

1 EXPORTS MENU

The **EXPORTS MENU** allows Immunization Registry users to send (export also referred to as download) patient information files (patient demographics, vaccinations, facilities, Physician/Vaccinator, and Lead data) that eventually will be imported to Provider Billing/Patient Management Systems.

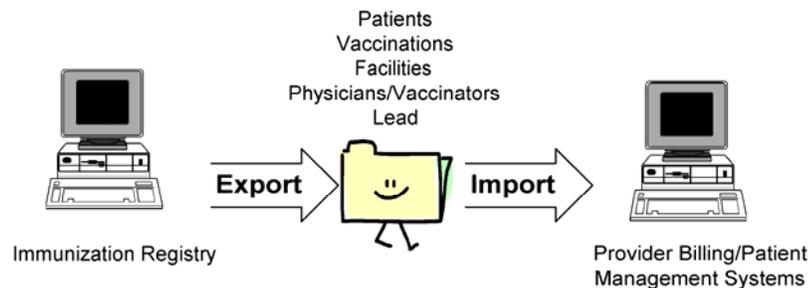
The following types of exports are available:

- DTT
- Medicare
- Remote Clinic
- VacMan

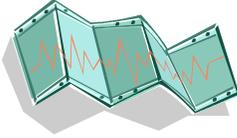
DTT EXPORT

The **DTT Export** is accessible to users who have the DTT Import module.

Note: Figure 1-1: DTT Export Process



It allows users to export files in a format based upon a DTT profile. Exports can be limited by IRMS, Facility/Facility Group, Patient Birth Date or Date Range based on the "update" stamp.



DATA ASSUMPTIONS AND COMBINATIONS

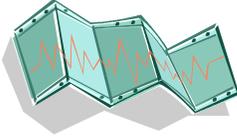
The Export makes assumptions about the relationship of the data based on the types of data fields defined in the DTT profile. The DTT can handle data in the following categories:

- Patient
- Vaccination
- Physician
- Facility
- Lead

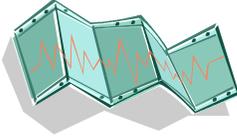
The data that is returned is based on the data combination retrieved. For example, if the profile contained patient first name, patient last name, vaccination code, vaccination date, the combination data would be Patient - Vaccination. Data Combinations are shown in the table below. Any data combination not listed in the table will not return information from the SIIS database.

Note: The term "Selected IRMS" in the table below refers to the user's IRMS (or selected IRMS when that is an option for the user such as Registry Client). All data returned is always filtered by the selected IRMS.

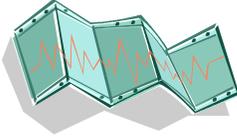
DATA / DATA COMBINATION	DATA DESCRIPTION	FILTERING BY INFORMATION
PATIENT DATA	<ul style="list-style-type: none">• Patient data for the selected IRMS.	<ul style="list-style-type: none">• Filtering by update date is always the last date the patient information was changed.
PATIENT-FACILITY DATA	<ul style="list-style-type: none">• Patient and facility data associated with the patient for the selected IRMS.	<ul style="list-style-type: none">• Filtering by update date is always the last date the patient information was changed.



DATA / DATA COMBINATION	DATA DESCRIPTION	FILTERING BY INFORMATION
PATIENT – LEAD DATA	<ul style="list-style-type: none"> • Patient and the Lead data associated with the patient for the selected IRMS 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the lead information was changed.
PATIENT – LEAD – FACILITY DATA	<ul style="list-style-type: none"> • Patient date, lead data associated with the patient, and the facility data associated with the lead results for the selected IRMS 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the lead information was changed.
PATIENT – PHYSICIAN DATA	<ul style="list-style-type: none"> • Patient and the physician data associated with the patient for the selected IRMS 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the patient information was changed.
PATIENT – PHYSICIAN – FACILITY DATA	<ul style="list-style-type: none"> • Patient data, facility data associated with the patient, and they physician data associated with the patient for the selected IRMS 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the patient information was changed.
PATIENT – VACCINATION DATA	<ul style="list-style-type: none"> • Patient and the vaccination data associated with the patient for the selected IRMS 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the vaccination information was changed.
PATIENT – VACCINATION – FACILITY DATA	<ul style="list-style-type: none"> • Patient data, vaccination data associated with the patient, and the facility data associated with the vaccination for the selected IRMS. 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the vaccination information was changed.



DATA / DATA COMBINATION	DATA DESCRIPTION	FILTERING BY INFORMATION
<p>PATIENT – VACCINATION – PHYSICIAN DATA</p>	<ul style="list-style-type: none"> • Patient data, vaccination data associated with the patient, and the physician data associated with the vaccination for the selected IRMS. 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the vaccination information was changed.
<p>VACCINATION – PHYSICIAN DATA</p>	<ul style="list-style-type: none"> • Vaccination data associated with the patient, and the physician data associated with the vaccination for the selected IRMS 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the vaccination information was changed. • Note: Filtering by birth date is ignored.
<p>VACCINATION – PHYSICIAN – FACILITY DATA</p>	<ul style="list-style-type: none"> • Vaccination data, the physician data associated with the vaccination, and the facility data associated with the vaccination for the selected IRMS. 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the vaccination information was changed. • Note: Filtering by birth date is ignored.
<p>VACCINATION – FACILITY DATA</p>	<ul style="list-style-type: none"> • Vaccination data and facility data associated with the vaccination for the selected IRMS. 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the vaccination information was changed. • Note: Filtering by birth date is ignored.
<p>VACCINATION DATA</p>	<ul style="list-style-type: none"> • Vaccination data for the selected IRMS. 	<ul style="list-style-type: none"> • Filtering by update date is always the last date the vaccination information was changed. • Note:



