

Vaccine Registry User Guide for Employees

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Vaccine Registry Homepage – Basic Components

The screenshot shows a web browser window with the URL <https://www.vaccineregistry.com/Customer/Siemens>. The page features a blue header with the text "Passport Health Vaccine Registry" and the "SIEMENS" logo. Below the header is the "Siemens Employee Login" section. It contains two radio buttons: "I have a Passport Health account" (selected) and "I do not have a Passport Health account". Below these are input fields for "Email Address*" and "Password", followed by "Submit" and "Forgot Password" buttons. A red arrow points from a text box to the "I do not have a Passport Health account" link. Another red arrow points from a text box to the "Password" field. A third text box is located at the bottom right of the page.

Passport Health Vaccine Registry

SIEMENS

Siemens Employee Login

I have a Passport Health account I do not have a Passport Health account

Email Address*

Password

[Forgot Password](#)

For more travel health information and destination advice, visit www.passporthealthusa.com

Problems with your account? [Contact Us](#)

Annotations:

- Red arrow pointing to "I do not have a Passport Health account" link: Create an account using this link.
- Red arrow pointing to "Password" field: Login with your email address and password here
- Text box at bottom right: Problems with your account? [Contact Us](#)

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To access Vaccination Records/create a Vaccine Registry Account

There are two ways records can be accessed/a Vaccine Registry Account can be created:

1. You can access records from the Vaccine Registry Homepage. (see steps in section A below)
2. Passport Health enters your information into the Vaccine Registry after an on-site clinic and you receive email notification for your account access. (see steps in section B beginning on page 6)

Section A. –Accessing Records via the Vaccine Registry homepage

1. Go to your company specific portal (i.e. <https://vaccineregistry.com/Siemens>)
2. Enter the email address and password you created to generate your initial voucher for services (if applicable- not all companies use the voucher payment system).
3. Verify your identity when prompted.

Vaccine Registry | Passpor x

← → ↻ <https://www.vaccineregistry.com/Custom/Siemens> ☆ ABC ☰

Passport Health Vaccine Registry

SIEMENS

Siemens Employee Login

[I have a Passport Health account](#) [I do not have a Pas...](#)

Email Address*

Password*

[Forgot Password](#)

Enter the email address and password you used to create the account and generate your voucher for services (if your company uses this payment system).

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Problems with your account? [Contact Us](#)

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4. Click on the “My History” tab at the top of the screen to see the services you have received.
5. If your services are not showing:
 - a. Click on the “Edit Account” tab at the far right.
 - b. Make sure your employer is selected as the company, under the “Where do you work question.”
 - c. Make sure to select “yes” when asked if you consent to share records with your employer.
 - d. Click the “Update Account” button
6. Navigate back to the “My History” tab, and you should see your services listed.

The screenshot shows a web browser window titled "Update Account" with the URL <https://www.vaccineregistry.com/Customr/Account/Update>. The form contains the following fields and sections:

- Cell Phone:
- Work Phone:
- Address*:
- Address (cont.):
- City*:
- State/Province*:
- Postal Code*:
- Where do you work?
 - Existing Company
 - Name:
 - Create New Company
 - Name:
- Authorization text: "I hereby authorize and request Passport Health, and/or its affiliates and franchisees as applicable, to periodically transmit my personal health information to my employer, physically, via facsimile, or electronically as circumstances permit. This is an ongoing authorization and request and applies to any and all personal health information obtained by Passport Health and/or its affiliates and franchisees, at present and in the future. I understand and accept that there are security risks inherent in using electronic means to communicate protected health information, including, but not limited to, electronic capture of the message en route. I further understand and accept that Passport Health cannot guarantee the security of systems external to Passport Health through which messages may be transmitted."
- Consent options: Yes No
- Buttons:

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Section B. – Creating an Account via Email Notification of a Vaccine Registry Account

If you receive this email from the Vaccine Credentialing Management System it means Passport Health has entered your information into the Vaccine Registry and you have an account that you are able to access.

