

## Vaccine Manager – Reporting User Guide for Compliance Contacts



**Description:** The HealthRx Vaccine Manager supports institutional mass immunization clinics by making the experience efficient for patients and health care providers.

**Audience:** Compliance Contacts

**Purpose:** Your task as a Compliance Contact will be to help manage employee compliance in immunization programs by downloading immunization compliance reports in the Vaccine Manager system.

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## Accessing Vaccine Manager

To access Vaccine Manager, log in to HealthRx Nexus (<https://ohscompliance.med.umich.edu>) using single sign-on (Fig. A). Users should enter their Level 2 password.



**Duo 2 Factor authentication is required to log in.**

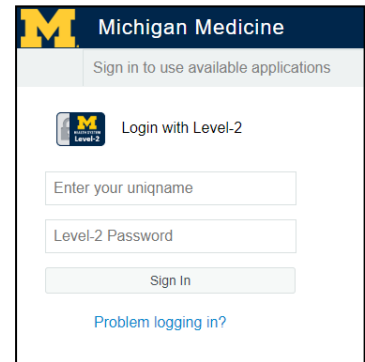


Figure A: Michigan Medicine SSO Login

The user will see the **Launchpad** screen after successfully logging in (Fig. B).

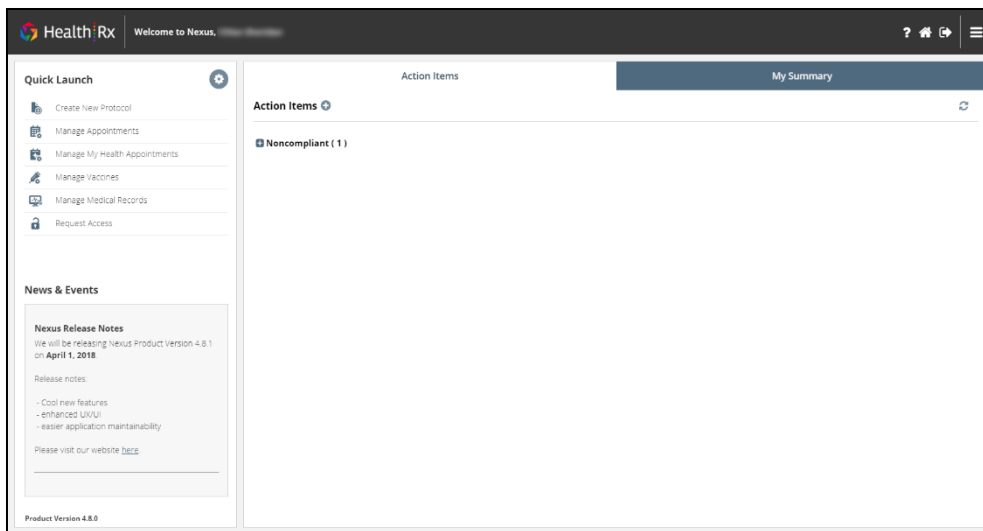


Figure B: Launchpad

To navigate to the Vaccine Manager, click the **Navigation Panel icon** in the top right corner to expand the **Navigation Panel**. Select **Vaccine Manager** (Fig. C). Users can also click the **Vaccine Manager** icon under the Quick Actions menu on the Launchpad.

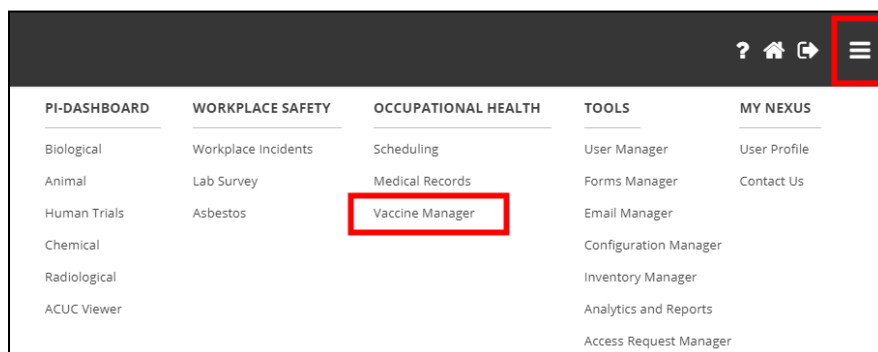


Figure C: Navigation Panel

Vaccine Manager will open to the **Reports** tab (Fig. D).

