

Mass Immunizations – Quick Start Guide for V5.12.5.3

BEFORE THE CLINIC-

Login/Select Application/Select Facility Upon Login, click upon the **[Select Application]** hyperlink, located within the Navigation Menu on the left-hand side of the page. Click upon the Mass Immunization option; click upon the **[Submit]** button. Click upon the **[Select Facility]** hyperlink, and choose the appropriate facility where the lot numbers are recorded.

Personal Settings Before conducting a clinic, users should configure their personal settings to assist in the Mass Immunization clinic. This will speed up the data entry process, as well as make the information entered more accurate. In the Navigation Menu, click upon the **[Settings]** then **[Personal]** hyperlinks.

Mass Immunizations
Logged in: JOHN ANDERSON
RMS Facility: WYOMING DEPARTMENT OF HEALTH (0000) / IMMUNIZATION SECTION
Date: September 18, 2012

Personal Settings
☐ Override Facility Settings

Patient Defaults [click to update](#)
City: CHEYENNE Zip Code: 82009
State: WYOMING Phone Area Code: (307)
Campaign:

Vaccination Defaults [click to update](#)
Vaccinator:
Default Date:
Facility:

Lot Defaults [click to add](#)

Vaccine Name	Manufacturer	Lot Number	Facility	Pub Supp	Exp Date	
Influenza Nasal Spray (FluMist®)	MEDIMMUNE, INC.	TEST1234	IMMUNIZATION SECTION	Public	12/31/2013	Update Delete
Influenza split, 6+ months	SANOFI PASTEUR	MASS1234	IMMUNIZATION SECTION	Public	12/31/2013	Update Delete

VIS Publication Date Defaults [click to add](#)

Vaccine Name	Pub Date1	Pub Date2	Pub Date3	Pub Date4
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Vaccine Default Volume [click to add](#)

Vaccine Name	Default Volume
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Preferences

Feature	Status	
Automatic City / State / Zip Code Population	Enabled	enable/disable

For personal settings, a good “rule of thumb” is that if a data field is similar more than 60% of the time, users may want to set that field up with a default entry.

Note the Patient Defaults for City, State, Zip Code, Area Code, and Campaign.

Note the Vaccination Defaults of Vaccinator, Facility, and Default Date.

Note the Lot Defaults defined for the specific Mass Immunization event.

Note the Preferences being enabled to populate the patient’s City, State, and Zip Code.

Let’s look at how to add Lot Defaults-

Lot Defaults – Under Personal Settings, click upon **[click to add]** for Lot Defaults. The information provided is an example only – users should always enter vaccine information as specific as possible (see the WyIR Vaccine Cheat Sheet for further guidance).

Lot Defaults Add/Update

Vaccine/med Description: Influenza split, 6+ months

Manufacturer:

Lot Number: [Click to select](#)

Expiration Date:

Lot Facility:

Publicly Supplied:

[Cancel](#) [Reset](#) [Add/Update Now](#)

Select Lot Number - Microsoft Internet Explorer provided by Wyoming D...

Vaccine	Manufacturer	Lot Number	Facility	Pub. Supplied	Expiration Date	Doses Available	Dose Volume
	SANOFI PASTEUR	MASS1234	IMMUNIZATION SECTION	Y	12/31/2013	50	

[Cancel](#) [Clear](#)

After selecting “Influenza Split, 6+ months” in the drop-down menu, click on the [Click to select](#) link; a pop-up will display on the screen displaying the possible options.

Click upon the appropriate “select” arrow as displayed in the window to the left. After clicking on the arrow, the information should auto populate the fields.

