Verifying Flat File Uploads

There are two steps to processing flat files in WebIZ

1. **Uploading the flat file into the Flat File module**- this step is successful if the file is formatted correctly as outlined in the Flat File Specifications document. If the file uploads to the system, you will receive a success notification. If the file does not upload due to formatting issues, you will receive a notification.
2. **WebIZ processing the file**- this step is successful if the required data elements are included in the file and the appropriate codes are used as outlined in the Flat File Specifications document. If the required fields are empty or the appropriate codes are not used, the associated files with error and the vaccination for that individual will not upload. WebIZ does not currently notify a provider regarding files that throw an error and are not uploaded.

Since you are not notified when a file errors, you should review your vaccination data to verify that the flat file information was uploaded to WebIZ. There are several reports in the WebIZ reports module that may be used to verify.

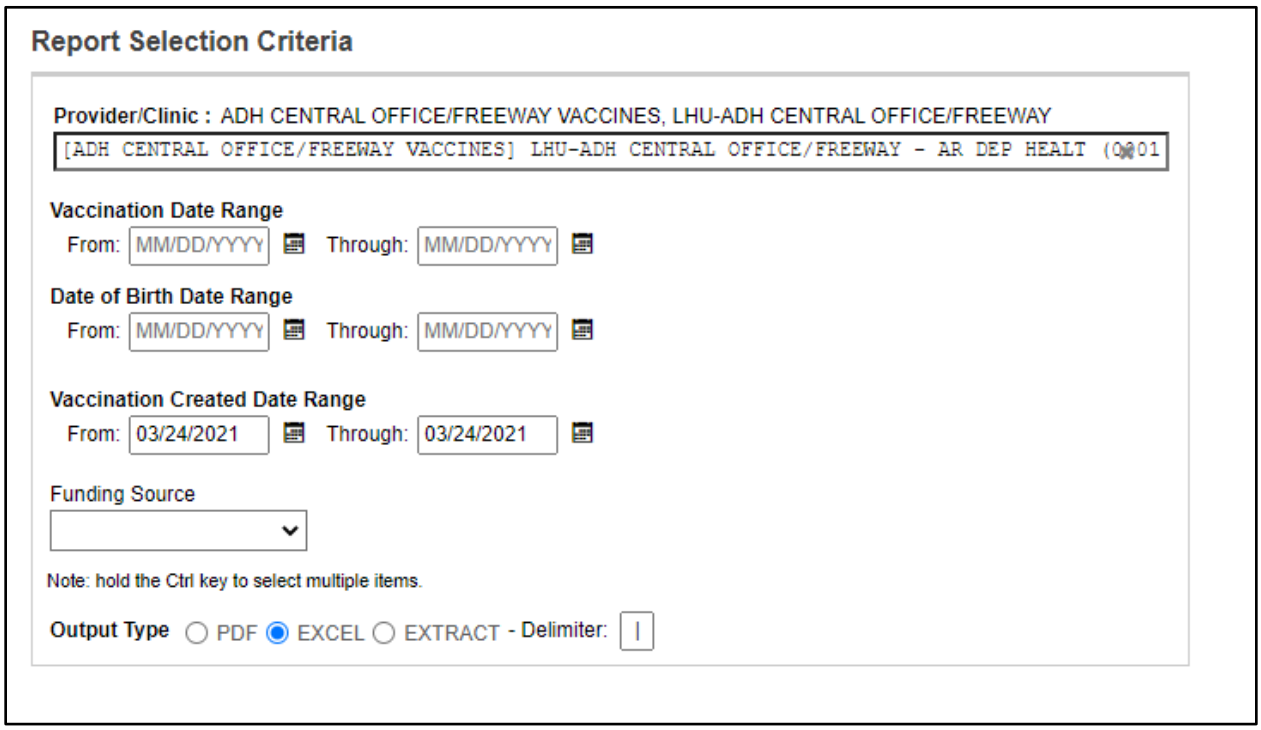
Note- The WebIZ Flat file processing job is executed every 30 minutes and the process can take several minutes. It is recommended to wait 1 hour after uploading your flat file to review the records.

Patient Detail with Services Report

To view the individual records that were uploaded to WebIZ, you may use the Patient Detail with Services report.

- Go to Reports- Patient Management- Patient Detail with Services

- Enter your search criteria. Enter the date you uploaded the flat file in the From and Through sections under Vaccination Created Data Range. Choose Excel in Output Type to receive a spreadsheet with the uploaded vaccinations. Compare the vaccinations in your Patient Detail with Services to your flat file information to verify that all vaccinations were successfully submitted.

