



Responsible Office: Registrar  
 Contact: Katie Collins  
 Originally Issued:  
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## SECTION I. Process Information

**Process Name:** Data Entry of Immunization Records

**Description:** The State of Nevada Board of Regents requires all students to have the following immunizations; 2 MMR (Measles, Mumps, and Rubella) 30 days apart, and 1 TD/DT/DTP (Tetnus Diptheria) in the past 10 years. Students who do not provide proof of immunization at the time of admission will receive a hold on their account prohibiting them from registering among other things.

**Actor:** Client Services Staff

**Trigger(s):** The student will provide their shot records at the front window or via mail or fax. We do not collect the records so we can conduct the data entry up front off of the record the student provides and then hand it back to them. Records received via mail or fax can be shredded after the data entry is complete.

**Outcome/Motivation:** UNLV will be in compliance with state and federal guidelines related to immunization requirements.

## SECTION II. Process Steps

This section should describe a "how to" process. The process should reference policies, forms, and outline required action according to job function. Include screen shots, tables and/or other tools.

1. Go to the **SRCH** screen and bring up the student using either name, student id, or ssn.
2. Type **ODIM**, put "A" for "add" in the function line, tab down and type a "Y" if the student has the required immunizations. Tab down to the date fields and enter the appropriate dates (year/month/day). If the student has not received a 2nd Measles because they need to wait 30 days, type; "**Needs 2nd MMR 30 days**" in the note field.
3. If the student provides a Religious or Moral Exemption Form, proceed as if the student had submitted records (type "Y" in each field) and then type, "**RM Exemption**" and the current date in the note field.

**1. FUNCTION:**                    \*\*\* SEARCH \*\*\*                    02/01/07 LKJC B856 0 **SRCH**

H- SEARCH: **na**                    START.: **test, test**                    COUNTRY.:

SHOW.:                    TYP:                    ADDR-TYP:

NAME/ID/MISC ID    SSN/AKCO    ADDRESS/PHONE - DATE OF BIRTH    SAPFEA

2. FUNCTION: **a**                    \*\*\* OTHER DATA \*\*\*    02/01/07 LKJC B856 0 **ODIM**

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 ID.= L000536911    TEST, TEST T                    SSN: 112345678

MEASLES 1    **Y**  
 MEASLES 2  
 MUMPS        **Y**  
 RUBELLA      **Y**  
 TETANUS DIPT **Y**

MEAS 1 DATE **1996/10/02**                    MEAS 2 DATE

TD DATE      **1996/10/02**

NOTES.....: **Need 2nd MMR 30 days**

4. Removing an Immunization Hold

- a. Go to the HOLD screen and type "C" for change in the function field
- b. tab over to the line that states **immunization hold** and type "adm" underneath the OFFC-REM column and then hit enter.

4. FUNCTION: **C**                    \*\*\* HOLD \*\*\*                    03/15/07 LKJC B191 0 HOLD

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 H- ID= L000536911 TEST, TEST T                    SSN: 112345678    DIR-REL: Y  
       REG GRADES DIPL TRAN CERTIF    FIN-AID MISC-1 MISC-2  
       HOLD COUNT: 00 00 00 00 00    00 00 00

OFFC HOLD HOLD-NAME    DATE-APPL    USER-APPL    **OFFC-REM**    USER-REM    DATE-REM  
 APPL CODE REG GRADES DIPL TRAN CERTIF    FIN-AID MISC-1 MISC-2

	APPL CODE	REG	GRADES	DIPL	TRAN	CERTIF	FIN-AID	MISC-1	MISC-2	DATE-REM
01- ACAD	ADV	ADVISING	2007/01/16	LKJC	ADM	OFFL	2007/02/08			
	Y	N	N	N	N	N	N	N		
02- ATH	ATHF	ATH REGISTR	2007/01/18	LKKE	ATH	LKKE	2007/01/18			
	Y	N	N	N	N	N	N	N		
03- BE	ADRV	ADVISING	2007/01/04	LKKE	BE	LNTTP	2007/01/05			
	Y	N	N	N	N	N	N	N		
04- ADM	IMMU	IMMUNIZATION	2007/03/15	LKJC	<b>ADM</b>	LKJC	2007/03/15			
	Y	Y	N	Y	N	Y	N	N		

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**SECTION III. Related Documents**

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List the names of related university/department internal and external documents that provide helpful, relevant information. (Attach file if readily available)

Documents
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Immunization Letters (type and content vary, see K.Collins for current sample)

**SECTION IV. Related Policies**

List the names (if any) related system and/or university policy that trigger/provide helpful, relevant information.

<b>University Documents</b>
BOR- Immunization Requirement

**SECTION V. Contacts**

The first item is usually "Policy clarification" which directs the reader to the Responsible Office. Other items relate to subject matter in the document about which the reader may have follow-up questions.

<b>Subject Matter</b> (alphabetical order)	<b>Office Name</b> (not the name of an individual)	<b>Telephone Number</b>	<b>Email/URL</b>
Immunization Process	Registrar's Office - Admissions and Client Services Units	895-1862	

**SECTION VI. Acronyms/commonly used terms (optional)**

Define acronyms/commonly used terms that have specialized meanings in the process.

<b>Term</b> (alphabetical order)	<b>Definition</b>

**SECTION VII. Forms and Tools/Online Processes (optional)**

Forms/Online Processes should be included with information on how to obtain any forms or perform any online processes.

**SECTION VIII. Appendix (optional)**

Appendices are used for informational material that is helpful, but not directly related to the performing of the process.

**Section IX. Revision History**

Created by: K.Collins	Date: 11/10/06
Tested by: E. Ronca	Date: 01/04/07

Process Name:

Date of most recent changes: 1/14/2008

Approved by: K.Collins

Date: 01/04/07