



# Vaccinations – Washington State Immunization Information System Quick Reference Guide

## Vaccinations View/Add Screen

The *Vaccination View/Add Screen* allows you to document and view a patient's vaccination record. This Quick Reference Guide will walk you through the vaccine documentation process while explaining some additional features.

1. To view and/or add to a patient's vaccination record, you must first search for the patient.
2. After selecting the patient, the system will automatically take you to the *Patient Demographic Page* (see the Patient Quick Reference Guide for more details).
3. Using the Navigation Menu click on the **Vaccinations Menu Heading**.
4. Now click on the words: *View/Add*.
5. The *Vaccination View/Add Screen* will appear (see diagram 1).

**NOTE: Depending on your user access and permissions, you may not see or use all of the features described in this quick reference guide.**

Diagram 1: Vaccination View/Add Screen

Diagram 1 shows the Vaccination View/Add screen. It features a grid of vaccine options with columns for Vaccine, Date Administered, and other details. A callout box points to the grid with the text: "Click on any data to see the vaccination details - Lot Number, Vaccinator, Facility, Anatomical Site, VIS Publication Date". Below the grid, there are three dropdown menus for selecting a vaccine. A callout box points to these menus with the text: "For vaccines not listed in the gray 'short cut' area, use these three dropdown menu to choose the needed vaccine code." At the bottom, there are buttons for "Add Administered", "Add Historicals", "Add Challenge History", and "Communications".

## Add Administered Vaccinations

**Administered Vaccines** are vaccinations administered within your clinic system (IRMS). These vaccinations may only be modified, changed or deleted by staff within your clinic system.

1. From the *Vaccination View/Add Screen* enter the date the vaccine was given in the field next to the appropriate vaccine name/code. You may enter the date by directly typing into the field or by double clicking in the field to use the default date (see Helpful Tips for more details).
2. Once ALL Administered Vaccination dates are entered, click **Add Administered**.
3. The *Vaccination Detail Add Screen* will appear (see diagram 2).
4. If the lot numbers have been pre-loaded into the system, you may select the lot number, manufacturer and lot facility, by clicking "**Click to Select**" (next to the manufacturer field). Select the correct lot number by clicking on the arrow next to the appropriate number.
5. If the vaccinator's name has been pre-loaded into system, you may enter his/her name by clicking on the dropdown box and selecting the appropriate name.
6. Enter the facility and anatomical site by clicking on the dropdown box and selecting the appropriate site name.
7. Enter the VIS publication date into the date field.

**NOTE: See the Personal Settings Quick Reference guide for steps on how to default the vaccinator, facility, anatomical site, and VIS publication dates.**

8. After all the details have been entered and verified, click **SAVE** at the bottom of the page; the system will go back to the *Vaccination View/Add Screen*.

Diagram 2: Vaccination Detail Add Screen

Diagram 2 shows the Vaccination Detail Add screen. It contains various fields for entering vaccine details. Callouts provide instructions: "To Select the Manufacturer, Lot No, and Lot Facility, click 'Click to Select' to select from the pre-loaded inventory list" points to the manufacturer field; "Use the dropdown arrows to select the Vaccinator, Anatomical Site & Route" points to the vaccinator, anatomical site, and route dropdowns. At the bottom, there are "Cancel" and "Save" buttons.

## Add Historical Vaccinations

**Historical Vaccines** are vaccinations administered by other providers outside your organization (IRMS). Historical vaccines include vaccinations given out of state and country. All users with access may modify, change or delete vaccinations marked as historical.

1. From the *Vaccination View/Add Screen* enter the date the vaccine was given in the field next to the appropriate vaccine name/code. You may enter the date by directly typing into the field, or by double clicking in the field to use the default date.
2. After ALL of the historical dates have been entered click **Add Historicals**.
3. The system will add the historical data and take you back to the *Vaccination View/Add Screen*.



## Helpful Tips

- ◆ **Enter Vaccination Dates Quickly – Vaccination Default Date.**  
To automatically enter the default date (today's date), double click in the date field. To change the default date, enter the date you want in the Default Date box on the top of Vaccination Date Grid (see diagram 1)
- ◆ **Quickly View Vaccination Information**  
To view additional vaccination information, click on the vaccination date to go to the *Vaccination Detail Screen* (see diagram 3).
- ◆ **"Best" Vaccine Name/Code Choices**  
From the Immunization Information System Home Page, click on the "**Best Choices for Pediatric/Adolescent & State-Supplied Vaccines**" link.
- ◆ **Enter Multiple Records at One Time**
  - o Enter all of the dates for all of the administered vaccinations before clicking **Add Administered**.
  - o Enter all of the dates for all historical records before clicking **Add Historicals**.



## Vaccination Detail

The Vaccination Detail Screen allows you to view the vaccine's lot number, vaccinator's name, facility where the vaccine was given, anatomical site (location of injection), vaccine CC volume, revaccination reason (if applicable), any reported adverse reaction, and the VIS publication date. You may also edit and/or delete a vaccination record via this screen (see next column for detailed instructions).

