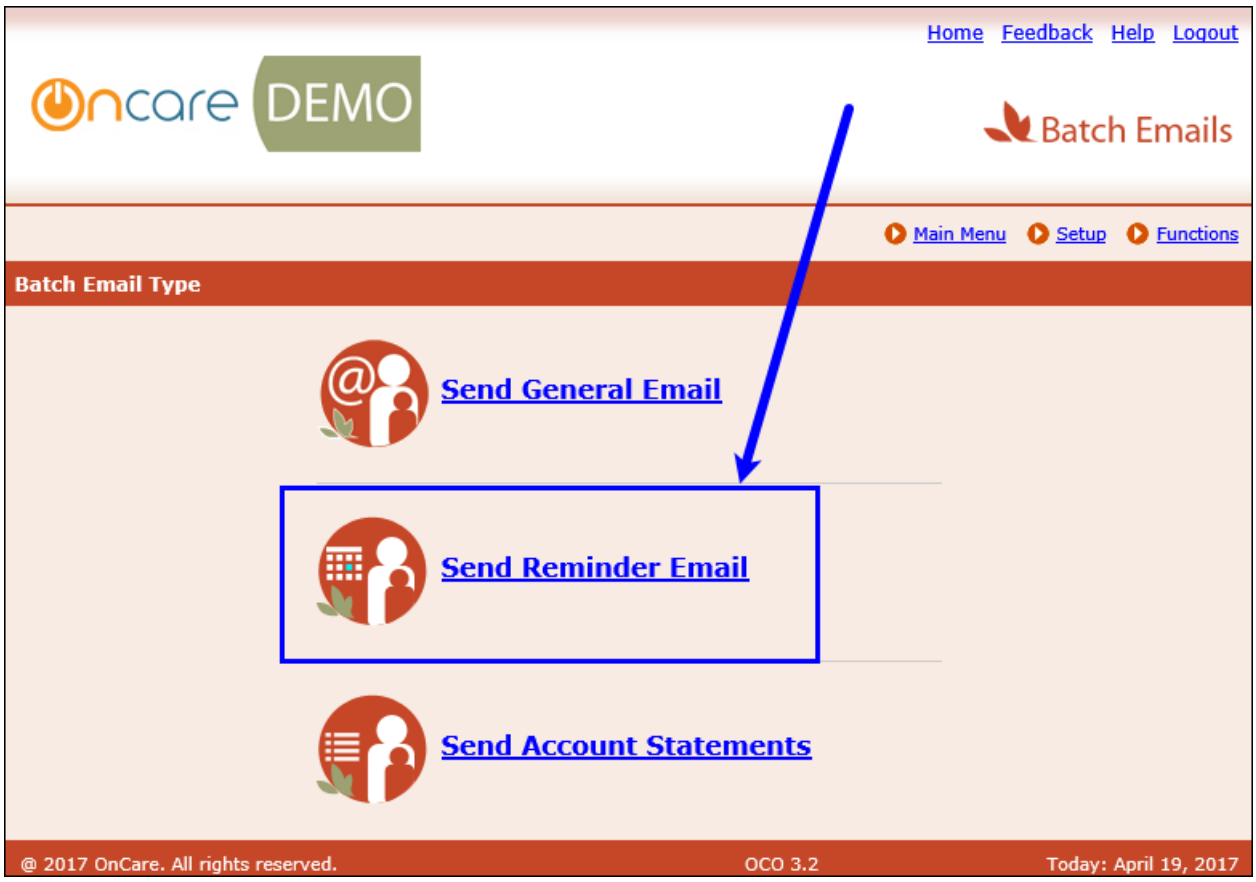
Family Information Sheet

2.4 Send Reminder Email

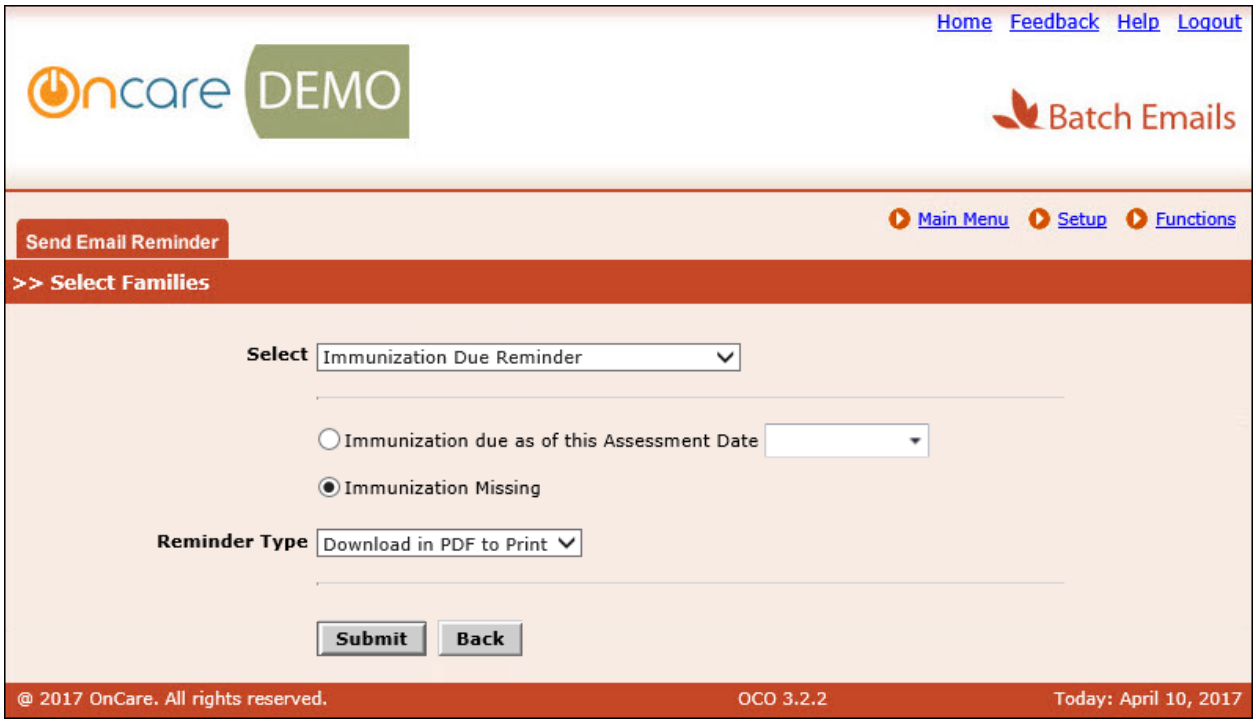
This feature is available under the 'Batch Email' module. It helps to send reminder emails to the families on the Immunization Due Date or to download the information for a print-out to give to families.



