Welcome to VaxRef! Companion Guide
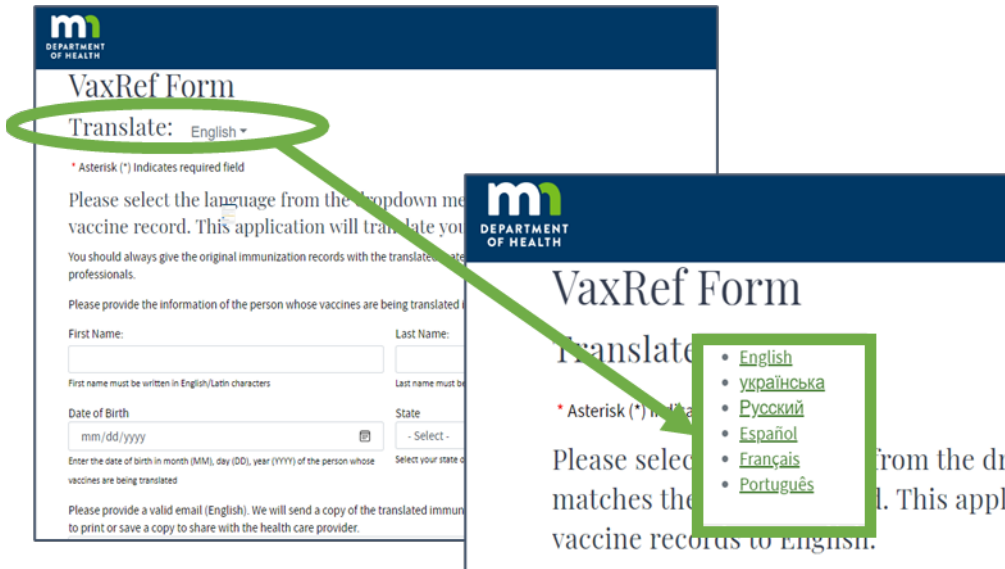
This written guide is the companion piece to the "Welcome to VaxRef!" video tutorial, which can be found on *Clinical Guidance and Clinical Decision Tools: Minnesota Center of Excellence in Newcomer Health (www.health.state.mn.us/communities/rih/coe/clinical/index.html#vax)*.

Before you begin, make sure you have the original vaccine record that needs to be translated with you. There are two ways to access VaxRef. For both, you will need to open a web browser:

1. To access the form directly, go to the web address:
   VaxRef Form (https://forms.web.health.state.mn.us/form/vaxref).

2. You can also access VaxRef through CareRef, an interactive tool that guides healthcare workers through the Centers for Disease Control and Prevention's Domestic Medical Exam for newcomers.

   a. Go to CareRef (https://careref.web.health.state.mn.us/).

   b. Then, scroll down the page and select the "Go to VaxRef" button to access the form.

Now that you are on the VaxRef form, you can begin translating. The main screen will open in English.

To start, select the language of the original vaccine record you wish to translate into English using the dropdown menu at the top of the page.

If you need to, please take a moment to review the form in English before selecting the language of the vaccine record. Once you select a language, the form will be translated.

Once the form is translated, the instructions and fields may not use the Latin/English alphabet, depending on the language selected. However, **your entries must be in English/Latin characters**.

Note that many of the fields and instructions will appear side-by-side in English and your selected language, as shown below:

(VaxRef in Russian)

Begin filling out the form with the following information for the person who received the vaccine(s).

1. Start with the individual's first and last name, using **English/Latin characters**, as shown in the **red text** in the image above.

2. Next, enter their date of birth in the American order: two numbers for the month, two numbers for the day, and four numbers for the year **(MM-DD-YYYY)**. *For example, July 1, 1999 would be entered as 07/01/1999.*

3. Then, select the U.S. state where the individual currently resides in from the dropdown menu.

4. In the next two fields, provide the email address where you want the translated immunization record sent and re-enter the email address to confirm its accuracy. Please note that once the form is submitted, the translated vaccine record will ONLY be sent to this verified email address. Vaccine records should ONLY be sent to people who need them. **If you wish to receive the translated immunization records, please enter your email address, and forward it to the additional recipients who need them.**

5. The next section is where you will enter the vaccine records. Using the dropdown menu under "Vaccine Name," select the name of the vaccine you are translating, which will appear in both the original language and English. This list is alphabetized by the vaccine's English name.

(VaxRef in Spanish)

6. After selecting the vaccine, enter the date the vaccination was given in the next field. Be sure enter the date in the U.S. format: 2-digits for the month, 2-digits for the day, and 4-digits for the year **(MM-DD-YYYY).** *For example, if the vaccine was given on July 01, 2020, enter 07/01/2020.*

   If the vaccine date(s) were documented using other calendar systems, you will need to convert them to the U.S. calendar system. The Astronomical Applications Department provides helpful resources about calendars from around the world. For more information go to Introduction to Calendars (https://aa.usno.navy.mil/faq/calendars).

   You have now successfully entered the first vaccine!

7. If the vaccine record includes more than one vaccine, click the "Add Another Vaccine" button and repeat steps 5 and 6 for each additional vaccine. You can add as many vaccines entries as needed!

(VaxRef in Spanish)

8. After entering all the vaccine from the original record, take a moment to review the list and check for any errors. Once you submit the form, it is not possible to return to make any changes. If the form is incomplete, VaxRef will not be able to translate the information.

9. When you are ready, click the "**Submit**" button at the bottom of the form.

Within minutes, a PDF of the translated immunization record will be sent to the email address you provided.

(Vaccine record was translated from Spanish to English)

The original immunization records should ALWAYS be given to your doctor or other members of your health care team WITH the translated materials. Be sure to attach the original and translated vaccine record together when sharing them.

(Vaccine record was translated from Portuguese to English)

If you have more than one record to translate, repeat this process for each record.

Thank you for using VaxRef! Please reach out to the Minnesota Center of Excellence in Newcomer Health with any questions or feedback at **MNCOENewcomerHealth@state.mn.us.**

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To obtain this information in a different format, call: 651-201-5414.