DATA / DATA COMBINATION	DATA DESCRIPTION	FILTERING BY INFORMATION
		Filtering by birth date is ignored.
PHYSICIAN DATA	<ul style="list-style-type: none"> Physician data for the selected IRMS. 	<ul style="list-style-type: none"> Filtering by update date is always the last date the physician information was changed. Note: Filtering by birth date is ignored.
FACILITY DATA	<ul style="list-style-type: none"> Facility data for the selected IRMS. 	<ul style="list-style-type: none"> Filtering by update date is always the last date the facility information was changed. Note: Filtering by birth date is ignored.

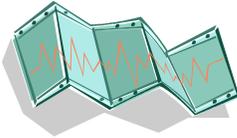
- From the **EXPORTS** menu, point and click on the **DTT** option. The "DTT Export" window appears.

Note: Depending on your user id (permissions), the limitations (filtering options) may vary.

Note: Figure 1-2: DTT Export

Click the drop-down arrow and select an **EXPORT PROFILE**.

If you want to **limit the Export Results**, click/select any of the following fields/buttons:



Note: Table 1-1: Limit Export Result Fields

FIELD/BUTTON	DESCRIPTION
IRMS	<ul style="list-style-type: none"> IRMS refers to the user's IRMS (or selected IRMS when that is an option for the user such as Registry Client). All data returned is always filtered by the selected IRMS.
FACILITY OR DO NOT LIMIT	<ul style="list-style-type: none"> Facility refers to the user's Facility or the alternative is to Not Limit the results.
UPDATED DATE RANGE	<ul style="list-style-type: none"> Limits the results by entering a specific UPDATE date range. Type a FROM and TO date using the format mmddyyyy.
BIRTH DATE RANGE	<ul style="list-style-type: none"> Limits the results by entering a specific BIRTH DATE range. Type a FROM and TO date using the format mmddyyyy.

Click the **EXPORT** button. The "results" will appear in a "text" file (sample shown).

Note: Figure 1-3: Text File Result Sample

```

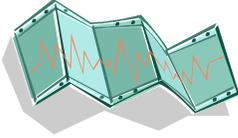
|CHRIS_FC|3|123|||12/01/0002|AB|SIISCLIENT1|324508520|||MARCIA||4013||BOB
|DOE|20|||SIISCLIENT1|SIISCLIENT1||2004-01-08
06:41:39.0||85012|4013|||1990-03-01 00:00:00.0
|CHRIS_RC|3|123|||12/01/0002|AB|SIISCLIENT1|||MARCIA|||JOHN|SMITH|20||
||1|12/01/0002|||SIISCLIENT1|SIISCLIENT1||2004-01-08
06:41:43.0||85012|4013|1||1990-03-01 00:00:00.0
|CHRIS_RC||321||12/01/0002|MSD|SIISCLIENT1|||MARCIA|||JOHN|SMITH|21||
||1|12/01/0002|||SIISCLIENT1||2004-01-08
06:41:43.0||85012|4013|1||1991-01-01 00:00:00.0
|CHRIS_RC|||12/01/0002|SIISCLIENT1|||MARCIA|||JOHN|SMITH|3|||1|12/
01/0002|||SIISCLIENT1||2004-01-08 06:41:43.0||85012|4013|1||1991-01-01
00:00:00.0
|CHRIS_FC|||12/01/0002|SIISCLIENT1|324508520|||MARCIA||4013||BOB|DOE|1
00|||SIISCLIENT1||2004-01-08 06:41:39.0||85012|4013|||1990-01-01
00:00:00.0
|CHRIS_FC|||12/01/0002|SIISCLIENT1|324508520|||MARCIA||4013||BOB|DOE|1
00|||SIISCLIENT1||2004-01-08 06:41:39.0||85012|4013|||1990-02-01
00:00:00.0

```

Save the text file to your desktop.

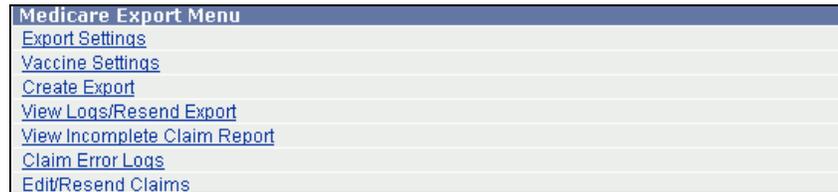
MEDICARE EXPORT

The **Medicare** option allows Medicare providers to submit their exports.



