



ImmPact

MAINE IMMUNIZATION INFORMATION SYSTEM

Data Exchange Error Correction Guide

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Workflow Steps for Practice Staff

1. Interface errors occur when the information entered in the EMR has not met the requirements for data exchange with ImmPact. Error correction should take place daily until Vaccine coordinator/Practice Manager indicates otherwise.
2. Make sure to run the practice's Des-Detail report and correct any errors through Fix-tool (or contact someone for assistance; see page 9) **BEFORE** vaccine inventory reconciliation.
3. If errors are not corrected on a regular basis (specifically, prior to vaccine inventory reconciliation), vaccine inventory reconciliation will not be able to occur accurately, which means the practice may be responsible to replace the vaccines.
4. Only certain staff will have access to the tools needed to perform error correction. Consult with your Vaccine Coordinator/Practice Manager to find out who was assigned this role for the practice.
5. Vaccine inventory reconciliation must be submitted at least every 30 days in ImmPact for compliance. More frequent reconciliation often assists in easier error mitigation.
6. Record the Lot number correctly in your EMR – lot number discrepancies are the most frequent cause of errors. The Lot number used by ImmPact can be found on the **vaccine box (not the vial)**. The CVX code will be mapped by your EMR vendor. If you find incorrect CVX codes, contact your vendor. Staff at ImmPact do not have access to your EMR system.
7. Record the VFC Eligibility code correctly in your EMR. Incorrect VFC Eligibility codes will affect a patient's record and the vaccine may not deduct from inventory. As part of Maine's Immunization Program's requirement, VFC codes are **mandatory for administered doses**. Sending incorrect eligibility may result in the vaccine not deducting from inventory and inadvertently counted as vaccine wastage.
8. When a new patient joins the practice (either as a newborn or a transfer), you do not need to create a new patient in ImmPact. The interface will do that for you. As long as you create the new patient in your EMR and begin documenting historical and administered doses, ImmPact will create a new patient and populate the patient record with the doses entered into the EMR. **Pre-registration of unborn patients is not acceptable.** If a patient leaves your practice, you will still need to go into ImmPact and MOGE that patient.
9. **Please do not enter administered immunizations into your EMR before they are given.** However, if a clinical staff member has entered administered immunizations, and the parent/provider then changes his/her mind, the immunizations that were not given need to be deleted from the patient's ImmPact record so that the vaccine is not deducted from inventory.
10. There are some errors that practice staff cannot correct in the fix tool, but you will have an option to 'remove' the entry from the fix tool. The dose will remain in the ImmPact patient record and, if need be, must be manually deleted.

Correcting Interface Errors: General Steps

*IMPORTANT REMINDERS:

- All errors must first be corrected in ImmPact's DES-Decrement Fix Tool following the steps below.
- Error correction should happen daily.
- Only staff assigned to do error correction have access to the tools needed to do this work. Please see your Vaccine Coordinator/Practice Manager if you are unsure if you were assigned this role.

1. Login to ImmPact to do error correction. (If possible, do this on a daily basis)
2. Generate a DES-Decrement Detail Report. **See screenshot on page 5 for example**
 - Report Date range FROM= "enter date"; TO= current date
 - Example: FROM = 01/12/2020 TO = 01/14/2020
3. Identify why patients' immunizations were unable to decrement from inventory using the Des-Dec Detail Report. **See screenshot on page 6.**
 - Verify correct lot number that was actually administered to the patient from inventory in ImmPact.
 - Verify correct CVX code that was administered to the patient from inventory in ImmPact.
4. DES-Decrement Fix Tool will be available on the left side menu. **See screenshot on page 6.**
 - All immunizations that "errored out" are displayed by Patient name.
 - Select correct trade name from dropdown, select the correct lot number from the actual lot drop down, check the update box and click update button. (NOTE: the CVX will determine what trade names are displayed in the dropdown)
 - Selecting the correct lot number will allow the immunization to be decremented from inventory.
 - If you can't update from the Fix-tool, check the remove box and click the remove button then delete the immunization from patient's immunization record in ImmPact if necessary.
5. Generate a **Transactions Report** to verify that the immunizations you corrected were updated as decremented. **See screenshot on page 9.**
 - Select "Manage Inventory" and click "Show Transactions"
 - Date Entered [From]: "enter date"; TO: "current date"
 - Example: FROM = 01/12/2020 TO = 01/14/2020
 - Date Shot was given [From]: Blank; To: Blank
 - User Name: All User Names (**Note: This is a default choice**)
 - Transaction Type: All transaction types
 - Site Name: Select site to view
 - Trade Name/Lot Number/Funding Source: Select the trade name and lot number you want to view
 - Display last: 200 Records (For Flu, you may want to change to 2000)
 - Click view

