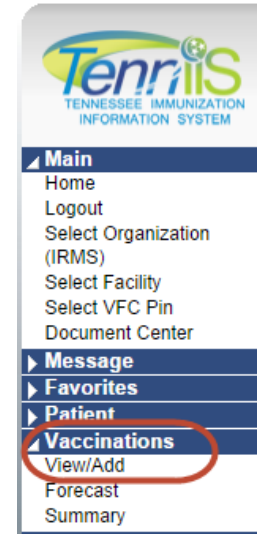


# Quick Reference Guide Viewing, Adding, and Editing Vaccinations

## Vaccination 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.

- ☑ Log into the system using your username and password. This will take you to the Patient Search screen.
- ☑ Search for the patient by adding search parameters (see the "Patient Search, Add, and View" Quick Reference guide for more details).
- ☑ Select the patient by clicking on the row containing the correct patient information- You will automatically be taken to the Patient Demographic Page.
- ☑ Using the Navigation Menu on the left, click on the Vaccinations Menu.
- ☑ Click View/Add.
- ☑ The Vaccination View/Add Screen will appear.



Patient						
Name:	KRISTINA TEST	SIIS Patient ID:	446			
Date of Birth:	10/06/2013	Age:	48 weeks, 11 months, 0 yrs			
Guardian:		Status:	Active			
<a href="#">View Print Page</a>						
Vaccination View/Add						
(* - Historicals , # - Adverse Reaction , I1- Warning , I2- Warning , I3- Warning , +- Unverified Historicals , ^ - Compromised Vaccination )						
Documented By:	--select--					
Double-click in any date field below to enter the default date:	09/09/2014					
Vaccine	1	2	3	4	5	6
DTaP/Hib/IPV (Pentacel®)	01/01/2014 *	08/18/2014				
Hep B Ped/Adol - Preserv Free (Recombivax® / Engerix-B®)	10/08/2013 *					
Pneumococcal, PCV-13 (Pevnar 13®)	X 10/13/2013 *	08/18/2014				

For Online Ordering Help contact the STC Helpdesk at: (844) 206-9927 Monday thru Friday 8AM to 5PM CDT or email at: [TennIIS.Help@tn.gov](mailto:TennIIS.Help@tn.gov)  
 For VFC Questions contact the VFC Program Office at: (800) 404-3006 Monday thru Friday 8AM to 5PM CDT or email at: [TennIIS.VFC@tn.gov](mailto:TennIIS.VFC@tn.gov)

# Quick Reference Guide Viewing, Adding, and Editing Vaccinations

## Add Administered Vaccinations

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

From the *Vaccination View/Add Screen*:

- 1) Type or double click in the field next to the appropriate vaccine name to enter the date the vaccine was given. See the Helpful Tips for more information.
- 2) Click Add Administered once ALL dates are entered.

**Click on a date to see the vaccination details: lot number, vaccinator, facility, anatomical site, VIS publication date**

**For vaccines not listed in the shortcut list, use these three dropdown menu to choose the needed vaccine code**

Buttons: Add Administered, Add Historicals, Add Chickenpox History, Contraindications, Deferrals

- 3) The *Vaccination Detail Add Screen* will open

**Note:** 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 volume, re-vaccination 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 the next page for more detailed instructions)

- 4) From the *Vaccination Detail Add Screen*, enter the following information:
  - a. Lot Number (must be pre-loaded)
  - b. Manufacturer (must be pre-loaded)
  - c. Lot facility (must be pre-loaded)
  - d. Vaccinator name (must be pre-loaded)
  - e. Facility
  - f. Anatomical site
  - g. VIS publication date
  - h. Click SAVE when finished; the system will go back to the Vaccination View/Add Screen.

