

Immunization Entry Quick Reference Guide



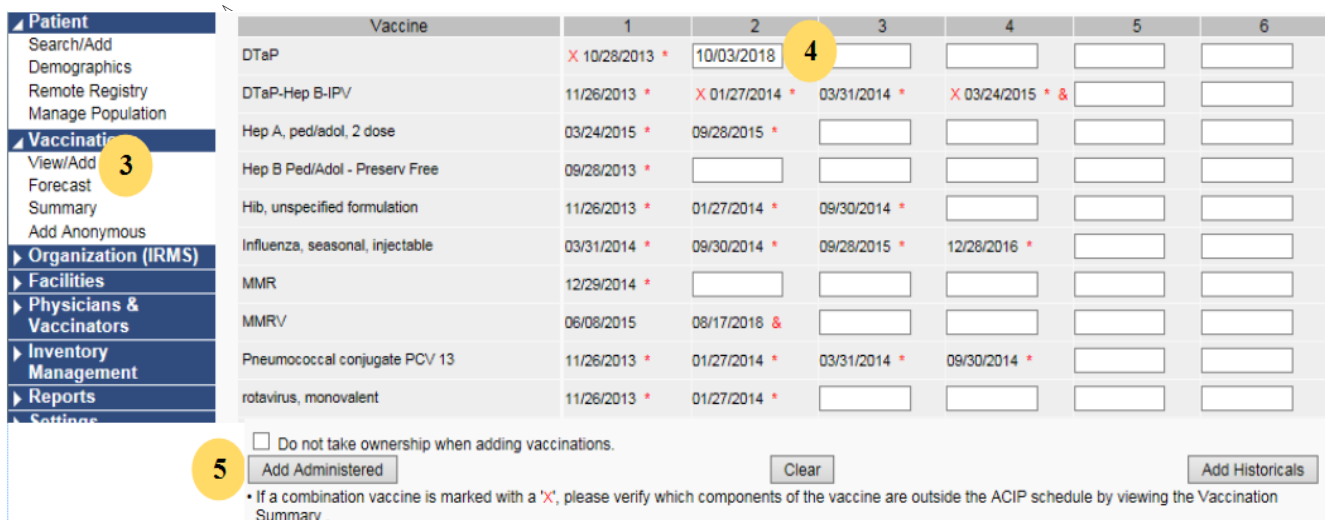
Tip: The Vaccination View/Add screen will be used to add and edit administered and historical immunizations. Sites that manage inventory directly in imMTrax person by person, dose by dose, will enter doses given manually in imMTrax as “administered.” All other immunizations recorded by sites will be recorded as “historical,” including sites that manage inventory by aggregate count, sites that are not exchanging information electronically, and immunizations given by an outside site.

Recorded administered immunizations can only be edited or deleted by the facility that entered the immunization.

Add Administered Immunization Steps to Follow:

Directions to add historical immunizations start on page 3.

1. Click **Search/Add**, located under the Patient menu.
2. Select a patient record.
3. Click **View/Add**, located under the Vaccinations menu.
4. Enter the date each vaccine was given in the field next to the correct vaccine name.
5. Select **Add Administered** button.
 - If you enter an administered immunization and your facility is not a routine vaccinator for this patient (i.e., administered a flu vaccination), check the box “Do not take ownership when adding vaccination” **before** selecting Add Administered.



Vaccine	1	2	3	4	5	6
DTaP	X 10/28/2013 *	10/03/2018				
DTaP-Hep B-IPV	11/28/2013 *	X 01/27/2014 *	03/31/2014 *	X 03/24/2015 * &		
Hep A, ped/adol, 2 dose	03/24/2015 *	09/28/2015 *				
Hep B Ped/Adol - Preserv Free	09/28/2013 *					
Hib, unspecified formulation	11/26/2013 *	01/27/2014 *	09/30/2014 *			
Influenza, seasonal, injectable	03/31/2014 *	09/30/2014 *	09/28/2015 *	12/28/2016 *		
MMR	12/29/2014 *					
MMRV	06/08/2015	08/17/2018 &				
Pneumococcal conjugate PCV 13	11/26/2013 *	01/27/2014 *	03/31/2014 *	09/30/2014 *		
rotavirus, monovalent	11/26/2013 *	01/27/2014 *				

Do not take ownership when adding vaccinations.

5 Add Administered Clear Add Historicals

* If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary .

- Verify VFC Eligibility (for patients 18 years of age or younger).
- Click Continue.

Guardian: CHOCOLATE Status: Active

VFC Eligibility Update
 Current VFC Status: VFC eligible- Medicaid
 Update VFC Eligibility

--select--
 Not VFC Eligible- Privately Insured
 VFC eligible- underinsured at FQHC/RHC/deputized provider
 VFC eligible- American Indian/Alaska Native
VFC eligible- Medicaid
 State Funded Adolescent (Tdap, MCV4, HPV)
 Adult- Uninsured
 Adult- Underinsured
 VFC eligible- Uninsured
 Adult- Privately Insured

- Enter the required vaccine-specific information (**text displayed in red**)
- Click the **Save** button.

