

Add and Administer Vaccines

The workflow is separated into two steps – Adding and Administering. Completing only "Add" does not complete the documentation of the vaccination.

Add Vaccines

Note: Hold the Cirl key to select multiple items.		*			Q Search 💌
ID 🛓 Name	🗧 Insurance 👙	Gender 🝦 DOB	Patient Icons	Audit	Acti 2
MILLER, ASHLEY 2806 W ROSEGARDEN BLVD MECHANICSBURG, F	PA 17	FEMALE 04/11/201	2 🔲 🔂 🍽	0	DEMOGRAPHICS -
Showing 1 to 1 of 1 entries			3	DEMOGRAPH IMMUNIZATIO LINKS - CONTACTS EDUCATION	
You may add a new patient by clicking the 'New Patient'	button. New Patient			EVENTS EXEMPTION LOCAL IDS	S

- 1. Locate the patient in the search results.
- 2. Click the drop-down arrow beside **Demographics**.
- 3. Click Immunizations.

		5	Add Vaccines Administer Vaccines	3
Recommended Immunizations for today, 10/4/ Vaccine	2023 (11Y 5M 23D)		Add History	
COVID Biv (PFR 6m<5y)				
MMR				
Hep B, ped/adol				
Polio-IPV				
Varicella				
Hep A, ped/adol, 2D				
MCV4P (Menactra)				
Influenza Quad Inj P				
HPV9				
Tdap, Adsorbed				
Please do not rely solely on the Recommender to fo ACIP recommended immunization schedules and th http://www.cdc.gov/vaccines/pubs/pinkbook/index.h	e CDC Pink Book @	al judgment and	consult both the	

The Immunizations Home screen displays.

- 4. Click the drop-down arrow beside Select Action.
- 5. Click Add Vaccines.



NOTE: Before clicking **Add Vaccines** – Decide if you want to prepopulate the list of recommended vaccines for the day by clicking **Auto-Populate Add Vaccines Screen** checkbox at the bottom of the **Immunizations Home** screen.

MILLER, ASHLEY ID: 26	DOB: 04/11/201	2 A	GE: 11Y 5M	23D GENDER: F		• 🗘	Precautions/Co	ntraindications ARE spe
munizations 🕕 Learn Mor	re						Cancel	e And Administer
Add								10
Precautions/Contraindications								
Allergy to eggs			6					
Clinic *			Vacc Date	*		Pres	cribed By	
TITUS FAMILY PRACTICE	t clinic' for this pa	✓ tient	10/04/202	3 🔳 11Y 5M	23D			~
TITUS FAMILY PRACTICE Do not set this clinic as the 'default Patient is VFC eligible 7	8	tient	9	3 ITY 5M	[Disp	olay All Vaccines	Clear Vaccines
TITUS FAMILY PRACTICE Do not set this clinic as the 'default Patient is VFC eligible 7 Vaccine 7	8 VIS/Public	tient	9 On-Hand		[Disp	olay All Vaccines	,
TITUS FAMILY PRACTICE Do not set this clinic as the 'default Patient is VFC eligible 7	8	tient	9 On-Hand		[Disp	olay All Vaccines	Clear Vaccines
TITUS FAMILY PRACTICE Do not set this clinic as the 'default Patient is VFC eligible 7 Vaccine 7	8 VIS/Public	tient sation	9 0n-Hand		[Disp	olay All Vaccines	Clear Vaccines
TITUS FAMILY PRACTICE Do not set this clinic as the 'default Patient is VFC eligible 7 Vaccine FLU MDCK QUAD W/PRES INJ	8 VIS/Public	tient s o s o	9 0n-Hand		[Disp	olay All Vaccines	Clear Vaccines
TITUS FAMILY PRACTICE Do not set this clinic as the 'default Patient is VFC eligible T Vaccine FLU MDCK QUAD W/PRES INJ HEP A, PED/ADOL, 2D	8 VIS/Public Select VI	tient s o s o s o	9 0n-Hand 0 0 0		[Disp	olay All Vaccines	Clear Vaccines
TITUS FAMILY PRACTICE Do not set this clinic as the 'default Patient is VFC eligible 7 Vaccine FLU MDCK QUAD W/PRES INJ HEP A, PED/ADOL, 2D HEP B, PED/ADOL	8 VIS/Public Select VI Select VI	tient sation s o s o s o	9 0n-Hand 0 0 0 0		[Disp	olay All Vaccines	Clear Vaccines

The **Add** screen displays.