OnCare Home Page



Batch Email Page



Send Email Reminder Page

Select 'Immunization Due Reminder' option and search families based on **Immunization Missing** or **Immunization due on** a specific date.

Here the user has 2 options:

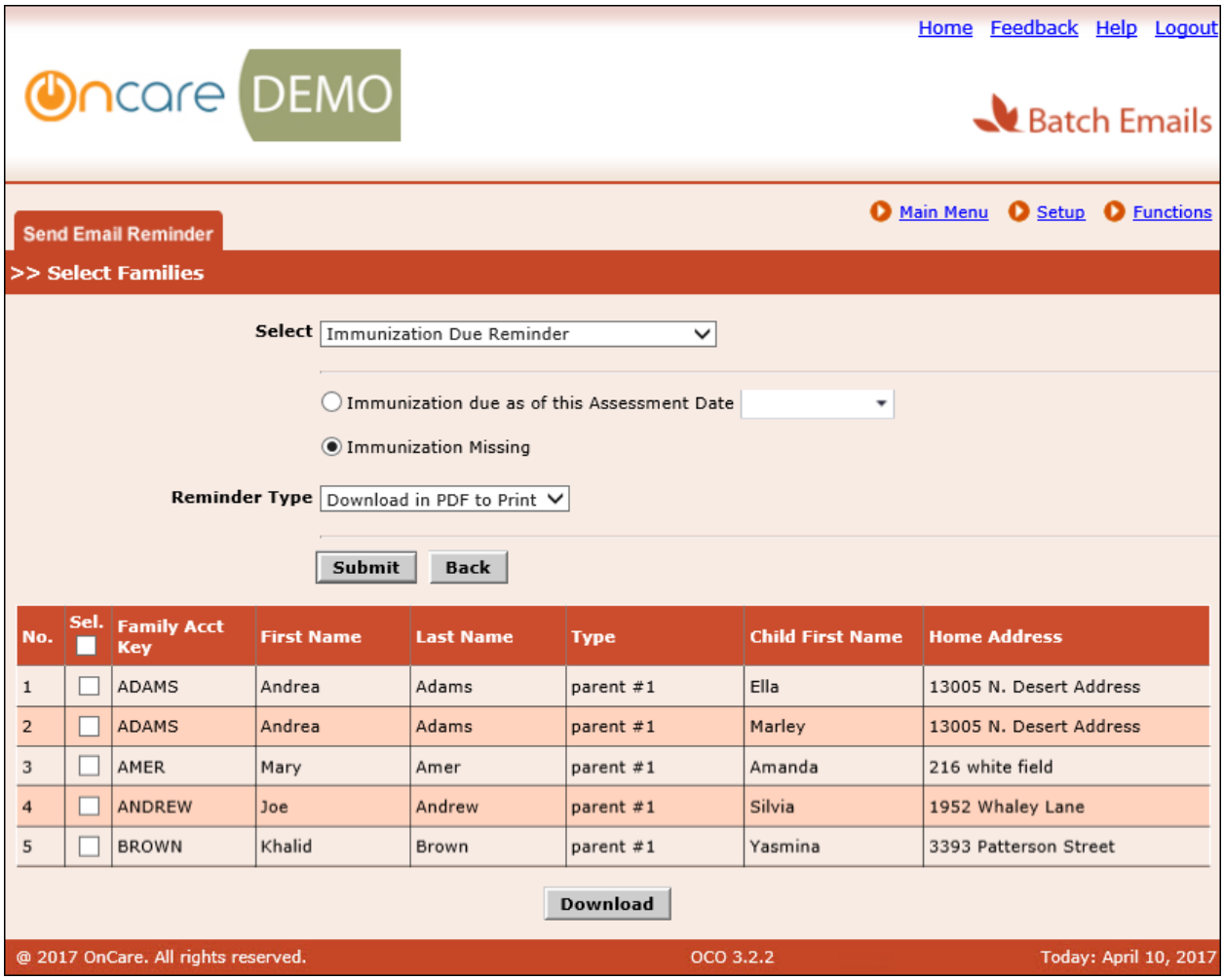
1. Download Reminder in PDF to Print
2. Send Reminder via Email

