

ADULT IMMUNIZATION REGISTRY
USERS' GUIDE

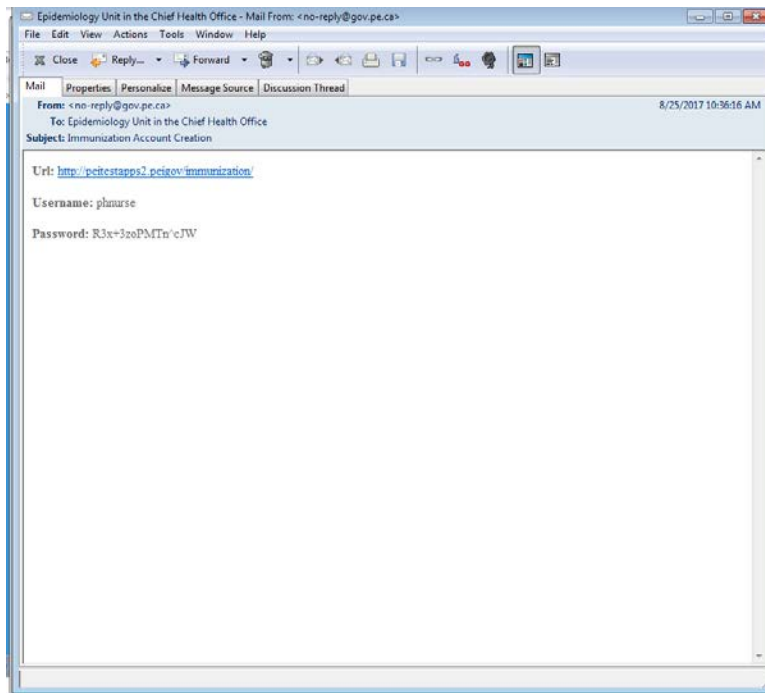
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The Adult Immunization Registry (AIR) is being implemented as part of the Adult Immunization Strategy and in response to requirements of the associated legislation and regulations. Data is collected from hospitals, pharmacists, physician billing, ISM, Employee health and data collated at the CPHO. Practitioners in the field can see an adult client's immunization history and print it for the client on request.

To access the system, a username and password will be provided to you when an account is created. The password is system-generated and gets sent to the email address associated with the username added to the system.

You will receive an email like the one below with your login when your information is entered in the system to create your account.

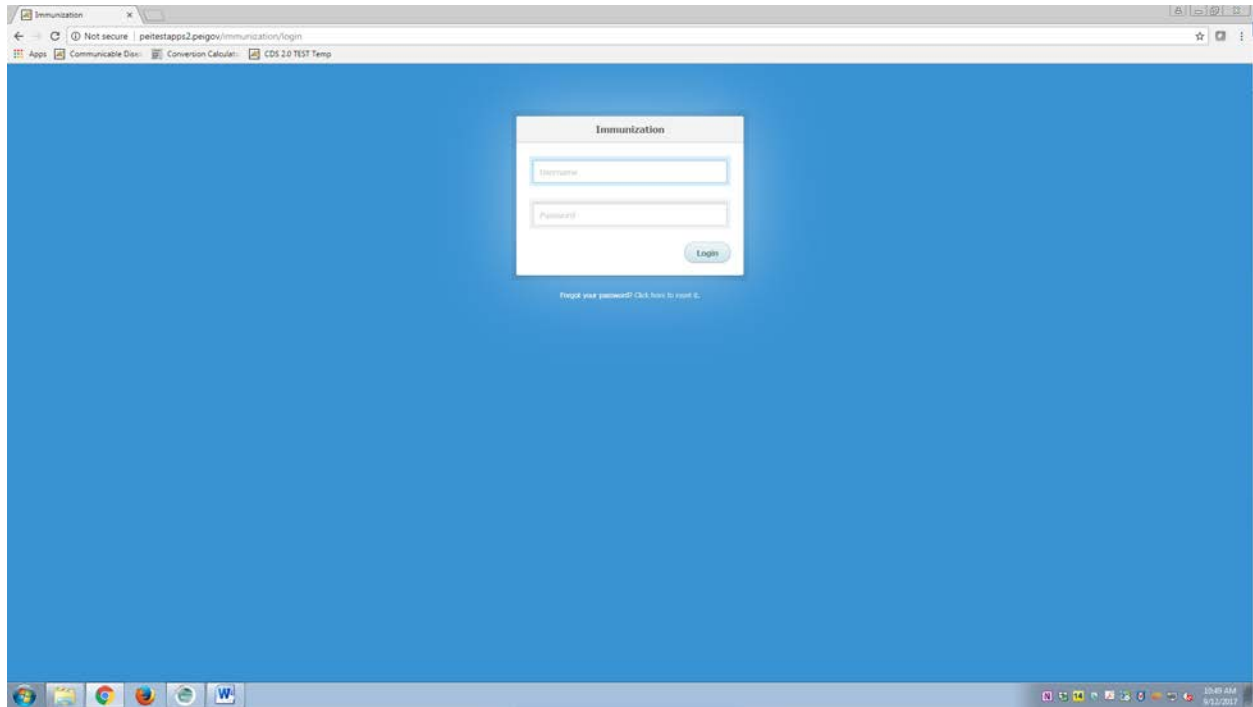
Sample Email:



