



Immunizing a Patient

1. Login into system
 - a. Make sure you are logged into the correct provider/clinic
2. Search for patient
 - a. You can click on “Patient Search” at the top of the screen or
 - b. You can click on “Patients” and then “Search” on the left side of the screen
3. Enter at the least the first 3 letters of the last and first name and DOB
 - a. Click Search
4. Select the patient by clicking the arrow next to Demographics
5. Select Immunizations
6. Recommended immunizations for today will be displayed
7. Click the arrow next to Select Action
8. Click Add Vaccines
9. Enter the vaccination date (double click to enter today’s date)
10. Select Prescribed by in the dropdown
11. Under Vaccines ensure that all vaccines are the vaccines to be administered
 - a. If any of the recommended vaccines are not being administered remove them from the list by selecting the blank at the top of the dropdown list
12. If vaccine is refused notate the reason under If Vaccine Refused, Reason
13. Click Create and Administer
14. Enter the vaccination time (double click to enter the current time)
15. Select Administered By from the dropdown
16. If the vaccine is refused at this level enter the refusal reason
17. Select the vaccine from the dropdown (Make sure you are selecting the correct lot number)
18. Make necessary changes to Body Site and Route
19. Once all shots have been administered click Update

Note: If any of the vaccines are not administered at this point and no refusal is recorded the vaccine will have to be removed or there will be issues with inventory reconciliation. You will know the vaccine wasn’t administered when you see this symbol  next to the vaccine on the screen. You will need to delete that vaccine by clicking on Delete on the right side next to the ?.