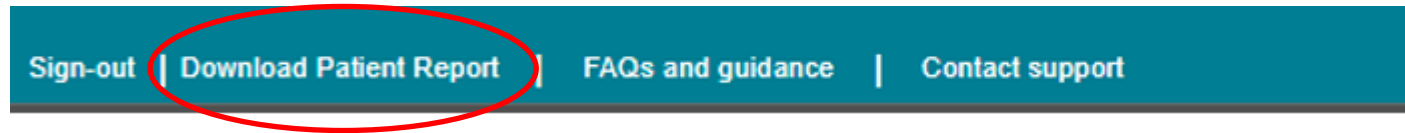


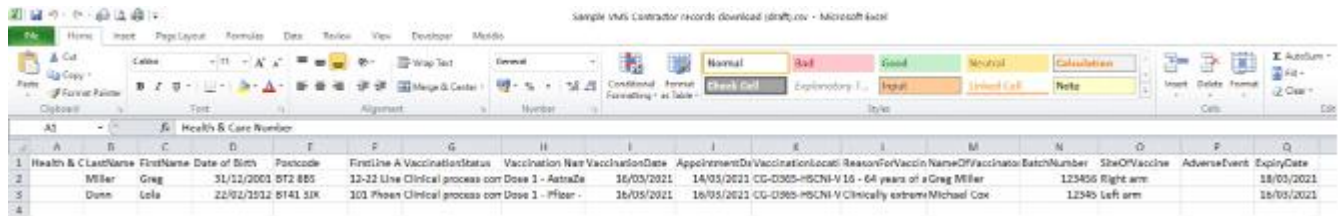
Vaccination Report Download from VMS

The VMS has a built in .csv report based on the patients you have vaccinated which can be exported and opened with MS Excel or other spreadsheet software.

The report can be accessed by selecting “Download Patient Report” at the bottom of the VMS home page.



The report contains information on all vaccinations you have provided (both Flu and COVID), patient details, cohorts and other key demographics for your patients.



The image shows a screenshot of an Excel spreadsheet titled 'Sample VMS Contractor records download (draft).csv'. The spreadsheet contains columns for patient details and vaccination information. The data is as follows:

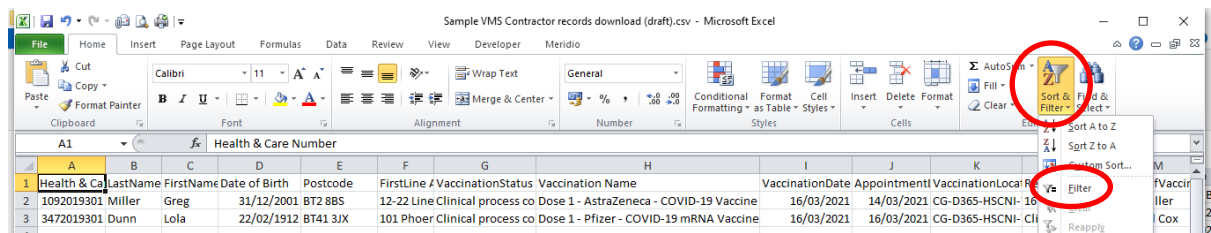
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Health & C	LastName	FirstName	Date of Birth	Postcode	FirstLine	VaccinationStatus	Vaccination Name	VaccinationDate	AppointmentDt	VaccinationLocal	ReasonForVaccin	NameOfVaccinat	BatchNumber	SiteOfVaccine	AdverseEvent	ExpiryDate
1	Miller	Greg	31/12/2001	BT2 8BS	12-22 Line Clinical process co	Dose 1 - AstraZ	16/03/2021	14/03/2021	CG-D365-HSCNI-10	16-64 years of a	Greg Miller		123456	Right arm		18/03/2021
2	Dunn	Lola	22/02/1912	BT41 3JX	101 Phoea Clinical process co	Dose 1 - Pfizer	16/03/2021	16/03/2021	CG-D365-HSCNI-10	Clinically extreme	Michael Cox		12345	Left arm		18/03/2021

Please NOTE: Once downloaded, the report is no longer protected by the security mechanisms built into the app. Please ensure you have protocols in place at each location for restricting user access to patient report; we recommend that this is used by a nominated user and saved to a secure location and password protected. The VMS will retain the patient vaccination record therefore it is not recommended to save the report for longer than is necessary for checking against monitoring reports/payments.

