

Welcome to VaxRef! Transcript

MINNESOTA CENTER OF EXCELLENCE IN NEWCOMER HEALTH

Welcome to VaxRef! VaxRef is a web-based application that translates vaccine records from a variety of languages into English. Multilingual newcomers, interpreters, health care workers, and community organization staff who need to translate vaccination records to English can use this tool. VaxRef does not give medical advice or vaccine guidance. It's important to consult with your health care team for health advice and information about vaccinations. This step-by-step tutorial will help you use this translator efficiently.

As an important notice for all users, the Minnesota Department of Health and Minnesota Center of Excellence in Newcomer Health will not save or have access to the information entered on this form. Most of the information you enter on this form will be deleted immediately after the translation is completed. The Minnesota Department of Health and the Minnesota Center of Excellence in Newcomer Health will save and use the language that will be translated and the U.S. state residence of the vaccine record owner. This information will only be used to better understand the usage of the application. If the user doesn't complete this form in its entirety, VaxRef will not be able to translate the information. Before you start, make sure you have the original vaccine record that needs to be translated in front of you.

There are two ways to access VaxRef. For both, you will need to open a web browser. To access the form directly, go to the web address (<https://forms.web.health.state.mn.us/form/vaxref>) or scan the QR code with your smartphone camera.

You can also access VaxRef through CareRef, an interactive tool that guides health care workers through the Centers for Disease Control and Prevention's Domestic Medical Exam for newcomers. To access the form this way, first go to CareRef (<https://careref.web.health.state.mn.us>). Then, scroll down the page and select the "Go to VaxRef" button to access the VaxRef form.

Now that you are on the VaxRef form, you can begin the translation. 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 the language, the form will be translated. Note that many of the fields and instructions will appear side-by-side in English and your selected language. 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.

Begin completing the form by writing in the following information of the person who received the vaccine(s).

Start with the individual's first and last name, again using English/Latin characters. Next, enter their date of birth. Please be sure the date is entered in the American order, with the two numbers for the month [for example, July would become "07"], followed by two numbers for the day, and ending with four numbers for the year. Lastly, select the U.S. state where the individual currently resides from the dropdown menu.

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In the next two fields, please provide the email address for the person who you want to receive the translated immunization record 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 the verified email address. Vaccine records should only be sent to people who need them. If you wish to receive a translated immunization record, please enter your email address, and forward it to the additional recipients who need them.

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, shown in both the original language and in English. Please note that this list is alphabetized in the order of the vaccine’s English name.

After selecting the vaccine, type the date the vaccine was given in the next field. Just as with the date of birth, be sure the date is entered in the U.S. date format starting with two digits for the month, followed by two digits for the day, and ending with four digits for the year. For example, if the vaccine was given on July 1, 2020, enter 07/01/2020. If the dates the vaccines given were documented using other calendars from around the world, it is necessary to convert them to the calendar system used in the U.S. The Astronomical Applications Department has a helpful resource on calendars from around the world. You can read more about it on their website (<https://aa.usno.navy.mil/faq/calendars>).

You have now successfully entered the first vaccine. If the vaccine record includes more than one vaccine, click the “Add Another Vaccine” button and repeat this process by selecting the name of vaccine from the dropdown menu and entering the vaccine date. You can add as many vaccines entries as needed.

When you are done entering every vaccine on the original record, take a moment to review the list and check for any errors. If the form is submitted, it is not possible to return to make any changes. 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. The original immunization records should ALWAYS be given to your doctor or other members of your health care team with the translated materials. If you have more than one record to translate, repeat this process for each record.

Thank you for watching this tutorial. Please reach out to the Minnesota Center of Excellence in Newcomer Health with any questions or feedback at MNCOENewcomerHealth@state.mn.us. Thank you.

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