2.4.1 Download Reminder in PDF to Print

This option helps the user to download the reminder email in PDF format and print it.
Select the reminder type as 'Download in PDF to Print' and click **Submit**.

The families will be listed based on the below logic:

1. Here the families will be listed based on the 'Home Address'.
2. If the parents have different home address, then both will be listed here.
3. If both the parents in the family have the same home address then only the Sponsor will be listed here.
4. If any of the parent's address field is blank, then the parent with an address will only be listed here.



Download in PDF to Print

Select the relevant families to download the email reminder in PDF to print them, and click **Download**.

Oncare DEMO

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Sandbox Boston
111, Test Street
Oregon, OR 95023

Monday, April 17, 2017

Assessment Date: 04/17/2017

Taesha Parsons
13012 N. Desert Address
Queen Creek, AR 85755

This letter is to inform you that **Sandbox Boston** needs additional immunization information for **Serene Parsons**.

Oregon law requires every child in a school or children's facility to have up-to-date immunizations unless she has a medical or nonmedical exemption on file.

All schools and child care providers must keep an up-to-date Certificate of Immunization Status (CIS) on file for each child. Parents need to inform **Sandbox Boston**, in writing, when your child receives additional immunizations.

According to our record, your child's CIS form shows the following shots are needed:

1. **DTP #1,#2,#3,#4,#5**
2. **Polio #1,#2,#3,#4**
3. **MMR #1**
4. **HIBMENI #1,#2,#3,#4**
5. **VARCEL #1**
6. **Pneumococcal (State specific) #1,#2,#3,#4**
7. **Hepatitis A vaccine (HAV) #1,#2**
8. **Hepatitis B vaccine #1,#2,#3**
9. **Rotavirus #1,#2**
10. **Influenza #1**

Sincerely,

Oncare Demo Company

Sandbox Boston
111, Test Street
Oregon, OR 95023

Child Name: Serene Parsons

Parent / Guardian: Please fill out the date the shot was given and sign and date at the bottom	
DTP #	Date:
Polio #	Date:
MMR #	Date:
HIBMENI #	Date:
VARCEL #	Date:
TB #	Date:
Pneumococcal (State specific) #	Date:
Hepatitis A vaccine (HAV) #	Date:
Hepatitis B vaccine #	Date:
Rotavirus #	Date:
Influenza #	Date:
Meningococcal #	Date:
Human Papillomavirus #	Date:
Name:	**Signature of the Parent / Guardian:** **Today's Date:**

