



File Name	Entering Immunization Data.doc
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Entering Immunization Data

Navigation



Step	Action
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- | | |
|----|---|
| 1. | From the Campus Solutions menu, click the Campus Community link.
▶ Campus Community |
| 2. | Click the Personal Information (Student) link. |
| 3. | Click the Health Information (Student) link. |
| 4. | Click on the <u>Immunizations and Health</u> link. |



Process Document

Campus Community: Entering Immunization Data

The screenshot shows the 'Immunization' section of the MaineStreet application. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below that are links for New Window, Help, Customize Page, and Help. The main content area has tabs for Immunization, Health Test, and Immunization Compliance. The user is logged in as Jane Student with ID 0099999. The 'Immunizations' table has one entry with the following details:

*Immunization:	*Immunization Number:
<input type="text"/>	1

Additional fields for the immunization entry include:

- Date Taken:
- Expiration Date:
- Date Received:
- *Immunization Status: Unknown
- Comment:

Below the immunization entry is the 'Immunization Criteria' section, which has three radio buttons: Does Not Apply, Test Taken, and Test Not Taken (which is selected). It also has fields for Description, Date Taken, Expiration Date, and Date Received.

At the bottom of the form are three buttons: Save, Return to Search, and Notify.

Step	Action
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6.	On the Immunization page, you will enter information regarding the student's immunization data.
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In the **Immunization** section of the page, enter or lookup and select **SHOTS** in the **Immunization** field.

7.	Select the Enter key to enter the description.
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Process Document

Campus Community: Entering Immunization Data



The screenshot displays the MaineStreet web application interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this, there are tabs for 'Immunization', 'Health Test', and 'Immunization Compliance'. The main content area shows a user profile for 'Jane Student' with ID '0099999'. The 'Immunizations' section is active, showing a table with one row: 'SHOTS' (Immunization shot record) with an immunization number of 1 and a status of 'Unknown'. Below this, the 'Immunization Criteria' section is visible, showing a table with one row: 'MMR' (Description) with a status of 'Test Not Taken'. The 'Test Taken' radio button is highlighted with a red box. At the bottom of the form, there are buttons for 'Save', 'Return to Search', and 'Notify'.

Step	Action
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8. In the *Immunization Criteria* section of the page, notice that you are viewing row 1 of 10 rows. On row 1, you will enter information about the *MMR* immunization.

Select the *Test Taken* radio button.

 Test Taken



Process Document

Campus Community: Entering Immunization Data

MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Immunization | Health Test | Immunization Compliance

Jane Student 0099999

Immunizations Find | View All First 1 of 1 Last

*Immunization: SHOTS Immunization shot record *Immunization Number: 1

Date Taken: [] Expiration Date: []

Date Received: [] *Immunization Status: Unknown

Comment: []

Immunization Criteria Find | View All First 1 of 10 Last

*Criteria Number: 1 Does Not Apply Test Taken Test Not Taken

Description: MMR

Date Taken: [] Expiration Date: []

Date Received: [] Immunization Status: []

Save Return to Search Notify

[Immunization](#) | [Health Test](#) | [Immunization Compliance](#)

Step	Action
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- | | |
|-----|---|
| 9. | In the <i>Date Taken</i> field, enter or look up and select the date the MMR immunization was taken. |
| 10. | Press the <i>Enter</i> key to fill the field. |

Process Document

Campus Community: Entering Immunization Data



MaineStreet

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Immunization | Health Test | Immunization Compliance

Jane Student 0099999

Immunizations Find | View All First 1 of 1 Last

*Immunization: SHOTS Immunization shot record *Immunization Number: 1

Date Taken: Expiration Date:

Date Received: *Immunization Status: Unknown

Comment:

Immunization Criteria Find | View All First 1 of 10 Last

*Criteria Number: 1 Does Not Apply Test Taken Test Not Taken

Description: MMR

Date Taken: 02/13/1989 Expiration Date:

Date Received: Immunization Status:

Save Return to Search Notify

Immunization | Health Test | Immunization Compliance

Step	Action
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11. Click the *Show next row* arrow to view the next row of data for immunizations.





