

Documenting Administered COVID-19 Vaccine Doses in the Wyoming Immunization Registry (WyIR)

This guide is intended for use by facilities that do not have an established electronic connection to the WyIR to send immunization information directly to the WyIR from an Electronic Medical Record system.

Report Administered COVID-19 Vaccine Doses

- All vaccines administered in Wyoming, including COVID-19 vaccine, must be reported to the Wyoming Immunization Registry (WylR).
 - Administered doses of COVID-19 vaccine must be reported to the WylR within 24 to 72 hours of administration.
- Authorized users must access the WylR and enter the required vaccine information on to a patient record. [Federal requirements](#) mandate that you document five things when you administer a vaccine:
 - The name of the vaccine and the manufacturer;
 - The lot number and expiration date of the vaccine;
 - The date of administration;
 - The name, address, title and signature (electronic is acceptable) of the person administering the vaccine;
 - The edition date of the Vaccine Information Statement (VIS) and date the patient or parent receives the VIS.

Add a Vaccine to a Patient Record

- To report administered vaccine doses to the WylR, authorized users for the facility must log into the WylR and add the administered dose to the patient's record.
- If the patient does not already have an immunization record in the WylR, one will need to be created.
- This process consists of the following steps:
 1. Search for the patient in the WylR.
 2. Add the patient to the WylR (if needed).
 3. Add the vaccination encounter details to the patient record.

Search for a Patient

To search for a patient in the WylIR:

1. Navigate to: Patient > Search/Add
2. Enter the First Name, Last Name, and DOB of the patient.
3. Review search results (if any) for the patient matching your patient.
4. Choose the appropriate matching patient by clicking on their name in the list of search results.
5. If no results are found you will need to add them as a new patient using the information on the next slide.



Patient Search [Click here to use the 'advanced' search](#)

| | | | |
|------------------------|------------|-----------------------------|--|
| First Name or Initial: | Imma | ID: | |
| Last Name or Initial: | Vaccinator | SIIS Patient ID / Bar Code: | |
| Birth Date: | 01/01/2013 | Chart Number: | |

Family and Address Information:

| | | | |
|----------------------|--------------------------|-----------------------|-----------|
| Guardian First Name: | | Mother's Maiden Name: | |
| Street: | | | |
| City: | | State: | Select... |
| Zip Code: | | Phone Number: | |
| Country: | United States of America | | |

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.
 Check here if adding a new patient.

Patient Search Results Records Found = 1 Search Criteria: Last Name (Exact)

| First Name | Middle Name | Last Name | Birth Date | City | Grd First Name | Grd Last Name |
|------------|-------------|------------|------------|----------|----------------|---------------|
| IMMA | | VACCINATOR | 01/01/2013 | CHEYENNE | FEMALE | |

Showing 1 to 1 of 1 entries

Add a New Patient Record

To search for a patient in the WylIR:

1. From the Patient > Search/Add menu used to search for a patient, click the “Check here if adding a new patient” bubble under the bottom left of the Patient Search box.
2. Fill in all required patient information highlighted in red.
3. Click ‘Search’.
4. Be sure that the patient you want to add does not populate in the list of patients below in the search queue.
5. If no search results populate in the queue, click the ‘Add Patient’ button at the bottom right-hand corner of the screen.

Patient Search [Click here to use the 'advanced' search](#)

| | | | |
|-------------------------------|---|-----------------------------|----------------------|
| First Name or Initial: | <input type="text" value="Adda"/> | ID: | <input type="text"/> |
| Last Name or Initial: | <input type="text" value="Vaccinator"/> | SIIS Patient ID / Bar Code: | <input type="text"/> |
| Birth Date: | <input type="text" value="10/10/2000"/> | Chart Number: | <input type="text"/> |

Family and Address Information:

| | | | |
|----------------------|---|-----------------------|-------------------------------------|
| Guardian First Name: | <input type="text" value="Vivian"/> | Mother's Maiden Name: | <input type="text" value="Vaxxer"/> |
| Street: | <input type="text" value="12345 Immunized Drive"/> | | |
| City: | <input type="text" value="Cheyenne"/> | State: | <input type="text" value="WY"/> |
| Zip Code: | <input type="text" value="82007"/> | Phone Number: | <input type="text"/> |
| Country: | <input type="text" value="United States of America"/> | | |

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.
 Check here if adding a new patient. **(Required fields are highlighted)**

Patient Search Results

Records Found = 0 | Search Criteria: Advanced Search - Add / Edit / View

Show entries | Search:

| First Name | Middle Name | Last Name | Birth Date | City | Grd First Name | Grd Last Name |
|----------------------------|-------------|-----------|------------|------|----------------|---------------|
| No data available in table | | | | | | |

Showing 0 to 0 of 0 entries

Before adding, check to make sure the patient you want to add is not listed above or not pending manual review.

