



Reports:

MB6022 Mass Immunization Event Worksheet

Page 1

QRC

Points to Remember:

- The Mass Imms Event Worksheet Report is a moment in time report that can be used to plan, manage and record the status/results of the event.
- The Report includes a listing of all clients associated with the event, their classroom (if provided), their consent status, forecast status and event status.
- When users identify the classroom, a separate page will be generated for each classroom.
- If a student does not appear on the worksheet, the user must add the client to the event worksheet and ensure the correct school affiliation is recorded in the client record.
- To minimize the number of pages, users should preview the report before printing to ensure that school affiliation and/or classroom assignments are correct.
- If a student shows up on a separate sheet it is likely because they have been assigned to a different school or no school at all. In these cases, double check to confirm which school they attend.
- If school affiliation is not correct or is not indicated at all, the user should refer to **Education Information** - QRC to ensure the correct school is listed on the client record.
- The last page of the report includes a summary page. Users are encouraged to contact their managers to find out how often their organization would like them to generate this report. (For example, Just after the event is set up, Just before the event, Just after the event is held, A couple of weeks after the event etc.)
- Minimally, users will want to generate the report just before the event and bring a printed copy to the event.
- Users working in a delayed entry situation will likely want to generate the data entry worksheet as well as the consents and may choose to use the data entry worksheet to document immunizations that are to be entered into PHIMS when they are connected.
- Users working in a connected state will want to have the Mass Imms Event Worksheet report available (in case internet connectivity fails) as part of their downtime procedures.
- The Mass Imms Event Worksheet Report and Mass Imms Event Data Entry Report can also be generated from the left navigation bar by clicking on **Reporting and Analysis**, then clicking on **Reports**, then clicking on the **Immunization** chevron to show the reports folder, then clicking on the **MB6022-Mass Imms Event Worksheet Report** or the **MB 6022A- Mass Imms Event Data Entry Worksheet Report** *hyperlink*, then entering the **Event ID Number**, then clicking **Generate Report Now**.

Privacy: No disclosure of this report is permitted