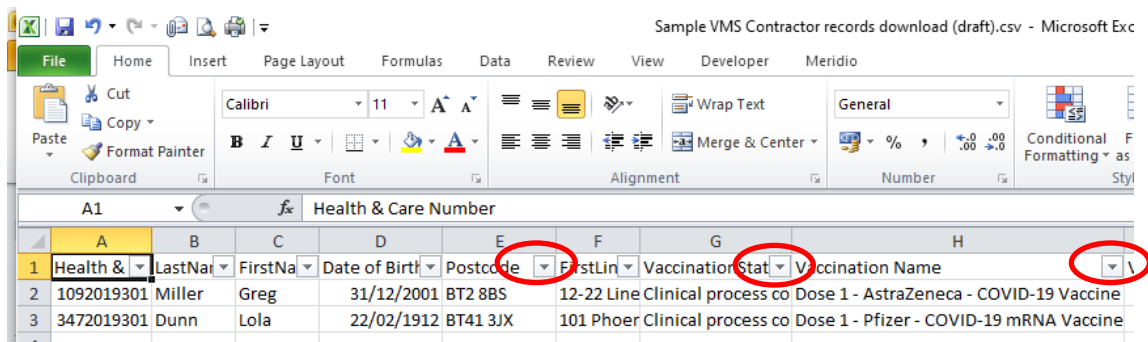
Filtering the report (e.g. selecting flu vaccines only)

Once the report has been opened in MS Excel, there is the option to add a filter to the data.

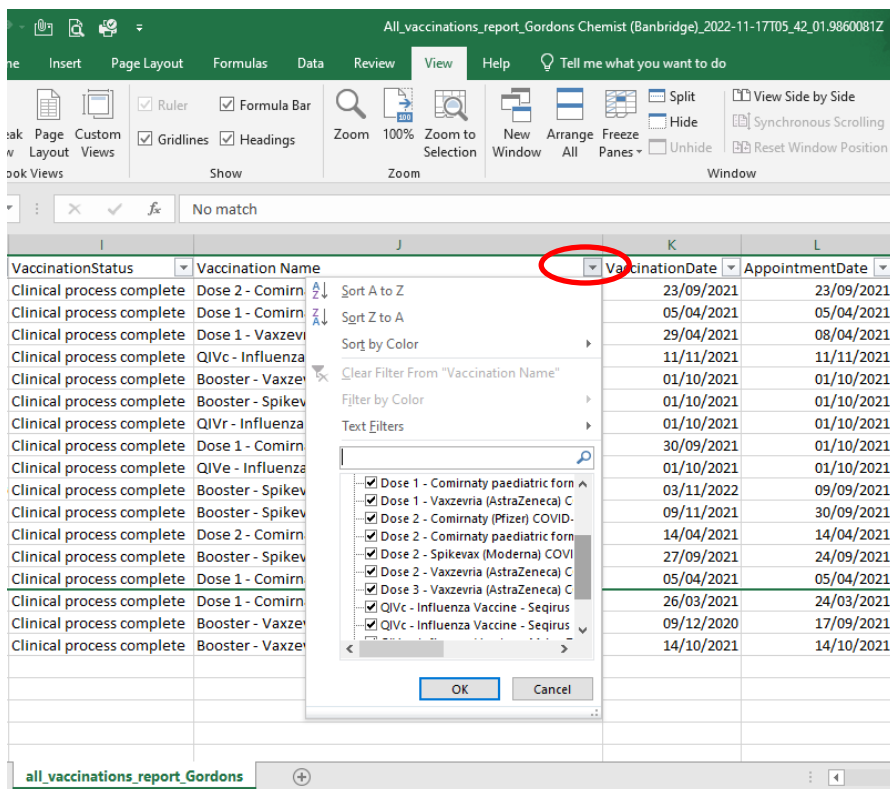
Select ‘Sort and Filter’ then ‘Filter’ from the menu ribbon.



This will add drop down filter icon to the right hand side of each column heading.



Simply click on the filter icon for the column you wish to filter on and select or deselect the items you want displayed. For example Vaccination Name 'Dose 2 - Spikevax (Moderna) COVID-19 mRNA Vaccine - 0.5mL'



To remove the filter simply 'Select All' and all items will be displayed.

Further support and information about filtering in MS Excel is available using their help files:

<https://support.office.com/client/en-us/videoplayer/embed/RWfyHQ?pid=ocpVideo0-innerdiv-oneplayer&jsapi=true&postJsMsg=true&maskLevel=20&market=en-us>