DES-Decrement Detail Report

1. When logged into ImmPact, select “des-dec detail report” under Data Exchange from the left functionality.
2. Select the Organization from the drop-down box.
3. Enter the Report Date Range: FROM= enter date; TO= current date
 - Example: FROM = 01/12/2020; TO = 01/14/2020
4. Note the Date Range cannot be earlier than three months before the current date.
5. Sort order by Alphabetical Listing OR Transaction Date. It sorts by Alphabetical Listing by default.
6. Select the “Generate Report” button to create the report.

Des-Dec Detail Report

*Organization(s): Generate Report

Report Date Range:

*From *To

Sort Order:

Alphabetical Listing
 Transaction Date

Des-Dec Detail Report

For Dates 01/14/2020 through 01/14/2020

Report run on: 01/14/2020 09:37

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SIGGY TEST - 1223

Patient Name	Transaction Date	Date of Birth	Vaccination Date	CVX/Trade Name	Lot Number Sent	Eligibility	Error Message Received
BLUE, TEST	01/14/2020	11/27/2019	12/09/2019	15/	DAP567	VFC Eligible - Medicaid/MaineCare - Under 19	Vaccine lot(s) not found - No matching CVX.
MILA, TEST	01/14/2020	11/06/2019	12/15/2019	158/	FLUQ35	State Eligible - Insured - Under 19	Vaccine lot(s) not found - No matching lot number.
PETE, TEST	01/14/2020	10/25/2019	12/06/2019	12/	VAR987	VFC Eligible - Medicaid/MaineCare - Under 19	Vaccine lot(s) not found - No matching CVX.
SHAYLA, TEST	01/14/2020	09/07/2019	12/10/2019	115/	BOOS123	State Eligible - Insured - Under 19	Vaccine lot(s) not found - No matching lot number.

- The PDF that is generated (screenshot above) will display Patients' information and the reason for receiving error messages.
 - Consult the 'Error Message Received' column. There are numerous reasons for error that will be noted such as (but not limited to):
 - "Vaccine lot(s) not found- No matching lot number." This means that this dose did not decrement from inventory and must be corrected in the fix tool to decrement.
 - "Vaccine lot(s) not found- No matching CVX." This means that this dose did not decrement because incorrect CVX code was sent to ImmPact. This cannot be corrected in the fix tool. Delete the dose from the ImmPact patient record and it will drop from the fix tool. You will need to re-send the dose with the correct CVX code.

(Note: If the trade name listing in the fix tool is not correct the CVX received from your EMR may be incorrect. Contact your EMR vendor.)

DES-Decrement Fix Tool

- When logged into ImmPact in the practice site, select "des-dec fix tool" under Data Exchange from the left functionality.

