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 (WyIR).
  ○ Administered doses of COVID-19 vaccine must be reported to the WyIR within 24 to 72 hours of administration.

● Authorized users must access the WyIR 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 WyIR, authorized users for the facility must log into the WyIR and add the administered dose to the patient’s record.
- If the patient does not already have an immunization record in the WyIR, one will need to be created.
- This process consists of the following steps:
  1. Search for the patient in the WyIR.
  2. Add the patient to the WyIR (if needed).
  3. Add the vaccination encounter details to the patient record.
Search for a Patient

To search for a patient in the WyIR:

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.
Add a New Patient Record

To search for a patient in the WyIR:

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.
6. On the ‘Patient Demographics Edit’ page, the information entered on the previous page will pre-populate.

7. 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.

8. Click ‘Save’

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

![Image of the vaccination record interface showing how to add a COVID-19 vaccine administered on 11/19/2020.](image-url)
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.
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 wyir.helpdesk@wyo.gov.
10. Select the correct lot number that was administered to the patient.
11. Click Save.
Resources

The *Add/Edit Vaccinations Quick Reference Guide* is available for reference as well.

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

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