

Instruction for Running Immunization Due Report

Step 1: Log into I-CARE.

Step 2: Click on “Reports” at the top of your screen.



Step 3: Under “Vaccine Management Reports” click “Immunizations Due”

Vaccine Management Report

[Appliances](#) – Generate a list of site appliances that match the search criteria.

[Immunizations Due](#) – Generate a list of all patient immunizations due that match the search criteria.

[Immunizations Given](#) – Generate a list of all patient immunizations given that match the search criteria.

[Immunization Activity](#) – Generate a summary list of all patient immunizations given that match the search criteria.

[Temperature Logging](#) – Generate a list of appliance temperature log entries that match the search criteria.

[Vaccine Accountability](#) – Generate a report of doses administered, wasted, and expired. Report also includes adjustment transactions and balance corrections.

[Vaccine Conversion](#) – Generate a mapping between NDC and I-CARE vaccines.

[Vaccine Information Statements \(VIS\)](#) – Generate a list of Vaccine Information Statement (VIS) status dates.

[Vaccine Inventory](#) – Generate a list of vaccine lot inventory levels.

[Vaccine Transactions](#) – Generate a transaction list of vaccine doses.

VFC Forms

[VFC Eligibility Status Chart](#) – A Chart to help determine who to vaccinate with VFC Vaccine.

Step 4: Input criteria

- Carefully input “Birth Date From:”/ “Birth Date To:” and “Shot Date From:”/ “Shot Date To:” ensuring the criteria meets VFC eligibility (patients ages 18 and under)
- Select appropriate “Groups:” to generate report for specific vaccines or “All” to generate report for all due vaccines

I-CARE Search I-CARE... Patients ▾

Home ▾ Patients ▾ Site ▾ Reports Admin

Report: Site Immunizations Due Report

Criteria

Site: IMMUNIZATION PROGRAM AT WSCDC

Birth Date From: 01/13/2001 *

Birth Date To: 01/14/2020 *

Shot Date From: 01/13/2001 *

Shot Date To: 01/14/2020 *

Groups: All DTP HIB HAV HBV HPV FLU H1N1 MMR MEN MEN-B PNE
 POL ROT Tdap Td VAR ZOS Other

Report Notification: E-mail None *

Notification Email: [REDACTED] *

Select an Action:

Step 4: Next to "Report Notification" click "Email" Click "Submit Background Report" to generate report

- **Immunization Due Report does not generate instantaneously, therefore you must select a notification method to receive an update from I-CARE when the report is complete.**

I-CARE Search I-CARE... Patients ▾

Home ▾ Patients ▾ Site ▾ Reports Admin

Report: Site Immunizations Due Report

Criteria

Site: IMMUNIZATION PROGRAM AT WSCDC

Birth Date From: 01/13/2001 *

Birth Date To: 01/14/2020 *

Shot Date From: 01/13/2001 *

Shot Date To: 01/14/2020 *

Groups: All DTP HIB HAV HBV HPV FLU H1N1 MMR MEN MEN-B PNE
 POL ROT Tdap Td VAR ZOS Other

Report Notification: E-mail None *

Notification Email: david.juen@cityofchicago.org *

Select an Action:

- Immunization Due Report Running

I-CARE Search I-CARE... Patients

Home | Patients | Site | Reports Admin

IMMUNIZATION PROGRAM AT WSCDC

View: Reports
Site: IMMUNIZATION PROGRAM AT WSCDC

Reports Background Report Results Admin

Filter: Refresh My Reports → Delete

	Report	Date	Status	Priority
<input type="checkbox"/>	Vaccine - Immunizations Due	01/14/2020 11:52:26 AM	Running	Immediate
<input type="checkbox"/>	Coverage Level - Standard	01/14/2020 11:14:17 AM	Complete	Immediate
<input type="checkbox"/>	Coverage Level - Standard	01/14/2020 11:11:48 AM	Complete	Immediate

- Immunization Due Report Complete

I-CARE Search I-CARE... Patients

Home | Patients | Site | Reports Admin

IMMUNIZATION PROGRAM AT WSCDC

View: Reports
Site: IMMUNIZATION PROGRAM AT WSCDC

Reports Background Report Results Admin

Filter: Refresh My Reports → Delete

	Report	Date	Status	Priority
<input type="checkbox"/>	Vaccine - Immunizations Due	01/14/2020 11:52:28 AM	Complete	Immediate
<input type="checkbox"/>	Coverage Level - Standard	01/14/2020 11:14:17 AM	Complete	Immediate
<input type="checkbox"/>	Coverage Level - Standard	01/14/2020 11:11:48 AM	Complete	Immediate

Step 5: Select "Vaccine-Immunizations Due" and next to "Select an Action:" select "HTML Report", "PDF Report", or "CSV Export"* to generate "Vaccine – Immunizations Due"

I-CARE Search I-CARE... Patients

Home Patients Site Reports Admin

IMMUNIZA

Background Report: Vaccine - Immunizations Due 1289159026

Background Status: Complete

Status Date: 01/14/2020 11:52:28 AM

Criteria Report

Select an Action: Return HTML Report PDF Report CSV Export

Report: Vaccine - Immunizations Due

Background Parameters: Site Id Admin: 193
Site Name: IMMUNIZATION PROGRAM AT WSCDC
Dob From: 2019-01-14T00:00:00
Dob To: 2020-01-14T00:00:00
Shot From: 2019-01-14T00:00:00
Shot To: 2020-01-14T00:00:00
Vaccine Groups:
Background Notify Code: EMAIL
Background Notify Email: david.juen@cityofchicago.org
Create Employee Id Admin: 1115777917
Home Site Id Admin: 193

Background Status: Complete

Status Date: 01/14/2020 11:52:28 AM

Assigned Thread: 0

Background Priority: Immediate

Background Notification: E-mail

*HTML in browser, PDF generates adobe document, CSV an excel document