

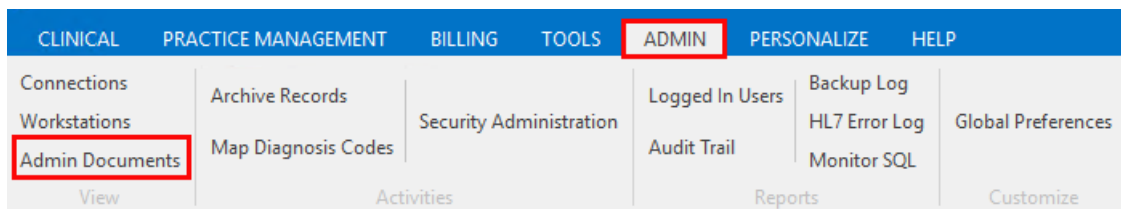
Locating Immunization Registry Files

Last Modified on 10/10/2023 3:50 pm EDT

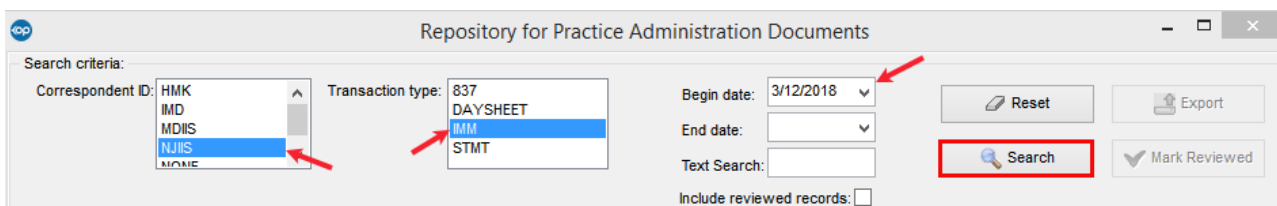
Version 21.3

Clients with a unidirectional interface that is not near-real time can locate their immunization registry files by logging into OP;

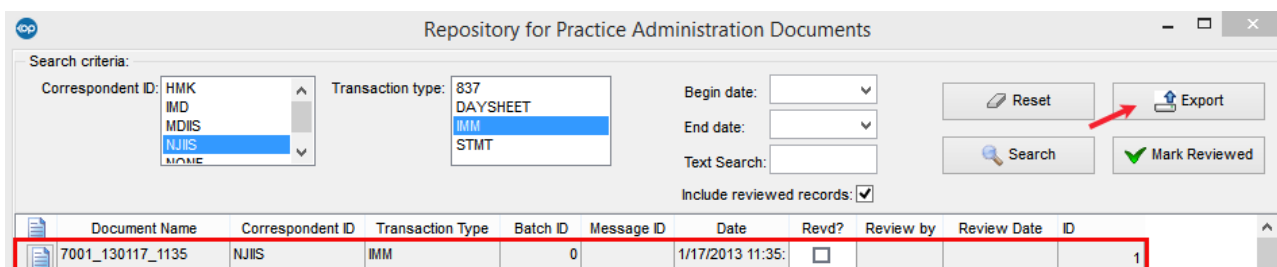
1. From the **Admin** tab, select **Admin Documents**.