1. Click the “[View My Medical History](#)” link in the email to access your Vaccine Registry Account.

Vaccine Credentialing Management - Your Medical History Has Been Entered SHARE RAPPORTIVE

Inbox x

Passport Health VCM <vcm@passporthealthusa.com> 10:20 AM (39 minutes ago) ☆

to me ▾

Passport Health Vaccine Registry

Hello first,

You are receiving this email to notify you that your medical records have been entered into the Vaccine Credentialing Management System.

Click on the link below to update your profile and view your medical records.

[View My Medical History](#)

Thank you for your participation in Passport Health's Vaccine Credentialing Management Solution.

Sincerely,

Passport Health
<http://www.vaccineregistry.com>

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Click the “[View My Medical History](#)” link to access your vaccine registry account.

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2. After clicking the “[View My Medical History](#)” link in the email you will be taken to this Verification page. Enter your Date of Birth in the field provided and then click submit.

Verification

Please provide your date of birth for verification.

Date of Birth*

Enter your date of birth here then click the blue “Submit” button to access your account.

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3. On the next screen, you are able to update any information in your profile. It is important that you also set your password on this screen so you can login again in the future.
4. From this screen you are also able to access your Vaccine History by clicking on the “My History” Tab at the top. For convenience, you can also upload documentation of vaccines received outside of Passport Health.

Passport Health Vaccine Registry

Welcome, Cait My History Upload File Edit Account Logout

Update Account

Email Address bradford.cait@gmail.com

Password

First Name* Cait

Middle Name

Last Name* Bradford

Gender* -- Select --

Date of Birth* 01/08/1986

Home Phone

Cell Phone

Work Phone

Address*

Address (cont.)

City*

State* -- Select --

Postal Code*

I hereby authorize and request Passport Health, and/or its affiliates to collect, use, disclose, and disseminate my personal health information to my company, physically or electronically as circumstances permit. This is an ongoing authorization and request and applies to any and all personal health information obtained by Passport Health and/or its affiliates and franchisees, at present and in the future.

Yes No

Access your Vaccine History by clicking the “My History” tab and upload files using the “Upload File” Tab.

Set your password here and update any other information then click the blue “Update Account” button towards the bottom of the page.

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5. If you agree to the disclaimer at the bottom of the “Update Account” screen, you must select a company from the dropdown menu or create a new company if it is not already on the list
 - a. If you add a new company the following information is required:
 - Company Name
 - Company Address including city, state and postal code
 - Company Phone number

I hereby authorize and request Passport Health, and/or its affiliates and franchisees as applicable, to periodically transmit my personal health information to my company, physically or electronically as circumstances permit. This is an ongoing authorization and request and applies to any and all personal health information obtained by Passport Health and/or its affiliates and franchisees, at present and in the future.

Yes No

Existing Company

Name*

Create New Company

Name

Address

Address (cont.)

City

State

Postal Code

Phone

Selecting “Yes” here requires a company be selected from the “Existing Company” dropdown menu OR a new company must be created (if it does not appear in the dropdown menu already).