0. From the **EXPORTS** menu, point and click on the **MEDICARE** option. The "Medicare Export Menu" appears.

Note: Figure 1-4: Medicare Export Menu



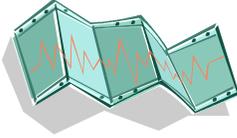
Point and click the option coinciding with the action you need to perform and continue to the respective section for instructions:

- Export Settings
- Vaccine Settings
- Create Export
- View Logs/Resend Export
- View Incomplete Claim Report
- Claim Error Logs
- Edit/Resend Claims

EXPORT SETTINGS

Used to set up the submitting and receiving information for the Medicare Export.

0. From the Medicare Export Menu, point and click the **EXPORT SETTINGS** option. The "Settings for Medicare Reporting" window appears.



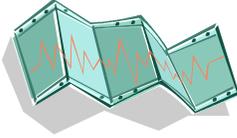
Note: Figure 1-5: Settings for Medicare Reporting

Settings for Medicare Reporting	
Submitter Information	
Organization Name:	<input type="text"/>
Electronic Submission ID:	<input type="text"/>
Employer ID:	<input type="text"/>
Medicare ID:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	--select-- <input type="button" value="v"/>
ZIP Code:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact Phone Number:	<input type="text"/>
Contact Email:	<input type="text"/>
Contact Fax:	<input type="text"/>
Receiver Information	
Receiver Name:	<input type="text"/>
Receiver ID:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>	

Refer to the table for a list of the fields and descriptions:

Note: Table 1-2: Settings for Medicare Reporting Fields

FIELD	DESCRIPTION
• SUBMITTER INFORMATION	
ORGANIZATION NAME	<ul style="list-style-type: none"> Name of the Export Submitter's Organization.
ELECTRONIC SUBMISSION ID	<ul style="list-style-type: none"> Identifying number of the electronic submission.
EMPLOYER ID	<ul style="list-style-type: none"> Identifying number of the Employer.
MEDICARE ID	<ul style="list-style-type: none"> Identifying number associated with Medicare.
ADDRESS	<ul style="list-style-type: none"> Address of the Submitter's Organization.
CITY	<ul style="list-style-type: none"> City corresponding to the address of the Submitter's Organization.
STATE	<ul style="list-style-type: none"> Sate corresponding to the city of the Submitter's Organization.



FIELD	DESCRIPTION
ZIP CODE	<ul style="list-style-type: none"> Zip Code corresponding to the city of the Submitter's Organization.
CONTACT NAME	<ul style="list-style-type: none"> Name of the person that can be contacted at the Submitting site.
CONTACT PHONE NUMBER	<ul style="list-style-type: none"> Phone number of the contact person that can be called at the Submitting site.
CONTACT EMAIL	<ul style="list-style-type: none"> Email address of the contact person at the Submitting site.
CONTACT FAX	<ul style="list-style-type: none"> Facsimile number of the contact person at the Submitting site.
<ul style="list-style-type: none"> RECEIVER INFORMATION 	
RECEIVER NAME	<ul style="list-style-type: none"> Name of the person receiving the submittal.
RECEIVER ID	<ul style="list-style-type: none"> Identifying number of the receiver.
<ul style="list-style-type: none"> VACCINE REIMBURSEMENT RATE 	
INFLUENZA NASAL SPRAY	<ul style="list-style-type: none"> Rate of the reimbursement for the vaccine.
INFLUENZA SPLIT	<ul style="list-style-type: none"> Rate of the reimbursement for the vaccine.
PNEUMONIA PPV23	<ul style="list-style-type: none"> Rate of the reimbursement for the vaccine.
INFLUENZA SPLIT (36 MONTHS AND OLDER)	<ul style="list-style-type: none"> Rate of the reimbursement for the vaccine.

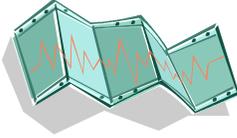
Enter as much information as you can and click one of the available buttons:

RESET VALUES – erases any newly entered text back to the way it was saved previously.

SAVE VALUES – saves the newly entered text.

VACCINE SETTINGS

Used to set up the submitting and receiving vaccine information for the Medicare Export



- From the Medicare Export Menu, point and click the **VACCINE SETTINGS** option. The "Settings for Medicare Reporting" window appears.

Note: Figure 1-6: Medicare Vaccine Settings

Medicare Vaccine Settings											
								Create New		Return to Menu	
Edit	Vaccine Name	Billing Amount		ICD-9 Code		CPT Code		Effective Dates			
		for Vaccine	Admin	for Vaccine	Admin	for Vaccine	Admin	Start	End		
-->	DTaP	10.0	61.0	6501	1650	106516	6501651	01/01/2001	06/01/2006		
-->	Pneumococcal (PPV23)	10.0	15.0	65046	6504654	6549480	9849870	01/01/2002	05/05/2006		

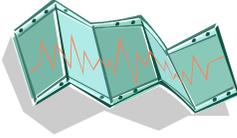
The fields and their descriptions are listed in the table:

Note: Table 1-3: Medicare Vaccine Settings Field Descriptions

FIELD	DESCRIPTION
• VACCINE REIMBURSEMENT RATE	
VACCINE NAME	• Name of the vaccine.
BILLING AMOUNT FOR VACCINE ADMINISTRATION	• Two different amounts for the vaccine itself as well as the administration.
ICD-9 CODE FOR VACCINE ADMINISTRATION	• ICD-9 Codes for the Vaccine as well as the administration.
CPT CODES FOR VACCINE ADMINISTRATION	• Codes for the vaccine itself as well as the administration.
EFFECTIVE DATES START END	• When the rates are in effect; beginning (Start) and ending (End) date.

