

## SCHOOL AND CHILD CARE IMMUNIZATION MODULE COVID-19 REPORT QUICK REFERENCE GUIDE

In the School Reports menu select 'Patient Detail Report'

Select the 'All Students' then If you want change the grades on the report from the default of all grades click the 'Select' button under grades. Click the arrow under Select to run the report.

**Patient Detail Report**  
 Select School

Search Criteria:

State: WASHINGTON

County: --select--

District / Region: --select--

School District: VERY HEALTHY SCHOOL DISTRICT

Type:  All  Public Only  Private Only

Name: VERY HEALTHY HIGH SCHOOL

Exemption Status:  All Students (Default)  Exempted Only  Non-Exempted Only

Back Search

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**Search Results**

Select	School Name	Street	City	State	Zip Code	Public School	Grade Levels
<input checked="" type="checkbox"/>	VERY HEALTHY HIGH SCHOOL	16 BIRD AVE.	SEQUIM	WA	98382	Public	Select

The report will open on a new tab or window. Use control+a (or apple key+a) to highlight the text on the report. Use control+c (or apple key+c) to copy the highlighted text.

**School Nurse Patient Detail Report**

School: VERY HEALTHY HIGH SCHOOL Report Date: November 05, 2021

Grades: All

Total Patients Selected: 21

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian	Phone Number	Grade Level
11832229	KODA	(12) NO COVID	CAT	09/03/2002			12

Vaccine Name	Vaccination Date	Historical
DTaP	11/18/2002	Y
DTaP	01/20/2003	Y
DTaP	04/23/2003	Y
DTaP	10/13/2004	Y
DTaP	06/05/2007	Y
HPV, quadrivalent	10/25/2013	Y
HPV9	07/07/2015	Y
Hep A, ped/adol, 2 dose	10/13/2004	Y
Hep A, ped/adol, 2 dose	05/16/2007	Y
Hep B Ped/Adol - Preserv Free	05/16/2007	Y
Hep B Ped/Adol - Preserv Free	07/05/2007	Y
Hep B Ped/Adol - Preserv Free	05/01/2008	Y
Hib (PRP-T)	10/13/2004	Y
Hib (PRP-T)	05/16/2007	Y
IPV	09/17/2002	Y
IPV	11/18/2002	Y
IPV	01/20/2003	Y
IPV	04/23/2003	Y
IPV	06/06/2003	Y
IPV	02/20/2004	Y
Influenza, seasonal, injectable	10/28/2013	Y
MMR	06/05/2007	Y
MMR	06/16/2007	Y
MMR	05/01/2008	Y
Meningococcal MCV40	10/25/2013	Y
Tdap	10/25/2013	Y
influenza, injectable, quadrivalent	03/04/2019	Y
meningococcal MCV4P	03/04/2019	Y
varicella	10/13/2004	Y
varicella	05/01/2008	Y

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian	Phone Number	Grade Level
1469821	DRIZELLA	(11) MMR PEXMEASLES	CAT	05/01/2005			11

Vaccine Name	Vaccination Date	Historical
measles		
DTaP	Exempt	Y
	06/01/2007	

Covid vaccines key:

- Pfizer - COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose



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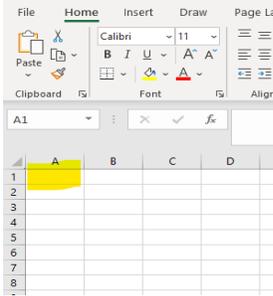
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- Moderna – COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose
- Janssen (J&J) - COVID-19 vaccine, vector-nr, rS-Ad26, PF, 0.5 mL
- Pfizer Peds - COVID-19, mRNA, LNP-S, PF, 10 mcg/0.2 mL dose, tris-sucrose

Open a new blank Excel spreadsheet. Click in cell A1 then then Paste the data you copied from the report.



The select and delete rows 1 through 2. Highlight the rows, right click and select 'delete'.

	A	B	C	D	E	F	G	H	I
1	<b>School Nurse Patient Detail Report</b>								
2									
3	School:	VERY HEALTHY HIGH SCHOOL		Report Date:		November 05, 2021			
4	Grades:	All							
5	Total Patients Selected: 21								
6									
7	<b>Patient ID</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Birthdate</b>	<b>Guardian</b>	<b>Phone Number</b>	<b>Grade Level</b>	
8	11832229	KODA	(12) NO COVID	CAT	9/3/2002			12	
9									
10	<b>Vaccine Name</b>	<b>Vaccination</b>	<b>Historical</b>						
11									
12									
13	DTaP	11/18/2002	Y						

Click on the grey arrow above row 1 to select the whole sheet.

