SEARCHING FOR A STUDENT

Search by Name: Using Last Name, First Name and Date of Birth

- Do not search using Middle Name as it may cause the search to fail
- If no match is found searching with full First Name, search again using Last Name, First Initial and Date of Birth

OR

Search by Chart: Using MCI Number, if known.

After entering search criteria, click **Search**.

All records fitting the search criteria will appear in the results grid. The colored rows indicate separate records. Colors grouped together indicate only one immunization record. In the search results, Steve Test and Steven Test are the same color and represent one child's record.

If the student is not found after thorough searching, click **Add** to activate the "Add New Client" screen.

All yellow fields must be completed. First Name must be completed now if search was by first initial.

Select: Sex, Race and Ethnicity

Review for correctness!

Click **OK**.

Client Search

Last Name: TEST First Name: S Middle Name: Date of Birth: 08/10/2001 ☐ Last Name Soundex ☑ FuzzyDOB

Record Type	Chart #	Last Name	First Name	Middle Name	Suffix	DOB
MCI	4440019211	TEST	STEPHANIE			08/10/2001
MCI	4440019212	TEST	STEVE			08/10/2001
MCI	4440019212	TEST	STEVEN			08/10/2001
MCI	4440019213	TEST	SARA			08/10/2001
MCI	4440019213	TEST	SARA-BETH			08/10/2001

Remember to click RESET prior to new searches.

View 1 - 5 of 5

Reset Search OK Cancel Add

Add New Client

Name Prefix: Prefix Last Name: TEST First Name: STUDENT Middle Name: Name Suffix: Suffix

Date of Birth: 08/10/2001 Sex: FEMALE Race: BLACK OR AFRICAN AMERICAN Ethnicity: Ethnicity

HISPANIC OR LATINO
NOT HISPANIC OR LATINO
UNKNOWN

Ok Close

DEMOGRAPHICS TAB

NOTE: **Student's MCI**, **Full Name**, **Date of Birth** and **Age** will be located at the top as user maneuvers through tabs.

Demographics Tab is the first tab and contains:
- Student Name
- General Demographics
- Birth Information
- Mother's Name

School Nurse cannot edit as screen is "read only."

FORECAST TAB

Forecast, the second tab, contains the results of the SCI Registry forecast wizard and displays recommended vaccines that are due and late based on student's age and immunization history known to the registry.

This tool does not replace a school nurse's assessment of the student's immunizations.

School Nurse cannot edit as screen is "read only."

IMMUNIZATION TAB

Immunization is the third tab. It displays all of the student's immunizations that have been entered into the registry. If a student has just been added, no immunization history will exist.

Vaccine information may be added:
- By clicking on **Add** at the bottom of the Immunization tab
  OR
- By selecting **Historical Quick Entry** from the Tools menu.
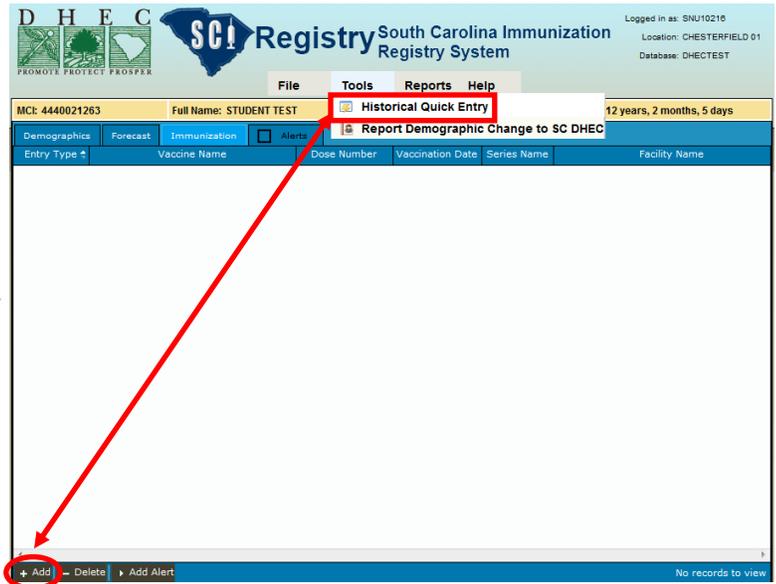
HISTORICAL QUICK DATA ENTRY

