A guide to using the District of Columbia Bulk Printing

(Version 3.0)

Section 1: Starting a Bulk Print Job

To access the Immunization Web Bulk Form Printing, make sure you are connected to the internet, then open your web browser and go to D.C. Immunization Program's home page at https://dchealth.dc.gov/dociis (make sure that there is an *s* at the end of *https*).

Your web browser should now look like this:

Immunization Homepage

Under "DOCIIS Bulk Printing," click on the words "Bulk Immunization Form Printing." This will take you to a new window that will allow you to log into the bulk form printing. Each user should have been given a unique *User Name*, *Password*, and *Context* which you will need to type into the appropriate box. (Note: The password is case sensitive, so the password must be typed with the correct lower case and capitalization.) Once you have entered all of the information, then click on the "Login" button. This will log you into the bulk form printing and take you to the facility type page to select the appropriate form for bulk printing.
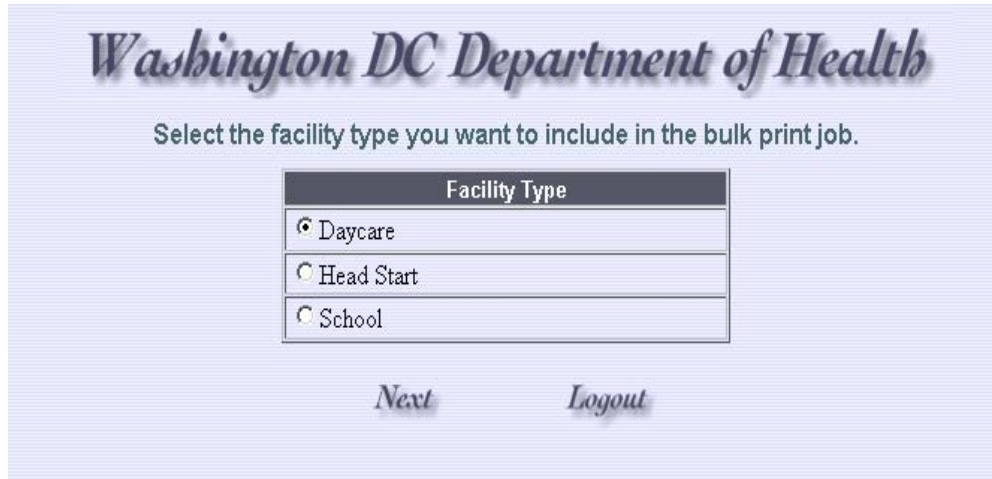

Login Screen

Section 2:   Selecting a Facility Type

The facility type page allows you to select the type of facility for which you would like to run a bulk print job by placing a check in the appropriate facility type box (Daycare, HeadStart, and School). Once you have checked the facility type, click on the "Next" button at the bottom of the screen. This will take you to the facility name page.

Facility Type Screen

Section 3:   Selecting a Facility Name

The facility name page allows you to select the name of the facility for which you would like a bulk print job by placing a check in the box next to the appropriate facility name. (Note: If you have selected a school for bulk printing, then system allows you to run ONLY one grade at a time). Once you have checked the facility name, click on the "Next" button at the bottom of the screen. (Note: Users will only have "RIGHTS" to view his/her facility). This will take you to the form selection page.
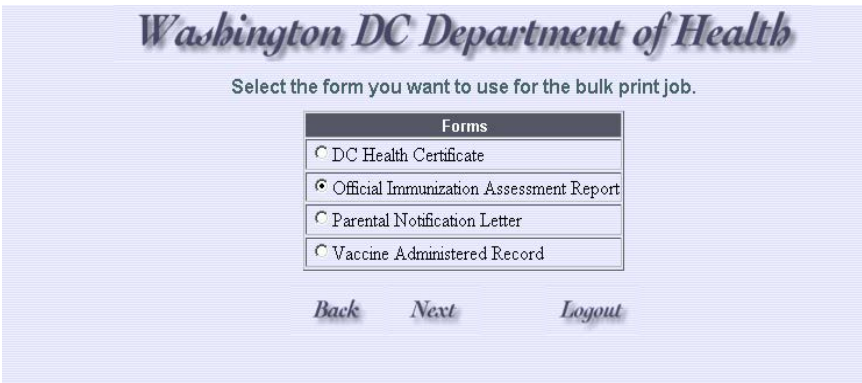
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Select the daycare you want to include in the bulk print job.

○ 2 New Heights CDC	○ ACC Model Cities Center	○ APRA DCC B&A
○ ARE Ballou HS CDC Infant Prog & B&A	○ ARE Celebration in Learn CDC & B&A	○ ARE Dunbar Infant Program Ctr
○ ARE Hart Infant Center	○ Academy for Ideal Education B&A	○ Adas Israel Congregation & B&A
○ Adventureland Day Nursery & B&A #1	○ Adventureland Day Nursery & B&A #2	○ Agape Cabbag Patch&LeMae's ELC &B&A
○ Agape Cabbage Patch LeMae III	○ Aidan Montessori School PS & B&A	○ Akin, Gump, Strauss, Hauer & Feld
○ All My Children CDC #1	○ All My Children CDC #2 & B&A	○ All Saints AllDay-Mann & B&A
○ Allen Chapel AME Church DCC & B&A	○ Amazing Life Games Preschool #2	○ American University CDC
○ Angels' Cradle CDC	○ Appletree EL PCS Ami-School PS	○ Appletree Early Learn PCS PS & B&A
○ Appletree Institute for Ed PCS PS	○ Aramark Ed Res CDC -World Bank I St	○ Armstrong Preparatory Center I
○ Armstrong Preparatory Center II	○ Arnold and Porter Children's Ct&B&A	○ Assembly of the Saints ELC &B&A
○ Auguste Montessori School PS & B&A	○ Barbara Chambers Children's Ct&B&A	○ Barbara's Montessori School PS
○ Beauvior Nursery School & B&A	○ Bell Teen Parent and Child DC	○ Bennett Babies Inc & B&A
○ Bennett Babies Inc & B&A II	○ Big Mama's Children's Center & B&A	○ Board of Child Care CDC
○ Bridges Academy Inc #2 & B&A	○ Bridges Babies CDC & B&A	○ Bridges Early Childhood Academy
○ Bridges PCS PS	○ Bright Beginnings - B&A HEAD START	○ Bright Horizons Child Ctr II & B&A
○ Bright Horizons Children's Center	○ Bright Horizons EE III & B&A	○ Bright Horizons EE IV & B&A
○ Bright Start CC	○ British Scl of Wash Prescl	○ Broad Branch Children's House
○ Broadcasters CDC	○ Bundles of Joy	○ C.H.I.L.D. Center, Inc. & B&A
○ CDC of the First Baptist Church of	○ CDI Azeeze Bates - HEAD START	○ Calomiris YMCA Prog Ctr & B&A

