View and Print Official Immunization Record

From Patient's Immunization Home Screen
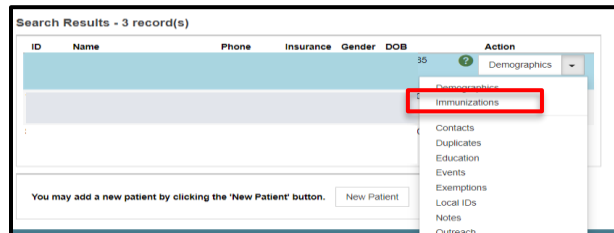
Follow these steps:

Step 1. - In the left-hand menu, click **Patients** then **Search** to search for a patient.

Step 2. - You must specify either the **Patient ID** or **two** of the following:

- DOB
- At least two letters of the first name
- At least two letters of the last name

Step 3. - Then click **Search**. **Search Results** for all patients meeting the criteria entered will appear on the bottom of the page.
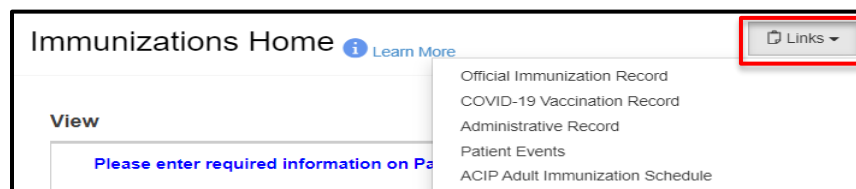
💡	An error message will appear if the record count exceeds the system limit of 25 records. Adding search criteria will help to limit the search results.

Step 4. - Select **Immunizations** from the Action drop-down menu to the right of the patient's name.

Step 5. - Click the **Links** dropdown on the top right of the page.

💡	Users can choose to download an **Official Immunization Record** with all patient immunizations recorded in CT WiZ or a **COVID-19 Vaccination Record**.

Step 6. - Click **Official Immunization Record** or **COVID-19 Vaccination Record**.

💡	The requested record will open in a separate window. To Print, follow the printing procedure for your browser or PDF viewer.

From the Reports Module, To download Full Immunization Record

Follow these steps:

Step 1. - In the left-hand menu, click **Reports**.

Step 2. - In the **Patient section** choose **Official Immunization Record.**

Step 3. - Click the **magnifying glass** to search for the patient. The Search Criteria Window will open.

Step 4. - You must specify either the **Patient ID** or **two** of the following:

- DOB
- At least two letters of the first name
- At least two letters of the last name

Step 5. - Then click **Search**. **Search Results** for all patients meeting the criteria entered will appear.

> An error message will appear if the record count exceeds the system limit of 25 records. Adding search criteria will help to limit the search results.

Step 6. - Double click on the row of the patient to run the report for. The patient's name and patient ID will autofill into the **Report Selection Criteria** box.

Step 7. - Click **Run Report**.

> The requested record will open in a separate window. To Print, follow the printing procedure for your browser or PDF viewer.

From the Reports Module, To download COVID-19 Immunization Record

Follow these steps:

Step 1. - In the left-hand menu, click **Reports**.

Step 2. - In the **Patient section** choose **COVID-19 Vaccination Record.**

Step 3. - Search for the Patient. You must specify either the **Patient ID** or **two** of the following:

- DOB
- At least two letters of the first name
- At least two letters of the last name

Step 4. - Then click **Search**. **Search Results** for all patients meeting the criteria entered will appear on the bottom of the page.

	An error message will appear if the record count exceeds the system limit of 25 records. Adding search criteria will help to limit the search results.

Step 5. - Click **Run Report**.

Showing 1 to 2 of 2 entries					
ID ▲ **Name**			**Gender**	**DOB**	
00000	NAME, FAKE 0 FAKE RD, FAKETOWN, CT 000000		M	01/01/1776	☐	RUN REPORT
11111	ALSO, FAKE 1 FAKE RD, FAKETOWN, CT 000000		G	02/02/1776		RUN REPORT
Showing 1 to 2 of 2 entries					

	The requested record will open in a separate window. To Print, follow the printing procedure for your browser or PDF viewer.