

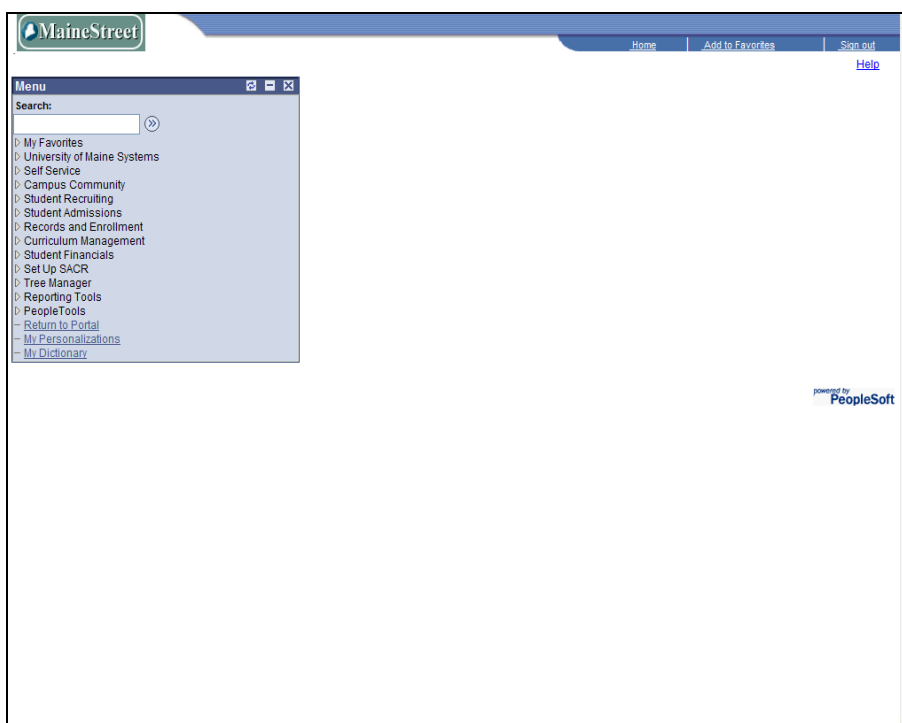


<b>File Name</b>	Entering Immunization Data.doc
<b>Version</b>	8.9
<b>Document Created</b>	7/28/2008
<b>Last Changed by</b>	ASDS
<b>Status</b>	FINAL

## Entering Immunization Data

The MaineStreet Campus Community module allows immunization information to be stored on the “Immunization” and “Health Test” pages. This document covers the procedures for entering a student’s immunization and health test information.

## 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 **Immunizations and Health** link.



## Procedure

**Immunizations and Health**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

ID: begins with [ ] [ ]  
Academic Career: = [ ] [ ]  
National ID: begins with [ ] [ ]  
Campus ID: begins with [ ] [ ]  
Last Name: begins with [ ] [ ]  
First Name: begins with [ ] [ ]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Action
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- |    |  |
|----|--|
| 5. | On the <b>Immunizations and Health</b> page, enter look up criteria for the student. |
|----|--|



# Process Document

## Campus Community: Entering Immunization Data

The screenshot shows the 'Immunization' section of the MaineStreet web 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 student's name 'Jane Student' and ID '0099999' are displayed. The 'Immunizations' section has a search bar and a list of immunizations. The first immunization is selected, showing fields for \*Immunization Number (1), Date Taken, Expiration Date, Date Received, \*Immunization Status (Unknown), and a Comment field. Below this is the 'Immunization Criteria' section with radio buttons for Does Not Apply, Test Taken, and Test Not Taken (selected). It also has fields for Description, Date Taken, Expiration Date, Date Received, and Immunization Status. At the bottom of the form are buttons for Save, Return to Search, and Notify. A breadcrumb trail at the bottom reads: Immunization | Health Test | Immunization Compliance.

Step	Action
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6. On the **Immunization** page, you will enter information regarding the student's immunization data.

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.

# 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 student record 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 criteria number of 1. The 'Test Taken' radio button is selected and 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 <b>MMR</b> immunization was taken. |
| 10. | Press the <i>Enter</i> key to fill the field.   |

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## 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 <i>Show next row</i> 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 the name 'Jane Student' and ID '0099999'. There are two data entry sections: 'Immunizations' and 'Immunization Criteria'. The 'Immunizations' section has a search bar with 'SHOTS' and a magnifying glass icon, and a 'Find | View All' link. It contains fields for '\*Immunization Number: 1', 'Date Taken', 'Expiration Date', 'Date Received', and '\*Immunization Status: Unknown'. There is also a 'Comment' text area. The 'Immunization Criteria' section has a search bar with '2' and a magnifying glass icon, and a 'Find | View All' link. It contains radio buttons for 'Does Not Apply', 'Test Taken', and 'Test Not Taken' (which is selected). There is also a 'Description' field with 'MMR-2' and fields for 'Date Taken', 'Expiration Date', 'Date Received', and 'Immunization Status'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', and 'Notify'. Below the form, there is a breadcrumb trail: 'Immunization | Health Test | Immunization Compliance'.

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.



