

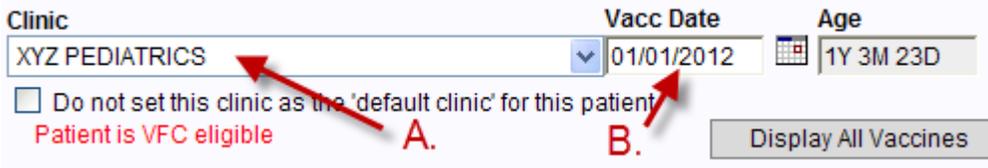


Add and Administer Vaccines

When to use:

- ◆ After vaccines have been administered to patients.
- ◆ To track patient vaccination refusals.

Who should use: Users who administer vaccines.

STEPS	ILLUSTRATIONS														
<p>Step 1: Find your patient.</p>	<p>See Search Patient Job Aid.</p>														
<p>Step 2: Click IMMUNIZATIONS.</p>	 <p>Search Results - 1 record(s)</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Phone</th> <th>Insurance</th> <th>VFC</th> <th>Gender</th> <th>DOB</th> </tr> </thead> <tbody> <tr> <td>1198554</td> <td>SIMPSON, BURT 2001 APPLE DR SAN ANTONIO, TX 78233</td> <td>Jr</td> <td>CAID: 888888888</td> <td>1</td> <td>M</td> <td>09/09/2010</td> </tr> </tbody> </table> <p>Buttons: Demographics, Local IDs, Programs, Precautions/Contraindications, Notes, Events, Consent, Immunizations (highlighted with red arrow)</p>	ID	Name	Phone	Insurance	VFC	Gender	DOB	1198554	SIMPSON, BURT 2001 APPLE DR SAN ANTONIO, TX 78233	Jr	CAID: 888888888	1	M	09/09/2010
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<p>Step 3: Scroll down and make sure AUTO-POPULATE ADD VACCINATION SCREEN is unchecked.</p> <p>NOTE: You will only have to do this once.</p>	 <p>Update</p> <p><input type="checkbox"/> Auto-Populate Add Vaccination Screen</p>														
<p>Step 4: Click ADD VACCINES.</p>	 <p>9/2010 AGE: 1Y 4M 17D</p> <p>Buttons: Add Vaccines (highlighted with red arrow), Administer Vaccines, Add History</p>														
<p>Step 5:</p> <p>A. Select CLINIC location.</p> <p>B. Type in date that vaccines were administered.</p>	 <p>Clinic: XYZ PEDIATRICS (A)</p> <p>Vacc Date: 01/01/2012 (B)</p> <p>Age: 1Y 3M 23D</p> <p><input type="checkbox"/> Do not set this clinic as the 'default clinic' for this patient</p> <p>Patient is VFC eligible</p> <p>Display All Vaccines</p>														



Add and Administer Vaccines

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<p>Step 6: Select VACCINES administered to the patient.</p> <p>NOTE: You may add more than one vaccine at a time.</p> <p>This drop down is <u>NOT</u> your inventory. Make sure you select the right vaccine type.</p> <p>Ex: Don't choose Influenza, Seasonal when you really administered Influenza, P-Free.</p>	
<p>Step 7: Click CREATE AND ADMINISTER.</p>	
<p>Step 8:</p> <p>A. Select name under ADMINISTERED BY.</p> <p>B. Click drop-down arrow to select vaccine by matching LOT #, EXP DATE, and FUNDING SRC.</p> <p>NOTE: VFC Vaccines are RED.</p> <p>C. Select BODY SITE where vaccine was administered. See list below.</p> <p>NOTE: Vaccine info is from your</p>	<p>Patient is VFC eligible</p>

Add and Administer Vaccines

STEPS	ILLUSTRATIONS
on-hand inventory.	
Step 9: Click UPDATE .	

Body Site Code	Body Site
IN	Intranasal
LA	Left Outer Aspect Upper Arm
LD	Left Deltoid
LG	Left Gluteous Medius
LLFA	Left Lower Forearm
LT	Left Anterior Lateral Thigh
LVL	Left Vastus Lateralis
PO	Oral
RA	Right Outer Aspect Upper Arm
RD	Right Deltoid
RG	Right Gluteous Medius
RLFA	Right Lower Forearm
RT	Right Anterior Lateral Thigh
RVL	Right Vastus Lateralis

IF:	THEN:
Lot Numbers, Expiration Dates, etc are missing on <i>Administer</i> screen.	Make sure you selected the correct vaccine type on the <i>Add</i> screen.
The selected vaccines on the <i>Add</i> screen are correct.	Check with your facility's Inventory User.
The vaccine has already been deleted from the inventory.	Add the vaccines as History .
You see this on the patient record: 	The vaccine was CREATED but not ADMINISTERED for this patient. Check and see if the vaccine was actually given to the patient. 1) If yes, then click ADMINISTER VACCINES . 2) If no, then click DELETE .

<THE END>