

Vaccinations —WylR Quick Reference Guide— Vaccinations

Vaccinations-View/Add Screen

The Vaccination **View/Add** screen allows documentation and viewing of a patient vaccination record. This **Quick Reference Guide** will walk the user through the vaccine documentation process while explaining some additional features.

NOTE: Depending upon access and permissions, users may not see or use all of the features described in this guide.

1. Search for the patient. See the *Patient Quick Reference Guide* for more details.
2. After selecting the patient, the system will automatically open the **Patient Demographic** page.
3. Using the navigation menu, click on the **Vaccinations** menu heading.
4. Click on **View/Add**.
5. The **Vaccination View/Add** screen will appear (*Diagram 1*).

Diagram 1: Vaccination View/Add Screen

The screenshot shows the 'Vaccination View/Add' screen. At the top, it says 'Documented By: CITY COUNTY HEALTH DEPARTMENT' and 'Double-click in any date field below to enter the default date: 05/10/2011'. Below this is a table with columns for Vaccine, 1, 2, 3, 4, 5, and 6. The table contains several rows of vaccine records, including DTaP/Hep B/IPV, Hib-PRP-OMP, Influenza split, MMR/Varicella, and Pneumococcal. A callout box points to the date field '03/02/2006' in the third column, stating 'Click on any date to see the vaccination details— Lot Number, Vaccinator, Facility, Anatomical Site, VIS Publication Date.' Another callout box points to the dropdown menus at the bottom, stating 'For vaccines not listed in gray "short cut" area, use these drop down menus to choose the needed vaccine code.'

Add Administered Vaccinations

Administered Vaccines are all vaccinations administered within a clinic system (**IRMS**) that have a defined lot number, regardless of the date. These vaccinations may only be modified, changed, or deleted by staff within that particular **IRMS**.

1. On the **Vaccination View/Add** screen, enter the date the vaccine was given in the field next to the appropriate vaccine name.
 2. Once all Administered Vaccination dates are entered, click **Add Administered**.
 3. The **Vaccination Detail Add** screen will appear (*Diagram 2*).
 4. If the **Lot Numbers** have been pre-loaded into the WylR, clicking on **Click to Select** will allow the user to select the **Lot Number, Manufacturer, and Lot Facility**. Click on the arrow next to correct **Lot Number** to select the appropriate lot.
 5. If the name of **Vaccinator** has been pre-loaded into the WylR, Click on the dropdown box to select their name.
 6. Click on the dropdown boxes for **Facility** and **Anatomical Site** and select the appropriate site name.
- NOTE:** If a **Physician/Vaccinator** needs to be added, alert the local site coordinator. The **VIS** date should automatically populate for each vaccination; if not, please contact the WylR Help Desk.
7. After all the details have been entered and verified, click on **Save** at the bottom of the page. The system will return to the **Vaccination View/Add** screen.

Diagram 2: Vaccination Detail Add Screen

The screenshot shows the 'Vaccination Detail Add' screen. It contains several fields: Vaccine 1 (Influenza Nasal Spray), Date Administered (12/21/2010), Historical (YES/NO), Manufacturer (MEDIMMUNE, INC. with a 'Click to select' link), Lot Number (500683P), Lot Facility (CITY COUNTY HEALTH DEPARTMENT), Publicly Supplied (Y), Facility (CCHD), Vaccinator (SCHMOE, JOE), Anatomical Site (Nose), Anatomical Route (Nasal), Dose Size (Full), Volume (CC), WylVIP Status (Patient is not WylVIP Eligible), District/Region, VIS Publications Dates (08/11/2009, 08/10/2010), Date VIS Form Given (12/21/2010), and Comments. Callout boxes provide instructions: 'To select the Manufacturer, Lot Number, and Lot Facility, click on the "Click to Select" link to choose from the pre-loaded inventory list.' and 'Use the dropdown arrows to select the Vaccinator, Facility, and Anatomical Site.' The 'Save' button at the bottom right is circled in red.

Add Historical Vaccinations

Historical Vaccines are vaccinations administered by other providers outside the user's clinic system (**IRMS**). Historical vaccines include vaccinations given out of state and country. Users with edit access to the WylR may modify, change, or delete vaccinations marked as historical that have been entered under their **IRMS**.

1. From the **Vaccination View/Add** screen, enter the date the vaccine was given in the field next to the appropriate vaccine name.
2. After **all** the historical dates have been entered, click on the **Add Historicals** button.
3. The system will add the historical data and return to the **Vaccination View/Add** screen.