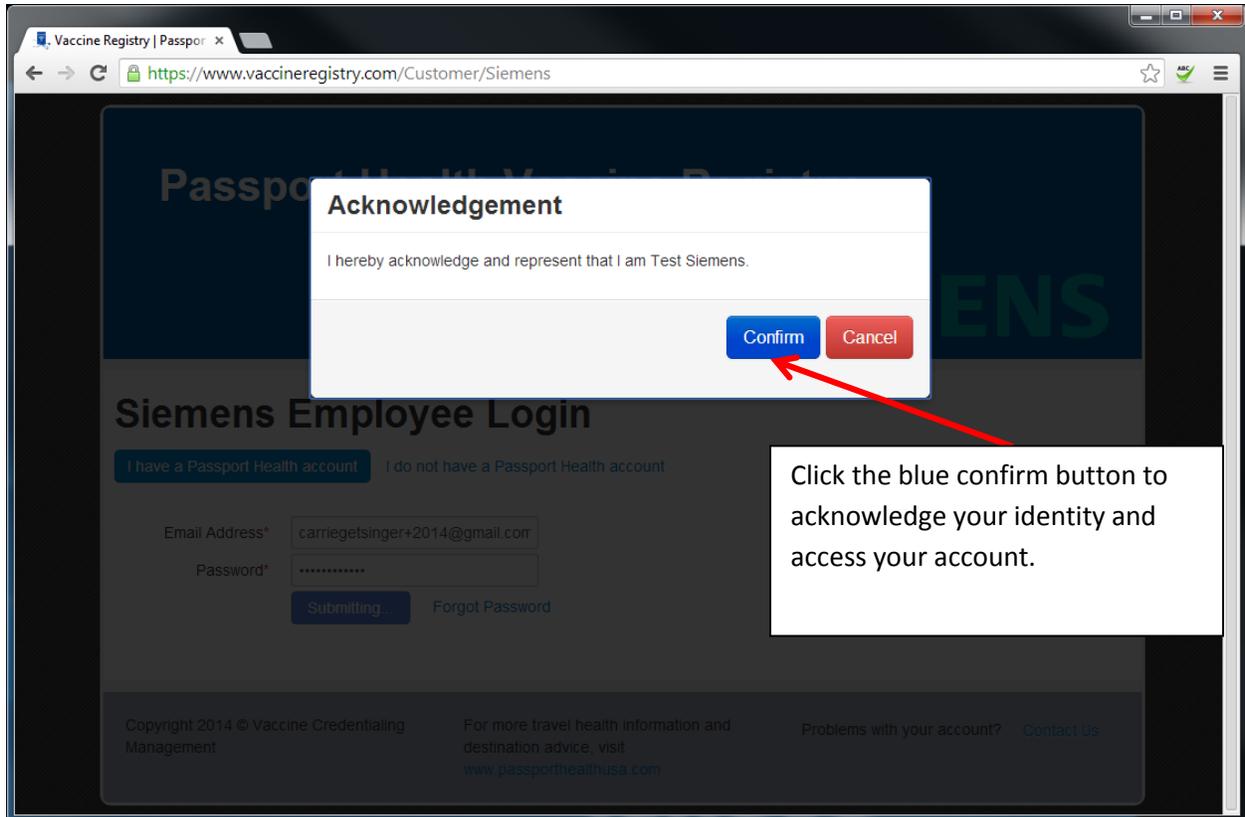
Update Account

6. Make sure to click the blue “Update Account” button to save any changes.

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Logging in to your Vaccine Registry Account

1. Go to your company specific portal (i.e. <https://vaccineregistry.com/Siemens>)
2. Login using the email address and password you specified when creating your account and click the Submit button.
3. Then, when the Acknowledgement window appears, click the blue confirm button to verify your identity and proceed with logging in.



Vaccine Registry Account - My History Page

Access the My History page by clicking the "My History" Tab

Welcome, Margery My History Upload File Edit Account Logout

My History

<input type="checkbox"/> Service Name	Date Given	Lot Number	Site Name	Administered By	Next Dose Date	Result	Source
<input type="checkbox"/> Anthrax (Biothrax)	11/14/2012	C4196AA	IM Left Lateral Thigh	Melanie Kohr			Passport Health
<input type="checkbox"/> Hepatitis A (Havrix) - Adult	11/14/2012	UH719AA	IM Left Deltoid	Melanie Kohr			Passport Health
<input type="checkbox"/> Hepatitis B (Engerix) - Pediatric	11/14/2012	H48697135A	IM Right Deltoid	Melanie Kohr	11/28/2012		