The **Historical Quick Data Entry** screen allows the school nurse to add a student's immunization history into the registry. Select vaccine from dropdown and enter dates of administration.
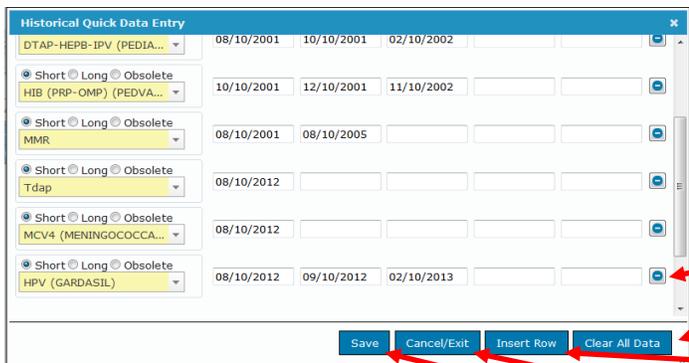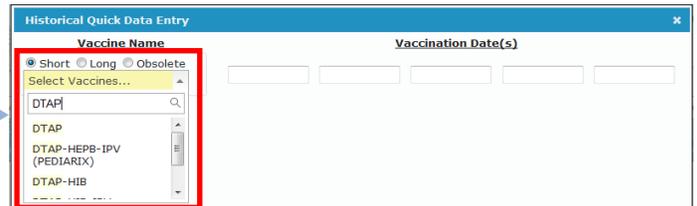
Tool functions:
- **Scroll Bar:** Navigates data within the screen
- **Minus:** Deletes an entire row
- **Clear All Data:** Removes all data on screen and screen remains open
- **Insert Row:** Inserts another row for immunization data entry
- **Cancel/Exit:** Closes screen
- **Save:** Closes screen and all entered data can be viewed on the Immunization Tab.

DELETING AN IMMUNIZATION

If an incorrect entry is noted, click on the entry to highlight and select **Delete**. An entry can only be deleted if the school nurse entered the data.

NOTE: Invalid (not counted) doses do not print on the immunization certificate.

Historical	OPV	3	11/10/2002	IPV	HISTORICAL PROVIDER FACILITY
Historical	OPV	4	08/10/2005	IPV	HISTORICAL PROVIDER FACILITY
Historical	HIB (PRP-OMP) (PEDVAXHIB)	1	10/10/2001	HIB	HISTORICAL PROVIDER FACILITY
Historical	HIB (PRP-OMP) (PEDVAXHIB)	2	12/10/2001	HIB	HISTORICAL PROVIDER FACILITY
Historical	HIB (PRP-OMP) (PEDVAXHIB)	3	11/10/2002	HIB	HISTORICAL PROVIDER FACILITY
Historical	MMR	1	08/10/2002	MMR	HISTORICAL PROVIDER FACILITY
Historical	MMR	2	08/10/2005	MMR	HISTORICAL PROVIDER FACILITY
Historical	Tdap	1	08/10/2012	TD	HISTORICAL PROVIDER FACILITY
Historical	HPV (GARDASIL)	1	08/10/2012	HPV	HISTORICAL PROVIDER FACILITY
Historical	HPV (GARDASIL)	2	09/10/2012	HPV	HISTORICAL PROVIDER FACILITY
Historical	HPV (GARDASIL)	NOT COUNTED	10/10/2012	HPV	HISTORICAL PROVIDER FACILITY
Historical	HPV (GARDASIL)	3	02/10/2013	HPV	HISTORICAL PROVIDER FACILITY

+ Add − Delete Add Alert   View 1 - 22 of 22

ADDING HISTORY OF CHICKENPOX DISEASE ALERT

Select the **Add Alert** button to document a history of chickenpox disease.

Historical	MMR	1	08/10/2002	MMR	HISTORICAL PROVIDER FACILITY
Historical	MMR	2	08/10/2005	MMR	HISTORICAL PROVIDER FACILITY
Historical	Tdap	1	08/10/2012	TD	HISTORICAL PROVIDER FACILITY
Historical	MCV4 (MENINGOCOCCAL CONJUGATE)	1	08/10/2012	MCV4	HISTORICAL PROVIDER FACILITY
Historical	HPV (GARDASIL)	1	08/10/2012	HPV	HISTORICAL PROVIDER FACILITY
Historical	HPV (GARDASIL)	2	09/10/2012	HPV	HISTORICAL PROVIDER FACILITY
Historical	HPV (GARDASIL)	3	02/10/2013	HPV	HISTORICAL PROVIDER FACILITY

+ Add − Delete ▶ Add Alert   View 1 - 22 of 22

Select **Add History of Chickenpox Disease**.

Historical	MMR	1	08/10/2002	MMR	HISTORICAL PROVIDER FACILITY
Historical	MMR	2	08/10/2005	MMR	HISTORICAL PROVIDER FACILITY
Historical	Tdap	1	08/10/2012	TD	HISTORICAL PROVIDER FACILITY
Historical	HPV (GARDASIL)	1	08/10/2012	HPV	HISTORICAL PROVIDER FACILITY
Historical	HPV (GARDASIL)	2	09/10/2012	HPV	HISTORICAL PROVIDER FACILITY
Historical	HPV (GARDASIL)	3	02/10/2013	HPV	HISTORICAL PROVIDER FACILITY

+ Add − Delete ▶ Add Add History of Chicken Pox Disease   View 1 - 21 of 21

Selecting Chickenpox Disease alert defaults to the current date. Usually the actual date of disease is unknown. If known, the date of disease may be entered. Select **Save**.

Alerts ✕

Alert: HISTORY OF CHICKENPOX DISEASE
Begin Date: 9/23/2013
End Date: 12/31/2999

Chickenpox disease must be diagnosed by a health care provider or history of chickenpox (or herpes zoster) must be verified by a health care provider. Parental history is not considered sufficient evidence of immunity

Save   Cancel

History of Chickenpox will be saved on the **Alerts** tab.