Click upon the **[Add/Update Now]** button; users should then see a display similar to the following:

Lot Defaults Add/Update

Vaccine/med Description: Influenza split, 6+ months

Manufacturer: SANOFI PASTEUR

Lot Number: MASS1234

Expiration Date: 12/31/2013

Lot Facility: IMMUNIZATION SECTION

Publicly Supplied: Y

[Cancel](#) [Reset](#) [Add/Update Now](#)

Lot Defaults [click to add](#)

Vaccine Name	Manufacturer	Lot Number	Facility	Pub Supp	Exp Date	
Influenza Nasal Spray (FluMist®)	MEDIMMUNE, INC.	TEST1234	IMMUNIZATION SECTION	Public	12/31/2013	Update Delete
Influenza split, 6+ months	SANOFI PASTEUR	MASS1234	IMMUNIZATION SECTION	Public	12/31/2013	Update Delete

As displayed, the selected vaccines appear listed in Lot Defaults. Continue the process until all vaccines available for the mass clinic are listed.

DURING THE CLINIC-

Patient Search After clicking upon the Patient **[Search/Add]** link in the Navigation Menu, users will see a screen similar to the following:

WYIR Facility: WYOMING DEPARTMENT OF HEALTH (2005) / IMMUNIZATION SECTION

Patient Search

Patient Information

First Name or Initial: tommy

Last Name or Initial: test

Birth Date: 09/01/1969

Search

Enter the patient's First Initial, Last Initial, and Birth Date and click upon the **[Run Search]** button. Users will then see a list of potential matches. Click upon the "Select" arrow to the left of the appropriate patient, or add a patient, if necessary.

Patient Edit Under the Patient Edit page, note that the defaults, as defined under personal settings, populate the Patient's information.

Patient Address Information (Most recent record in system)

☐ Check this box to copy the address information from the most recent record to the data entry box ONLY if it matches what is reported on paper.

Street: 101 YELLOWSTONE RD

City: CHEYENNE

Zip Code: 82009

County: LARAMIE

State: WY

Phone Number: (307)777-5773

Patient Edit

First Name: TOMMY

Middle Name:

Last Name: TEST

Birth Date: 09/01/1969

Sex: MALE

Address:

Zip Code: 82009

City: CHEYENNE

State: WY

Phone Number: (307)777-5773

Guardian Info

Mother's Maiden Name:

Guardian First Name:

Comments

Campaign: --select--

Tier: --select--

Vaccinator: --select--

Vaccination/Medication Add

Default Date: 09/18/2012

Vaccine/Medication	Date	Manufacturer / Lot
☒ Influenza Nasal Spray (FluMist®)	09/18/2012	☐ MED/MUNE, INC. / TEST1234
☒ Influenza split, 6+ months	09/18/2012	☒ SANOFI PASTEUR / MASS1234
☐ --select--	09/18/2012	

Continue/Save Add

Cancel Save

Review the address in the Patient Address Information (in **green**) – if the address is correct, check the highlighted box, and the information in this section will populate the **Patient Edit** fields below;

To change the patient's information, click and type in the desired fields to update the information.

Users may consider collecting/verifying the phone number on the patients if it is not present – it will assist in using the Reminder Recall system to contact the patient and have them return for additional vaccinations.

Update the Default Date, if necessary; click upon the button next to the manufacturer/lot, then click **[Save]**.

POST CLINIC-

Reports Menu Under the Reports Menu, there are reports available that may assist in ensuring accurate data entry.

Reports

Patient Record

Daily Patient Immunization List

Patient Detail

Lot Number Summary

Once the data entry is complete, the **Patient Record** may be printed off and handed to or mailed to the patient to provide a record of immunizations.

The **Daily Patient Immunization List** will provide a list of patients that had data entered into the WyIR for an event – which may be compared to the "immunization consent" paperwork collected at the event to ensure all the data was entered into the WyIR.

The **Patient Detail Report** is helpful in investigating if there is a discrepancy between what is being reported in the inventory, and what was administered during an event – the output from the report can be visually analyzed for errors in data entry (e.g., missing lot number, incorrect vaccine type, etc.).

The **Lot Number Summary** will provide detail as to what vaccine types were administered, including dose totals.