Add a New Patient Record - Continued

- On the 'Patient Demographics Edit' page, the information entered on the previous page will pre-populate.
- Additional required fields will be highlighted in red that will need to be entered for the patient. Patient Sex, Address Confirmation, and Phone Number are required.
- Click 'Save'

The patient record has now been created and a vaccine can now be added.

| Patient Demographics Edit | | | |
|----------------------------------|-------------------------------------|-----------------------------------|----------------------------------|
| Patient Status | | Organization Level: Active | |
| State Level: | Unknown | | |
| County Level: | Unknown | | |
| Patient | | | |
| First Name: | Adda | Race: | White |
| Middle Name: | | Black or African American | |
| Last Name: | Vaccinator | Asian | |
| Suffix: | --none-- | Ethnicity: | --select-- |
| Birth Date: | 10/10/2000 | Language: | --select-- |
| Birth File #: | | Medicaid #: | |
| Sex: | FEMALE | Birth Order: | Single Birth |
| Mother Maiden Name: | Vaxxer | Nationality: | --select-- |
| WyVIP Status: | --select-- | Passport #: | |
| Military: | <input type="checkbox"/> | Visa #: | |
| Comments: | | Reminder/Recall Publicity Code | --select-- |
| - Address | | | |
| Address: | 12345 Immunized Drive | | |
| Address 2: | | | |
| Country: | United States of America | City: | Cheyenne |
| County/Parish: | LARAMIE | State: | WY |
| Address Type: | --select-- | Zip Code: | 82007 |
| Valid? | <input checked="" type="checkbox"/> | Email: | |
| Primary? | <input checked="" type="checkbox"/> | Add | |
| - Patient Phone Number(s) | | | |
| Phone Number | Extension: | Phone Use Code | Equipment Type |
| (307)777-5555 | | Primary residence numb | --select-- |
| | | Primary | <input checked="" type="radio"/> |
| - Family & Contact | | | |
| Guardian 1 First: | Vivian | | |
| Guardian 1 Middle: | | | |
| Guardian 1 Last: | | | |
| Guardian 2 First: | | | |
| Guardian 2 Last: | | | |
| Phone Number | Phone Use Code | Equipment Type | |
| | --select-- | --select-- | |

Document an Administered Vaccine

After the patient search is completed and the appropriate patient is selected, you will need to add the administered vaccine to the patient record.

1. Navigate to Vaccinations > View/Add.
 - a. This will open the patient's vaccination record showing any vaccinations previously received as well as options to enter new vaccines.
2. In the drop-down box at the bottom of the vaccine list, choose the appropriate COVID-19 vaccine.
3. You can either type the date of administration or double click the box to add the current day's date.
4. Once the date is entered, click on the button in the lower left-hand corner labeled "Add Administered".

The screenshot displays a patient record interface. On the left is a navigation menu with options: Main, Dashboard, Message, Favorites, Patient, Waitlist, Vaccinations (highlighted), Exec. Dashboard, and Organization. The 'Vaccinations' section is expanded, showing 'View/Add' (indicated by a red arrow), Forecast, Summary, Add Anonymous, and Add Anonymously. The main area shows 'Patient Demographics' with fields for SIBS Patient ID, Organization Owner, Facility Owner, Entry Date, Patient Status, and County Level. Below this is a 'Patient' section with fields for Name, Birth Date, Age, Sex, and Mother Maiden Nm. To the right of the patient info is a table with columns for Race, Ethnicity, Language, Medicaid #, Multi Birth Indicator, Birth Order, Military, Recall Attempts, and Passport #. Below the patient info is a table of vaccine options with columns for vaccine name and a date field. The 'COVID-19, mRNA, LNP-S, PF, 100 mcg' row has the date '11/19/2020' entered in the date field (indicated by a red box and a red arrow). At the bottom left is a red-bordered button labeled 'Add Administered'. Other buttons at the bottom include 'Clear', 'Add Historicals', and 'Capture Lot Barcode'.