Email Selected Services Print Selected Services Fax Selected Services

Lists all vaccinations you have received from Passport Health

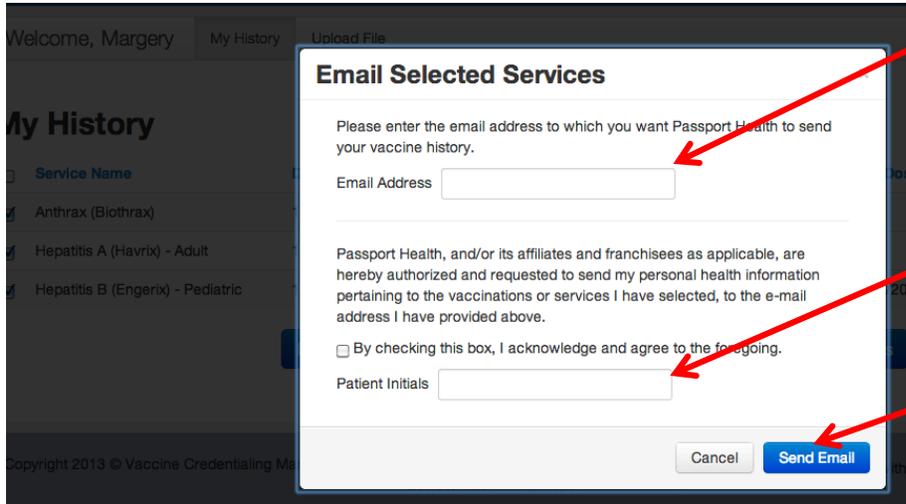
Use these buttons to email, print and fax the services you have indicated by clicking the check box to the left of one or more of the listed services.

If a booster is required, the "Next Dose Date" column will show you the date so you can schedule an appointment to receive it.

Note: If you received lab services such as titers, you may click on the service name to view the full, detailed report from the Lab.

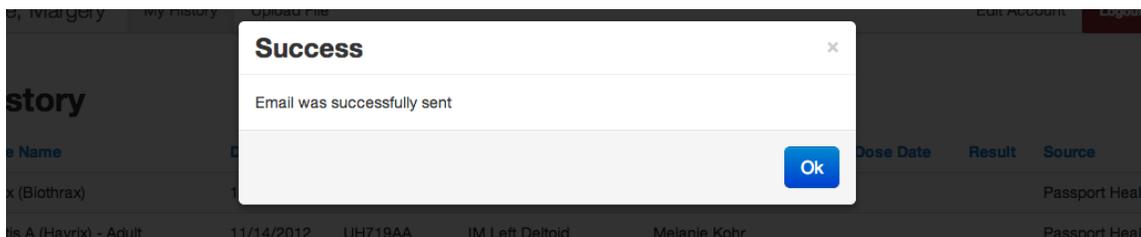
To Email Documentation of Services:

1. Click the check box to the left of the vaccines you want to send via email, and then click the “Email Selected Services” button
2. On the next screen, enter the recipient’s email address you’d like to send documentation to (or select an email from the drop down menu, if available), check the box to agree to the disclaimer, and enter your initials in the field provided.