Click one of the available buttons:

CREATE NEW – to create a new Medicare Vaccine Settings. The "X12 Vaccine Medicare Settings [Edit]" window appears. Continue to the section titled, "Creating/Editing Medicare Vaccine Settings."



RETURN TO MENU – exits to the "Medicare Export Menu."

SELECT ARROW – selects the vaccine and displays it in the "X12 Vaccine Medicare Settings [Edit]" window. Continue to the section titled, "Creating/Editing Medicare Vaccine Settings."

CREATING/EDITING MEDICARE VACCINE SETTINGS

To **CREATE** a **NEW** or **EDIT** an **EXISTING** Medicare Vaccine Setting, perform the following:

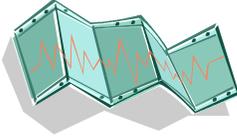
0. Perform one of the following depending on whether you are creating or editing:
 - If Creating a new Medicare Vaccine Setting, click the **CREATE NEW** button on the "Medicare Vaccine Settings" window.
 - If editing an existing Medicare Vaccine Setting, click the **SELECT ARROW** beside the Vaccine you want to edit.

The "X12 Medicare Vaccine Setting" window appears:

Note: Figure 1-7: X12 Medicare Vaccine Settings [Edit]

X12 Medicare Vaccine Settings [Edit]	
Vaccine	
Name:	DTaP <input type="button" value="v"/>
Billing Amount	
for Vaccine:	\$ 10.0 <input type="text"/>
for Administration:	\$ 61.0 <input type="text"/>
ICD-9 Code	
for Vaccine:	6501 <input type="text"/>
for Administration:	1650 <input type="text"/>
CPT Code	
for Vaccine:	106516 <input type="text"/>
for Administration:	6501651 <input type="text"/>
Effective Date	
Start Date (MM/DD/YYYY):	01/01/2001 <input type="text"/>
End Date (MM/DD/YYYY):	06/01/2006 <input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Delete"/> <input type="button" value="Save"/>	

Refer to the previous table for a list of field descriptions.
When finished, click one of the available buttons:



CANCEL – Returns to the "Medicare Vaccine Settings" window without saving any changes

RESET – Erases any entries made since the last SAVE and remains on the window to re-enter data.

DELETE – **Immediately** deletes the Vaccine and returns to the "Medicare Vaccine Settings" window.

SAVE – Saves changes made and returns to the " " window.

CREATE EXPORT

This option is used to **create** the **EXPORT** and/or **resubmit** incomplete claims.

0. From the Medicare Export Menu, point and click the **CREATE EXPORT** option. The "Export to Medicare" window appears.

Note: Figure 1-8: Export to Medicare

Export to Medicare	
Export Date Range	From: <input type="text"/> To: <input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Create Export File"/>	
<input type="button" value="Resubmit Incomplete Claims"/>	

Type the **FROM** and **TO** dates using the format mmddyyyy for the **EXPORT DATE RANGE**.

Click one of the available buttons:

BACK – to return to the "Medicare Export Menu."

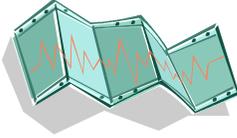
RESET – to erase any newly typed text entries and remain on the window.

CREATE EXPORT FILE – to create a new export file and display in another window.

RESUBMIT INCOMPLETE CLAIMS – to resend incomplete claims.

VIEW LOGS / RESEND EXPORT

This option is used to view previously sent exports and also to resend one.



0. From the Medicare Export Menu, point and click the **VIEW LOGS / RESEND EXPORT** option. The "Medicare Export Logs" window appears.

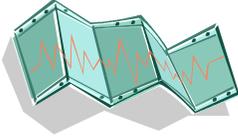
Note: Figure 1-9: Medicare Export Logs

Medicare Export Logs							
Export Date	From Date	To Date	Total Records	State	Mark Received	Mark Rejected	Resubmit Export
2004-01-08			0	Sent	-->	-->	
2004-01-08			0	Sent	-->	-->	
2004-01-08			0	Sent	-->	-->	
2004-01-08			0	Sent	-->	-->	
2004-01-08			0	Sent	-->	-->	
2004-01-08			0	Sent	-->	-->	
2004-01-08			0	Sent	-->	-->	
2004-01-08			0	Sent	-->	-->	
2004-01-08			0	Sent	-->	-->	
2004-01-08			0	Sent	-->	-->	
2004-01-08	2003-01-01	2004-01-01	0	Sent	-->	-->	-->
2004-01-08	2003-01-01	2004-01-01	0	Sent	-->	-->	-->
2004-01-08			0	Sent	-->	-->	
2004-01-08			0	Sent	-->	-->	

The information and fields are described in the table:

