Patient Detail Export in the School and Child Care Immunization Module Quick Reference Guide

What is the Patient Detail Export in the School and Child Care Immunization Module (SCCIM)?
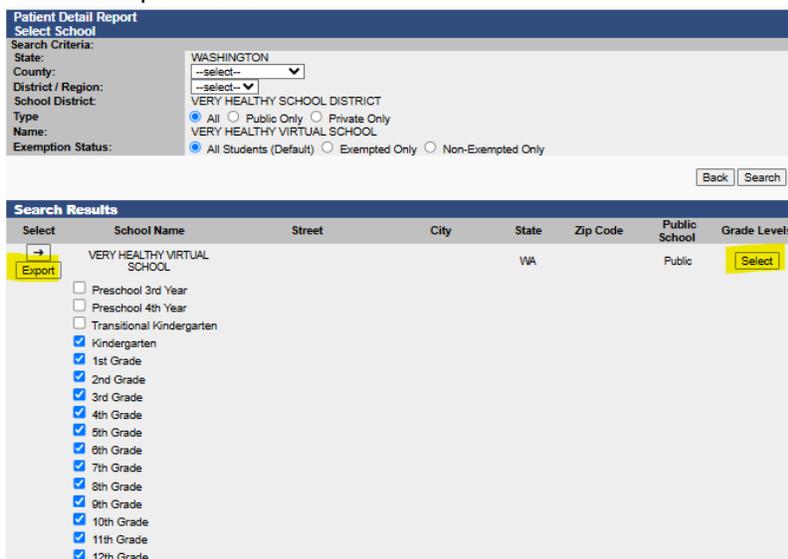
The Patient Detail Export report will provide a list of all vaccinations recorded in the Washinton Immunization Information System (WAIIS) for all students in the grade/s selected. It will download as a .CSV file and can be opened with a spreadsheet application like Excel.

How to run the Patient Detail Report Export

- On the School Report menu click on Patient Detail

- Click the Select button and check/uncheck the grade/s to include on the report.
- Click the Export button

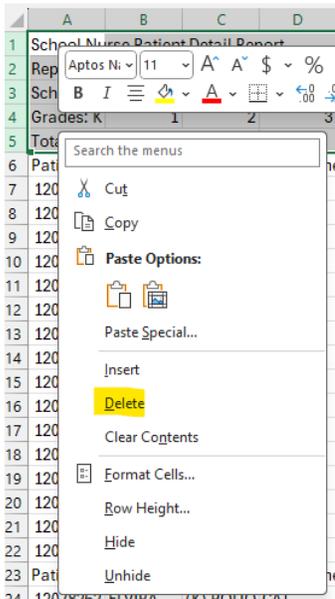- The file will download as a .CSV file. Open the file from your downloads folder

How to edit the Patient Detail Report to be able to search and filter

To be able to sort and filter the report you will need to make a few edits to the spreadsheet.

- Delete the first 5 rows:
  - Select the first 5 rows and

  - Right-click, select delete to delete the rows

- Set the report to filter and sort
  - Select columns A through K

- On the Data tab click the Filter icon

- That will add the filter and sort arrows to the top of the columns

- Remove the redundant column headers
  - Click the arrow on the Patient ID column (A) and uncheck the box to include Patient ID, and click OK

- Filter the report for the information you want. For example, if you want a list of 7th grade students who have had a Tdap:
  - o Click the arrow on the Grade column (H) and uncheck Select All and recheck 7th grade

  - o Click the arrow on the Vaccine Name column (I) and uncheck Select All and recheck Tdap
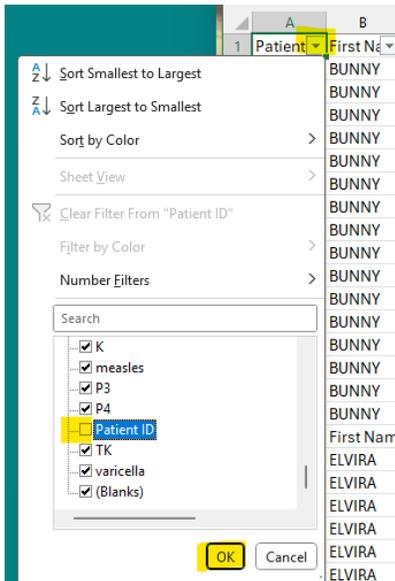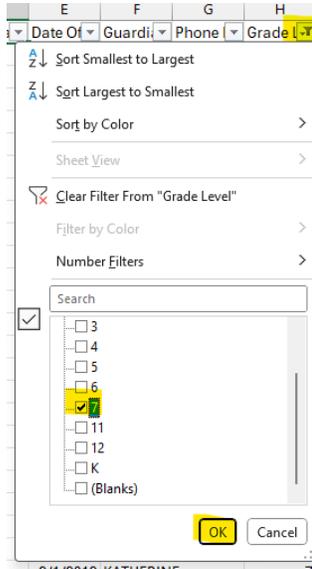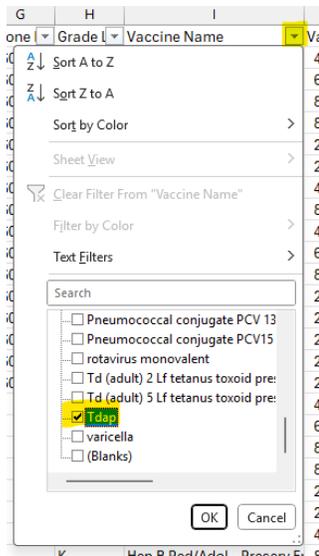

  - o The report will now show students in 7th grade who have had a Tdap

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