Immunizations Not Decrementated for Organization: - SIGGY TEST - 0123								Record Count: 13
Vaccination Date	Lot/CVX	Eligibility	Trade Name	Patient Name	DOB	Actual Lot	Update	Remove
02/05/2020	FLU098/150 - Flu quadrivalent injectable pfree	VFC Eligible - Medicaid/MaineCare - Under 19	<input type="text"/>	GREEN, TEST	11/27/2019	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/07/2020	DAP567/106 - DTaP,5 pertussis antigens	VFC Eligible - Medicaid/MaineCare - Under 19	<input type="text"/>	BLUE, TEST	09/23/2019	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/02/2020	BOOS123/115 - Tdap	VFC Eligible - Medicaid/MaineCare - Under 19	<input type="text"/>	PINK, TEST	09/23/2019	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- All patients whose immunizations failed to decrement from the site's inventory will display.
 - If you are correcting a WRONG LOT** select the correct Trade name from the drop down and the correct lot number from the Actual Lot drop down. Check the Update box and click update button. This will decrement the dose from the site's vaccine inventory, update the patient record, remove the dose from the fix tool and from the des-dec detail report.

Immunizations Not Decrement for Organization: - SIGGY TEST - 0123								Record Count: 13
Vaccination Date	Lot/CVX	Eligibility	Trade Name	Patient Name	DOB	Actual Lot	Update	Remove
02/05/2020	FLU098/150 - Flu quadrivalent injectable pfree	VFC Eligible - Medicaid/MaineCare - Under 19	Fluarix Qua	GREEN, TEST	11/27/2019	Insufficient Inventory	<input type="checkbox"/>	<input type="checkbox"/>
02/07/2020	DAP567/106 - DTaP,5 pertussis antigens	VFC Eligible - Medicaid/MaineCare - Under 19		BLUE, TEST	09/23/2019		<input type="checkbox"/>	<input type="checkbox"/>
02/02/2020	BOOS123/115 - Tdap	VFC Eligible - Medicaid/MaineCare - Under 19		PINK, TEST	09/23/2019		<input type="checkbox"/>	<input type="checkbox"/>

- **You cannot correct a WRONG CVX code**, Delete the dose from the ImmPact patient record and it will drop from the fix tool. You will need to re-send the dose with the correct CVX code.

3. When the immunization lands into the Fix tool, the patient's record will look like this. **Des-Decrement status: Des-Decrement validation failed. (See Screenshot below).**

Patient Information

Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number	ImmPact ID
TEST ROY	11/26/2019	M	ACIP	BB1475	383243

Address: SOUTH ROAD, NORTH CITY, ME 04036

Home Phone/Cell Phone: /

Comments:

Edit Immunization

Vaccine Group: Varicella

Vaccine Display Name: Varicella

Trade Name: Unknown

Vaccine Lot Number:

Funding Source:

Dosage From Inventory: Full

Subpotent Dose:

Date Provided:

Vaccine Eligibility: V02 - VFC Eligible - Medicaid/MaineCare - Under 19

Ordering Authority:

Administered By:

Body Site:

Administered Route:

Source of Immunization: New Immunization Administered

Disregard Primary Series:

VIS Date for Varicella:

Entered by Site: Unknown



Input Source of Record: Created through Batch Load

Des-Decrement Status: Des-Decrement validation failed

4. After correcting the dose in the Fix tool, verify that **Des-Decrement Status: Decrement after manual fix** is

displayed. (See Screenshot below).

Patient Information					
Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number	ImmPact ID
TEST ROY	11/26/2019	M	ACIP	BB1475	383243
Address	SOUTH ROAD, NORTH CITY, ME 04036				
Home Phone/Cell Phone	/				
Comments					

Edit Immunization	
Vaccine Group: Varicella	<input type="button" value="Save"/>
Vaccine Display Name: Varicella	<input type="button" value="Cancel"/>
Trade Name: Varivax	<input type="button" value="Delete"/>
Vaccine Lot Number: VAR987	
Funding Source: PUBLIC	
Dose Size: 0.5 ml	
Dosage From Inventory: Full	
Subpotent Dose: <input type="checkbox"/>	
Date Provided: 12/06/2019 	
Vaccine Eligibility: V02 - VFC Eligible - Medicaid/MaineCare - Under 19	
Ordering Authority: <input type="text"/>	
Administered By: <input type="text"/>	
Body Site: <input type="text"/>	
Administered Route: subcutaneous <input type="text"/>	
Source of Immunization: New Immunization Administered	
Disregard Primary Series: <input type="checkbox"/>	
VIS Date for Varicella: <input type="text"/>	
Entered by Site: Unknown	
Input Source of Record: Created through Batch Load	
 Des-Decrement Status: Decrementated after manual fix	