Note: Table 1-4: Medicare Export Logs Column Descriptions

COLUMN	DESCRIPTION
EXPORT DATE	<ul style="list-style-type: none"> Date the Export was submitted.
FROM DATE	<ul style="list-style-type: none"> Date Range "start date" entered when the Export was created/submitted.
TO DATE	<ul style="list-style-type: none"> Date Range "end date" entered when the Export was created/submitted.
TOTAL RECORDS	<ul style="list-style-type: none"> Number of records that were submitted.
STATE	<ul style="list-style-type: none"> Status of the export submittal. Statuses are: <ul style="list-style-type: none"> Sent Accepted Error
MARK RECEIVED	<ul style="list-style-type: none"> A symbol in this column indicates the



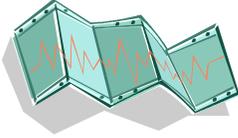
COLUMN	DESCRIPTION
	Export file was received.
MARK REJECTED	<ul style="list-style-type: none">• A symbol in this column indicates the Export file was rejected.
RESUBMIT EXPORT	<ul style="list-style-type: none">• A symbol in this column indicates the Export File was resubmitted.• Click on the symbol to display the file.

Click the **BACK** button to return to the "Medicare Export Menu."

VIEW INCOMPLETE CLAIM REPORT

This option is used to view the Incomplete Claim Reports. The Last Name, First Name, Birth Date, and Missing Information will display in a report.

0. From the Medicare Export Menu, point and click the **VIEW INCOMPLETE CLAIM REPORT** option. The "Incomplete Claims by Facility" report displays.



Note: Figure 1-10: Incomplete Medicare Claim Report

Incomplete Claims by Facility			
Report Date: January 8, 2004			
Last Name	First Name	Birth Date	Missing Information

Press the **IE BACK** key to return back to the "Medicare Export Menu."

CLAIM ERROR LOGS

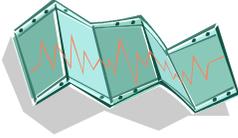
This option is used to view the errors in the Claim Logs.

0. From the Medicare Export Menu, point and click the **CLAIM ERROR LOGS** option. The "Add/View Medicare Export Claim Errors" window appears.

Note: Figure 1-11: Medicare - Claim Error Logs

Add/View Medicare Export Claim Errors			
Add Medicare Export Claim Error			
Claim ID:	<input type="text"/>	Add Error	
Medicare Export Claim Error Logs			
Claim ID	State	Patient Detail	Vaccination Detail

Type the claim ID in the **CLAIM ID** field and click the **ADD ERROR** button. The Claim ID, State, and Details will appear.



EDIT/RESEND CLAIMS

This option is used to edit and resend claims.

0. From the Medicare Export Menu, point and click the **EDIT/RESEND CLAIMS** option. The "Resubmit/Edit Medicare Claims" window appears.

Note: Figure 1-12: Resubmit/Edit Medicare Claims

Resubmit/Edit Medicare Claims

Edit Claim

Claim ID:

Reset Get Patient Get Vaccination

Resubmit Claims

Claim ID's:

Back Reset Export

Enter in the Claim ID's that need to be resubmitted on separate lines.

Decide whether you are going to edit or resubmit a claim and perform the necessary steps.

Edit Claim – Type the claim ID in the "Edit Claim" section of the window and click one of the buttons:

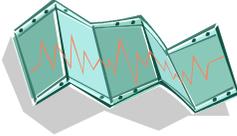
GET PATIENT – retrieves the patient associated with the claim id entered.

GET VACCINATION – retrieves the vaccination associated with the claim id entered.

RESET – erases any newly entered claim ids.

Resubmit Claims –Type each claim id on its own line, use the ENTER key to insert a line return and position the cursor on the next line, and then click one of the buttons:

BACK – returns to the "Medicare Export Menu."



RESET – erases any newly typed claim id(s) and remains on the same window to re-enter date.

EXPORT – sends the claim id(s) entered.

REMOTE CLINIC EXPORTS

This option is used to export registry data for the Remote Clinic application.

0. From the **EXPORTS** menu, point and click on the **REMOTE CLINIC** option. The "Export Registry Data for Remote Clinic" window appears.

Note: Figure 1-13: Export Registry Data for Remote Clinic

Export Registry Data for Remote Clinic	
Limit Report By	
Birth Date Range:	From: <input type="text"/> To: <input type="text"/>
District/Region 1:	<input type="text"/>
District/Region 2:	<input type="text"/>
District/Region 3:	<input type="text"/>
IRMS:	1000-CLIENT_SERVER_INTERNAL_IRMS_ID ▾
<input type="button" value="Reset"/> <input type="button" value="Export"/>	

In the **BIRTH DATE RANGE** field, type the **FROM** and **TO** date ranges using the mmddyyyy format to limit the export. Click the TAB key.

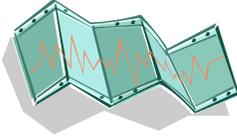
If you want to limit the export by **DISTRICT/REGION**, up to three different districts/regions can be entered.

Point and click the drop-down to select the **IRMS**.

Click one of the available buttons:

RESET – to erase any newly entered text or selections.

EXPORT – displays the "Export Registry Data for Remote Clinic – **DOWNLOAD**" window.



Note: Figure 1-14: Export Registry Data for Remote Clinic

Export Registry Data for Remote Clinic
0Patients exported.
0Vaccinations exported.
0Programs exported.
0Health Plans exported.
1Facilities exported.
1Physicians/Vaccinators exported.
2Lots exported.
9Web Users exported.

