

# Transferring Excel Tracking Worksheet Data to the Person-Level Form

## Health Personnel Safety (HPS) Component

### Purpose

The Excel Data Tracking Worksheet is **now retired and no longer maintained by NHSN**. The optional Person-Level COVID-19 Vaccination Form is available in the Healthcare Personnel Safety (HPS) component of the NHSN application.

This guide covers how to transfer the Excel tracking worksheet COVID-19 vaccination data to the Person-Level .CSV File to upload into the optional Healthcare Personnel Person-Level COVID-19 Vaccination Form.

### Summary

All HCP working at your facility should be added to the Person-Level COVID-19 Vaccination Form. When HCP are vaccinated, enter the vaccination information into the Person-Level COVID-19 Vaccination Form. When a healthcare worker is no longer working at your facility, you should enter an End of Employment Date on that employee's row on the Person-Level Form. The HCP demographics and vaccine data should NOT be deleted once entered in the form.

**NOTE: This also applies to termed employees or contractors who no longer work in the facility; you should also add an End of Employment Date for these individuals.** Once all HCP data are entered, the data can be viewed on the View Reporting Summary & Submit form where you can review the counts that are displayed for this week (based on location type(s) if more than one) to ensure accuracy. Additionally, the totals seen here were auto-calculated from the person-level data you entered.

**Tip:** Healthcare Personnel who no longer work at the facility should not be copied to the Person-Level .CSV file.

### Transferring Data

If you are using the October 2022 version of the Excel Data Tracking Worksheet, you will need to convert the Data Tracking Worksheet into a CSV file by following the instructions below. Then you can start copying your COVID-19 vaccination data from the retired Data Tracking Worksheet into the downloaded Person-Level .CSV file. Confirm that the column variables match to ensure that you are copying and pasting the correct data into the correct columns if the .CSV file. It is highly recommended to use the [Variable Description and File Layout for Person-Level Vaccination Forms HPS – September 2023](#) document for variable names and field definition that are on the Person-Level .CSV file.

Note: The names and data used in this example are fictitious names and data created for demonstration purposes only.

### Download file for .CSV upload into Person-Level Form:

Located on the [Weekly HCP COVID-19 Vaccination](#) webpage, navigate to the **Person-Level COVID-19 Vaccination Data – CSV Data Import** section.

**Tip:** Open the **Variable Description and File Layout for Person-Level Vaccination Forms HPS** form highlighted in aqua below to use as a reference when entering variables into the .CSV file.




Download either the **.CSV File Template for HPS HCP [CSV-522 B]** or the **.CSV File Example for HPS HCP [CSV-799 B]** file highlighted in yellow below to get started with copying and pasting your COVID-19 vaccination data from the retired Data Tracking Worksheet - Oct 2022 into the downloaded .CSV file template.

## Person-Level COVID-19 Vaccination Data – CSV Data Import

Variable Description and File Layout for Healthcare Personnel of In-patient Facilities/Ambulatory Surgery Centers

[Variable Description and File Layout for Person-Level Vaccination Forms HPS – September 2023](#)

 [PDF – 156 KB]

CSV Templates and Example Files for Healthcare Personnel of In-Patient Facilities/Ambulatory Surgery Centers

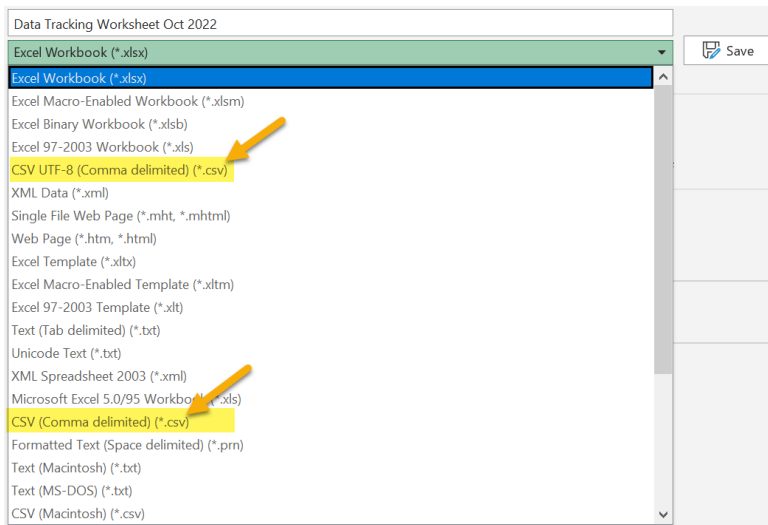
[.CSV File Template for HPS HCP !\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\) \[CSV – 522 B\]](#)