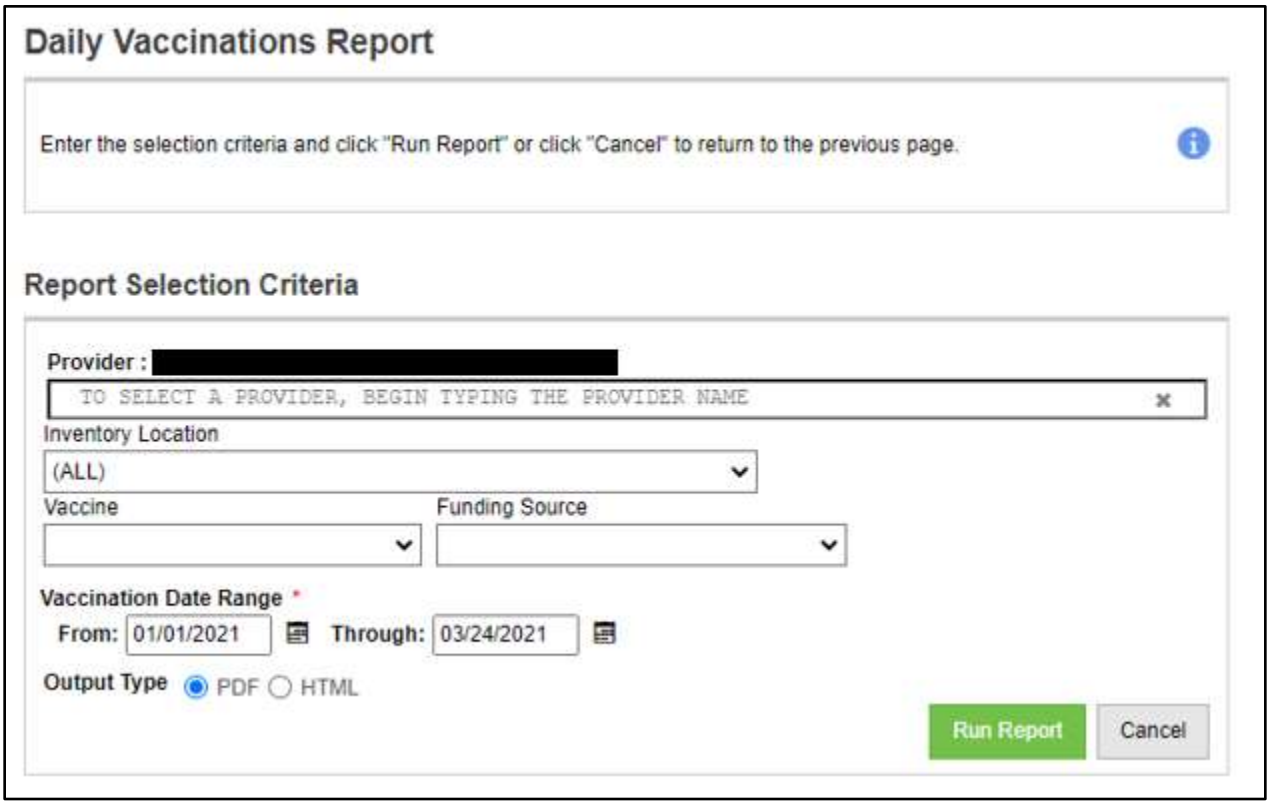


Daily Vaccinations Report

To view a summary with the total number of vaccinations enter each day, you may use the Daily Vaccinations Report.