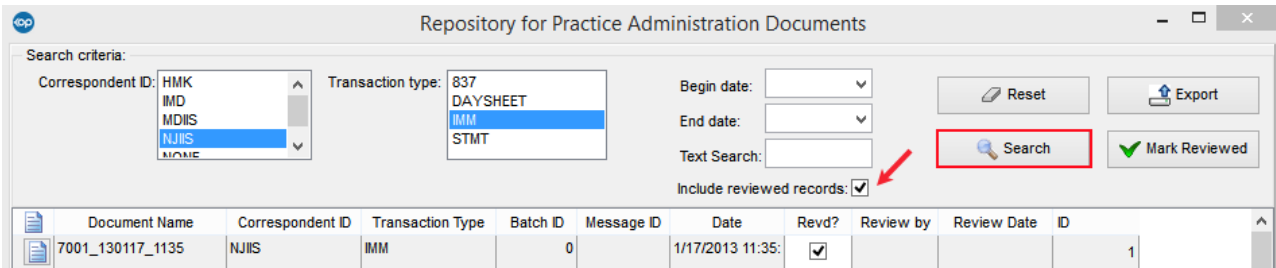
2. Within the search criteria section, choose your state's immunization registry from the **Correspondent ID** field.
3. Select **IMM** from the **Transaction type** field.
4. Select a begin and end date in order to view the files created within a particular time frame (or you can choose to skip this field).
5. Click the **Search** button.



6. Select one file at a time.
7. Click the **Export** button.



8. Navigate to where you would like to save the file on your local workstation. Cloud users can follow steps 8-11 in the [article here](#).
9. Select the **Save** button.
10. You will receive the following confirmation window message: "Would you like to update the reviewed status for the selected records?" Click the **Yes** button.
 - **Yes:** this file will no longer be visible within OP (the file has not been deleted).
 - **No:** the file will remain on your list.
11. If you want to review your files again after you have selected the **Yes** button, select the **Include reviewed records** checkbox and click the **Search** button. Your file will re-display on the list.



Repository for Practice Administration Documents

Search criteria:

Correspondent ID: HMK, IMD, MDIIS, **NJIS**, NONE

Transaction type: 837, DAYSHEET, **IMM**, STMT

Begin date: [dropdown], End date: [dropdown], Text Search: [input], Include reviewed records:

Buttons: Reset, Export, Search, Mark Reviewed

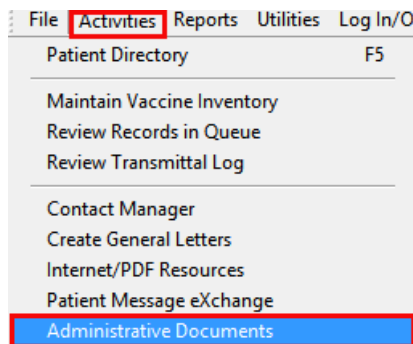
Document Name	Correspondent ID	Transaction Type	Batch ID	Message ID	Date	Revd?	Review by	Review Date	ID
7001_130117_1135	NJIS	IMM	0		1/17/2013 11:35:	<input checked="" type="checkbox"/>			1

12. Your file is now ready to be uploaded to your states immunization registry. You can find it in the location you selected in step 8, above.

Version 14.6

Clients with a unidirectional interface that is not near-real time can locate their immunization registry files by logging into OP;

1. (OP 14) Select **Activities > Administrative Documents** from the main menu at the top of your OP screen.

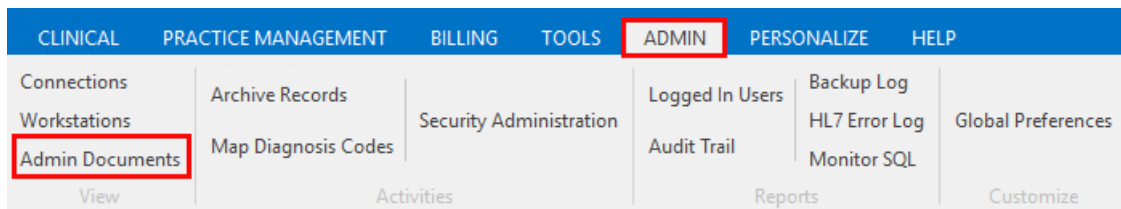


File **Activities** Reports Utilities Log In/O

- Patient Directory F5
- Maintain Vaccine Inventory
- Review Records in Queue
- Review Transmittal Log
- Contact Manager
- Create General Letters
- Internet/PDF Resources
- Patient Message eXchange
- Administrative Documents**

OR

(OP 19 & OP 20) From the **Admin** tab, select **Admin Documents**.