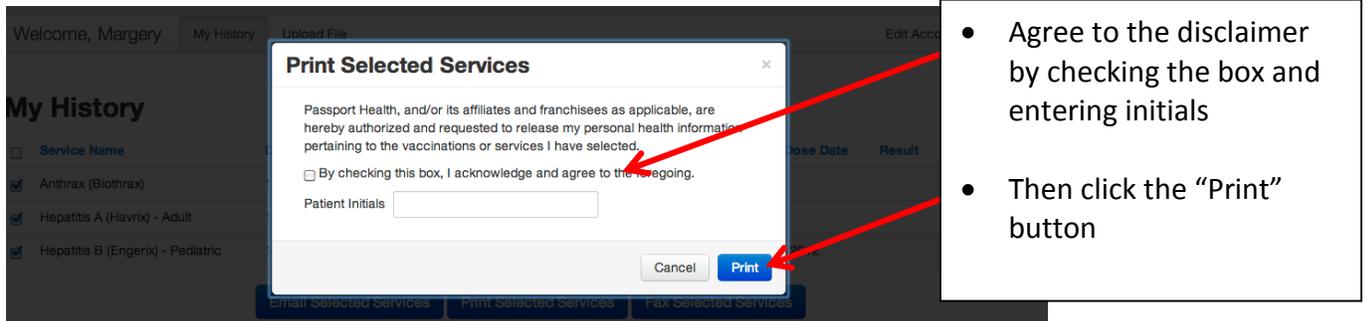
- Enter the recipient’s email address. If you have a drop down menu here, choose an email from the list.
- Agree to the disclaimer by checking the box and entering initials
- Then, click the “Send Email” button

3. Click the blue “Send Email” button.
4. You will receive notification that your email was successfully sent. Click Ok.

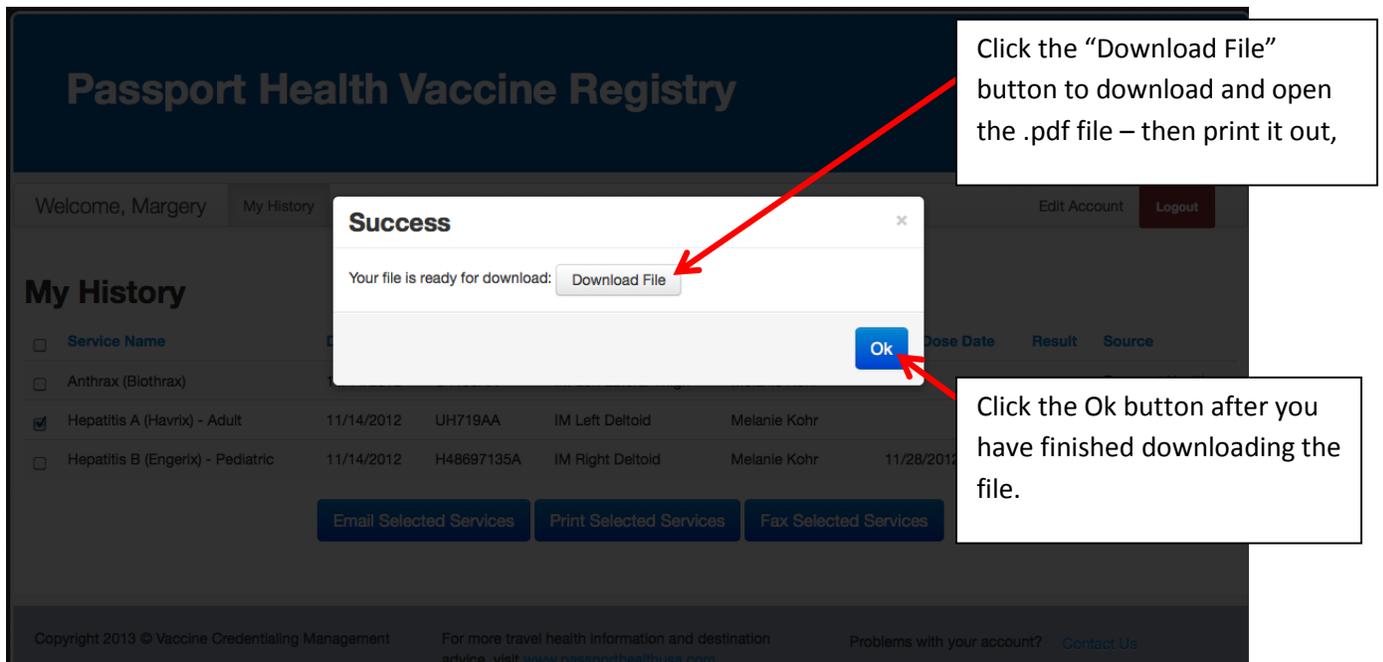


To Print Documentation of Services:

1. Click the check box to the left of the vaccines you want to print, and then click the “Print Selected Services” button
2. On the next screen, check the box to agree to the disclaimer, and enter your initials in the field provided.
3. Click the blue “Print” Button.