- Go to Reports- Coverage Statistics- Daily Vaccinations Report

- Enter your search criteria and click Run Report



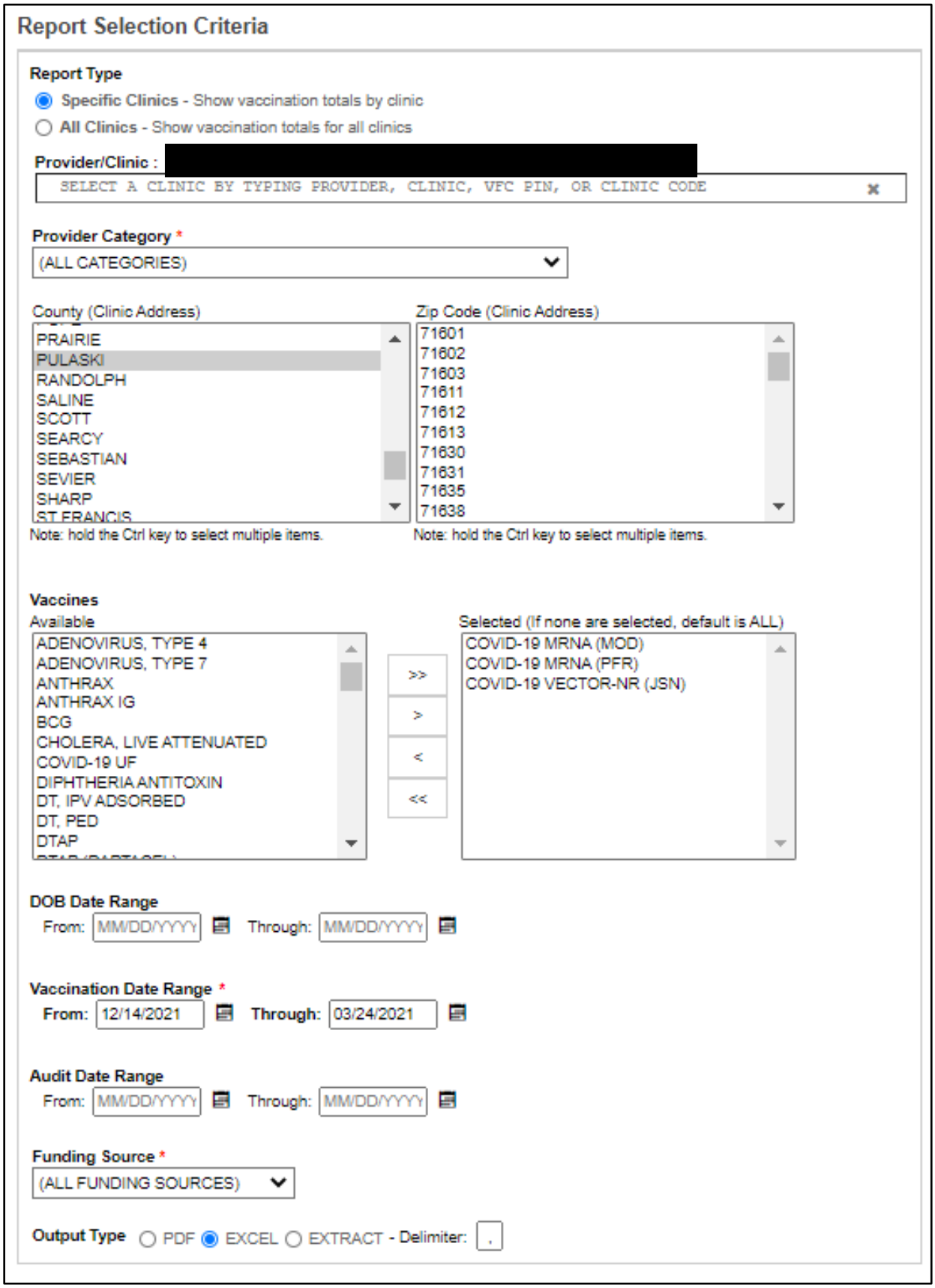
Arkansas WebIZ
Daily Vaccinations Report

March 24, 2021

Provider = [redacted] Inv Location = (ALL), Vaccination Date From = 01/01/2021, Vaccination Date Through = 03/24/2021

Inventory Location	Vaccination	Funding Source	Vacc Date	Doses
[redacted]	COVID-19 mRNA (MOD)	PAN	01/05/2021	42
	COVID-19 mRNA (MOD)	PAN	01/06/2021	40
	COVID-19 mRNA (MOD)	PAN	01/07/2021	10
	COVID-19 mRNA (MOD)	PAN	01/11/2021	20
	COVID-19 mRNA (MOD)	PAN	01/12/2021	10
	COVID-19 mRNA (MOD)	PAN	01/13/2021	32
	COVID-19 mRNA (MOD)	PAN	01/14/2021	10
	COVID-19 mRNA (MOD)	PAN	01/18/2021	65
	COVID-19 mRNA (MOD)	PAN	01/19/2021	56
	COVID-19 mRNA (MOD)	PAN	01/20/2021	11
	COVID-19 mRNA (MOD)	PAN	01/22/2021	21
	COVID-19 mRNA (MOD)	PAN	01/26/2021	33
	COVID-19 mRNA (MOD)	PAN	01/27/2021	34
	COVID-19 mRNA (MOD)	PAN	01/28/2021	45
	COVID-19 mRNA (MOD)	PAN	01/29/2021	11
	COVID-19 mRNA (MOD)	PAN	02/02/2021	37