- 6. Enter the **Vaccination Date** and if necessary, select the **Prescribed By** name from the dropdown.
- 7. Verify vaccines listed and/or select a vaccine to administer by using the drop-down arrow in the **Vaccine** column.
- 8. Select VIS A green circle with a checkmark indicates that there is a default VIS selected. If there's a red triangle with an exclamation, click Select VIS to acknowledge there isn't a VIS associated with that vaccine.
- 9. Verify that a green check displays under **On-Hand**. If the selected vaccine is not on hand a red icon with an **X** displays and the vaccine cannot be administered.
- 10. Click **Create and Administer**.



Administer Vaccines

	MILLER, ASHL	ID: 26 DOB: 04/11/2012 AGE: 11Y 5M 23D GENDER: F 🗐 🏴 <table-cell-rows> Precautions/Contraindications ARE specified</table-cell-rows>
In	munizations	Learn More
,	Administer	
	Patient Level Eligibilit (03) VFC ELIGIBLE -	SURED Vaccination Time 02 25 PM (HH.MM A/P)
		Administered By Refusal Reason
	Vaccine	CLINIC, LEE () ~
	MMR	CLINIC, LEE () Mfg Lot Exp Date (MM/DD/YY) Funding Src Inv Loc NDC Brand * (I) MSD MMR2430 09/28/25 VFC TITU99 00006-4681-00 M-M-R II (0.5 ML V
		Did not Admin 🖸 Body Site Route Dosage Refusal Reason
		Delete LA V SUBCUTANEOUS V 0.50
		Dose Level Eligibility
		(03) VFC ELIGIBLE - UNINSURE V

The **Administer** screen displays.

- 11. Select the name of the individual administering the vaccine(s) from Administered By.
- 12. Select the on-hand inventory item from Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand.
- 13. Default values auto-populate the **Body Site**, **Route**, and **Dosage** fields update them if needed.
- 14. Click Update.

NOTE: If the funding source and Dose level eligibility are not a valid combination, a borrowing reason and comment is required. A **Borrowed Reason** drop down will appear for the vaccine.

nmunizations H		Learn More				🗘 Links 🗸	S	elect Action	-	
Polio-IPV										
MCV4P (Menactra)										
HPV9										
Tdap, Adsorbed										
http://www.cdc.gov/vaccines										
Vaccine	Dose	Date	Age	Clinic						
Vaccine Hep A	Dose	Date	Age	Clinic						
	Dose 1	Date		-			?	Update		
Нер А				-			•	Update		
Hep A Hep A, ped/adol, 2D			11Y 5M 24D	505236			?	Update Update		
Hep A Hep A, ped/adol, 2D Hep B Hep B, ped/adol MMR	1	10/05/2023 10/05/2023	11Y 5M 24D 11Y 5M 24D	505236 505236	=		0			
Hep A Hep A, ped/adol, 2D Hep B Hep B, ped/adol	1	10/05/2023	11Y 5M 24D 11Y 5M 24D	505236 505236	_					
Hep A Hep A, ped/adol, 2D Hep B Hep B, ped/adol MMR MMR Varicella (CPOX)	1	10/05/2023 10/05/2023 10/05/2023	11Y 5M 24D 11Y 5M 24D 11Y 5M 24D	505236 505236 505236	=		0	Update Update		
Hep A Hep A, ped/adol, 2D Hep B Hep B, ped/adol MMR MMR	1	10/05/2023 10/05/2023	11Y 5M 24D 11Y 5M 24D 11Y 5M 24D	505236 505236 505236	=		0	Update		
Hep A Hep A, ped/adol, 2D Hep B, ped/adol MMR MMR Varicella (CPOX) Varicella Influenza	1 1 1 1 1	10/05/2023 10/05/2023 10/05/2023 10/05/2023	11Y 5M 24D 11Y 5M 24D 11Y 5M 24D 11Y 5M 24D	505236 505236 505236 505236	=		0 0 0	Update Update Update		
Hep A Hep A, ped/adol, 2D Hep B Hep B, ped/adol MMR MMR Varicella (CPOX) Varicella	1	10/05/2023 10/05/2023 10/05/2023	11Y 5M 24D 11Y 5M 24D 11Y 5M 24D 11Y 5M 24D	505236 505236 505236 505236	=		0	Update Update		

The patient's immunizations are updated to reflect doses administered.