

# Archive VIS Sheets

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**Path: Clinical tab > More button (Reference Data) > Immunization Codes**

## About

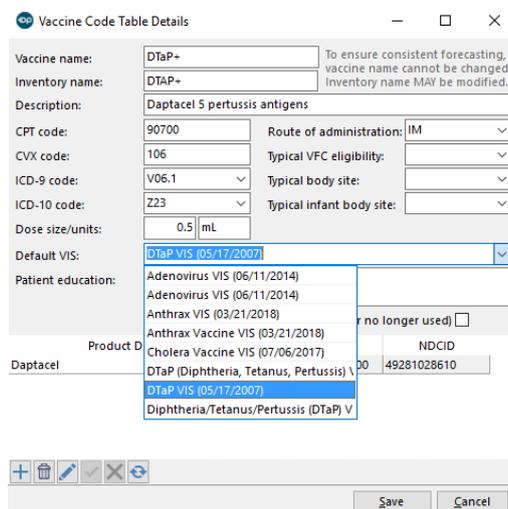
Federal law requires that VIS (Vaccine Information Statement) sheets are provided when vaccines are administered. OP maintains current VIS sheets and releases them within 6 months of new VIS publication. VIS Sheets will be populated with barcode information into OP. The practice may choose to archive the previously created VIS Sheets and populate the Vaccine Products table with the new barcode entries. **It is the practice's responsibility to update the VIS sheet within the Vaccine Product table.**

## Archive a VIS Sheet

1. Navigate to the path above and click the **Vaccine Information Sheets** tab
2. Find the **VIS sheet** to be archived
3. Select the checkbox in the **Archive** column for that **VIS Sheet**
4. If you archived a VIS sheet, make sure you go to the relevant Vaccine Product(s) to update the associated VIS sheet.

## Update VIS in Vaccine Products

1. Navigate to **Vaccine Products**: Within the **Practice Management** tab, click the **More** button in the **Reference Data** group and select **Vaccine Products**
2. Highlight the **Vaccine** and click the **Ellipses** button to the left of the Vaccine name
3. Select the default **VIS** from the **Default VIS** drop-down menu



4. Click the **Save** button.



The CDC website has all of the most updated VIS sheets available. While on the CDC website you are able to sign up for email alerts so you are notified each time a VIS is updated.