[.CSV File Example for HPS HCP !\[\]\(de95854c7ee024cfadc48187bbb781b2\_img.jpg\) \[CSV – 799 B\]](#)

## Prepare your retired Data Tracking Worksheet:

Follow the instruction below to convert and save your retired Data Tracking Worksheet as a .CSV file:

- Save a copy of your Data Tracking Worksheet
- Open the saved copy
- Select **File**
- Select **Save As** Save File as a **.CSV file** (see options highlighted in yellow below)



- Click **Save**

Open the downloaded **Person-Level .CSV file** from the webpage and open your .CSV file converted **retired Data Tracking Worksheet – October 2022** to begin copying and pasting the COVID-19 vaccination data as follows:

	A	B	C	D	E	F	G	H	I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempst;	hcpempen
2										
3										
4										
5										
6										

The orgid for column A in the Person-Level file will be entered last. Once all data have been entered in the Person-Level file, then the orgid can be entered and copied to each row.

Copy data in column G labeled **Unique HCP Identifier** from the retired Data Tracking Worksheet.

	A	B	C	D	E	F	G	H	I	J	K	
1												
2		Healthcare Personnel COVID-19 Vaccination Cumulative							*Facility ID#:			
3								Vaccination type:			COVID_19	
4		Summary TRACKING WORKSHEET								*First day #####		
5								Last day of the reporting week ( #####				
6												
7		*HCP Start of Er	HCP End o	HCP Last N	HCP First N	*Date of B	Unique HC	*Vaccinate	*Dose 1 V:	*Vaccinate	*Dose 2 V:	
8		1/1/2020		Alpha	November	1/1/1950	W5689	#####	Novavax	#####	Novavax	
9		1/1/2020		Bravo	Oscar	1/1/1950	TY4862	5/1/2022	Pfizer_Biol	#####	Novavax	
10		1/1/2021		Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Biol	3/1/2022	Pfizer_Biol	
11		2/10/2022		Delta	Bravo	#####	A1234	6/1/2022	Pfizer_Biol	#####	Pfizer_Biol	
12		1/1/2017		Echo	Zulu	7/3/1986	Q2344	#####	Pfizer_Biol	#####	Pfizer_Biol	
13		1/1/2017		Foxtrot	Yankee	#####	D4657	#####	Moderna	5/1/2023	Moderna	
14		3/13/2022		Golf	Alpha	#####	G2314	#####	Moderna	6/1/2023	Moderna	
15		4/25/2023		Hotel	John	7/1/1965	N5478	#####	Pfizer_Biol	#####	Pfizer_Biol	

	A	B	C	D	E	F	G	H	I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempst;	hcpempen
2										
3										
4										
5										
6										

Paste the data into the highlighted column B labeled **hcpid** of the Person-Level .CSV file.

*Tip: Place the cursor in the B2 cell and paste the data in the column.*

Copy data in column E labeled **HCP First Name** from the retired Data Tracking Worksheet.

	A	B	C	D	E	F	G	H	I	J	K	
1												
2		Healthcare Personnel COVID-19 Vaccination Cumulative							*Facility ID#:			
3								Vaccination type:			COVID_19	
4		Summary TRACKING WORKSHEET								*First day #####		
5								Last day of the reporting week ( #####				
6												
7		*HCP Start of Er	HCP End o	HCP Last N	HCP First N	*Date of B	Unique HC	*Vaccinate	*Dose 1 V:	*Vaccinate	*Dose 2 V:	
8		1/1/2020		Alpha	November	1/1/1950	W5689	#####	Novavax	#####	Novavax	
9		1/1/2020		Bravo	Oscar	1/1/1950	TY4862	5/1/2022	Pfizer_Biol	#####	Novavax	
10		1/1/2021		Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Biol	3/1/2022	Pfizer_Biol	
11		2/10/2022		Delta	Bravo	#####	A1234	6/1/2022	Pfizer_Biol	#####	Pfizer_Biol	
12		1/1/2017		Echo	Zulu	7/3/1986	Q2344	#####	Pfizer_Biol	#####	Pfizer_Biol	
13		1/1/2017		Foxtrot	Yankee	#####	D4657	#####	Moderna	5/1/2023	Moderna	
14		3/13/2022		Golf	Alpha	#####	G2314	#####	Moderna	6/1/2023	Moderna	
15		4/25/2023		Hotel	John	7/1/1965	N5478	#####	Pfizer_Biol	#####	Pfizer_Biol	

