

Patient Search - CHILD Profile Immunization Registry View Access Quick Guide – Patient Reports



Username/Login and Password

- ◆ Username and password are **not** case sensitive.
- ◆ Passwords will expire every 90 days. Once expired, the system will prompt you to change your password.
- ◆ As a user with View Access you will be unable to edit data but you can print reports.
- ◆ For added security please close the browser window after logging out of the CHILD Profile Registry.

Registry Application Menu Diagram

Patient Search Screen Diagram

Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
<input type="checkbox"/>	MARIA		PAN	12/12/2003	4064458	MARIA	
<input type="checkbox"/>	MARIA		PAN	01/10/2005	4064459	CINDY	

2 records were found. Notice the difference in the Patient's Birth Date and Guardian's (Grd) First Name to select the appropriate patient.



Search for a Patient

1. Under **Patient** on the menu, click *Search/Add*.
2. Enter search criteria, i.e. patient's name, birth date, etc. (Enter the birth date as a string of numbers: i.e. enter May 8, 2005 as 050805 or 05082005.)
3. Click **RUN SEARCH** or hit the **ENTER** key.
4. If the patient appears in the Search Results, click on the arrow to the left of the patient's name (the select button) to view the patient's demographic information.
5. See the Vaccination History Quick Reference Guide for how to view a patient's immunization history.



SEARCH TIPS

All children born in Washington state are automatically put into the registry via the birth record system. Children who move to Washington can easily be added by providers. See the Patient Search Diagram (far left column) for an example of the *Patient Search Screen*.

First, try searching by:

- ◆ Patient's first name, last name, and birth date
- Then**, if you do not find the patient, try searching by:
- ◆ First initial of the patient's first name and birth date
- ◆ First initial of the patient's last name and birth date
- ◆ Patient's first and last names without the birth date

Trouble finding your student?

- ◆ Remember to enter **First name**, first!
- ◆ Remember that foreign records often invert month and day. 03-05-99 would be May 3,1999
- ◆ You may enter additional information if you have it to help your search (guardians first name, address)
- ◆ Be certain to call 1-800-325-5599 if you think you have found **DUPLICATE** records.



Patient Specific Reports

Patient Record

1. Under **Reports** on the menu, click *Patient Record*.
2. On the *Print Patient Page*, select the appropriate option: "Do not include confidential information" (usually), or "Include confidential information".
3. Select the type of report you want to run by clicking on the radio button:
 - *Immunization Record Summary* – displays vaccines by family for the routine pediatric vaccines.
 - *All Recorded Vaccinations* – displays all vaccines administered by the exact vaccine name.
 - *Forecast* – displays the vaccines due for the patient using the date range format.

4. Click **CREATE REPORT**.
5. Print the report using the web browser print function.

State Reports

1. Under **Reports** on the menu click *State Reports*.
 2. *Patient Immunization Forecast* - displays vaccinations that are Due Now, Past Due or Up to Date.
 3. *School Certificate (PDF)* - displays the official WA State Certificate of Immunization Status.
 4. Click on the report name.
 5. Print the report using the web browser print function.
- NOTE:** All reports are for the last patient viewed.

Duplicate Patient Records

If you locate a duplicate patient record, contact the CPIR Help Desk. Please note the SIIS Patient ID numbers for **both** patient records and if possible, which record to keep and which one to delete.



Questions? Contact the Help Desk: 800-325-5599 or 206-205-4141 email: cphelpdesk@metrokc.gov

Registry Web Address: <https://fortress.wa.gov/doh/cpir/iweb/main.jsp> or visit our website at www.childprofile.org

Updated: 8/9/05

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