

Print Patient Record Quick Reference Guide



Note: We aim for all *imMTrax* users to be comfortable and confident in the process for releasing immunization records from *imMTrax*. For this purpose, we recommend printing the *Complete Immunization Report* for all immunization records requests.

Privacy Note: Immunization records are considered protected health information. Please adhere to your facility's internal policies and procedures for the release of such information. For additional guidance, review the <u>Records Release Tip Sheet</u> on the Montana Immunization program website.

Steps to Follow:

- 1. Click Search/Add, located under the Patient menu.
- **2.** Search for the patient. imMTrax staff recommends one of the following two searches:
 - Search using <u>only</u> the first three letters of the First and Last name followed by the wildcard "%."
 - Search using <u>only</u> the Birth Date.
- **3.** Click the patient's name to open the demographics section.

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- 4. Expand the Patient-Specific Reports section.
- 5. Select the Complete Immunization Form.

– Patient Specific Reports	
School Form	
Child Care Form	
Complete Immunization Report	

- 6. The patient record will open in a new tab.
- 7. View or print the patient record.

Note: Use of the School Form is not recommended for healthcare providers. The School Form does not include all vaccine groups or any invalid dose. The form will **only** display the last five doses by group. The School Form is intended for school and child care entry **only**.