	A	B	C	D	E	F	G	H	I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempst	hcpempen
2										
3										
4										
5										
6										

Paste the data into the highlighted column C labeled gname of the Person-Level .CSV file.

Copy data in column D labeled HCP Last Name from the retired Data Tracking Worksheet.

	A	B	C	D	E	F	G	H	I	J	K	
1												
2		Healthcare Personnel COVID-19 Vaccination Cumulative							*Facility ID#:			
3								Vaccination type:			COVID_19	
4		Summary TRACKING WORKSHEET								*First day #####		
5								Last day of the reporting week ( #####				
6												
7		*HCP Start of Er	HCP End o	HCP Last N	HCP First N	*Date of B	Unique HC	*Vaccinate	*Dose 1 V:	*Vaccinate	*Dose 2 V:	
8		1/1/2020		Alpha	November	1/1/1950	W5689	#####	Novavax	#####	Novavax	
9		1/1/2020		Bravo	Oscar	1/1/1950	TY4862	5/1/2022	Pfizer_Biol	#####	Novavax	
10		1/1/2021		Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Biol	3/1/2022	Pfizer_Biol	
11		2/10/2022		Delta	Bravo	#####	A1234	6/1/2022	Pfizer_Biol	#####	Pfizer_Biol	
12		1/1/2017		Echo	Zulu	7/3/1986	Q2344	#####	Pfizer_Biol	#####	Pfizer_Biol	
13		1/1/2017		Foxtrot	Yankee	#####	D4657	#####	Moderna	5/1/2023	Moderna	
14		3/13/2022		Golf	Alpha	#####	G2314	#####	Moderna	6/1/2023	Moderna	
15		4/25/2023		Hotel	John	7/1/1965	N5478	#####	Pfizer_Biol	#####	Pfizer_Biol	

	A	B	C	D	E	F	G	H	I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempst	hcpempen
2										
3										
4										
5										
6										

Paste the data into the highlighted column D labeled surname of the Person-Level .CSV file.

Columns E (gender), G (ethnicity) & H (race) of the Person-Level .CSV file need to be manually entered.

	A	B	C	D	E	F	G	H	I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempst	hcpempen
2										
3										
4										
5										
6										

	A	B	C	D	E	F	G	H	I	J	K	
1												
2		Healthcare Personnel COVID-19 Vaccination Cumulative							*Facility ID#:			
3								Vaccination type:			COVID_19	
4		Summary TRACKING WORKSHEET								*First day #####		
5								Last day of the reporting week ( #####				
6												
7		*HCP Start of Er	HCP End o	HCP Last N	HCP First N	*Date of B	Unique HC	*Vaccinate	*Dose 1 V:	*Vaccinate	*Dose 2 V:	
8		1/1/2020		Alpha	November	1/1/1950	W5689	#####	Novavax	#####	Novavax	
9		1/1/2020		Bravo	Oscar	1/1/1950	TY4862	5/1/2022	Pfizer_Biol	#####	Novavax	
10		1/1/2021		Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Biol	3/1/2022	Pfizer_Biol	
11		2/10/2022		Delta	Bravo	#####	A1234	6/1/2022	Pfizer_Biol	#####	Pfizer_Biol	
12		1/1/2017		Echo	Zulu	7/3/1986	Q2344	#####	Pfizer_Biol	#####	Pfizer_Biol	
13		1/1/2017		Foxtrot	Yankee	#####	D4657	#####	Moderna	5/1/2023	Moderna	
14		3/13/2022		Golf	Alpha	#####	G2314	#####	Moderna	6/1/2023	Moderna	
15		4/25/2023		Hotel	John	7/1/1965	N5478	#####	Pfizer_Biol	#####	Pfizer_Biol	

Copy data in column F labeled Date of Birth from the retired Data Tracking Worksheet.