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

**Lot number, manufacturer, lot facility, vaccinator, anatomical site and route must all be pre-populated**

Buttons: Cancel, Save

# Quick Reference Guide Viewing, Adding, and Editing Vaccinations

## 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.

From the *Vaccination View/Add Screen* (seen in the previous page):

- 1) Type or double click in the field next to the appropriate vaccine name to enter the date the vaccine was given. See the Helpful Tips for more information.
- 2) Click Add Historicals after ALL of the historical dates have been entered.
- 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

Double click in the date field to automatically enter today's date as default. 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

Click on the vaccination date to go to the Vaccination Detail Screen (see diagram 3).

## Edit/Delete Vaccination Information

- Administered vaccinations and contraindications 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.

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

Vaccination/Medicine Detail	
Vaccine:	MMR (M-M-R®II)
Date Administered:	01/01/2008
Historical:	No
Confidential:	No
Manufacturer:	GLAXOSMITHKLINE
Lot Number:	ABC123
Lot Facility:	ORDERING FACILITY
Publicly Supplied:	Yes
Vaccinator:	VACCINATOR, VICKI
Organization (IRMS):	1005 - ORDERING IRMS
Facility:	ORDERING FACILITY
Anatomical Site:	Left Arm
Anatomical Route:	Intramuscular
Dose Size:	Full
Volume (CC):	
VFC Status:	(Unknown)
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	01/01/2008
Comments:	

### Steps to EDIT RECORD

- 1) Click on the date of the vaccination you want to edit.
- 2) Click Edit Record (see above)
- 3) Make the appropriate changes in the fields
- 4) Click Submit Changes.

### Steps to DELETE RECORD

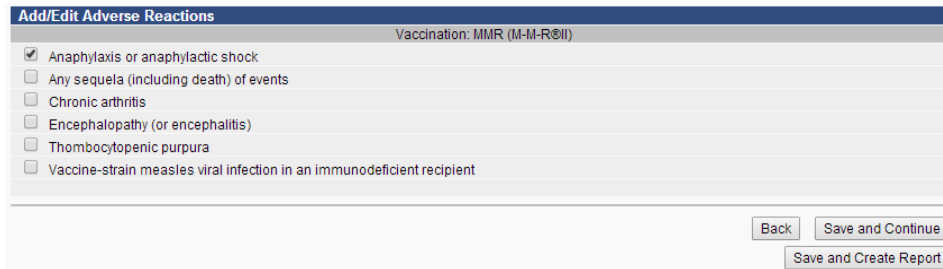
- 1) Click on the date of the vaccination you want to edit.
- 2) Click Delete Record (see above).
- 3) Enter Deleting Facility (may be pre-populated).
- 4) Click Delete Record.

# Quick Reference Guide Viewing, Adding, and Editing Vaccinations

## 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.

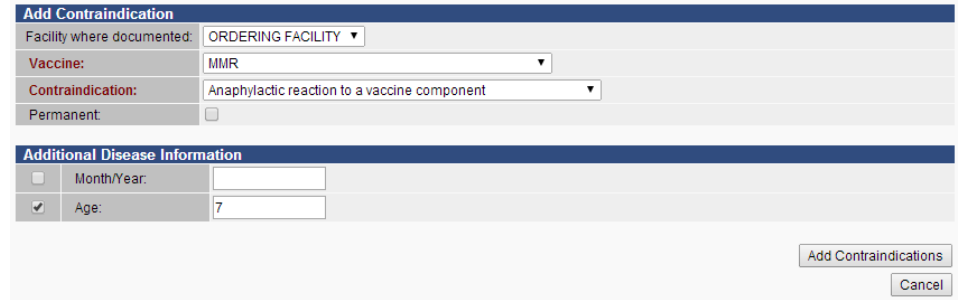
- 1) From the *Vaccination View/Add Screen*, click on the date of the vaccination where an adverse reaction occurred
- 2) Click the Add Adverse Reaction button.
- 3) Select the adverse reaction from the list.
- 4) Click the Save button to save your change
- 5) Click the Back button to go back to the Vaccination Detail Screen



