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.

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.

Covid vaccines key:

- Pfizer - COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose
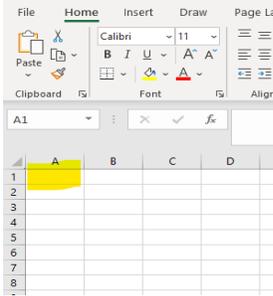
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- Moderna – COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose
- Janssen (J&J) - COVID-19 vaccine, vector-nr, rS-Ad26, PF, 0.5 mL
- Pfizer Peds - COVID-19, mRNA, LNP-S, PF, 10 mcg/0.2 mL dose, tris-sucrose

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'.

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

While the sheet is highlighted click the Sort/Filter icon and select 'Filter'
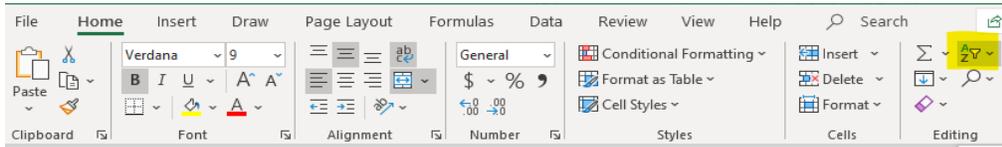
This will add sort/filter arrows to each column.

Click the arrow on Column A which opens a small window. Scroll down the list bellow the SIIS ID#s to the vaccines. Uncheck all vaccine except the COVID-19 vaccines. Also uncheck Patient ID and (blanks).
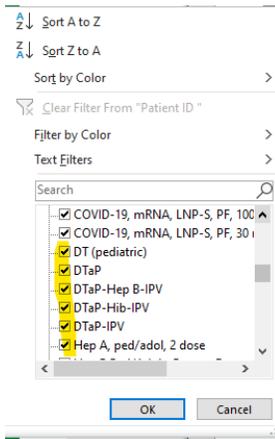
The sheet will now show only COVID-19 vaccines and their administration date in the rows under the student's name. Here you see 'Fraidy Cat' and 'Prairie Cat' have doses of COVID-19 vaccine.

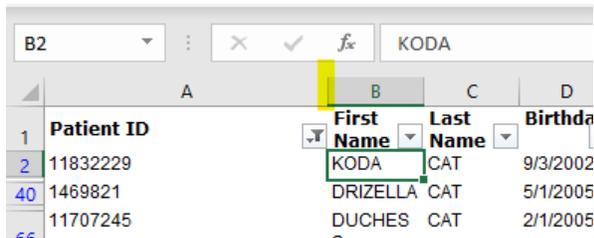|	A	B	C	D	E	F	G	H
1	Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian	Phone Number	Grade Level
2	11832229	KODA	(12) NO COVID	CAT	9/3/2002			12
40	1469821	DRIZELLA	(11) MMR PEXMEASLES	CAT	5/1/2005			11
66	11707245	DUCHESS	(11) DTP CATCH UP COMP HDSD-2205 FORECAST BUG	CAT	2/1/2005	KATHERINE 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

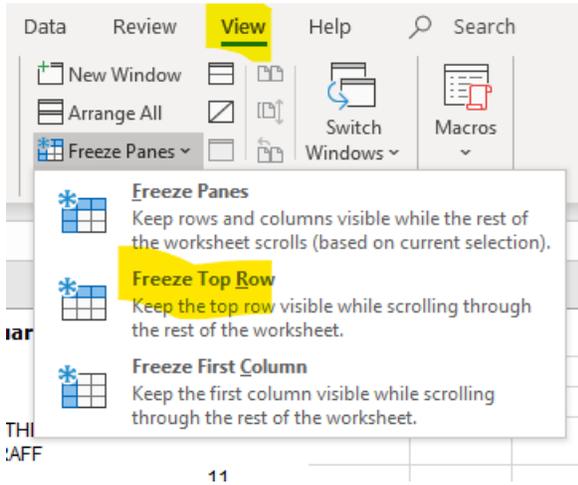You can widen a column by clicking between the column names and dragging your mouse.

B2		× ✓ fx	KODA	
	A	B	C	D
1	Patient ID	First Name	Last Name	Birthda
2	11832229	KODA	CAT	9/3/2002
40	1469821	DRIZELLA	CAT	5/1/2005
	11707245	DUCHES	CAT	2/1/2005

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

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