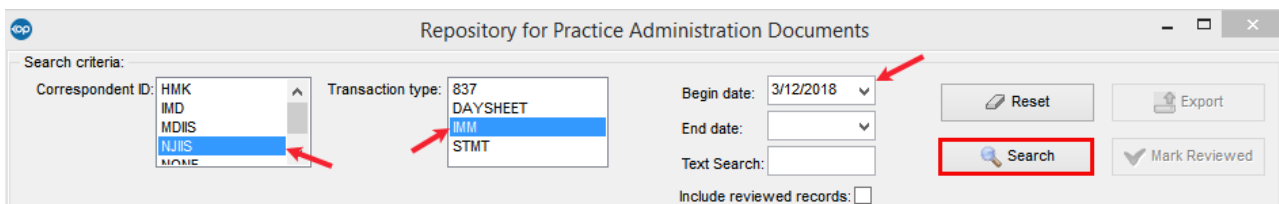


CLINICAL PRACTICE MANAGEMENT BILLING TOOLS **ADMIN** PERSONALIZE HELP

Connections Workstations **Admin Documents** Archive Records Map Diagnosis Codes Security Administration Logged In Users Audit Trail Backup Log HL7 Error Log Monitor SQL Global Preferences

View Activities Reports Customize

2. Within the search criteria section, choose your state's immunization registry from the **Correspondent ID** field.
3. Select **IMM** from the **Transaction type** field.
4. Select a begin and end date in order to view the files created within a particular time frame (or you can choose to skip this field).
5. Click the **Search** button.



Repository for Practice Administration Documents

Search criteria:

Correspondent ID: HMK, IMD, MDIIS, **NJIS**, NONE

Transaction type: 837, DAYSHEET, **IMM**, STMT

Begin date: 3/12/2018, End date: [dropdown], Text Search: [input], Include reviewed records:

Buttons: Reset, Export, Search, Mark Reviewed

6. Select one file at a time.
7. Once all the files are selected, click the **Export** button.

Repository for Practice Administration Documents

Search criteria:

Correspondent ID: HMK, IMD, MDIIS, **NJIS**, NONE

Transaction type: 837, DAYSHEET, **IMM**, STMT

Begin date: [] End date: [] Text Search: [] Include reviewed records:

Buttons: Reset, Export, Search, Mark Reviewed

Document Name	Correspondent ID	Transaction Type	Batch ID	Message ID	Date	Revd?	Review by	Review Date	ID
7001_130117_1135	NJIS	IMM	0		1/17/2013 11:35:	<input type="checkbox"/>			1

8. Save your file to your Registry folder that has been created for you on your desktop.
9. Select the **Save** button.
10. You will receive the following confirmation window message: "Would you like to update the reviewed status for the selected records?" Click the **Yes** button.
 - **Yes:** this file will no longer be visible within OP (the file has not been deleted).
 - **No:** the file will remain on your list.
11. If you want to review your files again after you have selected the **Yes** button, select the **Include reviewed records** checkbox and and click the **Search** button. Your file will re-display on the list.

Repository for Practice Administration Documents

Search criteria:

Correspondent ID: HMK, IMD, MDIIS, **NJIS**, NONE

Transaction type: 837, DAYSHEET, **IMM**, STMT

Begin date: [] End date: [] Text Search: [] Include reviewed records:

Buttons: Reset, Export, Search, Mark Reviewed

Document Name	Correspondent ID	Transaction Type	Batch ID	Message ID	Date	Revd?	Review by	Review Date	ID
7001_130117_1135	NJIS	IMM	0		1/17/2013 11:35:	<input checked="" type="checkbox"/>			1

12. Your file is now ready to be uploaded to your states immunization registry.
13. Once you have successfully transmitted the file please go back to the registry folder and highlight the file. Drag and drop this file into the Archive folder. This will eliminate any confusion on which files have been submitted and what files have not been submitted.