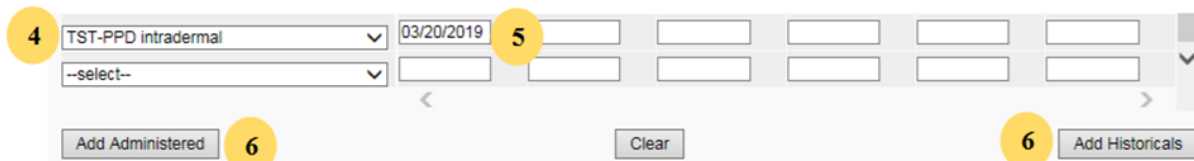# Record and Document PPD Quick Reference Guide

Note: users record the administered purified protein derivative (PPD) test and corresponding result separately in imMTrax.
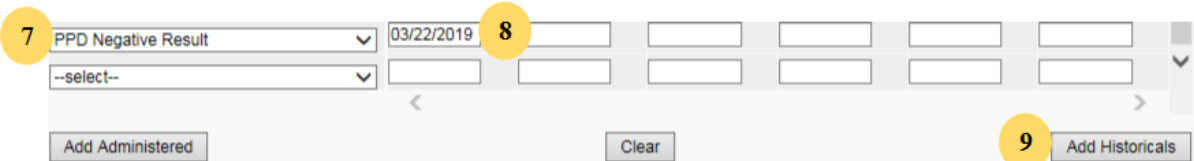
Steps to Follow:

1. Click Search/Add, located under the Patient panel.
2. Select a patient record.
3. Click View/Add, located under the Vaccinations panel.
4. Select the appropriate PPD test (example: TST-PPD Intradermal) from the vaccine drop down.
5. Enter the date of administration.
6. Select **Add Administered** to deduct a dose from inventory or **Add Historical** to add without deducting a dose from inventory.

7. Select PPD Positive or PPD Negative from vaccine drop down.
8. Enter date of results.
9. Select Add Historical.

Display of PPD Information on View/Add Screen:

Optional:

10. Select the date corresponding to the PPD result.
11. Select Edit Record.
12. Enter additional information.
13. Select Submit Changes.