Process Document Campus Community: Entering Immunization Data

The screenshot shows the MaineStreet web application interface. At the top, there is a navigation bar with "Home", "Add to Favorites", and "Sign out" links. Below this, there are tabs for "Immunization", "Health Test", and "Immunization Compliance". The main content area displays information for "Jane Student" with ID "0099999".

The "Immunizations" section is active, showing a table with one row. The row details are as follows:

*Immunization:	SHOTS	Immunization shot record	*Immunization Number:	1
Date Taken:		Expiration Date:		
Date Received:		*Immunization Status:	Unknown	
Comment:				

Below the immunization table is the "Immunization Criteria" section, which is currently showing "Test Not Taken" selected for criteria number 2. The description is "MMR-2".

At the bottom of the form, there are buttons for "Save", "Return to Search", and "Notify".

Step	Action
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12. On row 2, you will enter information about the MMR-w immunization.

Select the *Test Taken* radio button.

Test Taken

13. Enter or look up and select the date the **MMR-2** immunization was taken.

14. Press **[Enter]**.

15. Click the *Show next row* arrow to view row 3.



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Campus Community: Entering Immunization Data



Step	Action
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16.	On row 3, you will enter information about the Tetanus/Diphtheria immunization.
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Select the **Test Taken** radio button.

Test Taken

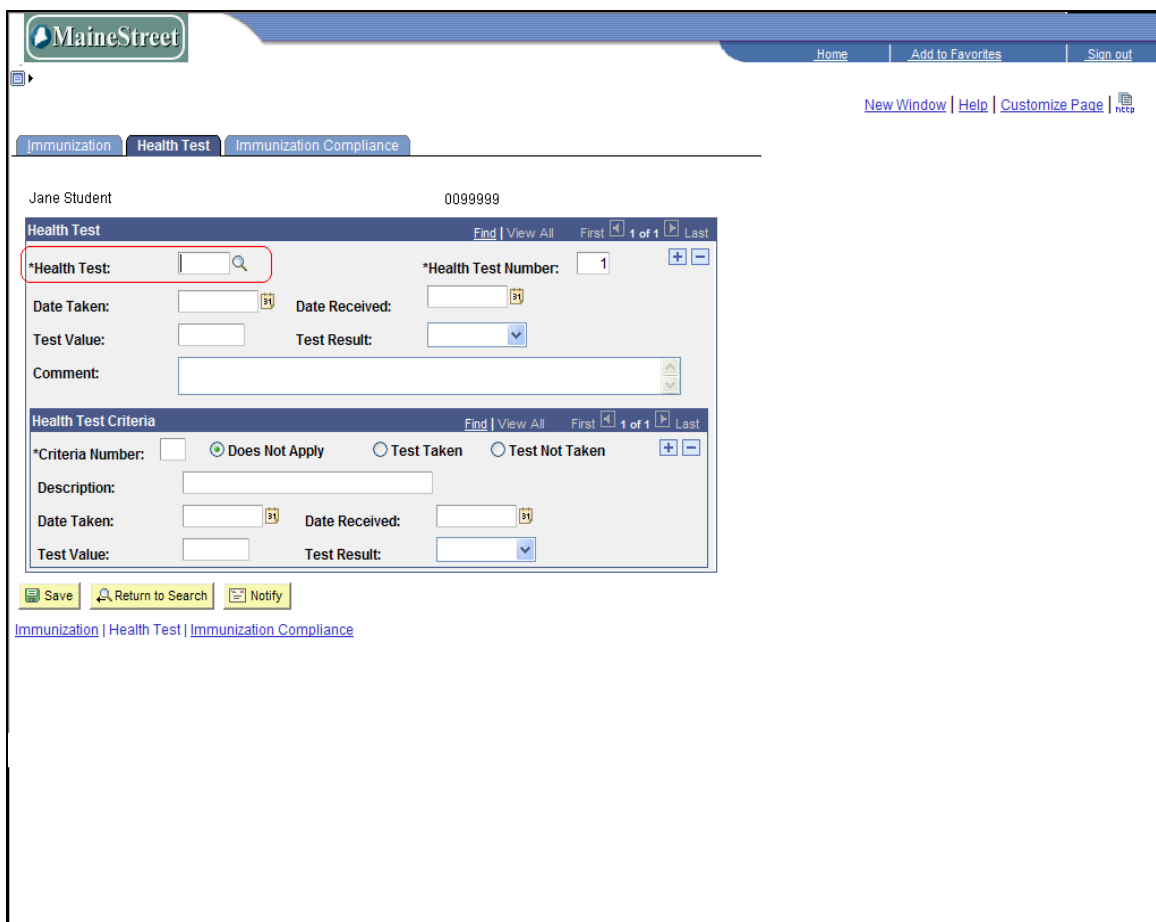
17.	Enter the date the Tetanus/Diphtheria immunization was taken in the Date Taken field.
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18.	Press [Enter] .
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19.	It is not required to enter immunization data on the remaining rows 4 - 10.
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Click the **Health Test** tab.

