Vaccine Manager - TB User Guide for Liaisons

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

Audience: Liaisons

Purpose: Your task as a Liaison will be to enter TB tests and reads into the Record Immunizations tab in Vaccine Manager.
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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 sign in using their Level 2 password.

![Figure A: Michigan Medicine SSO Login](image)

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

![Figure B: Launchpad](image)

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](image)
Vaccine Manager will open to the **Record Immunizations** tab *(Fig. D)*.

![Figure D: Vaccine Manager Record Immunizations Tab](image)

Click the blue magnifying glass button to open the Master Patient Index (MPI) to search for the patient *(Fig. E)*. **Badge ID searches must include leading zeros.**

Search for the patient by entering their first name, last name, and/or Badge ID. Select the patient and click the **Select** button to open their record.

![Figure E: MPI](image)

**Entering a TB Record**

**Entering a New TB Test Placement**

Select **Tuberculosis** from the Vaccines drop-down menu *(Fig. F)*.

![Figure F: Vaccine Drop-down](image)

Questions? Contact HealthRx Support: (800) 690-3530 or support@healthrx.com
If this is a new TB test, the **Add Lab Test** window will open straight away (*Fig. G*). Users can enter a TB test placement by only entering the Screen Type, Placed Drawn Date and Placed/Drawn Time, then clicking **Submit**.

Users can also add comments in the Comments box.

⚠️ **The ‘Questionnaire’ Screen Type is for OHS use ONLY.**

After clicking **Submit**, a window will pop up confirming that the record has been successfully saved (*Fig. H*). Click **OK** to close the window and reopen the MPI to search for the next patient.

**Entering a TB Read/Result**

If a patient has a recent TB test that was placed but not read, Liaisons will see a pop-up window with the incomplete record information (*Fig. I*). Liaisons can either click to **Complete Existing** record or **Create New**.
Enter the **Date Read/Resulted**, **Time Read/Resulted**, and the **Result**. Click the **Submit** button to save the record (*Fig. J*).

Users can also add comments in the **Comments box**.

**Reports**

On the **Record Immunizations Tab**, Liaisons have access to view and download a report of all immunization and lab test record entries made on a given day for quality checks. Click the **Print** button at the bottom right of the screen to open the calendar window and select the date for the report (*Fig. K*).

*This report will display the names and Badge IDs of all patients for whom the Liaison has entered TB records within the set date range.*