

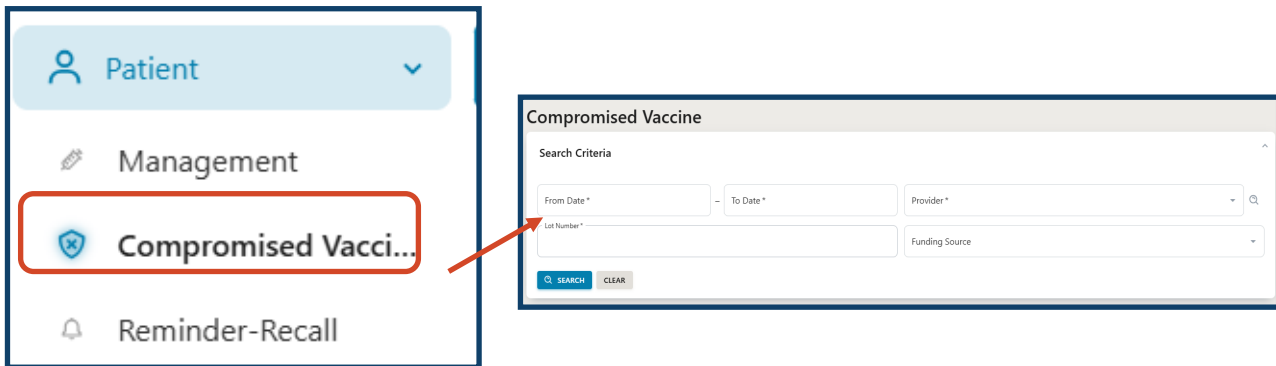
Compromised Vaccine Report

Getting Started

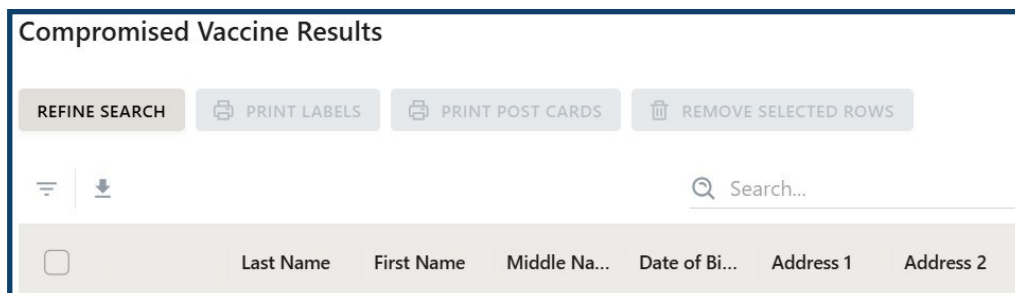
The Compromised Vaccine report generates a list of patients who received a specific lot number during a specific period of time. It allows providers to identify all of the patients that received the specific lot in the case of a product recall or storage and handling issue that requires patients be contacted and potentially re-vaccinated.

How to Run Compromised Vaccine Report:

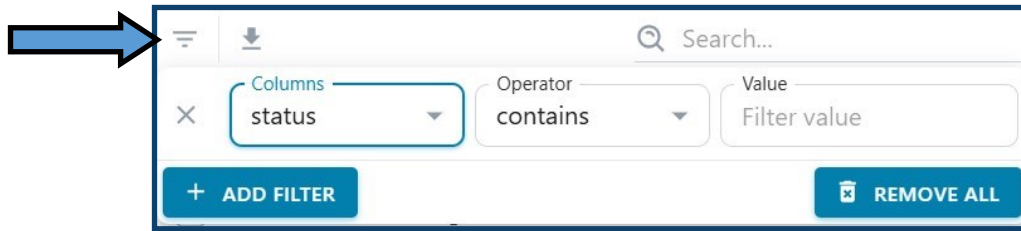
1.) To access this report, select '**Compromised Vaccine**' in the **Patient** drop-down. The report will open to the **Search Criteria**.



- 2.) Enter the dose date range impacted in the **From Date** and **To Date** boxes.
- 3.) Select the provider whose inventory was impacted.
- 4.) Enter the impacted lot number.
- 5.) You may select a funding source, but it is not required. If no funding source is selected, it will return all doses with that lot number regardless of funding source.
- 6.) Click the **Search** button to generate the list. The requested table will populate below the criteria box.

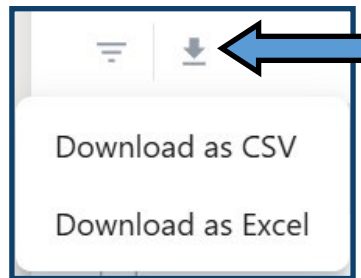


7.) You can filter the results by any column in the table by selecting the column and entering the value you want to filter.

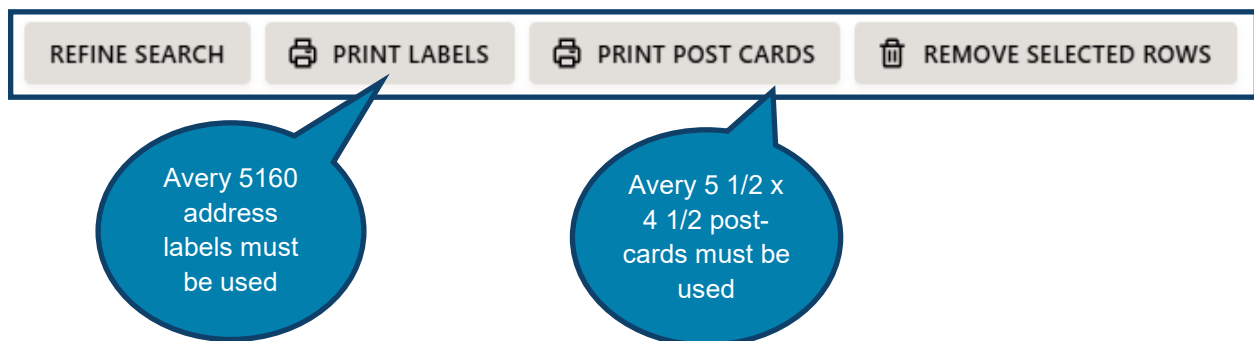


- ⇒ If you need to change your search criteria, you can reopen the search criteria by clicking the **Refine Search** button.
- ⇒ If you need to delete rows from the results, select the box next to the patient's name and then click the **Remove Selected Rows** button.

8.) You can export the list of patients as a CSV or Excel file by clicking on the export button then selecting **the format of choice**.



9.) You can print labels and postcards by selecting the desired **Print Labels** or **Print Post Cards** button.



- ⇒ The return address section of the postcards will autofill with the providers address in the NDIIS.
- ⇒ A line stating 'TO THE PARENT/GUARDIAN OF' will be autogenerated for all labels and postcards for individuals younger than 18 years.
- ⇒ You may also need to change your browser print settings prior to printing the labels. If your print settings default to "Fit to printable area", change that setting to "Actual Size".