Clicking on the URL in the email will take you to the AIR system.

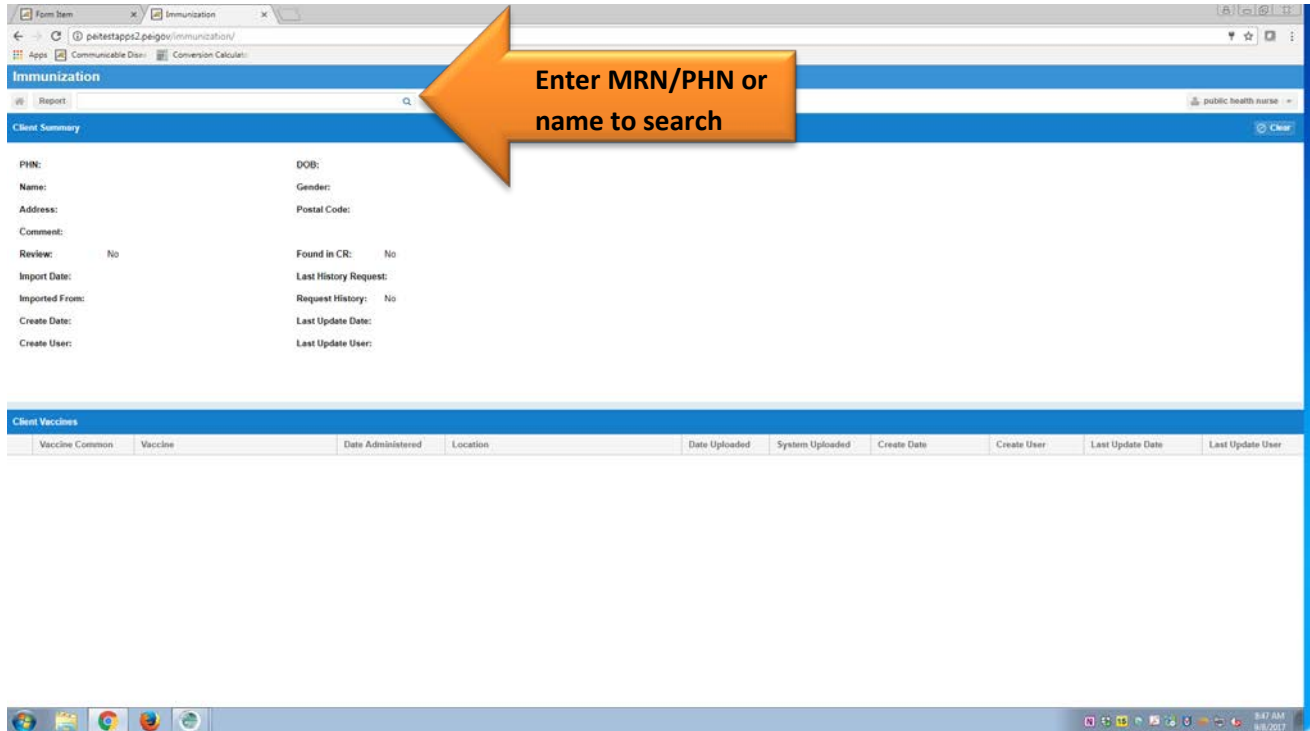
The URL will take you to the log-in screen where you will enter the username and password provided through the email. If you forget your password, you can click on a link in the log-in screen to reset it. It is system generated and you do not go through the CPHO office.

