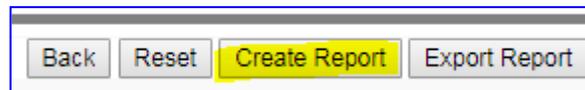


Finding Non-decremented Doses Using the Patient Detail Report (Adobe PDF)

In CHIRP go to: [Reports>Reports Module>Patient Detail Report](#)

Filters

- By Service
 - **Preferred.** This limits results to only vaccines given at your facility
 - By Ownership will show retrieve all patients ever seen for vaccinations at your facility
- Vaccination Date Range
 - Enter To/From dates
 - You may have to go back further to find non-decremented doses if the first date range is too small.
- Birth Date Range
 - Optional
 - Can eliminate people who are too old for VFC vaccines and show up as non-decremented.
- Inactive Status
 - **Preferred.** Select **Active & Inactive** from the drop down list. This captures patients who may have gotten shots at your facility and at a school clinic, for example.
 - Default selection is Active Only. Active=the last shot the patient got was at your facility.
- Doses Decrementd
 - **Preferred.** Non-decremented only to show vaccines that did not reduce inventory
 - All doses
 - Useful for facilities that have both PRVT and PUB doses in CHIRP inventory
 - Determine if incorrect funding source has caused inventory counts to be inaccurate.
 - Finds cases where wrong lot number was used (borrowing)
- Sort by
 - **Preferred:** Vaccination date (most recent on top)
 - Last Name (alphabetic by last name)
- Create report (Button on lower right)
 - Creates a report in a separate window
 - Print
 - This window will disappear if you move out of the PDR module
 - Print to a printer or save to PDF before doing anything else
- Find records by searching for keywords
 - Find shortcut = (Ctrl+F)
 - Search for “YES” or “PUB” to find patients who are VFC Eligible and dose Funding Type
 - Other search tips:
 - Search for part of the lot #, not the whole lot # in case it was entered incorrectly
 - Search for the vaccine name



Finding Non-decremented Doses Using the Patient Detail Report (Adobe PDF)

Patient Detail Report															
Report Criteria				Report Date: June 21, 2017											
Run By: By Ownership				Organization (IRMS): 1 - PUBLIC HEALTH - ISDH				Facility: **FIELDSTAFF TEST FACILITY**				Vaccine:			
Patients Status: All				Vaccination Date Range: 01/01/2016 through 06/20/2017				Vaccine VFC Eligibility: All				Birth Date Range: All			
Patient VFC Eligibility: All				Program: All				VFC PIN: None							
Physician: All				Zip Code:											
Health Plan: All				State: All											
Race: All				Patient County: All											
Lot Number: All				School: All											
District/Region: All				Sort Criteria: Vaccination Date											
High Risk Category: All				Vaccinator: All											
Funding Type: All															
Doses Decrement: All															
Total Patients Having Vaccines: 6 Total Patients With All Vaccines Deleted: Deleted vaccinations are shown with a line through them															
Patient ID	First Name	Middle Name	Last Name	Birth										VFC Eligible	Facility
6225951	SHELLEY		TEST	08/01/2011										YES	**FIELDSTAFF TEST FACILITY**
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date		
	varicella	06/15/2017	Full	MSD	M001234	PUB	YES	N	Y	BERGSTEIN, STEPHANIE	**FIELDSTAFF TEST FACILITY**	06/15/2017	03/13/2008		
	DTaP	04/20/2017	Full				NO	Y	N		EVANSVILLE-VANDERBURGH SCHOOL CORP				
	IPV	09/29/2016	Full				NO	Y	N						
	MMR	09/29/2016	Full				NO	Y	N						
	Pneumococcal conjugate PCV 13	09/29/2016	Full				NO	Y	N						
	rotavirus, pentavalent	09/29/2016	Full				NO	Y	N						
	DTaP	09/09/2016	Full				NO	Y	N						
	HPV, quadrivalent	08/03/2016	Full				NO	Y	N						
	HPV, quadrivalent	06/08/2016	Full				NO	Y	N						
	varicella	01/25/2016	Full				NO	Y	N		NORTHWEST FAMILY MEDICINE				
Patient ID	First Name	Middle Name	Last Name	Birth	Guardian F.N.	Phone Number	VFC Eligible							Facility	
9232806	TEST	P	TEST	01/01/2015	RAYMOND		NO							**FIELDSTAFF TEST FACILITY**	
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date		
	varicella	05/23/2017	Full	MSD	M001234	PUB	NO	N	Y	BERGSTEIN, STEPHANIE	**FIELDSTAFF TEST FACILITY**	05/23/2017	03/13/2008		
	DTaP	01/28/2017	Full	PFR	TESTLOT123	PRVT	NO	N	Y		AARON HL7 IMPORTS	01/28/2017			
	Hep B, adolescent or pediatric	01/27/2017	Full				NO	N	N						
	Pneumococcal conjugate PCV13	01/27/2017	Full				NO	N	N						
Patient ID	First Name	Middle Name	Last Name	Birth	Guardian F.N.	Phone Number	VFC Eligible							Facility	
6122831	12 MONTH		TEST	10/09/2011	12 MONTH		YES							**FIELDSTAFF TEST FACILITY**	
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date		
	DTaP-Hep B-IPV	03/17/2017	Full	UNK	111111	317	NO	N	Y		**FIELDSTAFF TEST FACILITY**	03/17/2017	05/17/2007		
	HPV9	03/17/2017	Full	SKB	ABC123	PRVT	NO	N	Y						
	meningococcal MCV4P	03/17/2017	Full	PMC	FLU 1212	PRVT	YES	N	Y		**FIELDSTAFF TEST FACILITY**	03/17/2017	01/28/2008		
	HPV9	03/04/2017	Full	SKB	ABC123	PRVT	NO	N	Y						
	DTaP, 5 pertussis antigens	08/19/2016	Full				NO	Y	N						