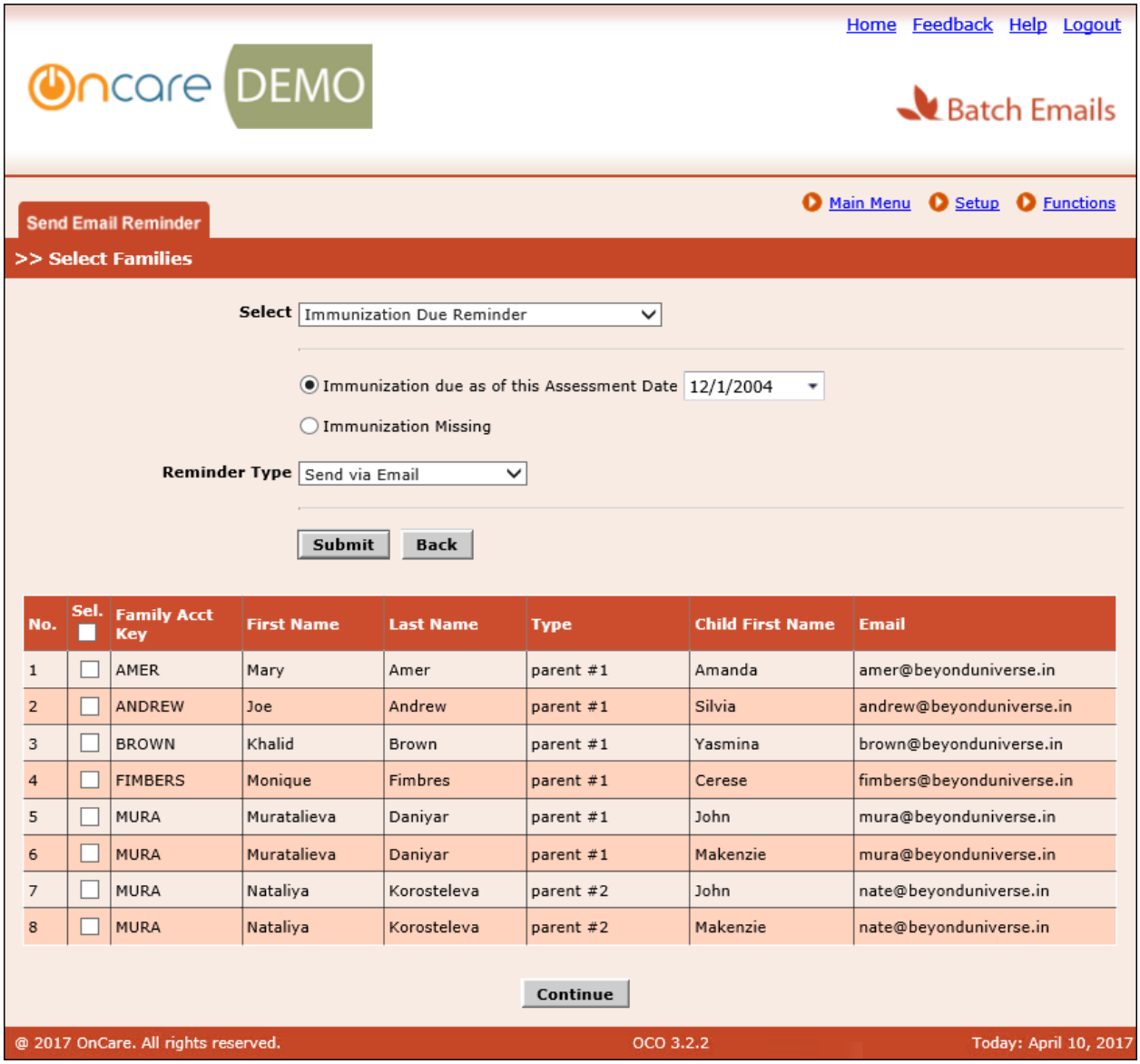
PDF Sample

2.4.2 Send Reminder via Email

This option enables the user to send the immunization due