1. To access the client lookup page, click the **Search** hyperlink in the **Client** box

![Client Lookup](image)

2. To search for a client’s record:
   a. Enter search criteria in the basic or expanded search fields by clicking in the free-text box and typing in correct information
      - can use keyboard and *tab* through each field
   b. Click **Search**
      - can also hit *Enter* on the keyboard to start search

![Client Lookup](image)

NDDoH recommends using the basic search function and searching by birthdate and first letter of the first name.
3. The registry will return a list of up to 100 possible matches
4. To view a record from the list of possible matches:
   a. highlight the correct person from the list and click [Inquire] or
   b. double-click the name from the list
5. The system will open the record on the Demographics folder
   a. All required fields will be marked by an asterisk (*) and must be filled in before new information can be saved
   b. Be sure to verify the client demographics at every visit
6. To access their immunization record, click on the **Immunizations** tab

![Image of Immunizations tab]

7. The **Immunization** tab holds all of the client’s immunization information including:
   - Dose Date (date vaccine was administered)
   - Provider who administered vaccine
   - Lot number of vaccine administered
   - Reaction – if the patient had any type of reaction to that dose of vaccine
   - VFC eligibility
   - Vaccine name
   - Historical – if this was an administered dose or entered from another record as part of the client’s historical vaccinations
   - Valid dose – was the dose valid according to ACIP recommendations

![Image of Immunization details]

<table>
<thead>
<tr>
<th>Dose Date</th>
<th>Provider</th>
<th>Lot</th>
<th>Reaction</th>
<th>VFC</th>
<th>Vaccine</th>
<th>Historical</th>
<th>Valid</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2004</td>
<td>1512 - TRINITY MEDICAL WHS</td>
<td>0607P</td>
<td>None</td>
<td>NOT ELIGIBLE</td>
<td>HBV Pediatric</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>01/21/2005</td>
<td>4910 - TRIN MED ARTS CLC PED N</td>
<td>AC21A008BA</td>
<td>None</td>
<td>MEDICAID</td>
<td>DTaP-HBV-IPV (Pediarix)</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>01/21/2005</td>
<td>4910 - TRIN MED ARTS CLC PED N</td>
<td>UE260AA</td>
<td>None</td>
<td>MEDICAID</td>
<td>Hib (PRP-T) ACTHib</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>01/21/2005</td>
<td>4910 - TRIN MED ARTS CLC PED N</td>
<td>A74405F</td>
<td>None</td>
<td>MEDICAID</td>
<td>PCV7 (pneumococcal)</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>03/23/2005</td>
<td>4910 - TRIN MED ARTS CLC PED N</td>
<td>AC21A015AA</td>
<td>None</td>
<td>NOT ELIGIBLE</td>
<td>DTaP-HBV-IPV (Pediarix)</td>
<td>No</td>
<td>Yes/No/Yes</td>
</tr>
<tr>
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<td>UE399AA</td>
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<td>Hib (PRP-T) ACTHib</td>
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<td>A67184D</td>
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<td>Yes</td>
</tr>
<tr>
<td>06/06/2005</td>
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<td>0516F</td>
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<td>NOT ELIGIBLE</td>
<td>Hib (PRP-DMP) PediaxHIB</td>
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<td>Yes</td>
</tr>
</tbody>
</table>