Log-in Screen:



When you log-in, this will be the access or dashboard screen you will see. In the search bar, enter the name or the MRN of the client. Using the MRN as your look-up parameter will find one person, using name will find all persons with those letters in any part of their name. Select the client when displayed and press enter. The client information will display on the screen

Dashboard Screen :



The client information displays on the screen as below. If the client wants a paper copy, there is a “Print Client” button on the far right of the screen. When your interaction with the client is complete, click on the “Clear” button located next to the “Print Client” button to clear the data from the screen.

Client Information screen:

The screenshot shows the 'Immunization' web application interface. The 'Client Summary' section contains the following information:

- PHN: [Redacted]
- DOB: [Redacted]
- Name: [Redacted]
- Gender: Female
- Address: [Redacted]
- Postal Code: C1A1R9
- Comment: [Redacted]
- Review: No
- Found in CR: Yes
- Import Date: 2017-09-08 09:55:39
- Last History Request: 2017-09-08 14:17:42
- Imported From: ISM
- Request History: Yes
- Create Date: 2017-09-08 14:17:42
- Last Update Date: 2017-09-08 14:44:21

Annotations include:

- A green arrow pointing to the 'Clear' button.
- A blue arrow pointing to the 'Print Client' button.
- An orange box labeled 'Source of most recently retrieved data' with an arrow pointing to the 'Request History: Yes' field.
- An orange box labeled 'Source of data' with an arrow pointing to the 'ISM' value in the 'Imported From' field.