Facility Name Screen

Section 4:   Selecting Form Type

       The form selection page allows you to select the type of form that you would like run for bulk printing by placing a check in the box next to the appropriate form type. Once you have checked the appropriate box, click on the "Next" button at the bottom of the screen. This will take you to the report options page.

Form Type Screen

This will print in bulk form the entire facility/grade as an "Official Immunization Assessment Report", "Vaccine Administered Record", "DC Health Certificate", or a "Parental Notification Letter".

Official Immunization Report

Vaccine Administered Record

DC Health Certificate

Parent Notification Letter

Section 5:   Selecting Report Options

   The report options page allows you to select the report type that you would like run for bulk printing by placing a check in the box next to the appropriate report option. (Note: The "**Overdue**" forms will print patients that have exceeded the routinely recommended age or spacing from the last dose to receive a vaccine dose which is still needed. The "**Due**" forms will print patients have reached the routinely recommended age or spacing from to receive the next vaccine dose. The "**Also Consider**" forms will print patients that have reached at least the earliest age or spacing from the last dose to validly receive a vaccine dose, or the patient is eligible to receive a routinely recommended vaccine if further medical screening indicates. The "**Compliant"** forms will print patients that are up-to-date with all immunizations). Once you have checked the appropriate box, click on the "Next" button at the bottom of the screen. This will take you to the vaccines page.

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Select the appropriate report options below.

Include Records	
Include	☐ Overdue
	☐ Due
	☐ Also Consider
	☐ Compliant

Back   Next   Logout

Report Options Screen

Section 6: Selecting Vaccines

     The vaccine page allows you to select the type of vaccines that you would like to have included in your bulk print job. You can choose to have the report assess either for all recommended immunizations or only for DC REQUIRED doses. If you would like to limit the report to only include DC required doses, then check the box labeled "Only include vaccine if dose is required". (Note: If the selected form does not include compliance results, the selected vaccines will only be used to filter the records).   Once you have checked the appropriate boxes, click on the "Next" button at the bottom of the screen.
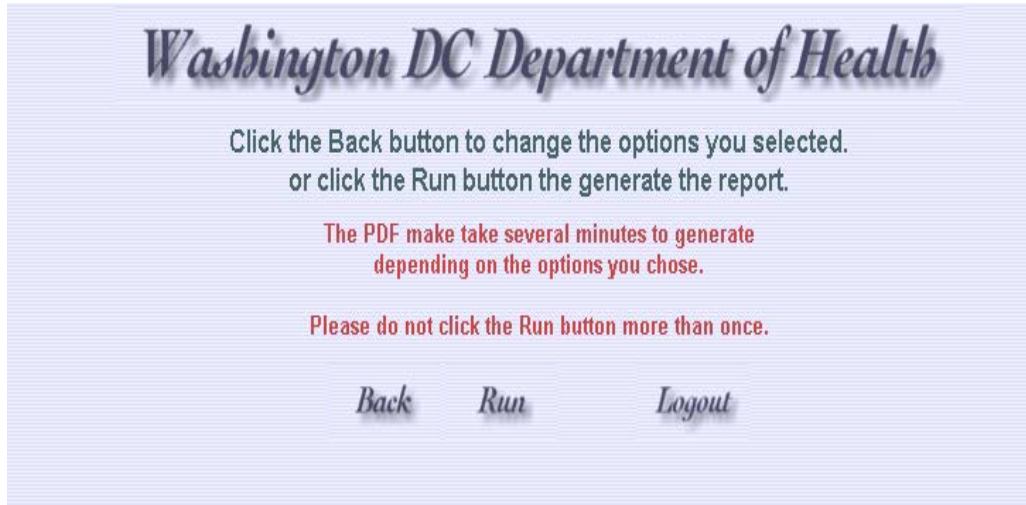

Vaccines Page

Section 7:   Final Screen

The final screen of the bulk printing allows you to click the "Run" button to create a PDF file to generate forms. The PDF file can then be saved or printed. (Note: Click the "Back" button to make any changes to options selected).

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Click the Back button to change the options you selected.
or click the Run button the generate the report.

The PDF make take several minutes to generate
depending on the options you chose.

Please do not click the Run button more than once.

Back   Run   Logout

Generate Report Screen

Section 8: Exiting Bulk Printing

When you have finished printing bulk forms, you can exit bulk printing by simply closing the Internet browser. This will log you out of the system.

Thank you for your interest in our Washington DC Immunization Bulk Printing. We hope that you will enjoy using this system.