Search for "YES" to find VFC eligible Patients

Search for "YES" to find VFC eligible Doses

Search for all or part of a lot #

Search by funding source

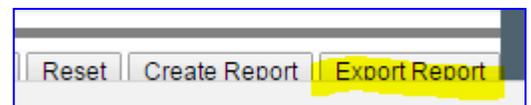
Finding Non-decremented Doses Using the Patient Detail Report (Excel Worksheet)

In CHIRP go to: [Reports>Reports Module>Patient Detail Report](#)

Filters

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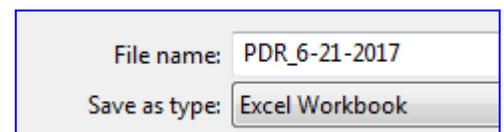
- Export report



- Export Report creates a .csv file.



- Open in Excel and Save As an Excel Workbook.



Finding Non-decremented Doses Using the Patient Detail Report (Excel Worksheet)

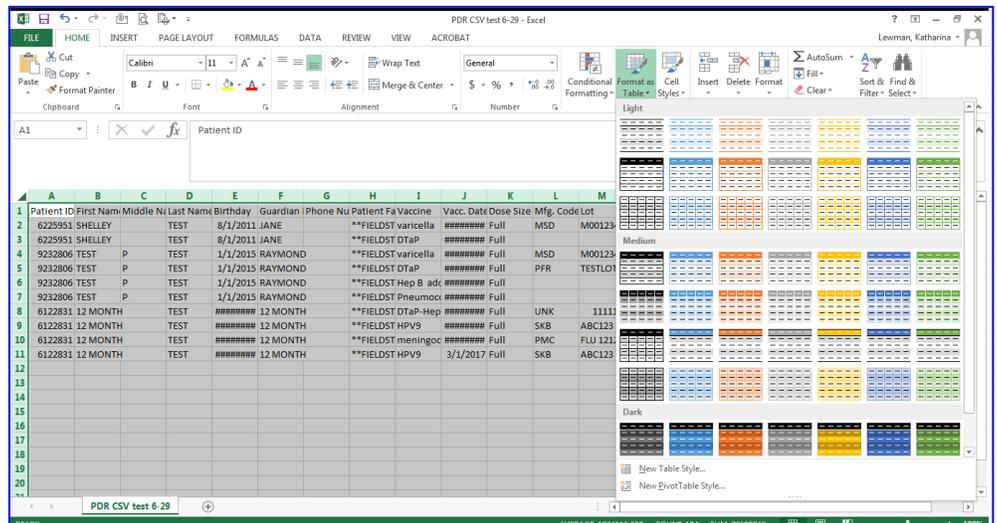
Next steps:

1. Edit Worksheet to make it useable for our purposes.
 - Delete first 11 rows
 - These are the header rows on the PDF report
 - We don't need them for the excel
 - Right mouse click
 - Select "Delete" from pop-up menu

	A	B	C	D	E	F	G	H	I	J	K
1	Run By :	Ownership									
2	Organizati	Facility: **	Vaccine:								
3	Patient St	Vaccinatio	Birth Date	Range:	All						
4	Patient V	Vaccine VFC	Eligibility:	All							
5	Physician:	Program:	All								
6	Health Pla	ZIP Code:	All								
7	Race:	All	State:	All							
8	Lot Numb	Patient	County:	All							
9	District/R	School:	All								
10	High Risk	(Sort Crite	ria: Vaccin	ation Date							
11	Funding T	Vaccinatio	Doses Dec	remented:	All						
12	Patient ID	First Nam	Middle N	Last Name	Birthday	Guardian	Phone Nu	Patient Fa	Vaccine	Vacc. Date	Dose S
13	6225951	SHELLEY		TEST	8/1/2011	JANE		**FIELDST	varicella	#####	Full
14	6225951	SHELLEY		TEST	8/1/2011	JANE		**FIELDST	DTaP	#####	Full
15	6225951	SHELLEY		TEST	8/1/2011	JANE		**FIELDST	DTaP	#####	Full

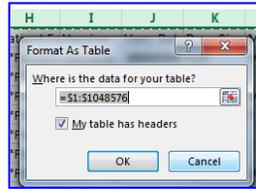
2. Select the content area we want to format as a table:

- Find the last cell with data: **Ctrl+Shift+END**
- Click in the last cell with data.
- Go back to A1: **Ctrl+Shift+HOME**
- This highlights the area we want to format as a table.
- With the data field highlighted, Click "Format as Table" button on the "Home" ribbon



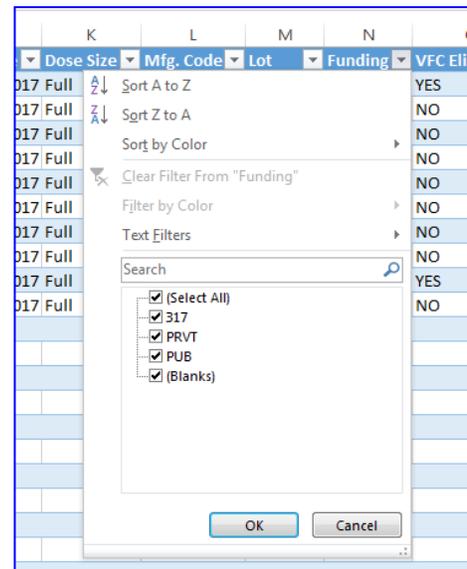
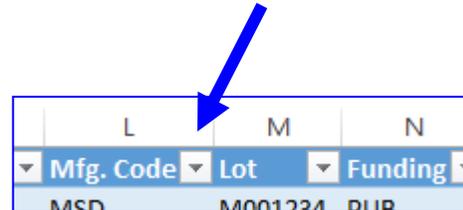
Finding Non-decremented Doses Using the Patient Detail Report (Excel Worksheet)

- Click OK on the Format As Table dialog box.
 - Cell range is shown
 - Check “My table has headers” box.



Your data is not ready to be searched and manipulated.

- Filtering Data
 - Use to show only certain contents in a column
 - Click down arrow at the right of each column
 - Items in that column will be listed
 - Choose to sort alphabetically
 - (Select All) = default selection
 - Uncheck boxes to hide items
 - Example shows the items in the “Funding” column
 - Click OK to filter
 - Sort data to organize filtered contents
 - Search examples:
 - WYE (Wyeth) is frequently entered as the Manufacturer for Prevnar. The correct manufacturer is PFR (Pfizer).
 - Sort or filter by funding type.
 - Vaccines with same name grouped together (2 HPV9 doses in this example)



	I	J	K	L	M	N
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding
	DTaP	5/23/2017	Full	MSD	N001235	PUB
	HPV9	5/23/2017	Full	MSD	K007540	PUB
	HPV9	5/23/2017	Full	MSD	A001237	PUB
	MMR	6/15/2017	Full	MSD	M001234	PUB
	Pneumoco	5/23/2017	Full	MSD	111111	PUB
	varicella	6/15/2017	Full	MSD	M001234	PUB