Document an Administered Vaccine - Continued

5. On the Vaccination Detail Add Screen, you will be prompted to “Update WyVIP Eligibility”.
6. Select the eligibility for this individual dose being administered.
 - a. For COVID-19 vaccine doses, users should select “Not VFC Eligible” for all patients.
7. Once eligibility is selected, the Vaccine Detail Add page will load. You will need to make a selection or entry for all required sections indicated in red.

Please Note: If the correct vaccine and lot number are not selected, the vaccine inventory counts reflected in the WyIR will not match the physical quantity on hand and work will need to be done to correct inventory errors. Please double check all information prior to entering it on a patient’s record. If there are any issues when adding vaccine to a patient’s record, please contact the WyIR Help Desk for assistance; do not add inaccurate information to a patient’s record.

| Patient | | | |
|----------------|-----------------|----------------------------|--------|
| Name: | IMMA VACCINATOR | SIIS Patient ID: | 951442 |
| Date of Birth: | 01/01/2013 | Age: | 7 yrs |
| Guardian: | FEMALE | Organization Level Status: | Active |

| Vaccination Detail Add | |
|--------------------------------|---|
| Vaccine 1: | COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose |
| Date Administered: | 11/19/2020 |
| Historical: | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| Manufacturer: | PFIZER, INC Click to select |
| Lot Number: | COVID2020 |
| Lot Facility: | IMMUNIZATION UNIT |
| Funding Source: | PRVT |
| Provider Noted on Record: | |
| Lot Noted on Record: | |
| Manufacturer Noted on Record: | |
| Facility: | IMMUNIZATION UNIT x |
| Vaccinator: | Scan Barcode Here STRANG, KATE ANN MD/IMMUNIZATION UNIT x |
| Anatomical Site: | Scan Barcode Here Select... |
| Anatomical Route: | Scan Barcode Here Select... |
| Dose Size: | Full |
| Volume (CC): | |
| WyVIP Status: | Patient is not WyVIP Eligible. |
| District/Region: | |
| VIS Publications Dates: | 1. 11/16/2020 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> |
| Date VIS Form Given: | 11/19/2020 |
| Ordering Provider: | Select... |
| Comments: | |

Vaccination Detail Add Screen Continued

8. Click the “Lot Number” field.
9. A pop up box will appear with each lot number available in the WyIR inventory for the vaccine selected.
 - a. If the lot administered is not listed in the pop up box, double check that the vaccine has been added to the WyIR inventory and that the correct vaccine was selected.
 - b. For assistance with adding vaccine to the WyIR Inventory, please contact the WyIR Help Desk at wyr.helpdesk@wyo.gov.
10. Select the correct lot number that was administered to the patient.
11. Click Save.

| Patient | | | |
|----------------|-----------------|----------------------------|--------|
| Name: | IMMA VACCINATOR | SIIS Patient ID: | 951442 |
| Date of Birth: | 01/01/2013 | Age: | 7 yrs |
| Guardian: | FEMALE | Organization Level Status: | Active |

| Vaccination Detail Add | |
|--------------------------------|---|
| Vaccine 1: | COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose |
| Date Administered: | 11/19/2020 |
| Historical: | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| Manufacturer: | PFIZER, INC Click to select |
| Lot Number: | COVID2020 |
| Lot Facility: | IMMUNIZATION UNIT |
| Funding Source: | PRVT |
| Provider Noted on Record: | |
| Lot Noted on Record: | |
| Manufacturer Noted on Record: | |
| Facility: | IMMUNIZATION UNIT x |
| Vaccinator: | Scan Barcode Here STRANG, KATE ANN MD/IMMUNIZATION UNIT x |
| Anatomical Site: | Scan Barcode Here Select... |
| Anatomical Route: | Scan Barcode Here Select... |
| Dose Size: | Full |
| Volume (CC): | |
| WyVIP Status: | Patient is not WyVIP Eligible. |
| District/Region: | |
| VIS Publications Dates: | 1. 11/16/2020 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> |
| Date VIS Form Given: | 11/19/2020 |
| Ordering Provider: | Select... |
| Comments: | |

Resources

The [Add/Edit Vaccinations Quick Reference Guide](#) is available for reference as well.

For assistance or troubleshooting, please contact the WylR Help Desk at 1-833-221-1541 or wylr.helpdesk@wyo.gov.

Please contact the Immunization Unit with any additional questions at 307-777-7952.