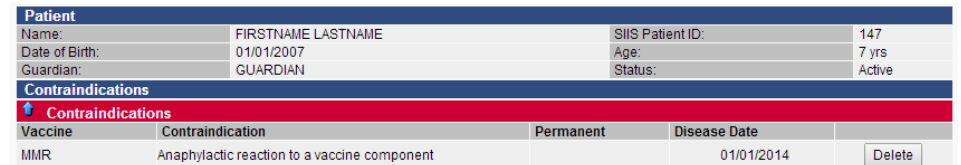
## Contraindications

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

- 1) Click Contraindications below the Vaccination Date Grid on the *Vaccination View/Add Screen*.
- 2) Select the Facility Where Documented. (This may be automatically selected for you)
- 3) Select the vaccine from the dropdown menu (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.



Vaccine	Contraindication	Permanent	Disease Date	
MMR	Anaphylactic reaction to a vaccine component		01/01/2014	Delete

# Quick Reference Guide Viewing, Adding, and Editing Vaccinations

## 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.

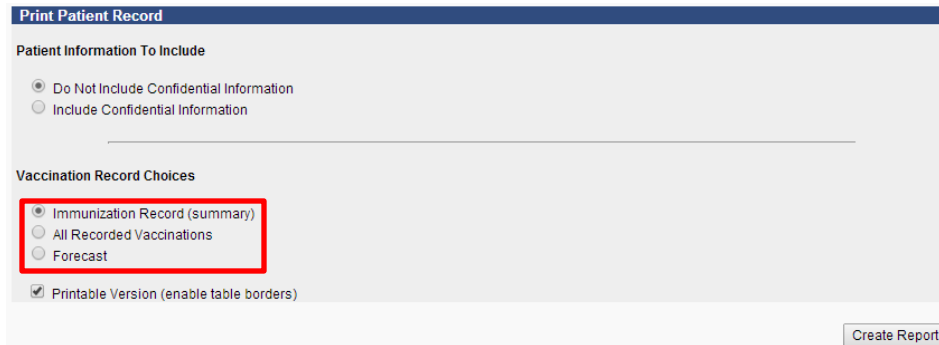
- 1) From the *Vaccination View/Add Screen* click on the Deferrals button.
- 2) Select the appropriate vaccine through the Vaccine drop-down menu
- 3) Type in the Dose Number
- 4) Select the Facility Where Documented.
- 5) Click Add Vaccine Deferral.

Vaccine Deferrals				
Vaccine	Dose	Reason	Start Date	End Date
<b>Add Vaccine Deferral</b>				
Vaccine:	IPV			
Dose Number:	1			
Documented By:	ORDERING FACILITY			
Reason:	Vaccine Shortage			
Start Date:		End Date:		
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>				

# Quick Reference Guide Patient Vaccination Reports

## Patient Record

- 1) Using the Navigation Menu on the left, click on the **Reports Menu** Heading
- 2) Click on **Patient Record**.
- 3) On the *Print Patient Page*, select the appropriate option: “Do not include confidential information”, or “Include confidential information”.
- 4) Select the type of report you want to run by clicking on the radio button:
  - a. **Immunization Record Summary** – displays vaccines by family for the routine pediatric vaccines.
  - b. **All Recorded Vaccinations** – displays all vaccines administered by the exact vaccine name.
  - c. **Forecast** – displays the vaccines due for the patient using the date range format.
- 5) Click **CREATE REPORT**.
- 6) Print the report using the web browser print function.



## State Reports

- 1) Using the Navigation Menu on the left, click on the **Reports Menu** Heading
- 2) Click on **State Reports**.
  - a. **IMMCert** - The Tennessee Immunization Certificate is required for children in child care or pre-school, and when they enroll for the first time in a school located in Tennessee. In addition, all currently enrolled students entering 7th grade must provide a certificate showing they have had the vaccines required for 7th grade entry. (see the School Validation Tool Quick Reference Guide for more Details on this report)
- 3) Print the report using the web browser print function.

NOTE: All reports are for the last patient viewed.