

Add an Immunization to a Patient's Chart in OSIIS

- 1) Log into OSIIS at <https://osiis.health.ok.gov>.
- 2) On the **OSIIS Landing Page**, select the **Patient** Tab from the **OSIIS Toolbar**.
- 3) Select **Immunizations** from the drop-down. You are directed to the **Search OSIIS 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 OSIIS Tip Sheet**.

- 4) If only one result is produced then the individual's **Immunization Schedule** is pulled up and you can select **Add Immunization**.
- 5) If multiple results are returned, locate the correct patient's record and select the corresponding image of a syringe under the **Actions** column on the **Patient Search**

Results screen: . This will take you directly to the **Patient – Immunization Schedules** screen.

IMPORTANT: If the immunization you would like to add is not in your site's OSIIS Inventory, it will need to be added as a **History Shot. Please see the **Adding Historical Immunizations Tip Sheet** for details.

- 6) Click on **Add Immunization** to be taken to the **Add/Edit Immunization** Screen.

*All fields in this screen must be completed. Be sure to enter date in mm/dd/yyyy format.

- 7) Select **Save Immunization** and a notification will appear to confirm this immunization has been successfully added to the patient's record, along with the question "Do you want to add another immunization?" If you would like to add an additional immunization to this person's record, select **Yes**. If not, select **No** to return to the patient's **Immunization Schedule** screen.

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