	A	B	C	D	E
1	<b>Patient ID</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Birthdate</b>
2	11832229	KODA	(12) NO COVID	CAT	9/3/2002
3					
4	<b>Vaccine Name</b>	<b>Vaccination</b>	<b>Historical</b>		
5					
6					
7	DTaP	11/18/2002	Y		

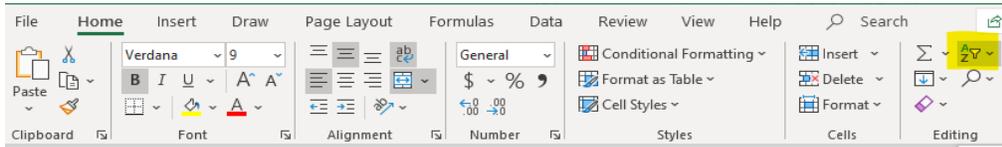
While the sheet is highlighted click the Sort/Filter icon and select 'Filter'



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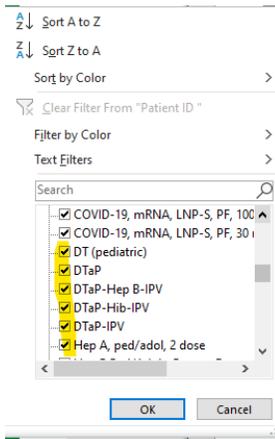
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This will add sort/filter arrows to each column.

	A	B	C	D	E	F	G	H
1	Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian	Phone Number	Grade Level
2	11832229	KODA	(12) NO	CAT	9/3/2002			12
3			COVID					

Click the arrow on Column A which opens a small window. Scroll down the list below the SIIS ID#s to the vaccines. Uncheck all vaccine except the COVID-19 vaccines. Also uncheck Patient ID and (blanks).



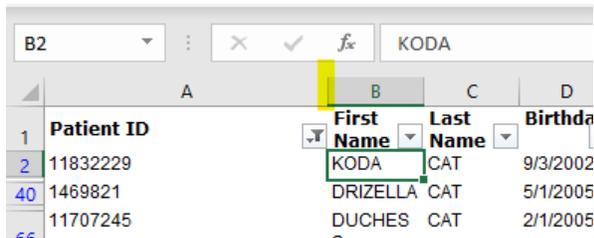
The sheet will now show only COVID-19 vaccines and their administration date in the rows under the student's name. Here you see 'Fraidy Cat' and 'Prairie Cat' have doses of COVID-19 vaccine.



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	A	B	C	D	E	F	G	H
1	Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian	Phone Number	Grade Level
2	11832229	KODA	(12) NO COVID	CAT	9/3/2002			12
40	1469821	DRIZELLA	(11) MMR PEXMEAS LES	CAT	5/1/2005			11
66	11707245	DUCHES S	(11) DTP CATCH UP COMP HDSD-2205 FORECAST BUG	CAT	2/1/2005	KATHERINE GRAFF		11
92	11797750	FOREST	(11) NO IMMS RMEX-VAR	CAT	2/1/2005			11
102	11745964	FRAIDY	(11) COVID	CAT	6/1/1996			11
107	COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose	2/16/2021	N					
108	COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose	4/1/2021	Y					
109	COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose	8/20/2021	N					
130	11821681	PRAIRIE	(11) COVID ONLY	CAT	2/1/2005	KATHERINE GRAFF		11
135	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	3/1/2021	Y					
136	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	4/1/2021	Y					
140	11707246	THOMAS	(11) TD ONLY	CAT	2/1/2005			11

You can widen a column by clicking between the column names and dragging your mouse.

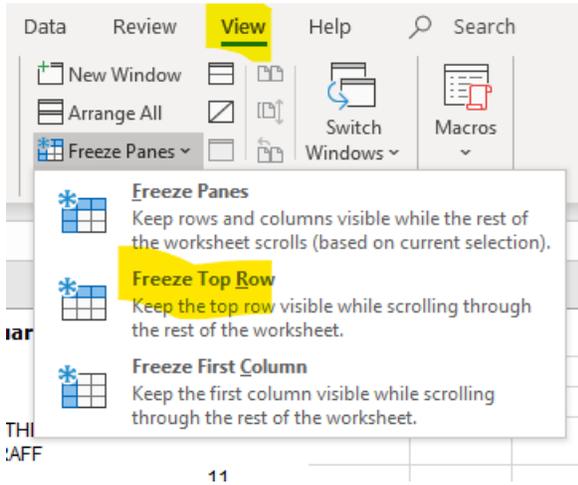


To keep the header row 1 always in view, go to the View tab and select 'Freeze Top Row'.



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