Vaccination Detail Add

Vaccine 1: varicella

Date Administered: 09/16/2021

Historical: YES NO

Manufacturer: MERCK [Click to select](#)

Lot Number: VAR092021A

Lot Facility: IMMTRAX TRAINING CLINIC

Funding Source: VFC

Provider Noted on Record:

Lot Noted on Record:

Manufacturer Noted on Record:

Facility: IMMTRAX TRAINING CLINIC

Vaccinator: Select...

Anatomical Site: Left Arm

Anatomical Route: Subcutaneous

Dose Size: Full

Volume (CC):

VFC Status: VFC eligible- Medicaid
 'VFC Status' will be ignored if lot

District/Region:

VIS Publications Dates: 1. 08/15/2019 2. 3. 4.

Date VIS Form Given: 09/16/2021

Ordering Provider: Sel...

Comments:

Cancel **Save**

imMTrax-Select Lot Number - Google Chrome
 immtraxtest.org/iweb/selectLotNumber.do?siis_vaccine_code=...
Select Lot Number

Select	Manufacturer	Lot Number	Facility	Funding Source	Expiration Date	Doses Available
<input type="checkbox"/>	MERCK	VAR092021A	IMMTRAX TRAINING CLINIC	VFC	12/31/2021	100.0

Add Historical Immunization Steps to Follow:

1. Click **Search/Add**, located under the **Patient** menu.
2. Select a patient record.
3. Click **View/Add**, located under the **Vaccinations** menu.
4. Enter the date each vaccine was given in the field next to the correct vaccine name.
5. Click the **Add Historicals** button.

Vaccine	1	2	3	4	5	6
DTaP	X 10/28/2013 *	10/03/2018				
DTaP-Hep B-IPV	11/26/2013 *	X 01/27/2014 *	03/31/2014 *	X 03/24/2015 * &		
Hep A, ped/adol, 2 dose	03/24/2015 *	09/28/2015 *				
Hep B Ped/Adol - Preserv Free	09/28/2013 *					
Hib, unspecified formulation	11/26/2013 *	01/27/2014 *	09/30/2014 *			
Influenza, seasonal, injectable	03/31/2014 *	09/30/2014 *	09/28/2015 *	12/28/2016 *		
MMR	12/29/2014 *					
MMRV	06/08/2015	08/17/2018 &				
Pneumococcal conjugate PCV 13	11/26/2013 *	01/27/2014 *	03/31/2014 *	09/30/2014 *		
rotavirus, monovalent	11/26/2013 *	01/27/2014 *				

Do not take ownership when adding vaccinations.

* If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary .

Optional Steps: Add Lot Information

6. Select the date of the vaccination.

Vaccine	1	2	3	4
DTaP	X 10/28/2013 *	10/03/2018		
DTaP-Hep B-IPV	11/26/2013 *	X 01/27/2014 *	03/31/2014 *	X 03/24/2015 * &
Hep A, ped/adol, 2 dose	03/24/2015 *	09/28/2015 *		
Hep B Ped/Adol - Preserv Free	09/28/2013 *			
Hib, unspecified formulation	11/26/2013 *	01/27/2014 *	09/30/2014 *	
Influenza, seasonal, injectable	03/31/2014 *	09/30/2014 *	09/28/2015 *	12/28/2016 *

7. Click Edit Record.

Vaccination/Medicine Detail	
Vaccine:	DTaP
Date Administered:	10/03/2018
Historical:	Yes
Provider Noted on Record:	
Lot Noted on Record:	

8. Add Provider, Lot Noted on Record, and Manufacturer Noted on Record.
9. Select the **Submit Changes** button.

Vaccination Detail Edit	
Vaccine:	DTaP
Date Administered:	10/11/2010
Historical:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Provider Noted on Record:	<input type="text" value="Sally Joe"/>
Lot Noted on Record:	<input type="text" value="TEST1234"/>
Manufacturer Noted on Record:	<input type="text" value="GSK"/>
Manufacturer:	<input type="text"/> Click to select
Lot Number:	<input type="text"/>
Lot Facility:	<input type="text"/>
Funding Source:	<input type="text"/>
Facility:	<input type="text" value="Select..."/>
Vaccinator:	<input type="text" value="Select..."/>
Anatomical Site:	<input type="text" value="Select..."/>
Anatomical Route:	<input type="text" value="Select..."/>
Dose Size:	<input type="text" value="Full"/>
Volume (CC):	<input type="text"/>
Revaccination Reason:	<input type="text" value="Select..."/>
VFC Status:	Not VFC Eligible- Privately Insured
District/Region:	<input type="text"/>
VIS Publications Dates:	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>
Date VIS Form Given:	<input type="text"/>
Ordering Provider:	<input type="text" value="Sel..."/>
Comments:	<input type="text"/>

Decline ownership when saving this vaccination.