Paste the data into the highlighted column F labeled dob of the Person-Level .CSV file.

	A	B	C	D	E	F	G	H	I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempst	hpcmpen
2										
3										
4										
5										
6										

	A	B	C	D	E	F	G	H	I	J	K
1											
2		Healthcare Personnel COVID-19 Vaccination Cumulative						*Facility ID#:			
3								Vaccination type:		COVID_19	
4		Summary TRACKING WORKSHEET							*First day	#####	
5								Last day of the reporting week	#####		
6											
7		*HCP Start of E	HCP End o	HCP Last N	HCP First F	*Date of E	Unique HC	*Vaccinat	*Dose 1 V	*Vaccinat	*Dose 2 V
8		1/1/2020		Alpha	November	1/1/1950	W5689	#####	Novavax	#####	Novavax
9		1/1/2020		Bravo	Oscar	1/1/1950	TY4862	5/1/2022	Pfizer_Bio	#####	Novavax
10		1/1/2021		Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Bio	3/1/2022	Pfizer_Bio
11		2/10/2022		Delta	Bravo	#####	A1234	6/1/2022	Pfizer_Bio	#####	Pfizer_Bio
12		1/1/2017		Echo	Zulu	7/3/1986	Q2344	#####	Pfizer_Bio	#####	Pfizer_Bio
13		1/1/2017		Foxtrot	Yankee	#####	D4657	#####	Moderna	5/1/2023	Moderna
14		3/13/2022		Golf	Alpha	#####	G2314	#####	Moderna	6/1/2023	Moderna
15		4/25/2023		Hotel	John	7/1/1965	N5478	#####	Pfizer_Bio	#####	Pfizer_Bio

Copy data in columns B and C labeled HCP Start of Employment Date & HCP End of Employment Date from the retired Data Tracking Worksheet.

Paste the data into the highlighted columns I & J labeled hcpempstart & hcpempend of the Person-Level .CSV file.

	A	B	C	D	E	F	G	H	I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempst	hpcmpen
2										
3										
4										
5										
6										

K	L	M	N	O	P	Q	R	S	T
vaccloc	hpcatego	dose1date	dose1mfg	dose2date	dose2mfg	meddate	decdate	decreason	unkvacst

Columns K & L labeled vaccloc & hpcategory of the Person-Level .CSV file need to be manually entered.

Copy data in columns H, I, J & K labeled **\*Vaccinated with Dose 1, \*Dose 1 Vaccine Manufacturer Name, \*Vaccinated with Dose 2, & \*Dose 2 Vaccine Manufacturer Name** from the retired Data Tracking Worksheet.

	A	B	C	D	E	F	G	H	I	J	K	
1												
2		Healthcare Personnel COVID-19 Vaccination Cumulative						*Facility ID#:				
3								Vaccination type:		COVID_19		
4		Summary TRACKING WORKSHEET							*First day of		6/19/2023	
5								Last day of the reporting week (Sun		6/25/2023		
6												
7		*HCP Start	HCP End c	HCP Last f	HCP First f	*Date of Birt	Unique HC	*Vaccinatec	*Dose 1 V	*Vaccinated	*Dose 2 Va	
8		1/1/2020		Alpha	Novembe	1/1/1950	W5689	6/1/2022	Novavax			
9		1/1/2020		Bravo	Oscar	1/1/1950	TY4862	6/2/2022	Pfizer_Bio	6/29/2022	Novavax	
10		1/1/2021		Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Bio	7/3/2022	Novavax	
11		2/10/2022		Delta	Bravo	9/12/2001	A1234	6/1/2022	Pfizer_BioNTech			
12		1/1/2017		Echo	Zulu	7/3/1986	Q2344	6/29/2022	Pfizer_Bio	7/2/2022	Novavax	
13		1/1/2017		Foxtrot	Yankee	11/24/1973	D4657	6/31/2022	Novavax	7/1/2022	Novavax	
14		3/13/2022		Golf	Alpha	12/1/1983	G2314	5/15/2023	Moderna	6/1/2023	Moderna	
15		4/25/2023		Hotel	John	7/1/1965	N5478	5/15/2023	Moderna	6/16/2023	Moderna	

K	L	M	N	O	P	Q	R	S	T
vaccloc	hpcatego	dose1date	dose1mfg	dose2date	dose2mfg	meddate	decdate	decreason	unkvaccst

Paste data into the highlighted columns M, N, O & P labeled **dose1date, dose1mfg, dose2date & dose2mfg** of the Person-Level .CSV file.