Health Test



The screenshot shows the 'MaineStreet' web application interface. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below that, there are links for New Window, Help, Customize Page, and Help. The main content area has three tabs: Immunization, Health Test, and Immunization Compliance. The 'Health Test' tab is active, showing a form for Jane Student (ID: 0099999). The form includes a search field for the Health Test, which is highlighted with a red box and a magnifying glass icon. Other fields include Date Taken, Date Received, Test Value, and Test Result. Below the form, there are buttons for Save, Return to Search, and Notify. The bottom of the page shows the breadcrumb trail: Immunization | Health Test | Immunization Compliance.

Step	Action
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20.	If the student has taken the Titre test, you will enter that information on the Health Test page.
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If appropriate, click on the look up icon or enter **titre** in the **Health Test** field.

For this example, we'll click the **Health Test** look up icon.



21.	Click on TITRE to select it.
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TITRE

22.	Click the Immunization Compliance tab.
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Immunization Compliance

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MaineStreet

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Immunization | Health Test | Immunization Compliance

Jane Student 0099999

Immunization Compliance Status Find | View All First 1 of 1 Last

*Institution UMS05 University of Maine

*Effective Date 01/01/2008

Compliance Status Not In Compliance

Save Return to Search Notify

[Immunization](#) | [Health Test](#) | Immunization Compliance

Step	Action
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23. The **Immunization Compliance** page is where you will enter the student's compliance status. By default, the **Compliance Status** is initially set to "Not in Compliance." To change the compliance status, you must add a new row.

Click the **Add a new row** button.





Process Document Campus Community: Entering Immunization Data

MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Immunization | Health Test | Immunization Compliance

Jane Student 0099999

Immunization Compliance Status Find | View All First 1 of 2 Last

*Institution University of Maine

*Effective Date

Compliance Status

Save | Return to Search | Notify

[Immunization](#) | [Health Test](#) | Immunization Compliance

Step	Action
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24.	By default, today's date enters in the <i>Effective Date</i> field on the new row.
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To change the compliance status, click on the drop-down arrow in the *Compliance Status* field.

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Jane Student 0099999

Immunization Compliance Status

*Institution: UMS05 University of Maine

*Effective Date: 06/30/2008

Compliance Status: Not In Compliance

- Away Status
- Born Before 1957
- Not In Compliance
- Objection Waiver
- Part-Time/Non-Degree
- Permanent Medical Waiver
- Shots/Titres
- Special Exclusion
- Temporary Medical Waiver

Save Return to Search Notify

Step	Action
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25.	Click on the appropriate compliance status to select it.
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In this example, the student submitted their immunization record, so we will click on **Shots/Titres** to select it.

26.	When finished, click the Save button.
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Step	Action
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27.



[Immunization](#) | [Health Test](#) | [Immunization Compliance](#)

Jane Student

0099999

Immunization Compliance Status		Find View 1	First	1-2 of 2	Last
*Institution	UMS05 University of Maine				
*Effective Date	06/30/2008				
Compliance Status	Shots/Titres				
<hr/>					
*Institution	UMS05 University of Maine				
*Effective Date	01/01/2008				
Compliance Status	Not In Compliance				

End of Procedure.