reminder email to the selected families.

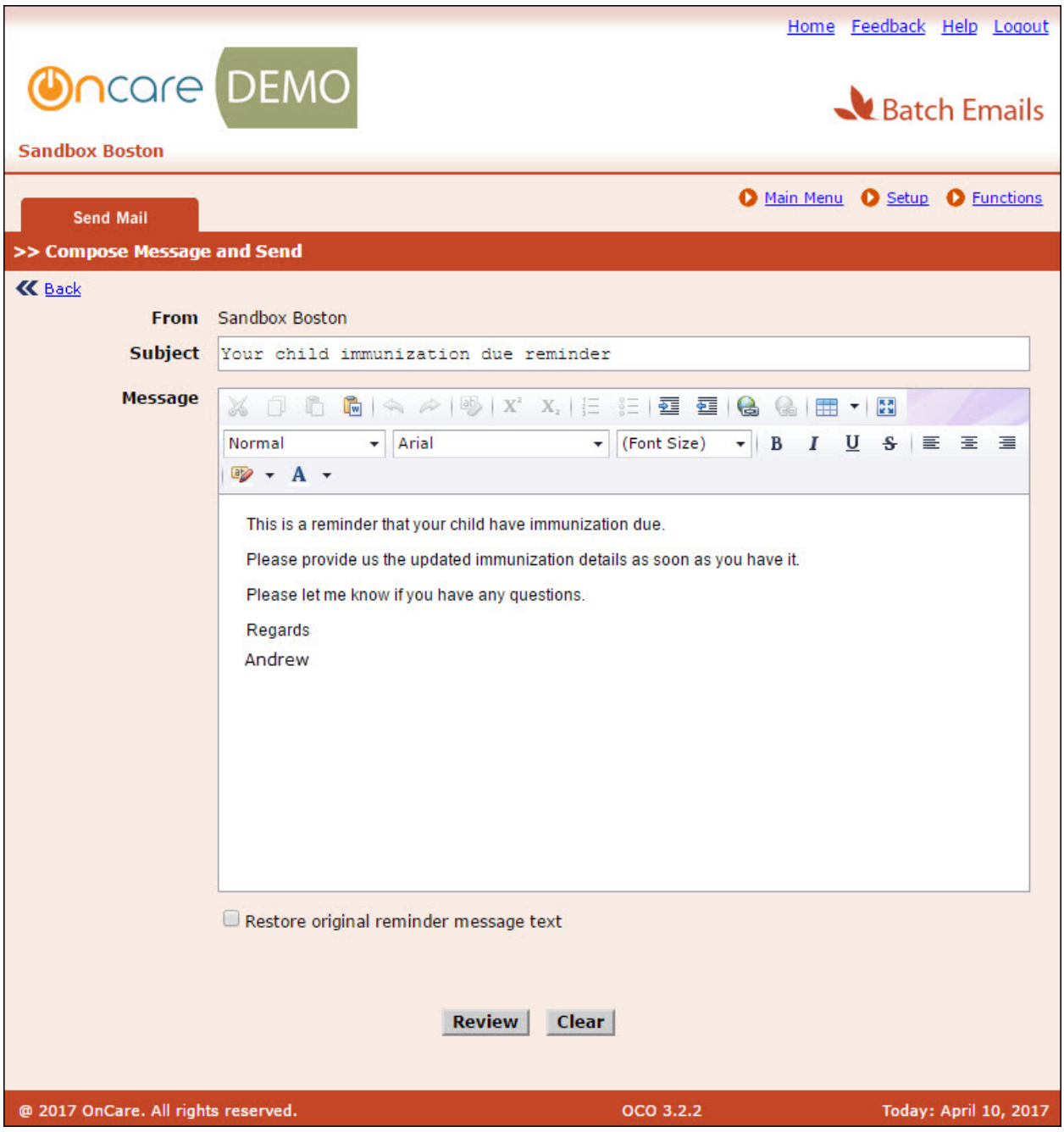
Select the reminder type as 'Send via Email' and click **Submit**.