Copy columns M & N labeled **Contraindication or Exclusion Noted & Declined COVID Vaccine** from the retired Data Tracking Worksheet.

	L	M	N	O	P	Q	R	S
1								
2	Enter your Facility ID Here							
3								
4	Select the Monday of the start of the week you are reporting							
5	Last day of the reporting week automatically populated							
6								
7	Is Primary	*Contrainc	*Declined	Additional/B	Additional	Dose Type	Booster Dos	Booster D
8	NO			6/3/2022	Moderna	Additional I	7/5/2022	Moderna
9	YES					Booster Dose		
10	YES			7/1/2022	Moderna	Additional I	7/12/2022	Moderna
11	NO			7/1/2022	Moderna	Booster Do	8/3/2022	Bivalent P
12	YES			12/5/2022	Bivalent M	Additional Dose		
13	YES			9/6/2022	Bivalent Pf	Booster Dose		
14	YES			7/29/2023	Bivalent M	Booster Dose		
15	YES			7/29/2023	Bivalent Pf	Booster Dose		

K	L	M	N	O	P	Q	R	S	T
vaccloc	hpcatego	dose1date	dose1mfg	dose2date	dose2mfg	meddate	decdate	decreason	unkvaccst

Paste data into the highlighted columns M, N, O & P labeled **dose1date, dose1mfg, dose2date & dose2mfg** of the Person-Level .CSV file.



O	P	Q	R	S	T	U	V	W	X	Y
of the week you are reporting automatically populated										
Additional/B	Additional	Dose Type	Booster Do	Booster Di	Booster Do	Booster Di	Booster Do	Booster Di	Booster Do	Booster Di
6/3/2022	Moderna	Additional I	7/5/2022	Moderna	8/31/2022	Bivalent Moderna				
		Booster Dose								
7/1/2022	Moderna	Additional I	7/12/2022	Moderna	7/29/2022	Bivalent M	8/13/2022	Bivalent Moderna		
7/1/2022	Moderna	Booster Do	8/3/2022	Bivalent Pfizer						
12/5/2022	Bivalent M	Additional Dose								
9/6/2022	Bivalent PF	Booster Dose								
7/29/2023	Bivalent M	Booster Dose								
7/29/2023	Bivalent PF	Booster Dose								

Copy columns O & P labeled Additional/Booster Dose Vaccination Date & Additional/Booster Dose Manufacturer from the retired Data Tracking Worksheet.

Paste data into the highlighted columns U & V labeled dose3date & dose3mfg of the Person-Level .CSV file.

U	V	W	X	Y	Z	AA	AB	AC	AD
dose3date	dose3mfg	dose4date	dose4mfg	dose5date	dose5mfg	dose6date	dose6mfg	dose7date	dose7mfg

Columns S & T labeled decreason & unkvaccstatusdate of the Person-Level .CSV file need to be manually entered.

K	L	M	N	O	P	Q	R	S	T
vaccloc	hpcpatego	dose1date	dose1mfg	dose2date	dose2mfg	meddate	decdate	decreason	unkvaccst

O	P	Q	R	S	T	U	V	W	X	Y
of the week you are reporting automatically populated										
Additional/B	Additional	Dose Type	Booster Do	Booster Di	Booster Do	Booster Di	Booster Do	Booster Di	Booster Do	Booster Di
6/3/2022	Moderna	Additional I	7/5/2022	Moderna	8/31/2022	Bivalent Moderna				
		Booster Dose								
7/1/2022	Moderna	Additional I	7/12/2022	Moderna	7/29/2022	Bivalent M	8/13/2022	Bivalent Moderna		
7/1/2022	Moderna	Booster Do	8/3/2022	Bivalent Pfizer						
12/5/2022	Bivalent M	Additional Dose								
9/6/2022	Bivalent PF	Booster Dose								
7/29/2023	Bivalent M	Booster Dose								
7/29/2023	Bivalent PF	Booster Dose								