[Download](#)

Click Download to download the remote clinic zip file. Copy the zip file to a CD and distribute to the remote clinic sites.

Click the **DOWNLOAD** button to download the file into a "zip" file.

Copy the Zip file to a **CD** and distribute to the Remote Clinic sites.

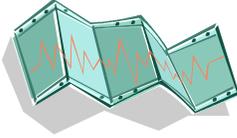
VACMAN EXPORT

This option is used to **EXPORT** registry data from the **VACMAN** application.

Upon export, files will automatically be zipped to allow for easy transport (FTP, Email, etc.). If no records are found for the export, an export file will not be generated. Export files will be generated in **TEXT** (TXT) format.

Note: Only users with VACMAN Export Permissions will be able to run the export.

0. From the **EXPORTS** menu, point and click on the **VACMAN EXPORT** option. The "VACMAN Export Menu" window appears.



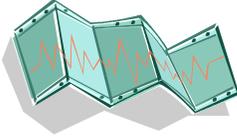
Note: Figure 1-15: VacMan Export Menu

VACMAN Export	
Export Options	
<input checked="" type="checkbox"/> Provider Inventory Data	
Inventory Date:	<input type="text" value="11/12/2004"/>
<input checked="" type="checkbox"/> Distribution Data	
<input checked="" type="checkbox"/> Doses Administered Data	
Report Period:	From Date <input type="text" value="11/12/2004"/> To Date <input type="text" value="11/12/2004"/>
<input type="checkbox"/> IRMS	--select--
<input type="radio"/> Facility	--select--
<input type="radio"/> Facility Group	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> IRMS Breakout by Facility	
<input type="button" value="Reset"/> <input type="button" value="View Settings"/> <input type="button" value="Create Export File"/> <input type="button" value="View Logs"/>	

The checkbox and radio button options are listed in the table:

Note: Table 1-5: VacMan Export Options

OPTIONS	DESCRIPTION
PROVIDER INVENTORY DATA	<ul style="list-style-type: none"> If the checkbox is checked, the "Provider Inventory" data is retrieved for the export for the INVENTORY DATE you specify. The inventory date defaults to today's date. Type a new date if desired on top of the default date. Note: Usually the last day of the month or quarter is used. The Export File Name is: Provhas.txt
DISTRIBUTION DATA	<ul style="list-style-type: none"> If the checkbox is checked, the "Distribution" data is retrieved for the export. This includes vaccine distributions to providers, vaccines returned by providers, and vaccines reported as wasted by providers for a specific time period. The Export File Name is: Distrib.txt



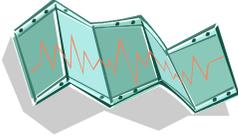
OPTIONS	DESCRIPTION
DOSES ADMINISTERED DATA	<ul style="list-style-type: none"> • If the checkbox is checked, the "Doses Administered" data is retrieved for the export for the REPORT PERIOD specified. The "From" and "To" date fields will default to today's date. • If desired, type new dates on top of the FROM and TO dates. • The Export File Name is: Dosesadm.txt
IRMS	<ul style="list-style-type: none"> • Click the drop-down menu arrow to view/select a valid IRMS. The checkbox will automatically get checked after you make a selection. • Check the checkbox again to deselect the choice.
FACILITY / FACILITY GROUP / DO NOT LIMIT	<ul style="list-style-type: none"> • Click the drop-down menu arrow to select a Facility or Facility group, or leave the Do Not Limit radio button selected. If you select a Facility or Facility Group, the radio button will automatically get selected. • Click the Do Not Limit radio button to remove the Facility or Facility Group selection.
IRMS BREAKOUT BY FACILITY	<ul style="list-style-type: none"> • If this checkbox is checked, the IRMS numbers will be separated/grouped by Facility name.

Choose the **EXPORT OPTIONS** by clicking in one of the checkboxes or radio buttons and then click one of the available buttons:

RESET – to erase any newly entered text or selections.

VIEW SETTINGS – displays the "VACMAN Export Settings" window for viewing purposes only. Continue to the section titled, "Viewing the VacMan Settings."

CREATE EXPORT FILE – displays the "VACMAN Export Report" window offering a summary of the Export Settings, options chosen, and report (if any). Continue to the section titled, "Creating the Export File."



VIEW LOGS – displays a history of "created" export files. Continue to the section titled, "Viewing Export File Logs."

VIEWING VACMAN SETTINGS

The VacMan Settings are created by the SIIS Administrator. If a VFC Pin number is required, a message will appear at the top of the window.

To view the VacMan Export Settings, perform the following:

0. From the **EXPORTS** menu, point and click on the **VACMAN EXPORT** option. The "VACMAN Export" window appears.

Click the **VIEW SETTINGS** button. The "VacMan Settings" window appears.

Note: Figure 1-16: VacMan Export Settings

VACMAN Export Settings
Provider Settings
VACMAN (VFC) Pin: 34252
Site Type: PUBLIC
User Defined Columns
DAUZR1:
DAUZR2:
DAUZR3:
Cancel

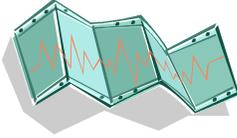
Click the **CANCEL** button to return to the "VacMan Export Menu."