Here the families will be displayed based on the email preference:



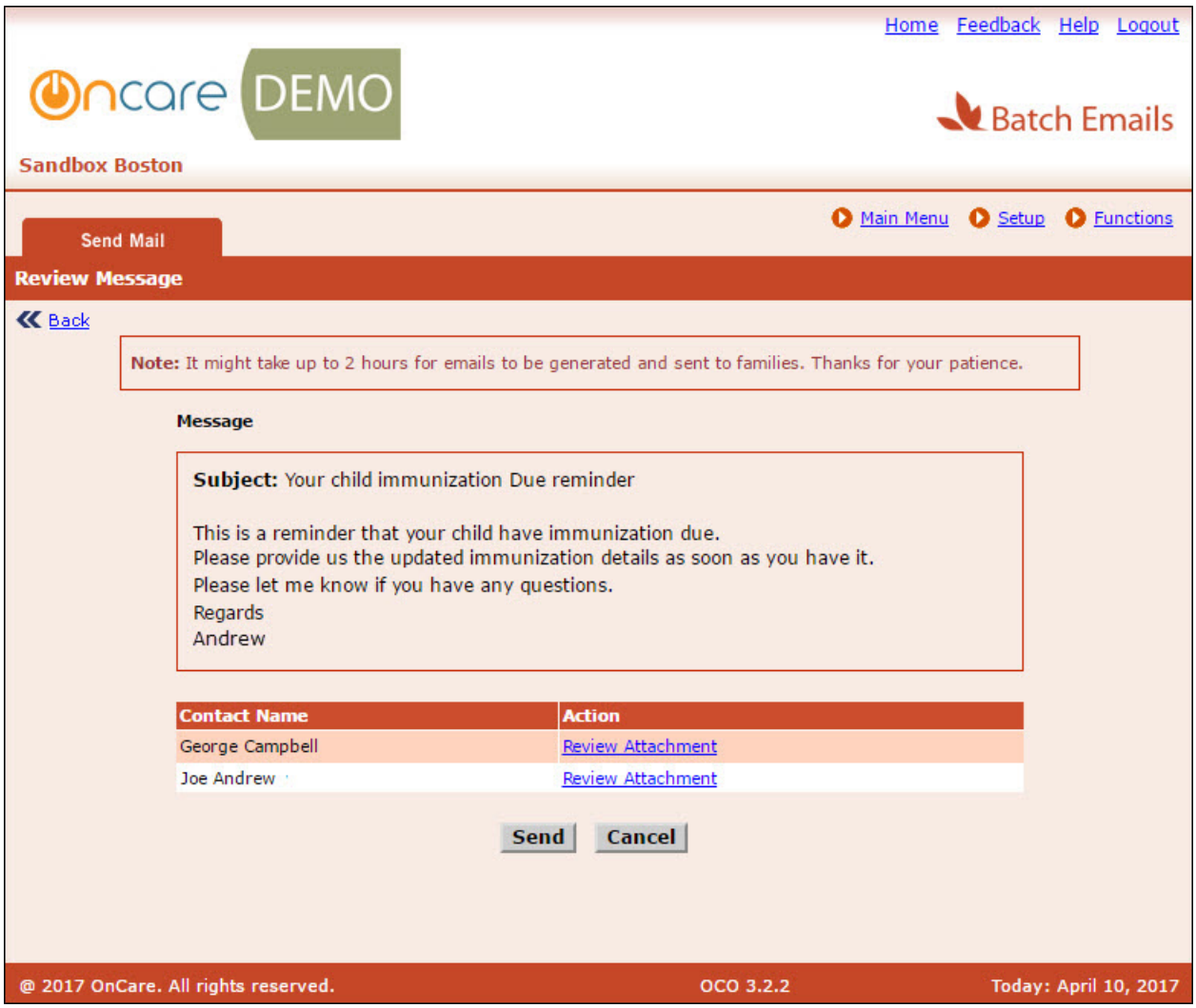
Send Via Email

Select the relevant families to send the reminder email and click **Continue**, then the compose message page will be displayed:



Compose Message Page

Compose the message and click **Review** to continue sending the email.



Review Message Page

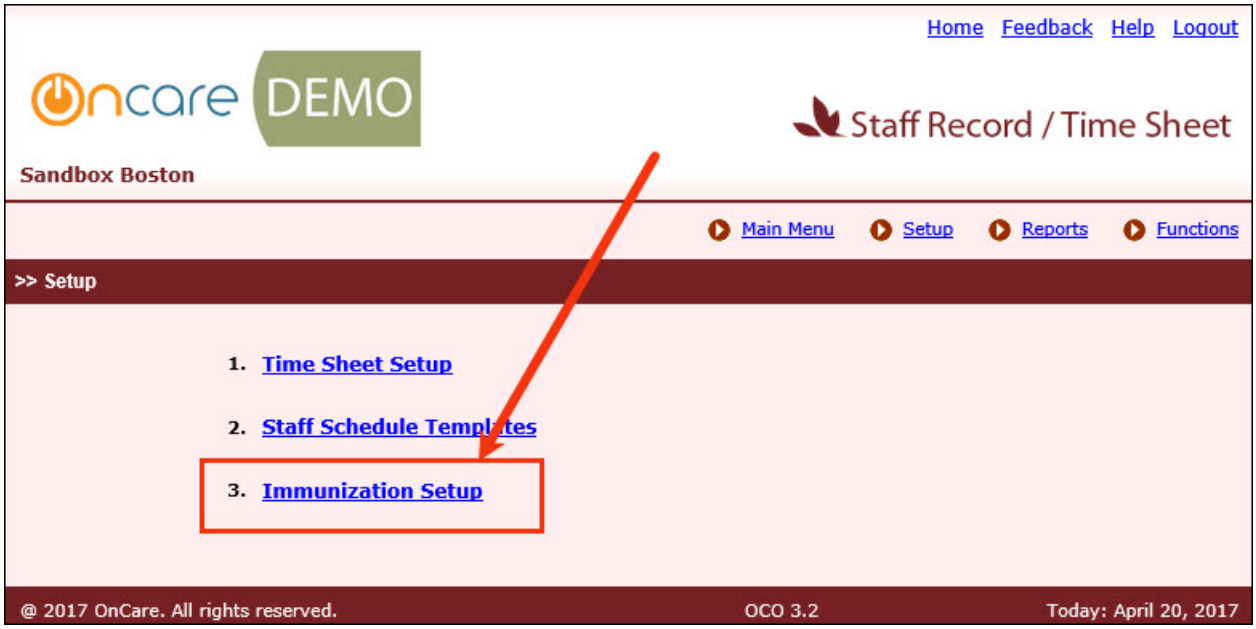
1. Click 'Review Attachment' against the relevant contact to review the attachment before sending.
2. Click **Send** to send the reminder email.