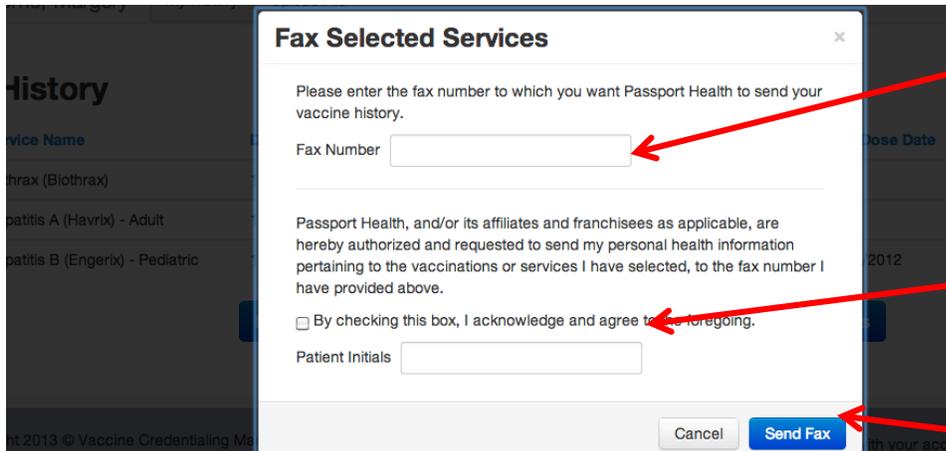


4. On the next screen click the “Download File” Button. The document will open as a .pdf file and from here you can print (make sure you have adobe reader installed on your computer – if you do not, you can download it here <http://get.adobe.com/reader/>)
5. After you download the file click the blue OK button to go back to your My History page.



To Fax Documentation of Services:

1. Click the check box to the left of the vaccines you want to print, and then click the “Fax Selected Services” button.
2. On the next screen, enter the recipient’s fax number (or select a number from the drop down menu if available), check the box to agree to the disclaimer, and enter your initials in the field provided.
3. Click the blue “Send Fax” Button.



The screenshot shows a dialog box titled "Fax Selected Services" with a close button (X) in the top right corner. The dialog contains the following text and fields:

Please enter the fax number to which you want Passport Health to send your vaccine history.

Fax Number

Passport Health, and/or its affiliates and franchisees as applicable, are hereby authorized and requested to send my personal health information pertaining to the vaccinations or services I have selected, to the fax number I have provided above.

By checking this box, I acknowledge and agree to the foregoing.

Patient Initials

At the bottom of the dialog are two buttons: "Cancel" and "Send Fax".

Three red arrows point from a text box on the right to the "Fax Number" field, the disclaimer checkbox, and the "Send Fax" button.

- Enter the recipient’s Fax number. If you have a drop down menu here, choose a fax number from the list.
- Agree to the disclaimer by checking the box and entering your initials.
- Click the “Send Fax” button.

Physical Exam and Titer Test Paperwork in the Vaccine Registry:

Any Physical Exam paperwork or full titer test lab results completed by Passport Health will appear on your "My History" page.

Passport Health Vaccine Registry

Welcome, Caitlin | My History | Upload File | Edit Account | Logout

My History

<input type="checkbox"/>	Service Name	Date Given	Lot Number	Site Name	Administered By	Next Dose Date	Result	Source
<input type="checkbox"/>	Hepatitis A&B (Twinrix)	06/04/2013	HF224598A	IM Left Deltoid	Caitlin Bradford	08/17/2013		Passport Health
<input type="checkbox"/>	DD 2808 (Exam - arm)	06/07/2013			Caitlin Bradford			Passport Health

Email Selected Services | Print Selected Services | Fax Selected Services

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Any Physical Exam Paperwork or titer test lab results done through Passport Health will appear in your Vaccine Registry to view, email, fax and print.