CREATING THE EXPORT FILE

After creating an Export File, assuming records are found, you have the opportunity to edit the file.

To create a VacMan Export File, perform the following:

0. From the **EXPORTS** menu, point and click on the **VACMAN EXPORT** option. The "VACMAN Export menu" window appears.



Choose the desired **EXPORT OPTIONS**. Refer to Table 1-5: VacMan Export Options for a description of the options.

Click the **CREATE EXPORT FILE** button. The "VacMan Export Report" window appears.

Note: Figure 1-17: VacMan Export Report

VACMAN Export Report	
Provider Settings	
VACMAN (VFC) Pin: 34252	
Site Type: PUBLIC	
User Defined Columns	
DAUZR1:	
DAUZR2:	
DAUZR3:	
Export Options	
Provider Inventory Data: true	
Inventory Date:	01/01/2000
Distribution Data: true	
Doses Administered Data: true	
Report Period:	From Date 01/01/2000 To Date 01/01/2000
Limit by Irms: false	
Limit by Facility: doNotLimit	
IRMS Breakout by Facility: false	
Export Files	
provhastxt	
Cancel	

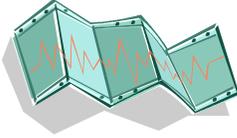
Click either the **CANCEL** button to return to the "VacMan Export Menu" or the **EXPORT FILE'S** Hyperlink to view/edit the records. If Viewing/Editing the records, continue to the section titled, "Viewing/Editing Export File Records."

VIEWING THE EXPORT FILE'S RECORDS

This option is only available from the "VacMan Export Report" window when an Export File has been created.

0. From the **EXPORTS** menu, point and click on the **VACMAN EXPORT** option. The "VACMAN Export Report" window appears.

Choose the **EXPORT OPTIONS** by clicking in one of the checkboxes or radio buttons and then clicking the **CREATE EXPORT FILE** button. The "VacMan Export Report" window appears.



In the **EXPORT FILES** section of the "VacMan Export Report" window, click on the **EXPORT TEXT** File's hyperlink. The "Vacman Export [Text File Name} View" window appears with the Export Options at the top of the window.

Note: Figure 1-18: VacMan Export : Provhas - View

Vacman Export: Provhas [View]					
User Defined Columns					
DAUZR1:					
DAUZR2:					
DAUZR3:					
Export Options					
Inventory Date: 01/01/2000					
Limit by Irms: false					
Limit by Facility: doNotLimit					
IRMS Breakout by Facility false					
Export Record List					
Select	PIN	Idate	Vaccine	Lot	Doses
<input type="checkbox"/>		01/01/2000	DTAP	9514532	-96
					<input type="button" value="Cancel"/> <input type="button" value="Add"/>

In the **EXPORT RECORD LIST** section, each record within the file will be listed.

Click one of the buttons:

SELECT – to select the record to display the "VacMan Export [Text File Name] – EDIT" window. Continue to the section titled, "Editing an Export File's Record."

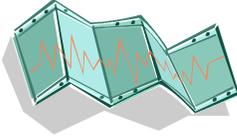
CANCEL – to return to the "VacMan Export Report Menu."

ADD – to display the "VacMan Export [Text File Name] – Edit" window to add a new record to the export file. Continue to the section titled, "Adding an Export File Record."

EDITING AN EXPORT FILE'S RECORD

To edit an Export File's Records, perform the following:

0. Follow the instructions listed above in the section titled, "Viewing the Export File's Records."



In the **EXPORT RECORD LIST**, click on the **SELECT ARROW** to the left of the record you want to edit. The "Vacman Export: [Text File Name] – Edit" window appears.

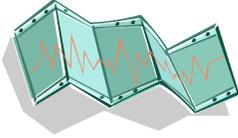
Note: Figure 1-19: VacMan Export - Edit

Vacman Export: Provhas [Edit]	
PIN:	<input type="text"/>
Idate:	<input type="text" value="01/01/2000"/>
Vaccine:	<input type="text" value="DTAP"/>
Lot:	<input type="text" value="9514532"/>
Doses:	<input type="text" value="-96"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

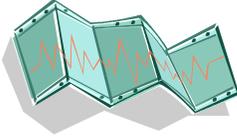
The fields and their descriptions are listed in the table for each file name:

Note: Table 1-6: VacMan Export Edit/Add Field Descriptions

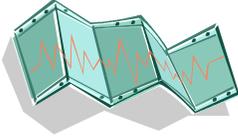
FIELD	FILE NAME.TXT			DESCRIPTION
	PROVHAS	DISTRIB	DOSESADM	
PIN	•	•	•	• Provider Identification Number.
IDATE	•	•	•	• Date the inventory was done, usually the last day in a month or quarter (02/28/xx or 12/31/xx). The date 01/01/01 is valid only as an initial inventory date, not as a periodic inventory date.
VACCINE	•	•	•	• Short name for the vaccine types.
LOT	•	•	•	• Manufacturer's Lot Number for the Vaccine. Providers may report inventory by lot number or by vaccine type.
DOSE(S)	•	•	•	• Number of Doses reported in



