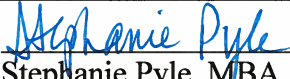





Thomas O. Forslund
Director

Matthew H. Mead
Governor

Policy Title:	Creating/Editing IIS Information from an Official Immunization Record	
Policy Number:	IMM-004	
Effective Date:	November 1, 2017	
Approval:	 Stephanie Pyle, MBA Senior Administrator Public Health Division	 Date

Purpose: This policy describes the process by which an immunization record may be created or edited within the Immunization Information System (IIS) adopted by the Wyoming Department of Health (WDH) to reflect immunization information not currently in the IIS but documented on an Official Immunization Record. This process will ensure that immunization information for those residing in Wyoming is maintained in the IIS for the control and management of communicable diseases.

Note: Currently, immunization information may be entered into the IIS by a primary health care provider for established patients.

Policy:

1. **Definitions**

- a. "Authorized user (AU)" as defined in the WDH Immunization Program Administrative Rules and Regulations.
- b. "Immunization Information System (IIS)" means a confidential, computerized information system that collects vaccination or immunization data about individuals that has been established and is managed by the Department.
- c. "Public Health Authority" as defined in 45 CFR 164.501.
- d. "Official Immunization Record" refers to the written certification defined in Wyo. Stat. Ann. § 21-4-309. This document consists of certification, by a private licensed physician or his representative or a Public Health Authority, that the person is fully immunized.
 - i. Documentation shall include the patient's name, date of birth, and the month, day and year of each immunization received. This definition is inclusive of Official Immunization Records from physicians, or their designees, outside of Wyoming and foreign records.
 - ii. The following, if inclusive of the elements listed above, are acceptable examples of an Official Immunization Record:
 1. "Shot card;

2. Official Immunization Record from a licensed physician outside Wyoming, or his designee;
3. Official Immunization Record from another country; and
4. Official Immunization Record issued from an IIS utilized by another state.

2. Identification of Authorized Users

- a. AUs that are granted authority to create/edit immunization records in accordance with this policy will be identified by the WDH Immunization Unit Manager in cooperation with the IIS Coordinator.
- b. A list of the authorized AUs will be maintained by the Immunization Unit.

3. Verification of “Official Immunization Record”

- a. Upon receipt of an immunization record, the AU shall verify that the individual submitting the documentation is either the patient or parent of the individual listed on the record.
- b. The AU shall then verify that the record qualifies as an Official Immunization Record in that it meets the requirements listed in 1(d)(ii) above.
- c. The AU may maintain a copy of the immunization record; however, the original shall be returned to the parent/guardian or patient.

4. Searching For an Existing Patient Record in the IIS

- a. The AU must first search for an existing patient record.
- b. If a record exists, the AU must confirm name and date of birth and may update patient demographic information.

5. Creating a New Patient Record in the IIS

- a. If no record was located for the patient, the AU must add the patient and enter demographic information.

6. Entering Historical Vaccinations in the IIS

- a. When the patient is located or added, vaccinations must be recorded as historical and ownership should be declined.
- b. Only vaccinations that appear on the Official Immunization Record may be added and must have the exact month, day and year listed.
 - i. Official Immunization Records received from other countries may be translated and documented accordingly using the *Immunization Action Coalition Quick Chart of Vaccine-Preventable Disease Terms in Multiple Languages* or another reputable resource.
- c. The following fields in the IIS must be completed for each vaccination added:
 - i. Vaccine;
 - ii. Date Administered;
 - iii. Provider Noted on Record;
 - iv. Lot Number (if available);
 - v. Vaccinator (if available); and
 - vi. Any other fields that can be completed using the Official Immunization Record.

Contacts:

Immunization Unit Main Line 307-777-7952
Immunization Unit Manager 307-777-6001
WyIR Coordinator 307-777-5773

Forms:

WyIR Agreement
User Access Form

References:

Wyo. Stat. Ann. § 21-4-309
WDH Immunization Program Administrative Rules and Regulations
WY IIS Policies and Procedures



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Thomas O. Forslund
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Date: October 5, 2017
To: Stephanie Pyle, MBA
Acting Senior Administrator
Public Health Division
From: Jude Alden, MBA, CPM *JA*
Immunization Unit Manager
Subject: IIS Policies
Ref: JA-2017-045

Priority: Normal

Please review the attached policies regarding the operation and management of the Immunization Information System (IIS). The Authorized User policy has been updated. The Creating/Editing IIS Information from an Official Immunization Record is new and has been developed as a result of the need for clarification and to support the proposed rules.

If you approve, please sign and return the policies. If you have any questions about the policies, please contact me at jude.alden@wyo.gov or 307-777-6001

JA/ew

Attachments: IIS: Authorized User Policy (IMM-003)
Creating/Editing IIS Information from an Official Immunization Record
(IMM-004)

