

## Quick Reference

### How to Manage HRM COVID-19 Historical Reports through HRM

#### Video: Batch Posting the HRM COVID-19 Immunization Reports

This Quick Reference gives step-by-step instructions covered in the video for batch posting the HRM COVID-19 Immunization Reports.

Once the **default category** has been set for the HRM COVID-19 Immunization Reports, the next step is to **filter your lab inbox to only show these reports**.

- 1) In the **Lab Report Inbox** window, under the filter options, navigate to 'Contains Text:' and type "vaccine:" in the entry field.
- 2) Under 'Received Between', enter a date range for the filter. These 'Start' and 'End' dates should be entered as the dates that the reports were received.  
**Tip:** Avoid big date ranges, as these will take longer to filter. Just ensure the date range is wide enough to cover all reports currently in your inbox. Any reports missed within the date range will still be in your inbox.
- 3) Click 'Update'.
  - Once the filter is run, the only reports showing in the inbox will be the HRM COVID-19 Immunization Reports. These will already all be highlighted.
- 4) Click 'View' to open the **Lab Posting Preview** window.
- 5) Tap 'Enter' button multiple times on the keyboard/keypad to post all COVID-19 Immunization Reports.
- 6) Once all report have been posted, a pop-up window will appear: "You have reached the end of the list and will continue from the top." Click 'OK'.

**This process offers the ability to quickly post many reports in seconds, allowing you to get to the rest of your reports in the usual way.**

For questions or additional support, please contact OntarioMD at [support@ontariomd.com](mailto:support@ontariomd.com).