Helpful Tips

- **Quickly Enter Vaccination Dates**
To automatically enter the default date (today's date), double click on **Date Field**. To change the default date, enter the correct date in the default date box on the top of the **Vaccination Date Grid** (as circled in *Diagram 1: Vaccination View/Add Screen*), then click beside the name for each vaccine that was given on that specific date.
 - **Quickly View Vaccination Information**
To view additional vaccination information, click on **Vaccination Date** to go to the **Vaccination Detail** screen (see *Diagram 3 on reverse*).
 - **Enter Multiple Immunization at One Time**
 - ◇ Enter all of the dates for all of the administered vaccinations **before** clicking **Add Administered**.
 - ◇ Enter all of the dates for all historical records **before** clicking **Add Historicals**.
- NOTE:** The last option to update a patient's record will become owner of the record in the WylR.

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Vaccination Detail

The **Vaccination Detail** screen allows the user to view the vaccine's **Lot Number**, name of **Vaccinator**, **Facility** where the vaccine was given, **Anatomical Site** and **Route**, any reported **Adverse Reaction**, and the **VIS Publication Date**. The user may also **Edit** and/or **Delete** a vaccination record via this screen (see next column for detailed instructions).

Diagram 3: Vaccination Detail Screen

Vaccination/Medicine Detail	
Vaccine:	MMR
Date Administered:	05/17/2011
Historical:	No
Confidential:	No
Manufacturer:	MERCK
Lot Number:	1052Y
Lot Facility:	CITY COUNTY HEALTH DEPARTMENT
Publicly Supplied:	Yes
Vaccinator:	SCHMOE, JOE
IRMS:	1001 - TEST-CHEYENNE-1015
Facility:	CITY COUNTY HEALTH DEPARTMENT
Anatomical Site:	Left Thigh
Anatomical Route:	Intramuscular
Dose Size:	Full
Volume (CC):	
WyVIP Status:	Medicaid
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	03/13/2008
Date VIS Form Given:	05/17/2011
Comments:	

Add Adverse Reaction

The WYIR allows a user to record an adverse reaction to a given vaccination with 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** for which an adverse reaction occurred.
2. From the **Vaccination Detail** screen, Click the **Add Adverse Reaction** button (Diagram 3).
3. Click the check box for the list of adverse reactions. Click next to the appropriate adverse reaction.
4. Click the **Save** button to save the changes.
5. Click the **Back** button to return to the **Vaccination Detail** screen.

Edit/Delete Vaccination Information

- Administered vaccination can only be edited or deleted by user within the IRMS that originally entered the vaccine record.
- Historical vaccinations may be edited or deleted by any user with edit privileges in the WYIR.

NOTE: If no **Edit Record** or **Delete Record** button appears on the bottom of the **Vaccination Detail** screen, this vaccination was recorded as administered by another office. If there is doubt about this vaccination's validity, please contact the administering facility or the WYIR support staff.

Steps to Edit Record

1. Click on **Date of Vaccination** to be edited.
2. Click on **Edit Record** button (Diagram 3).
3. Make the appropriate changes in the fields and click on **Submit Changes**.

NOTE: To edit the **Vaccination Code** or **Vaccination Date**, the vaccination must be deleted and then re-entered (according to steps below).

Steps to Delete Record

1. Click on **Date of Vaccination** to be deleted.
2. Click on **Delete Record** button (Diagram 3).
3. **Enter the Deleting Facility**.
4. Click on **Delete Record**. The system will return the user to the **Vaccination View/Add** screen.

Contraindications, Exemptions, and Precautions

In the WYIR, users can add a contraindication, exemption, or a precaution for a particular vaccine. Use this function to indicate if the patient has a history of chickenpox, or to document exemptions for medical or religious reasons. A notification will appear in red at the top of the **Vaccination View/Add** screen for all patients who have a documented contraindication.

1. To view contraindications, exemptions, or precautions, expand the appropriate heading below the **Vaccination Date Grid** on the **Vaccination View/Add** screen.
2. To add the contraindication, click on **Contraindications** button below the **Vaccination Date Grid** on the **Vaccination View/Add** screen.
3. **Select the Facility Name** from the **Facility Where Documented** dropdown menu.
4. **Select** the appropriate vaccine name from the **Vaccine** dropdown menu. The vaccine codes are listed in alphabetical order.
5. Click on **Select** for the list of contraindications for the vaccine.
6. Select the appropriate contraindication from the dropdown list and click on **Select** button.
7. If the contraindication is permanent (e.g., patient would not receive Varicella if they already had chickenpox), click the **Permanent** checkbox.
8. Click the **Add Contraindications** button.
9. Once all of the contraindications are entered, return to the **Vaccination View/Add** screen by clicking on **View/Add** under the **Vaccinations** menu heading within the navigation menu.

NOTE: Only the users of the IRMS that entered the contraindication may delete that contraindication.

Deferrals

The **Deferral** button may be used for vaccine shortages and other situations when deferring a vaccination is necessary.

1. From the **Vaccination View/Add** screen, click on the **Deferrals** button.
2. **Select** the appropriate vaccine name from the **Vaccine** dropdown menu.
3. Enter the **Deferred Dose Number**; select the **Facility Where Documented**.
4. Click on **Save** Button.