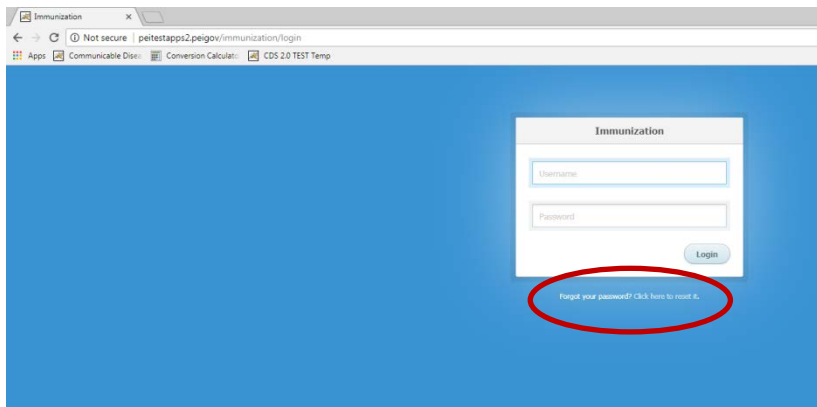
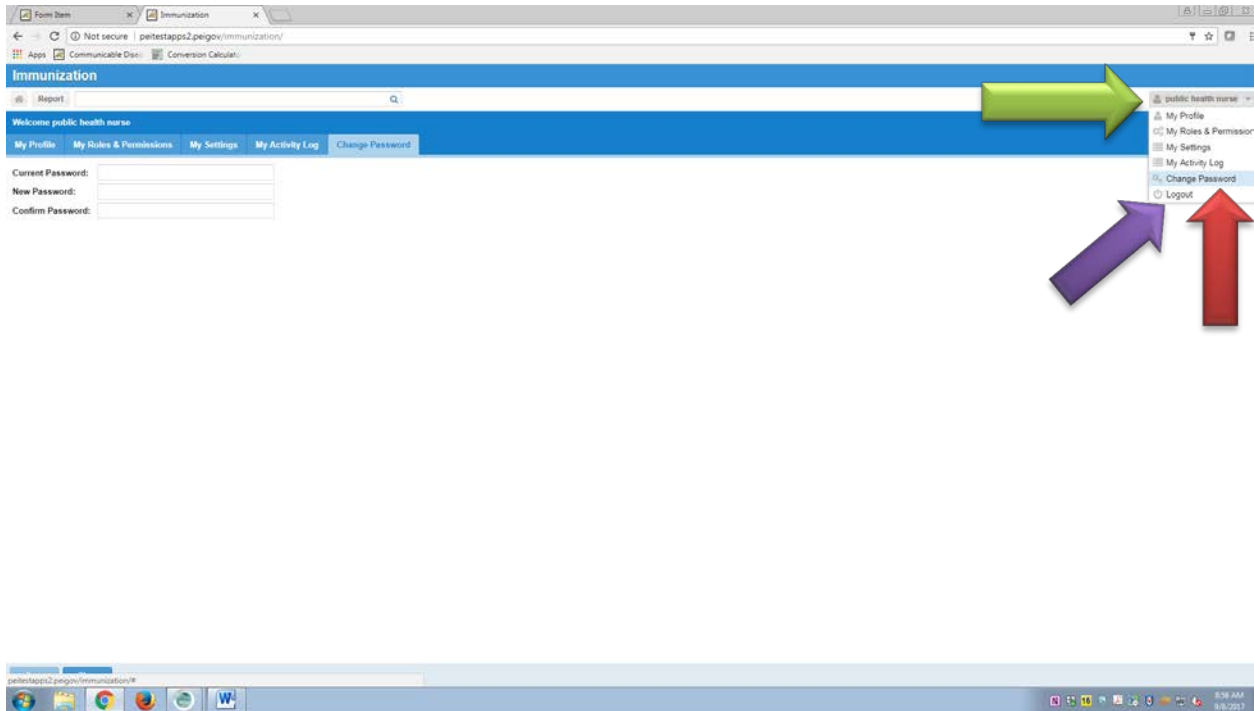
The 'Client Vaccines' table is as follows:

	Vaccine Common	Vaccine	Date Administered ↓	Location	Status	Date Uploaded	System Uploaded	Create Date	
1	Flu	AGRIFLU	2015-10-25	MURPHYSPARKDALEPHA...	A-Given	2017-09-08	Pharmacy	2017-09-08 14:34:12	ad
2	HB	HB - Hepatitis B	2010-01-04	A-PHN Office	A-Given	2017-09-08	ISM	2017-09-08 14:17:42	ad

At the bottom, a Windows taskbar shows a 'Client Printout 201...pdf' window open, and the system clock indicates 4:10 PM on 9/13/2017.

You will see that your **name** is displayed on the far right of the screen. Clicking on the arrow at the end of your name will reveal a list of actions. Selecting “**Change Password**” will allow you to change your password to one that is easy to remember. As usual when changing passwords, you must enter your current password once and then the new one twice. Selecting “**Logout**” ends your session in the system.

Change Password



If you forget your password, you can click on the link on the log-in screen and a new password will be sent to you by email. Using that new password, log-in to the system and reset your password.

With this system, you do not contact CPHO for password issues.