Diagram 3: Diagram 3: Vaccination Detail Screen – Edit/Delete/Add Adverse Reaction options

Vaccination/Medicine Detail	
<b>Vaccine:</b>	DTaP/Hib/MPV (Pentacel®) (Pentacel®)
<b>Date Administered:</b>	01/25/2012
<b>Invalid Vaccination:</b>	Invalid DTaP/DT/Td: Minimum interval from previous dose not met. Invalid Hib: Patient age outside of recommended schedule.
<b>Warning Group 3 Indicator:</b>	POUO: This additional dose not required.
Historical:	No
Confidential:	No
Manufacturer:	SANOFI PASTEUR
Lot Number:	167883AV
Lot Facility:	TEST CLINIC
Publicly Supplied:	Yes
Vaccinator:	DUICK, DONALD ARNP
IRMS:	1573 - TEST CLINIC
Facility:	TEST CLINIC
Campaign:	
Tier:	
Anatomical Site:	Left Thigh
Anatomical Route:	Intramuscular
Dose Size:	Full
Volume (CC):	0.5
VFC Status:	Medicaid
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	05/17/2007 12/16/1998 11/08/2011
Date VIS Form Given:	01/25/2012
Comments:	
Entered By:	KRISTINA CRANE
Entry Date:	01/25/2012 03:45:10 PM
Last Updated By:	KRISTINA CRANE
Last Update:	01/25/2012 03:45:10 PM

Cancel Edit Record Delete Record  
Add/Edit Adverse Reactions

## Edit/Delete Vaccination Information

◆ Administered vaccinations can only be edited or deleted by staff members within the clinic system (IRMS) that originally entered the vaccine record.

◆ Historical vaccinations may be edited or deleted by any user with access to the immunization system.

**NOTE:** If no **Edit Record** or **Delete Record** button appears on the bottom of the page, it is an administered vaccination entered by another clinic. If there is doubt about a vaccination's validity, please contact the Help Desk.

### Steps to EDIT RECORD

1. Click on the date of the vaccination you want to edit.
2. Click **Edit Record** (see diagram 3)
3. Make the appropriate changes in the fields and click **Submit Changes**.

**NOTE:** To edit the Vaccination Code or Vaccination Date, you must delete the vaccination and then re-enter it. (See steps below.)

### Steps to DELETE RECORD

1. Click on the date of the vaccination you want to edit.
2. Click **Delete Record** (see diagram 3).
3. Enter Deleting Facility (if not already automatically populated).
4. Click **Delete Record**. The system will return to *Vaccination View/Add Screen*.

## Add Adverse Reaction

The Immunization Information System allows you to record a reaction to a given vaccination through the **Add Adverse Reaction** button located on the *Vaccination Detail Screen*.

1. From the *Vaccination View/Add Screen*, click on the date of the vaccination where an adverse reaction occurred
2. From the *Vaccination Detail Screen* click the **Add Adverse Reaction** button.
3. Select the adverse reaction from the list by clicking in the check box next to the appropriate adverse reaction.
4. Click the **Save** button to save your changes
5. Click the **Back** button to go back to the *Vaccination Detail Screen*

## Contraindications

The system allows you to add a contraindication for a particular vaccine code. For example, use this section to indicate if the patient has a history of Chickenpox, or to document refusal to vaccinate for personal reasons, etc. A message highlighted in red appears at the top of the *Vaccination View/Add Screen* for all patients who have a documented contraindication.

1. To add/view click **Contraindications** below the Vaccination Date Grid on the *Vaccination View/Add Screen*.
2. Select the facility name through the Facility Where Documented dropdown menu. (This may be automatically selected for you if you have facility client access)
3. Select the appropriate vaccine code through the Vaccine dropdown menu (vaccine codes are listed in alphabetic order)
4. Select the appropriate contraindication from the drop down list and click **SELECT** to insert it into the contraindication page.
5. If the contraindication is permanent, (for example, patient wouldn't receive DTaP because of an anaphylactic reaction) click the Permanent checkbox.
6. Click **Add Contraindication**.
7. Once all of the contraindications are entered, return to the Vaccination View/Add Page by clicking *View/Add* under the **Vaccinations Menu Heading** on the navigation menu, or click the **Cancel** button.

**NOTE:** Only the staff of the organization (IRMS) who entered the contraindication may delete the entered contraindication.

## Deferrals

The deferral button works great during vaccine shortages and/or other reasons when deferring a vaccination is necessary. The system allows you to pull a report for all deferrals when using the Reminder/Recall tool.

1. From the *Vaccination View/Add Screen* click on the **Deferrals** button.
2. Select the appropriate vaccine code through the Vaccine dropdown menu
3. Type in the Dose Number
4. Select the facility name through the Facility Where Documented dropdown menu.
5. Click **Add Vaccine Deferral**.