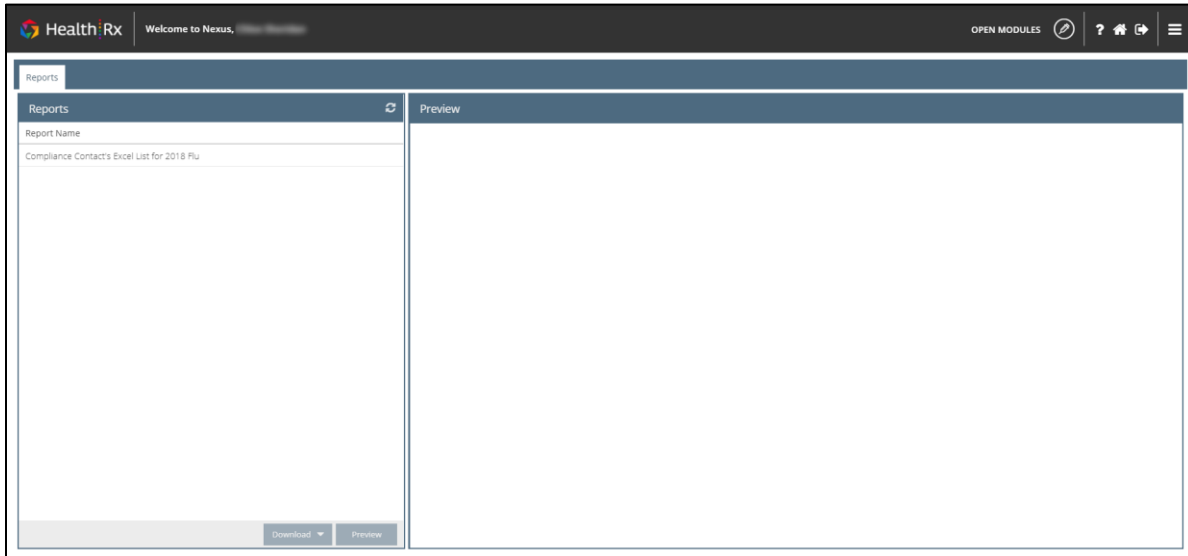



Figure D: Vaccine Manager Reports Tab

### **Downloading the Compliance Report**

Select the report titled “Compliance Contact’s Excel List for 2018 Flu” so it is highlighted in yellow, then click the **Download** button and select Excel as the output format (Fig. E). Users can also click the **Preview** button to view the report in the Preview panel.

 **This report will provide Compliance Contacts an up to date view of all the employees he/she monitors and their compliance in the 2018 Flu program.**

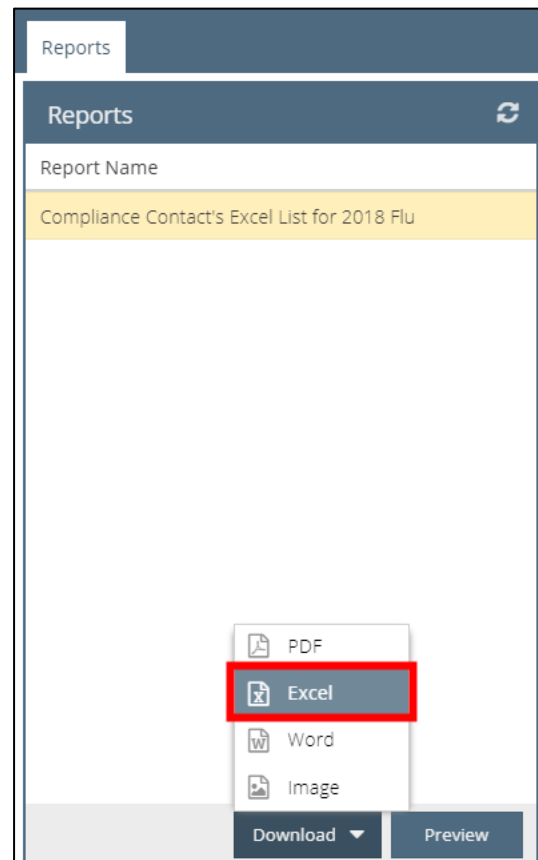
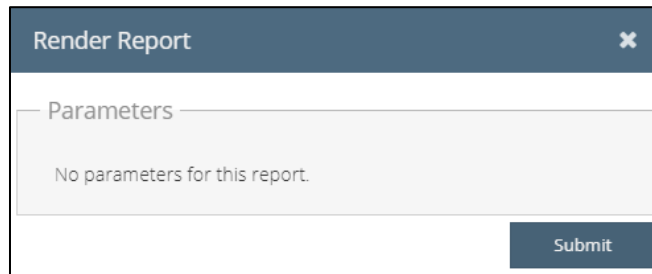


Figure E: Download Reports

If the report does not have any available date parameters, the pop up window will display stating that there are no parameters for this report (*Fig. F*). Click the **Submit** button to begin the download.



*Figure F: Report Parameters*