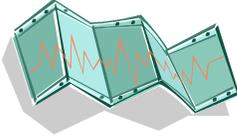
FIELD	FILE NAME.TXT			DESCRIPTION
	PROVHAS	DISTRIB	DOSESADM	
				inventory for this date and vaccine type.
INPUT	•	•	•	<ul style="list-style-type: none"> Date the record is entered into the database. This can be earlier or later than the date of shipment.
DATEOUT	•	•	•	<ul style="list-style-type: none"> This date can be any of the following: <ul style="list-style-type: none"> Note: Date the shipment is actually shipped to the provider. Note: Date the vaccine is returned Note: Date vaccine is reported spoiler, expired, or lost/damaged. Note: Date the vaccine is transferred Note: Date the vaccine order is transmitted.
ACTION	•	•	•	<ul style="list-style-type: none"> Action code to identify the type of transaction. Codes are: <ul style="list-style-type: none"> Note: 1 – Vaccine sent from the project to a provider Note: 2 – Usable vaccine returned by the provider Note: 3 – Vaccine spoiled for a reason other than improper storage upon receipt or refrigerator failure. Note: 4 – Expired vaccine Note: 5 – Vaccine was lost or damaged during shipment to the provider



FIELD	FILE NAME.TXT			DESCRIPTION
	PROVHAS	DISTRIB	DOSESADM	
				<p>Note: 6 – Vaccine was improperly stored upon receipt and spoiled.</p> <p>Note: 7 – Refrigerator failed and the vaccine spoiled.</p> <p>Note: 8 – Usable vaccine transferred from one provider to another.</p> <p>Note: 11 – Vaccine was lost or cannot be accounted for in the provider inventory.</p> <p>Note: 12 – Vaccine was not usable for some reason other than spoiled, expired, or lost/damaged.</p>
FDOSE1	•	•	•	• Number of doses assigned to VFC funds.
FDOSE2	•	•	•	• Number of doses assigned to G317 funds.
FDOSE3	•	•	•	• Number of doses assigned to State/other funds.
ADATE	•	•	•	• Last day of the period (such as month or quarter) being reported.
SECTOR	•	•	•	<p>• Code for vaccine sector type. Codes are:</p> <p>Note: 1 – Public provider doses</p> <p>Note: 2 – Private provider doses</p>
G1	•	•	•	• Number of doses administered to age category 1 (less than 1 year of age).
G2	•	•	•	• Number of doses administered



FIELD	FILE NAME.TXT			DESCRIPTION
	PROVHAS	DISTRIB	DOSESADM	
				to age category 2 (1 year of age).
G3	•	•	•	• Number of doses administered to age category 3 (2 years of age).
G4	•	•	•	• Number of doses administered to age category 4 (3 – 4 years of age).
G5	•	•	•	• Number of doses administered to age category 5 (5 years of age).
G6	•	•	•	• Number of doses administered to age category 6 (6 - 9 years of age).
G7	•	•	•	• Number of doses administered to age category 7 (10 - 14 years of age).
G8	•	•	•	• Number of doses administered to age category 8 (15 - 19 years of age).
G9	•	•	•	• Number of doses administered to age category 9 (20 – 24 years of age).
G10	•	•	•	• Number of doses administered to age category 10 (25 – 44 years of age).
G11	•	•	•	• Number of doses administered to age category 11 (45 – 64 years of age).
G12	•	•	•	• Number of doses administered to age category 12 (65 years of age or greater).
G13	•	•	•	• Number of doses administered to age category 13 (unknown age).
TOWTOT	•	•	•	• Total number of doses administered for age categories 1-13.
DAUZR1	•	•	•	• First optional user-defined field. This field is assigned using the User-Defined Names in the SIIS Administration module. This field can



FIELD	FILE NAME.TXT			DESCRIPTION
	PROVHAS	DISTRIB	DOSESADM	
				be used for project analysis in doses administered data and related reports.
DAUZR2	•	•	•	<ul style="list-style-type: none"> Second optional user-defined field. This field is assigned using the User-Defined Names in the SIIIS Administration module. This field can be used for project analysis in doses administered data and related reports.
DAUZR3	•	•	•	<ul style="list-style-type: none"> Third optional user-defined field. This field is assigned using the User-Defined Names in the SIIIS Administration module. This field can be used for project analysis in doses administered data and related reports.

Edit the necessary fields and then click on one of the available buttons:

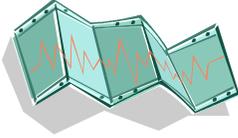
CANCEL – to not save any changes made and return to the "VacMan Export Report [Text File Name] – View" window.

SAVE – to SAVE the changes made and return to the "VacMan Export Report [Text File Name] – View" window.

ADDING AN EXPORT FILE RECORD

To add an Export File Record to the Export File, perform the following:

0. Follow the instructions listed above in the section titled, "Viewing the Export File's Records."



Click on the **ADD** button. The "VacMan Export [Text File Name] – Edit" window appears. Refer to Figure 1-19: VacMan Export - Edit to see a sample of the window.

The fields and their descriptions are listed in Table 1-6: VacMan Export Edit/Add Field Descriptions.

Fill in all the fields and then press one of the available buttons:

CANCEL – to not save any changes made and return to the "VacMan Export Report [Text File Name] – View" window.

SAVE – to SAVE the changes made and return to the "VacMan Export Report [Text File Name] – View" window.