3 Staff Immunization

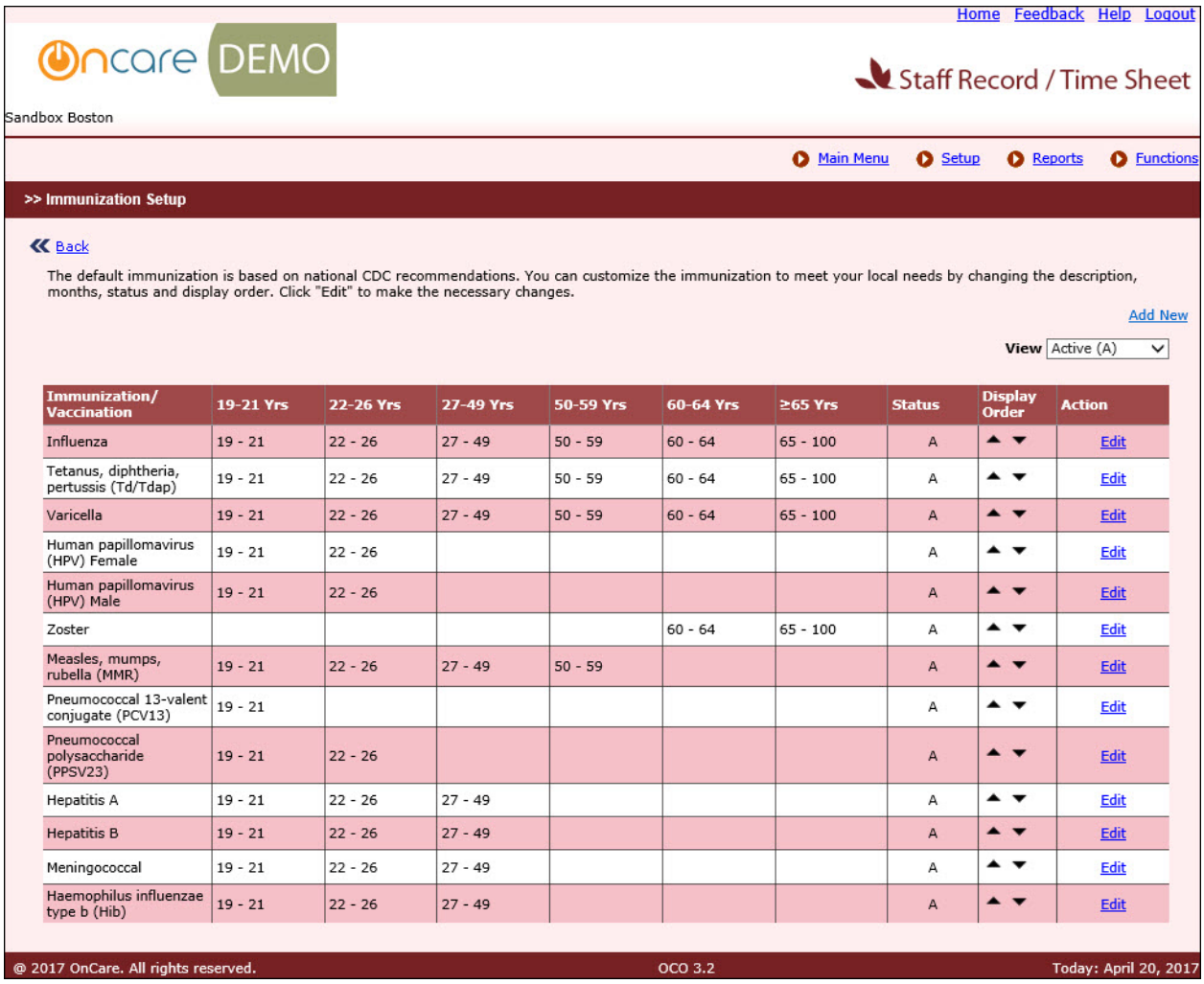
3.1 Immunization Setup

Immunization setup option is available under the Setup Menu:

Staff Record/Time Sheet → Setup → Immunization Setup



Immunization Setup Page

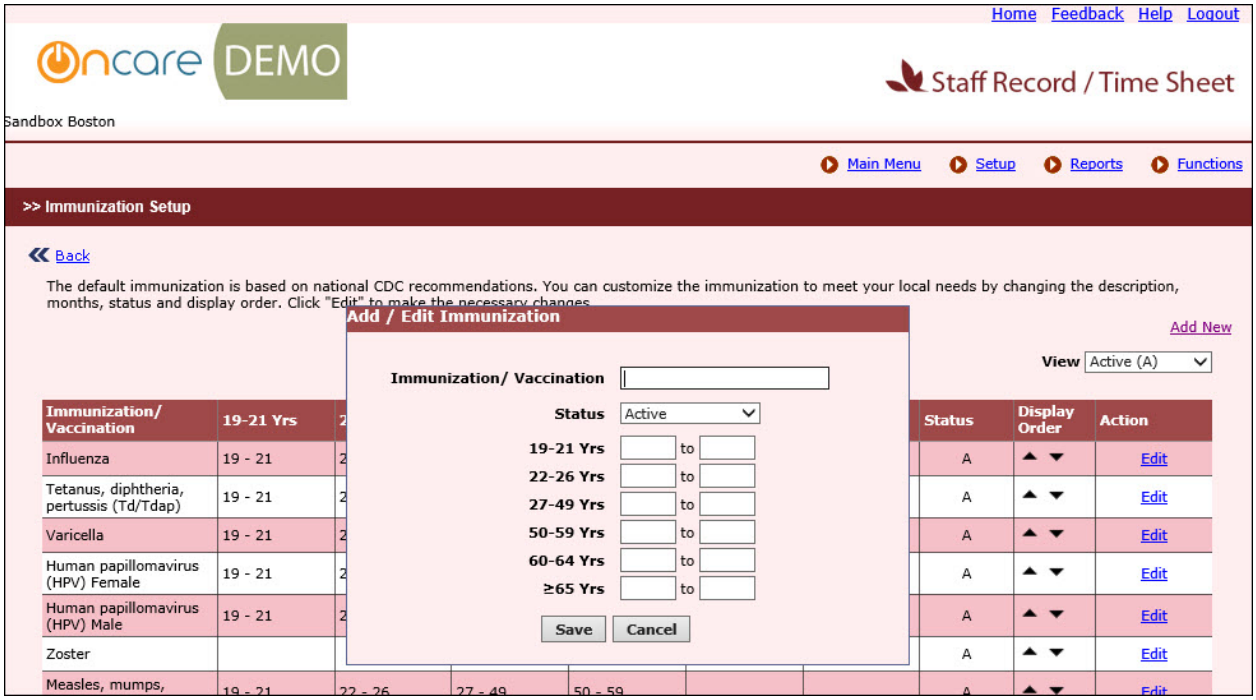


Immunization Setup Page

The immunization recommendations by the CDC are displayed by default. We can edit them to make necessary changes or create new ones.

3.1.1 Add/Edit Immunization

Click Add New or Edit in the 'Immunization Setup Page'.

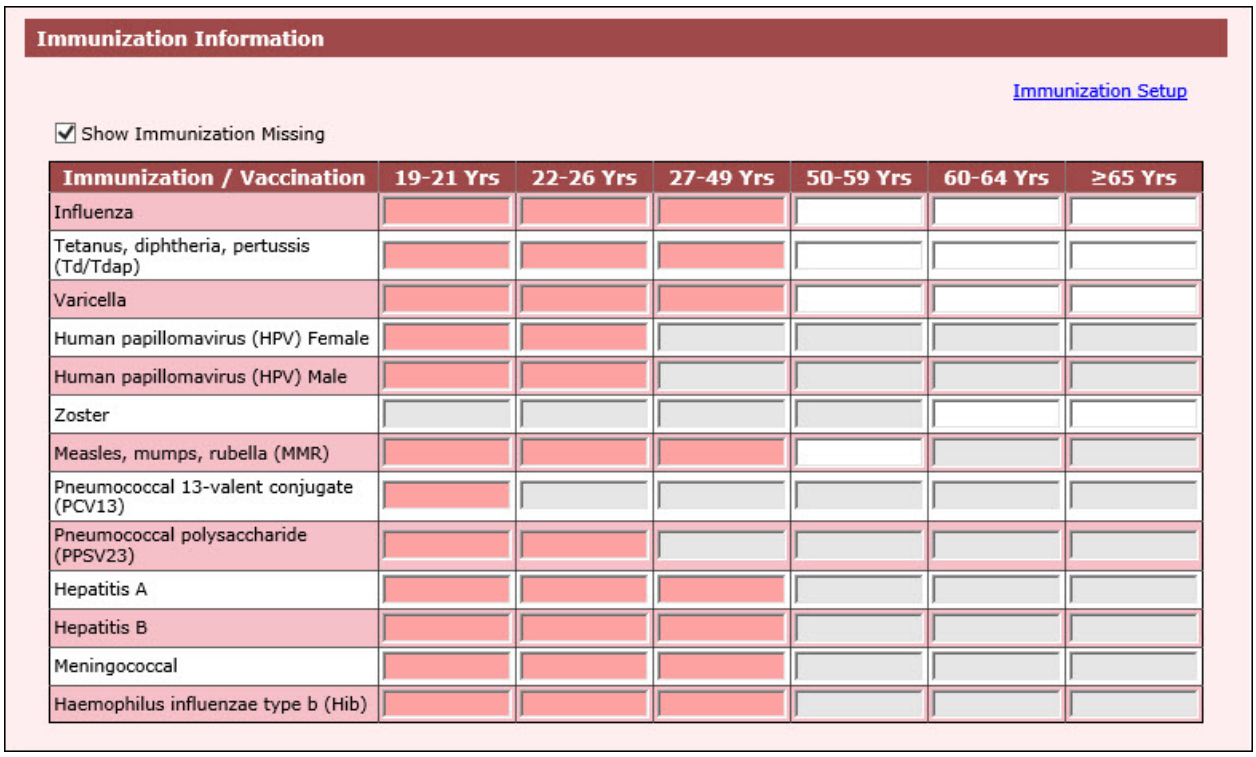


Add/Edit Immunization Page

Enter/update the immunizations details and click **Save**.

3.2 Capturing Data

The immunization details of a staff are captured in the Add/Edit Staff Record Page:



Add/Edit Staff Record Page

Enter the dates for the required dosages and click **Save**.