



CHIRP Training Guide for View-Only Users

Version 3.0

Connect to your Internet provider via Internet Explorer or your Internet shortcut. Enter the web address: chirp.isdh.state.in.us (NOTE: Do not enter www prior to the address).

Click **Login** on the menu, enter your username and your password then click the **Login Button**. (A confirmation message that you have successfully logged in will appear.)

Searching for a Patient:

On the left column click **Patient**, this will expand the patient menu. Now click on **Search**.

Simple Search (Figure 1)

- Enter child's first name, last name, and Date of Birth.
- Click on Search

Figure 1

Advanced Search Options (Figure 2)

Click on the advanced search link

Search Option #1

- Enter the child's first initial (in the First Name field) and the date of birth
- Under **"Quick Searches"**, click on **First Initial and Date of Birth**
- Click on the blue button labeled **Run Search**

(Note: the box marked "exact" will be checked)

Search Option #2

- Type in the date of birth only
- Under **"Quick Searches"**, click on **Date of Birth**
- Click the blue button labeled **Run Search**

Search Option #3

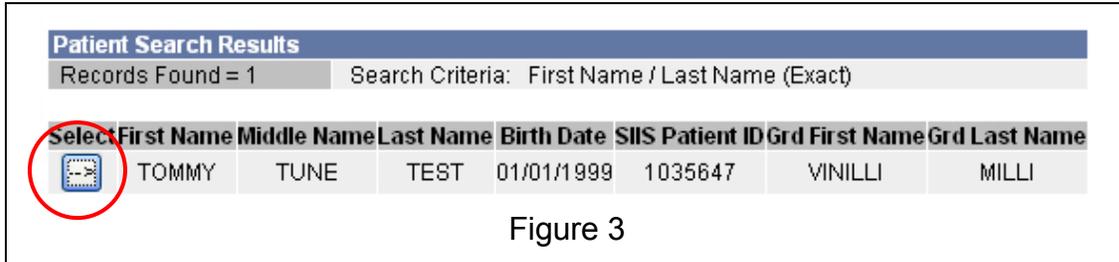
- Type in patient's first, middle (if known) and last name
- Under **"Simple Searches"** click on **FN & LN**
- Go to **"Search Types"** for First and Last Name and click on **Phonetic**
- Click the blue button labeled **Run Search**

Figure 2

CHIRP Support Center:
 Phone: 1-888-227-4439
 Email: chirp@isdh.state.in.us
 Website: <https://chirp.isdh.state.in.us>

Retrieving an Immunization Record (Figure 3)

If the child is found in search, his/her name will appear at the bottom of the screen. Click on the arrow next to the name.



Patient Search Results
Records Found = 1 Search Criteria: First Name / Last Name (Exact)

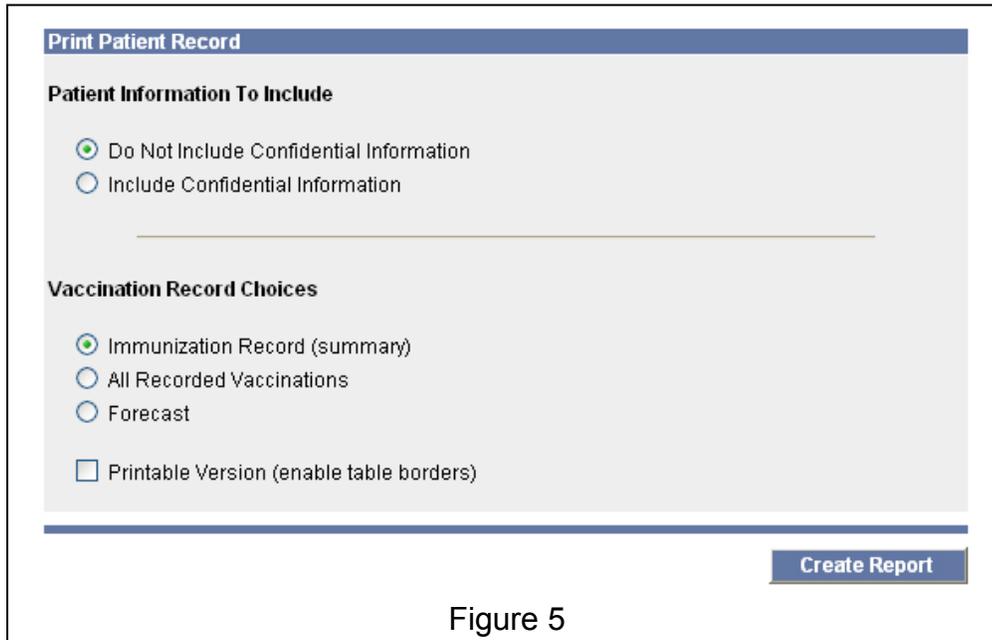
Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
	TOMMY	TUNE	TEST	01/01/1999	1035647	VINILLI	MILLI

