

Adding Historical Immunizations in OSIS

- 1) Log into OSIS at <https://osis.health.ok.gov>.
- 2) On the **OSIS Landing Page**, select the **Patient** drop-down from the **OSIS Toolbar**.
- 3) Select **History Shots** from the **Patient** drop-down. You are directed to the **Search OSIS Patients** screen. Search for the individual's chart to which you will be adding the immunization.

*For detailed instructions on searching for patients, please see the **Search/Add Patients to OSIS Tip Sheet**.

- 4) When you locate the correct patient's record, select the image of a clock under the **Actions** column on

the **Patient Search Results** screen: . This will take you directly to the **Patient – History Shots** screen.

- 5) From this screen, you may enter historical immunizations two different ways:
 - Enter the **Date Administered** and select multiple **Vaccines** from the list to be added with the same date or
 - Select multiple different **Vaccines** from the list without entering a date in the **Date Administered** field.
- 6) Once you have selected the **Vaccines** to be added to the individual's record, select **Enter Shots**.
- 7) From this screen, you must enter a date under **Date Given** for each vaccine. **Lot Number** and **Given By** are not required, but are encouraged.
- 8) Once complete, select **Save History Shots**.
- 9) If the immunizations are successfully added, a notification will appear in the upper right hand corner of your screen confirming that these shots have been added to the individual's record. You will then be directed back to the **Patient – History Shots** screen.

- 10) When you navigate back to the **Patient – Immunization Schedules** screen, these recently added historical immunizations will not appear immediately. To view the newly added immunizations, refresh your browser by clicking .

****For more detailed instructions please see the OSIS User Manual****