Uploading Files to your Vaccine Registry Account:

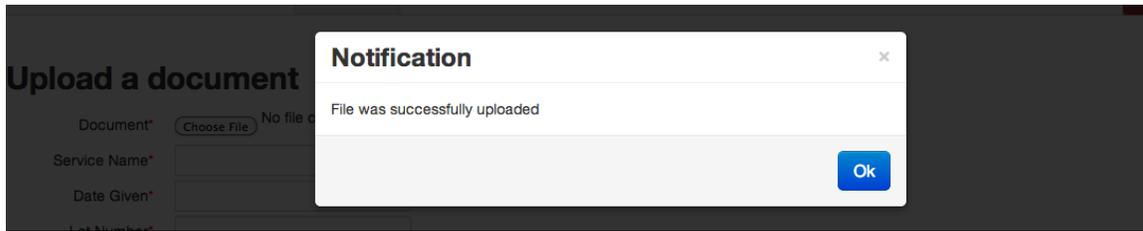
Use the Upload File Tab to upload vaccine documentations that are not connected with Passport Health.

1. Login to your Vaccine Registry Account
2. Click the Upload File Tab
3. Choose a file from your computer to upload using the “Browse” button. ***Important:** the document you upload **MUST** be a .pdf file
4. Enter the information about the service you are uploading
5. Click the blue “Upload File” button.

The screenshot shows the 'Passport Health Vaccine Registry' interface. At the top, a blue header contains the text 'Passport Health Vaccine Registry'. Below this is a navigation bar with tabs for 'Welcome, Margery', 'My History', 'Upload File', 'Edit Account', and 'Logout'. The 'Upload File' tab is selected. The main content area is titled 'Upload a document' and contains several input fields: 'Document*' with a 'Browse...' button, 'Service Name*', 'Date Given*', 'Lot Number*', 'Site Name*', 'Administered By', 'Next Dose Date*', 'Result', and 'Description*'. A blue 'Upload File' button is located at the bottom of the form. Three red arrows point from callout boxes to the 'Browse...' button, the 'Upload File' button, and the 'Upload File' tab. A fourth red arrow points from a callout box to the 'Browse...' button. The callout boxes contain the following text:

- Click on the Upload File Tab
- Click the “Browse” button to choose a file from your computer to upload.
- Fill in all other information.
- Click the “Upload File” button.

You will receive notification that your file was successfully uploaded. Click Ok and navigate to your “My History” page to view the file.



Uploaded files are immediately added to your vaccine registry account and are available for viewing, printing, emailing and faxing right away.

The screenshot displays the "Passport Health Vaccine Registry" interface. At the top, there is a blue header with the title. Below it, a navigation bar shows "Welcome, Caitlin", "My History", "Upload File", "Edit Account", and a "Logout" button. The main section is titled "My History" and contains a table of vaccine records. A red arrow points from a callout box to the "ppd test" entry in the table. Below the table are three buttons: "Email Selected Services", "Print Selected Services", and "Fax Selected Services". The footer contains copyright information and a "Contact Us" link.

<input type="checkbox"/>	Service Name	Date Given	Lot Number	Site Name	Administered By	Next Dose Date	Result	Source
<input type="checkbox"/>	ppd test	06/03/2011	sdfgrv	right arm			neg	Patient Provided
<input type="checkbox"/>	Hepatitis A&B (Twinrix)	06/04/2013	HF224598A	IM Left Deltoid	Caitlin Bradford	08/17/2013		Passport Health
<input type="checkbox"/>	DD 2808 (Exam Form)	06/07/2013			Caitlin Bradford			Passport Health

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