PRINTING SC CERTIFICATE OF IMMUNIZATION

To complete the certificate of Immunization for School and Day Care, select **Reports** from the menu bar and click on **SC Certificate of Immunization**.

From the Name Selection screen, select the appropriate name and click **OK**.

A careful assessment is important. The school nurse must be knowledgeable of the current schedule, intervals and school requirements. Only valid immunizations will appear in the **Vaccinations** grid. Invalid (not counted) doses do not print on the immunization certificate.

School nurse must select the appropriate **Certification Status** button.

School nurse will complete **Facility Phone #** and **Facility Address**. Do not change **Facility Name**.

Click **Run Report**.

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At the bottom of the screen, select **Open** to download the DHEC 2740 file. This is the SC Certificate of Immunization.

Note: Some users may get a pop-up message to open the file depending on the user's internet browser.

Once the certificate opens, you may choose to select the **Printer Icon**, or you will find the **Print** option located in the File menu in the top left corner of this screen.

A message box will provide you with the option to **Save** changes before closing the form. Select **No**. If Yes is selected, user may select file location and enter file name. This is not recommended since it contains personal identifying information. A valid certificate must be printed and signed.

Select **Close** from the **Review 2740 Report** to return to the main screen.

REPORT DEMOGRAPHIC CHANGE TO SC DHEC

If a student's primary name needs to be updated, submit a Report Demographic Change to SC DHEC form as edits or changes may only be completed by DHEC. To request a name change, click on **Report Demographic Change to SC DHEC**.

The current demographic data is shown in the upper Primary Name fields.

Enter the correct information in the blank, lower Primary Name fields. Select **Print**.

At the bottom of the screen, select **Open** to download the Request Demographic Change file.

Note: Some users may get a pop-up message to open the file depending on the user's internet browser.

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Select **Print** and submit the demographic request form as a coversheet along with the supporting legal documents through mail or by fax.
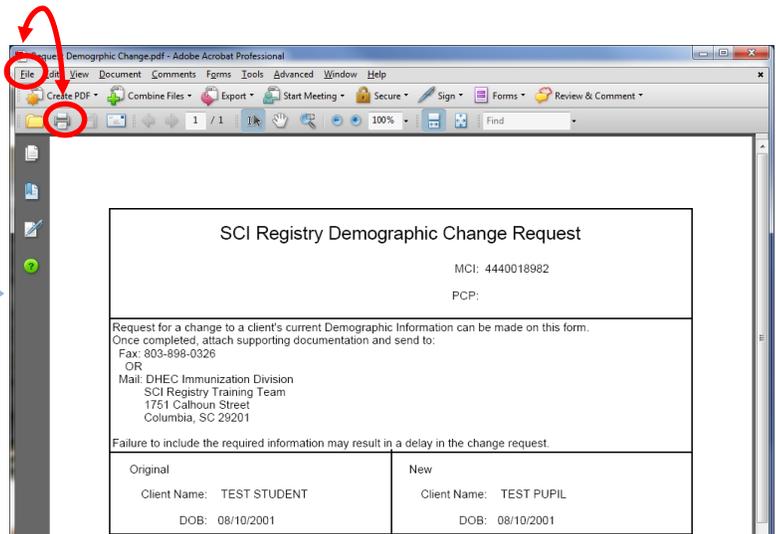
Select **Close** to return to the main screen.
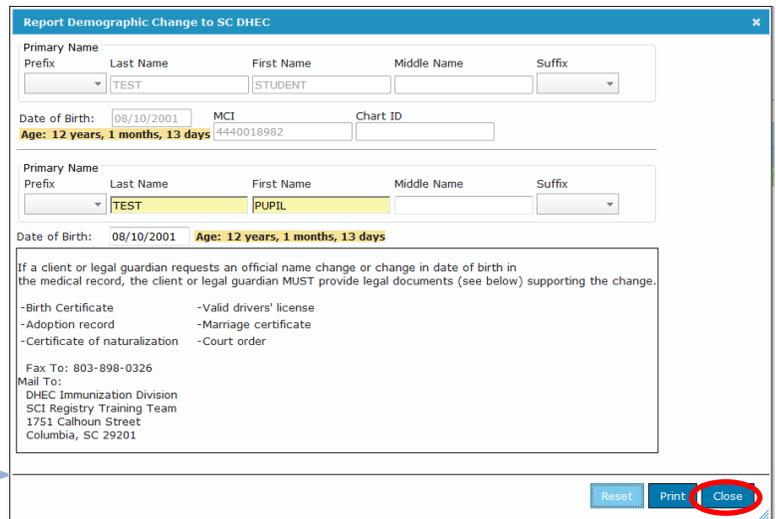
Under **File**, select:
- **Search** to begin a new search
- **Refresh** to update data just entered in the student's record
- **Location** to select authorized locations
- **Logout** to exit SCI Registry

Under **Help**, view SCI Registry Access for School Nurses Quick Reference Guide, (this document).