

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

County Codes

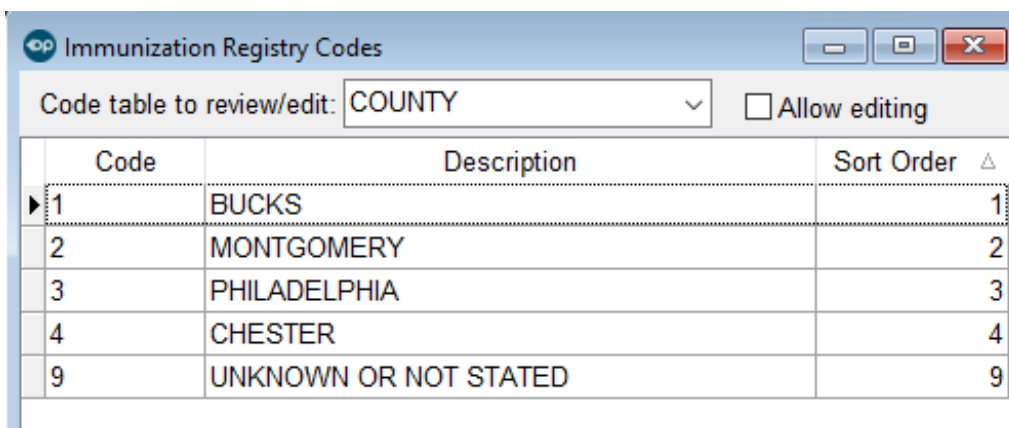
Last Modified on 12/30/2019 3:31 pm EST

Version 14.19

Note: Many of the values in these tables are required for accurate transmission of information to immunization registries. *Do not modify* unless you have been specifically directed to change them in order to meet new registry requirements! This field was also designed for Rural Health where it is required to have a county code. If none of this applies, or you need to add additional county codes that do not affect these tables. Follow the steps below.

Path: Practice Management tab > More button (Reference Data group) > Vaccine Registry Codes

1. Select **County** from the **Code table to review/edit** drop-down field.



Code	Description	Sort Order
1	BUCKS	1
2	MONTGOMERY	2
3	PHILADELPHIA	3
4	CHESTER	4
9	UNKNOWN OR NOT STATED	9

2. Check the **Allow editing** checkbox. A warning window appears:



Warning

✕



WARNING! Many of the values in these tables are required for accurate transmission of information to immunization registries. DO NOT MODIFY unless you have been specifically directed to change them in order to meet new registry requirements!

OK

3. Click **OK**.
4. At the bottom of the window, click the **Add** button  . A blank entry line appears in the grid.
5. Leave the **Code** field blank.
6. In the **Description** field, enter a name of the county.
7. In the **Sort Order** field, enter a sort number.
8. Click the **Save** button  .

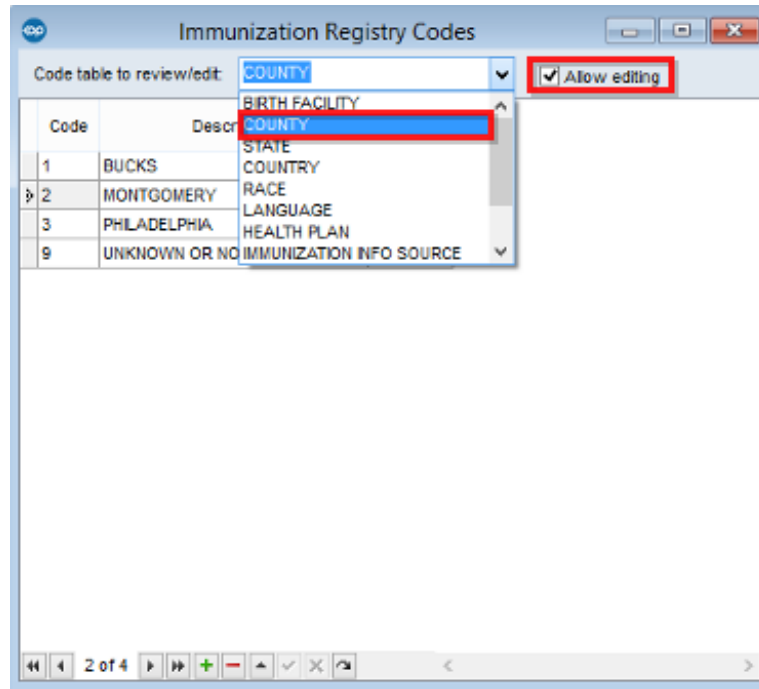
Version 14.10



Many of the values in these tables are required for accurate transmission of information to immunization registries. DO NOT MODIFY unless you have been specifically directed to change them in order to meet new registry requirements! This field was also designed for Rural Health where it is required to have a county code.
If none of this applies or you need to add additional county codes that do not affect these tables. Follow the steps below.


Access Utilities > Manage Codes > Registry Lookup Codes

1. Select County from the drop down list and place a checkmark in **Allow editing**.



The following Warning will appear:



2. Click on the green plus sign at the bottom of the screen.
3. On the new line item type in your county, enter the sort number, and leave the Code field blank.
4. Click on the **green checkmark**  . Your county will now be available to use.