Dosage Report

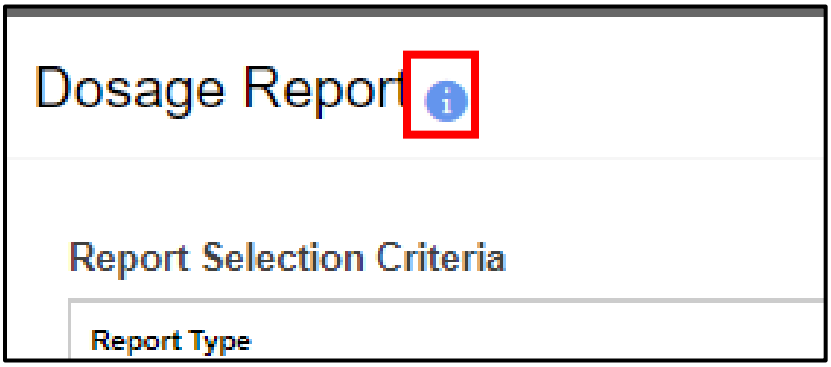


Dosage Report Results- Excel

Patient Id	Patien	Patient Co	Patient Eligibility	Vaccinatio	Clinic Desc	Immunization E	Vaccination Code	Lot Number	Created by User	Last Updated User	Date Created	Date Last Up
2657972	72202	PULASKI	Not VFC Eligible	2/6/2021	CLINIC NAME HERE		COVID-19 mRNA (PFR)	EM9809	FLAT FILE IMPORT	FLAT FILE IMPORT	02/07/2021	02/07/2021
2592755	72212	PULASKI		1/22/2021	CLINIC NAME HERE	Not VFC Eligible	COVID-19 mRNA (PFR)	EL9261	FLAT FILE IMPORT	FLAT FILE IMPORT	01/24/2021	01/24/2021
2592755	72212	PULASKI		2/17/2021	CLINIC NAME HERE	Not VFC Eligible	COVID-19 mRNA (PFR)	EM9809	FLAT FILE IMPORT	FLAT FILE IMPORT	02/12/2021	02/17/2021
1744826	72204	PULASKI		2/1/2021	CLINIC NAME HERE		COVID-19 mRNA (PFR)	EN5318	FLAT FILE IMPORT	FLAT FILE IMPORT	02/01/2021	02/02/2021
2963965	72201	PULASKI	Not VFC Eligible	3/4/2021	CLINIC NAME HERE		COVID-19 mRNA (PFR)	EN6202	FLAT FILE IMPORT	FLAT FILE IMPORT	03/06/2021	03/06/2021
2387456	72202	PULASKI		1/22/2021	CLINIC NAME HERE		COVID-19 mRNA (PFR)	EL9261	FLAT FILE IMPORT	FLAT FILE IMPORT	01/22/2021	01/23/2021
2387456	72202	PULASKI		2/11/2021	CLINIC NAME HERE		COVID-19 mRNA (PFR)	EM9809	FLAT FILE IMPORT	FLAT FILE IMPORT	02/11/2021	02/11/2021
1899024	72110	CONWAY	Not VFC Eligible	1/25/2021	CLINIC NAME HERE		COVID-19 mRNA (PFR)	EL9261	FLAT FILE IMPORT	FLAT FILE IMPORT	01/25/2021	01/25/2021
2967237	72116	PULASKI		2/25/2021	CLINIC NAME HERE		COVID-19 mRNA (PFR)	EN6200	FLAT FILE IMPORT	FLAT FILE IMPORT	02/25/2021	02/25/2021
2967237	72116	PULASKI		3/18/2021	CLINIC NAME HERE		COVID-19 mRNA (PFR)	EP7534	FLAT FILE IMPORT	FLAT FILE IMPORT	03/18/2021	03/18/2021
894505	72401	CRAIGHEAD	Not VFC Eligible	1/12/2021	CLINIC NAME HERE	Not VFC Eligible	COVID-19 mRNA (PFR)	EL1283	FLAT FILE IMPORT	FLAT FILE IMPORT	01/17/2021	01/17/2021
894505	72401	CRAIGHEAD	Not VFC Eligible	2/3/2021	CLINIC NAME HERE	Not VFC Eligible	COVID-19 mRNA (PFR)		FLAT FILE IMPORT	FLAT FILE IMPORT	02/03/2021	02/03/2021

Information Icon

At the top of each report page, there is a blue “I” icon. By clicking this icon, you can view information on each report field and the output information you will receive from the report. It’s helpful to review this information prior to running a report you are unfamiliar with to determine if the report will give you the information you need.