Copy columns R - Y labeled Booster Dose 2 Date, Booster Dose 2 Manufacturer, Booster Dose 3 Date, Booster Dose 3 Manufacturer, Booster Dose 4 Date, Booster Dose 4 Manufacturer, Booster Dose 5 Date, & Booster Dose 5 Manufacturer from the retired Data Tracking Worksheet.

Paste data into the highlighted columns U & V labeled dose4date, dose4mfg, dose5date, dose5mfg, dose6date, dose6mfg, & dose7date of the Person-Level .CSV file.

U	V	W	X	Y	Z	AA	AB	AC	AD
dose3date	dose3mfg	dose4date	dose4mfg	dose5date	dose5mfg	dose6date	dose6mfg	dose7date	dose7mfg

Note: You may enter data into columns AE-BB, but they are optional.

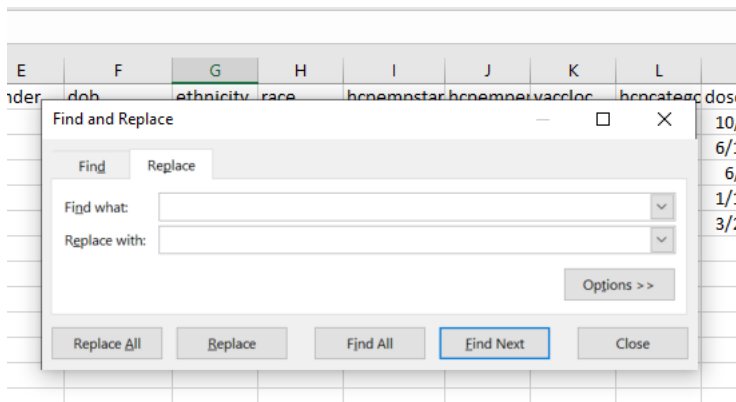
## Person-Level .CSV File:

Once your data is copied from your retired Data Tracking Worksheet into the Person-Level .CSV file, it should look like the Person-Level .CSV file below:

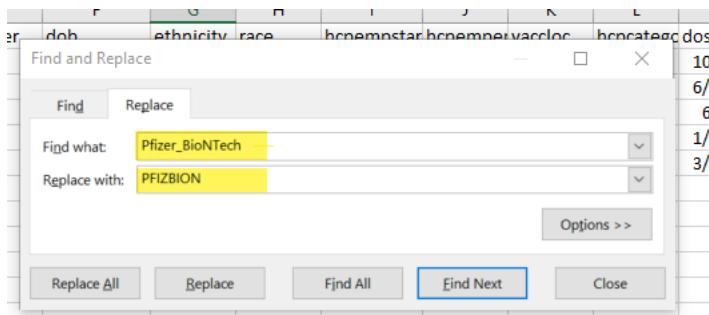
As an example: Highlighted in yellow below is the old manufacturer name **Pfizer\_BioNTech** is no longer used. This needs to be changed to **PFIZBION** prior to uploading the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	orgid	hpcid	gname	surname	gender	dob	ethnicity	race	hpcempstar	hpcemper	vaccloc	hpcategc	dose1date	dose1mfg	dose2date	dose2mfg
2	99999	SN8956	Stormy	Nytes	F	1/1/1955	HISP	AMIN	1/1/2020		VACCHOS	EMP	10/1/2021	Pfizer_BioNTech		
3	99999	W5689	Alpha	Novembe	M	1/1/1950	NOHISP	ASIAN	1/1/2020		VACCHOS	LIP	6/10/2022	Novavax	6/29/2022	Novavax
4	99999	TY4862	Bravo	Oscar	M	1/1/1950	DEC	AAB	1/1/2020		VACCIPF	VOL	6/2/2022	Pfizer_BioNTech	6/20/2022	Novavax
5	99999	SH7777	Sayfe	Haeven	F	2/13/1970	DEC	NH-PI	1/20/2020		VACCIRF	OCF	1/13/2021	Moderna	3/12/2021	Moderna
6	99999	SD2489	Sonny	Dayz	M	6/2/1981	UNK	WHITE	1/20/2020		VACCIRF	EMP	3/22/2023	Janssen		