# 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 the 'Immunization' form for a student named Jane Student (ID: 0099999). The form is divided into two sections: 'Immunizations' and 'Immunization Criteria'. The 'Immunizations' section includes fields for 'Immunization Number' (1), 'Date Taken', 'Expiration Date', 'Date Received', and 'Immunization Status' (Unknown). The 'Immunization Criteria' section includes radio buttons for 'Does Not Apply', 'Test Taken', and 'Test Not Taken' (selected), and a 'Description' field containing 'Tetanus/Diphtheria'. At the bottom of the form, there are 'Save', 'Return to Search', and 'Notify' buttons. The breadcrumb trail at the bottom reads 'Immunization | Health Test | Immunization Compliance'.

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

**Test Taken**

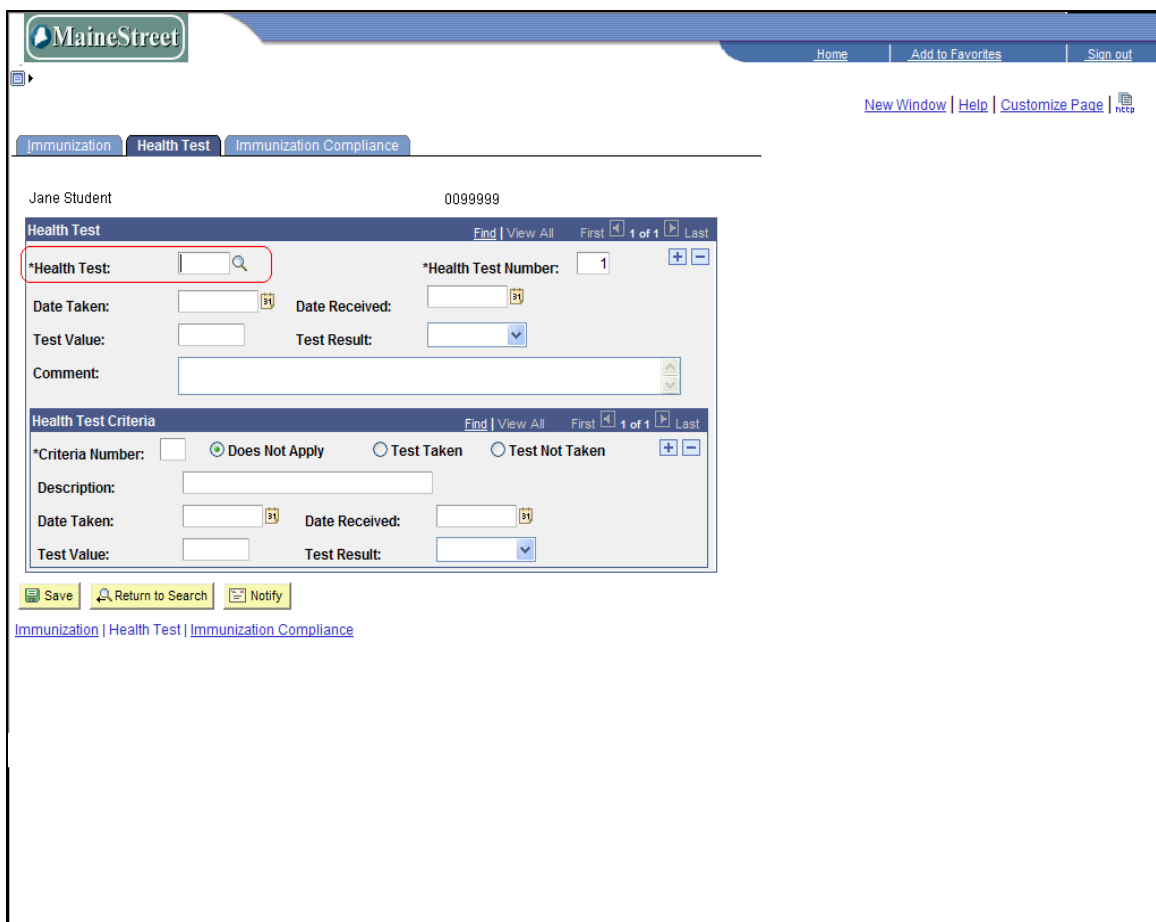
17.	Enter the date the <b>Tetanus/Diphtheria</b> immunization was taken in the <b>Date Taken</b> field.
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18.	Press <b>[Enter]</b> .
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19.	It is not required to enter immunization data on the remaining 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 'Health Test' (highlighted with a red box and a magnifying glass icon), a 'Health Test Number' field with the value '1', and fields for 'Date Taken', 'Date Received', 'Test Value', and 'Test Result'. There is also a 'Comment' field. Below the form, there are buttons for 'Save', 'Return to Search', and 'Notify'. At the bottom, there are navigation links: Immunization | Health Test | Immunization Compliance.

Step	Action
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20.	If the student has taken the <b>Titre</b> test, you will enter that information on the <b>Health Test</b> page.
-----	---

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 <b>TITRE</b> to select it.
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**TITRE**

22.	Click the <b>Immunization Compliance</b> tab.
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**Immunization Compliance**

# 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 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 <b>Immunization Compliance</b> page is where you will enter the student's compliance status. By default, the <b>Compliance Status</b> 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](#) |

[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
------	--------

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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## 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 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

Immunization | Health Test | Immunization Compliance

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.

Shots/Titres

26.	When finished, click the <b>Save</b> button.
-----	--

Save



# Process Document

## Campus Community: Entering Immunization Data

Step	Action
------	--------

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				
*Institution	UMS05	University of Maine			
*Effective Date	01/01/2008				
Compliance Status	Not In Compliance				

**End of Procedure.**