Dosage Report Information available by clicking the “i” icon.

Help Text

Dosage Report (Provider/Clinic Version)

This report generates a list of vaccines administered for a selected Provider/Clinic by dose number, vaccine, and patient's age at time of vaccination.

Input Criteria

- **Report Type**
  - **Specific Clinics.** Select this report type to view vaccine dose usage by a specific clinic.
  - **All Clinics.** Select this report type to view vaccine dose usage at a summary level across all clinics.This option is only available to users with 'unrestricted' reporting level permissions.
- **Provider.** This list represents the list of providers to which the user currently has access. This is determined by the user's "reporting level" indicated on the user security screen. For users who have access to "UNRESTRICTED (ALL PROVIDERS)", any provider active in the registry may be selected, or none if the user needs the results to encompass the entire registry. For users who have access to "PROVIDER LEVEL SECURITY" or "CLINIC LEVEL SECURITY", the list will contain only those providers to which the user is associated. Note that selecting a provider in this list changes and/or limits the list of clinics available in the clinic list.
- **Clinic.** This list represents the list of clinics to which the user is associated as defined by the provider selected above.
- **Provider Category.** Categories of providers defined in the registry (e.g., Private Provider, Public Health Department, etc.). Select a value to filter report results.
- **County.** A list of counties defined in the registry. Select a value to filter report results. Only County or Zip Code may be selected, not both.
- **Zip Code.** A list of zip codes defined in the registry. Select a value to filter report results. Only County or Zip Code may be selected, not both.
- **Vaccines Available.** A list of active vaccines defined in the registry. Click on a vaccine and use the arrow buttons to add the vaccine(s) to the Selected list.
- **Vaccines Selected.** The vaccine(s) to be included in the report.
- **DOB Date Range.** Enter a valid date range to filter report results by the patient's date of birth.
- **Vaccination Date Range.** Enter a valid date range to filter report results by the date on which a vaccine was administered.
- **Audit Date Range.** Enter a valid date range to filter report results by the date on which a vaccination record was created and/or updated by a user of the system.
- **Funding Source.** A list of funding sources defined in the registry. Select a value to filter report results.
- **Output Type.**
  - **PDF.** Select to display report output as a PDF. This output type includes a table at the bottom of the report displaying totals by vaccine series and VFC eligibility.
  - **Excel.** Select to download report output into an Excel workbook.
  - **Extract.** Select to download report output as a character delimited file. Specify which character in the Delimiter field.

Processing

- This report generates a list of vaccines administered by vaccine, and patient's age at time of vaccination.
- Note that only vaccines administered by the clinic(s) included in the report selection criteria are included in the summary counts.
- Deleted patients are not included in the results.
- Opted out patients are not included in the results.

Output

The information under Output explains what data you will receive in each report type. The information can vary depending on the report type you choose.

Output

- **PDF.** The PDF lists the clinic name at the top. Columns for Age Groups are listed including a column for Age Unknown and Totals.
  - **Vaccines.** Vaccines are listed with the vaccine name and the VFC eligibility. Each vaccine row includes the number of doses administered to each age group. Totals for each vaccine are listed in the far right column.
  - **Vaccine Series totals.** This table shows the total number of doses administered per vaccine series. The totals for VFC eligible and Non-VFC Eligible are also listed.
  - **Age Group Totals.** This table shows the age group totals for each vaccine listed in the report, as well as per age group for all vaccines.
- **Extract Version.** The extract version of this report includes the following data:
  - Clinic ID, Clinic Code, and Clinic Description
  - HL7 Facility Code
  - Patient ID
  - Vaccination Date and Age at Vaccination Date
  - Vaccine Code ID, Vaccine Code, Funding Source
- **Excel Version.** The Excel version of this report includes the following data:
  - Patient ID, Patient Zip Code, Patient County, Patient Eligibility
  - Vaccination Date, Clinic Description, Immunization Eligibility
  - Vaccination Code, Lot number
  - Created by user, Last Updated by user, Date created, and Date last updated.
  - Created By Global User, and Updated by Global User

Submit a ticket to the ADH Help Desk at https://adhimmiregistry.hesk.com/ if you need access to a WebIZ report module or have any WebIZ report issues.