***IMPORTANT REMINDERS:**

- If the Vaccine Lot number field is **editable**, the vaccine has not been decremented from your inventory and may have landed in the Fix tool. Lot numbers should not be editable for any of the administered vaccines.

Correcting Interface Errors: Transaction Report

Transaction Report

To verify the corrected immunizations have been decremented properly run a Transaction Report.

1. When logged into ImmPact, select the “manage inventory” link under “Inventory” from the left functionality.
2. Select the “**Show Transactions**” button.

Vaccine Transactions for: SIGGY TEST- SIGGY - 0123

Date Entered

Date Entered [From]: To:

Date Shot Was Given

Date Shot Was Given [From]: To:

User Name:

Transaction Type:

Site Name:

Trade Name/Lot Number/Funding Source:

Display Last Records

3. Enter the **Date Entered** date range: FROM= enter date; TO= current date.
 - Example: Example: FROM = 01/18/2019; TO = 01/21/2019
4. Select the “Trade Name/Lot number” drop-down box and select the particular trade name and Lot number you want to view from the list.
5. Select the “View” button to make sure that the immunizations that were corrected have now decremented from the site’s vaccine inventory for the selected Lot number.

Vaccine Transactions for Organization: SIGGY TEST - SIGGY - 1223										Record Count: 8
Site Name	Trans Date	Vaccination Date	Lot \ Funding Source \ Trade Name	Type	Qty	Patient Id	Patient Name	DOB	Username	
SIGGY TEST	01/21/2020	12/06/2019	BOOS123 \ PUB \ Boostrix	HL7ENTRY	-1	383240	PETE, TEST	10/25/2019	impact_admin	
SIGGY TEST	01/21/2020	12/15/2019	BOOS123 \ PUB \ Boostrix	FIXTOOL	-1	383287	MIKA, TEST	11/06/2019	bsigdel	
SIGGY TEST	01/21/2020	12/10/2019	BOOS123 \ PUB \ Boostrix	Delete	1	383239	SHAYLA, TEST	09/07/2019	bsigdel	
SIGGY TEST	01/21/2020	01/21/2020	BOOS123 \ PUB \ Boostrix	Immunize	-1	383244	JUSTIN, TEST	04/07/2019	bsigdel	
SIGGY TEST	01/21/2020	12/09/2019	BOOS123 \ PUB \ Boostrix	HL7ENTRY	-1	383288	GREEN, TEST	11/27/2019	impact_admin	
SIGGY TEST	01/21/2020	12/05/2019	BOOS123 \ PUB \ Boostrix	FIXTOOL	-1	383289	RYAN, TEST	09/23/2019	bsigdel	
SIGGY TEST	01/21/2020	05/28/2018	BOOS123 \ PUB \ Boostrix	HL7ENTRY	-1	383290	MATT, TEST	02/02/2018	impact_admin	
SIGGY TEST	01/21/2020	12/05/2019	BOOS123 \ PUB \ Boostrix	HL7ENTRY	-1	383291	SUZIE, TEST	10/25/2019	impact_admin	

Contact Information for Assistance

If you need additional assistance correcting errors in ImmPact:

- You may contact the ImmPact Help Desk at 207-287-3006.

NOTE: There are some errors that organization staff cannot correct. These errors must be corrected by technical staff at ImmPact. Due to this:

- If you find incorrect CVX codes, contact your vendor. Staff at ImmPact do not have access to your EMR system
- ImmPact staff may ask you to wait to reconcile vaccine inventory until an error has been corrected.