Figure 3

This will produce the child's demographic record. Verify this is the correct child. Then go to the left column click **Vaccinations**, this will expand the menu. Now click **View**. This will produce the complete immunization history (as entered into CHIRP). You can also click on **Summary**, this will produce the complete immunization history grouped by Vaccine Family. (see Figure 4)

Printing an Immunization Record

In the left column, click **Reports** to expand the menu, click on **Patient Record**. Then click on **Create Report** (Figure 5). Click on **Forecast** and then **Create Report** to give parents information about when the next shots are due. (Remember, this information is based on what is in CHIRP).



Print Patient Record

Patient Information To Include

Do Not Include Confidential Information
 Include Confidential Information

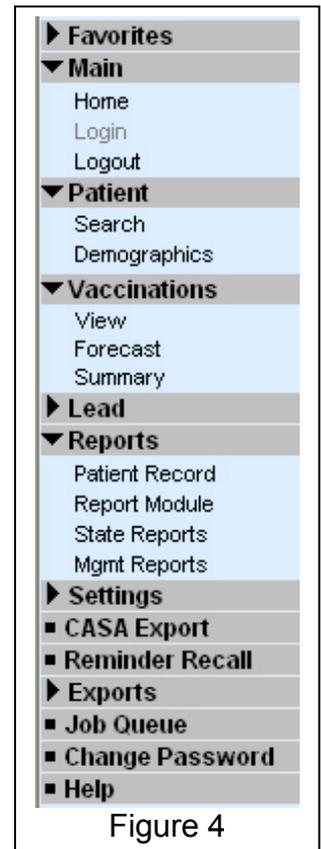
Vaccination Record Choices

Immunization Record (summary)
 All Recorded Vaccinations
 Forecast

Printable Version (enable table borders)

Create Report

Figure 5

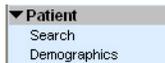


- ▶ Favorites
- ▼ Main
 - Home
 - Login
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- ▼ Patient
 - Search
 - Demographics
- ▼ Vaccinations
 - View
 - Forecast
 - Summary
- ▶ Lead
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 - State Reports
 - Mgmt Reports
- ▶ Settings
- CASA Export
- Reminder Recall
- ▶ Exports
- Job Queue
- Change Password
- Help

Figure 4

The left margin of the screen is the “Menu Bar”. You must first login with your Username and Password before you can Search for a patient record. Next, you must search for and retrieve a patient before you can get a shot record.

1. Search for a Patient



Click on **Patient** to expand the menu, then click on **Search** and enter the required information. *Only exact matches will be shown when a search is conducted using First Name, Last Name, and DOB*



Once a search has been completed, a listing of possible matches appears below the search section. Click on the arrow next to the patient's name to retrieve the patient demographic record.

If that is not the patient record you want, click on **Search** to return to the original listing of possible matches to the search.

The **Advanced Search** can be used by clicking on the **Here** link in the upper right corner of the search page.

2. View a Patient's Immunization Record



Once the correct record has been retrieved, click on **View** under the **Vaccinations** header, to view the patient's Immunization history.

Click **Forecast** to see what Immunizations are due. Click **Summary** to see the Immunizations summary by vaccine family.

2. Create a Shot Record Card

Click **Reports** this will expand the menu, then click on **State Reports**. Now click the link for **Shot Record Card**.



3. Create a Patient Record



Click on **Reports** this will expand the menu, click on **Patient Record**. Under Vaccination Record choices, select **Immunization Record (summary)** to see the vaccines grouped by vaccine family.



Be sure to explain to the parent the importance of maintaining an up-to-date copy of this record and presenting it each time the child receives immunizations. This will ensure that the appropriate immunizations will always be given.