

## **Vaccine Manager - Reporting User Guide for Supervisors**



- Description: The HealthRx Vaccine Manager supports institutional mass immunization clinics by making the experience efficient for patients and health care providers.
  - Audience: Supervisors
  - Purpose: Your task as the supervisor will be to download reports to manage employee compliance in immunization programs.



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#### **Accessing Vaccine Manager**

To access Vaccine Manager, log in to HealthRx Nexus (<u>https://ohscompliance.med.umich.edu</u>) using single sign-on (*Fig. A*). Users should enter their Level 2 password.

\*HealthRx will only open in Google Chrome or Microsoft Edge



Figure A: Michigan Medicine SSO Login

Health Rx Welcome to Nexus,		? # ⊕   Ξ
Quick Launch	Action Items	My Summary
Create New Protocol	Action Items 💿	c
Manage Appointments		
R Manage My Health Appointments	Noncompliant ( 1 )	
R Manage Vaccines		
Manage Medical Records		
Request Access		
Nexus Release Notes Vie will be releasing Viewul Product Version 4.8.1 on April 1.208 Pelesse notes - Cool new features - enhances UVU - easier application markanability Please vist our website <u>here</u>		
Product Version 4.8.0		

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

Figure B: Launchpad

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.

				? 🕯 🕩 🗏
PI-DASHBOARD	WORKPLACE SAFETY	OCCUPATIONAL HEALTH	TOOLS	MY NEXUS
Biological	Workplace Incidents	Scheduling	User Manager	User Profile
Animal	Lab Survey	Medical Records	Forms Manager	Contact Us
Human Trials	Asbestos	Vaccine Manager	Email Manager	
Chemical			Configuration Manager	
Radiological			Inventory Manager	
ACUC Viewer			Analytics and Reports	
			Access Request Manage	r

Figure C: Navigation Panel



### **Reports**

Vaccine Manager will open to the Reports tab (Fig. D).

Velcome to Nexus,	OPEN MODULES 🤌 ? 🏶 🕩
Reports Compliance Patient Records Vaccine Inventory Mass Clini	cs Vaccine Types Record Immunizations Flu Scan Available Options
Reports + - C	Preview
Report Name	
2018 Hu keports - Supervisor (4)	
2019 Flu Reports - Admin (12)	
2019 Flu Reports - Supervisor (4)	
2020 Flu Reports - Admin (11)	
2020 Flu Reports - Supervisor (4)	
COVID 19 Reports (1)	
COVID 19 Reports - Supervisor (1)	
Compliance Contact Reports (8)	
General (1)	
General Admin Reports (13)	
Measles, Mumps, and Rubella - Admin (1)	
Supervisor Reports (7)	
Tetanus, Diphtheria, and Pertussis - Admin (1)	
Tuberculosis - Admin (8)	
Varicella - Admin (1)	

Figure D: Reports Tab

Select the report so it is highlighted in yellow, then click the **Download** button and select the output format (*Fig. D*). Most reports should be downloaded in PDF format. Some reports require data parameters to be entered. Users can also click the **Preview** button to view the report in the Preview panel.



Reports with "(Excel)" in the title must be downloaded in Excel format.

COVID 19 Reports (1)				
COVID 19 Reports - Supervisor (1)				
Supervisor's Employees in COVID 19 - Excel (Supervisor)				
Compliance Contact Reports (8)				
General (1)				
General Admin Reports (13)				
Measles, Mumps, and Rubella - Admin (1)				
Supervisor Reports (7)				
Tetanus, Diphtheria, and Pertussis - Admin (1)				
Tuberculosis - Admin (8)				
Download 🔻 Preview				

Figure E: Download Reports



If the report does not have any available date parameters, the pop up window will display stating that there are no parameters for this report (Fig. F). Click the **Submit** button to begin the download.

Render Report	×
Parameters	
No parameters for this report.	
	Submit

Figure F: Report Parameters