- Please follow the steps below to change/update the manufacturer name in the entire file:
  - Open the [Variable Description and File Layout for Person-Level Vaccination Forms HPS – September 2023](#) form to use as a reference for variable names
  - You will need to **update the manufacturers names** once data are copied from your retired Data Tracking Worksheet in your Person-Level .CSV file.
  - Retired manufacturer names that you may see in the retired Data Tracking Worksheet include:
    - Pfizer\_BioNTech
    - Bivalent Pfizer
    - Bivalent Moderna
- Click anywhere in the file
- Select keys **Control + H** to open the **Find and Replace** tab seen below:



- In the **Find what** box, enter **Pfizer\_BioNTech**
- In the **Replace with** box, enter **PFIZBION**
  - Performing this action will update every variable with the name you want to find and replace to update in the Person-Level .CSV file so that manufacturer name is recognized when uploading file:



Once you have entered all required data and the manufacturer names have been updated, the Person-Level .CSV file is ready for upload by following the instructions below:

- Log into the NHSN platform and once on the **NHSN Healthcare Personnel Safety Component Home Page**:
- Navigate to the COVID-19 tab
- Select **Person-Level COVID-19 Vaccination Form for HCP** highlighted by the orange box:



After opening the **Person-Level COVID-19 Vaccination Form for HCP**, you will see the form below:

- Select the **Upload CSV...** button below outlined in red below

- Click **Choose File** indicated by the number 1 below
  - This will open a window displaying your File Explorer where you will locate and select your saved Person-Level .CSV file
  - Select your .CSV file and it will appear where **No file chosen** is currently displayed
- Once you have selected your Person-Level .CSV file, select the **Upload CSV** button at the bottom of the page indicated by the number 2

Please select a CSV file containing:

1  No file chosen

2

If all entered data are correct, then upload should be successful into the Person-Level Form as seen below:

**qa2.nhsn.cdc.gov says**

Successfully uploaded CSV.

Added 1 records.

Total 1 record

OK

After successful upload of the Person-Level .CSV file, all entered HCP data will display in the fields as seen below:

🔍 **Person-Level COVID-19 Vaccination Form for HCP**

➤ Add Row...
➤ View Reporting Summary & Submit...
➤ Upload CSV...
➤ Export CSV...

Required fields marked with \* Conditionally required fields marked with \*\*

Delete	Duplicate Row	Unique HCP Identifier *	HCP First Name *	HCP Last Name *	Gender **	Date of Birth **	Ethnicity **
<input type="checkbox"/>	+	<input type="text" value="12345AF"/> x	<input type="text" value="Swift"/> x	<input type="text" value="Boi"/> x	▼ x	<input type="text" value="12/13/2000"/> x	▼ x
<input type="checkbox"/>	+	A1234	Bravo	Delta	Male	03/26/1975	Hispanic or Latino
<input type="checkbox"/>	+	D4657	Yankee	Foxtrot	Male	05/16/1980	Not Hispanic or N
<input type="checkbox"/>	+	G2314	Alpha	Golf	Male	11/25/1979	Not Hispanic or N
<input type="checkbox"/>	+	H3258	Aubree	India	Female	05/11/1966	Declined to respo
<input type="checkbox"/>	+	H4596	Lima	Charlie	Male	01/18/2001	Hispanic or Latino
<input type="checkbox"/>	+	I2648	Charlie	Juliet	Female	03/28/1972	Unknown
<input type="checkbox"/>	+	N5478	John	Hotel	Female	10/24/1981	Declined to respo
<input type="checkbox"/>	+	Q2344	Zulu	Echo	Male	09/19/2009	Hispanic or Latino
<input type="checkbox"/>	+	TY4862	Oscar	Bravo	Male	07/01/1965	Declined to respo
<input type="checkbox"/>	+	W5689	November	Alpha	Male	12/01/1983	Not Hispanic or N

