

We are currently updating the OP Help Center content for the release of OP 14.19 or "OP 19". OP 19 is a member of the certified OP 14 family of products (official version is 14.19.1), which you may see in your software (such as in Help > About) and in the Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

Orders and Workflow Immunizations Tab

Last Modified on 07/22/2019 4:37 pm EDT

Version 14.19

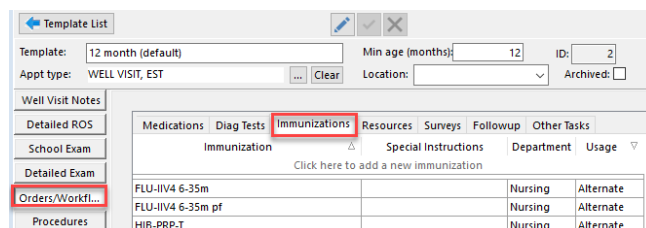
Overview

This section of template design explains how to add, edit, and delete immunizations associated to a template.

- [Add an Immunization](#)
- [Edit an Immunization](#)
- [Delete an Immunization](#)

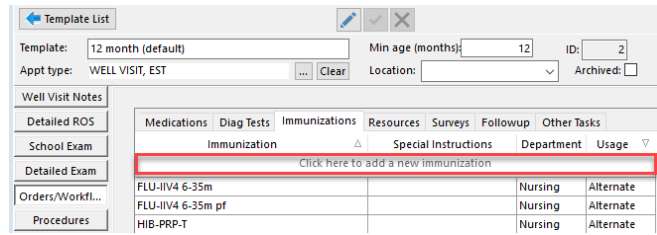
Add an Immunization

1. Navigate to the **Orders/Workflow** tab from Well Visit Template Editor or Encounter Template Editor.
2. Click the **Immunizations** tab.

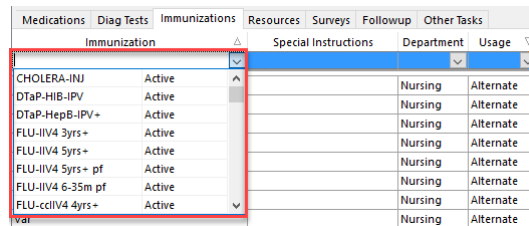


The screenshot shows the 'Template List' window with the 'Well Visit Notes' section expanded. The 'Immunizations' tab is highlighted in red. Below the tabs, there is a table with columns for Medications, Diag Tests, Immunizations, Resources, Surveys, Followup, and Other Tasks. The 'Immunizations' column contains three rows: 'FLU-IIV4 6-35m', 'FLU-IIV4 6-35m pf', and 'HIB-PRP-T'. The 'Department' column for these rows is 'Nursing' and the 'Usage' column is 'Alternate'. A link 'Click here to add a new immunization' is visible below the table.

3. Click the **Add** button or click into the line **Click here to add a new immunization**



4. Click the drop-down or begin typing the name of the vaccine and select from the list..



5. (Optional) Type instructions for the immunization in the **Special Instructions** field.
6. Click the drop-down in the **Department** field and select from the list.
7. Click the drop-down in the **Usage** field and select from the list.

Usage	Definition
Alternate	Will show the item in the task window. An alternate item needs to be selected at time of charting. NA will be the default selection at time of charting.
Routine	Will show the item in the task window. A routine item means that the system will automatically mark Tdy at time of charting.
Standing	A standing order is submitted as a task to the selected department when the template is used at time of charting.


8. Click the **Save** button.

Edit an Immunization

1. Navigate to the **Orders/Workflow** tab from Well Visit Template Editor or Encounter Template Editor.
2. Click the **Immunizations** tab.
3. Select the Immunization you would like to edit.
4. Edit the following fields by using the dropdown and choosing a new selection.
 - Immunizations
 - Special Instructions
 - Department
 - Usage

5. Click the **Save** button.

Delete an Immunization

1. Navigate to the **Orders/Workflow** tab from Well Visit Template Editor or Encounter Template Editor.
2. Click the **Immunizations** tab.
3. Select the Immunization to delete.
4. Click the **Delete** button  .
5. Confirmation window displays, click **OK** to delete the record.

Version 14.10

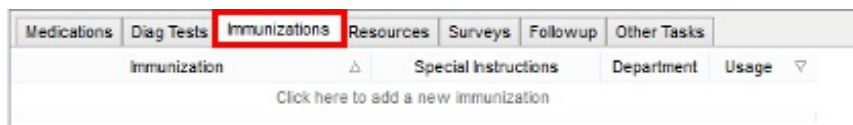
Overview


This section of template design explains how to add, edit, and delete immunizations associated to a template.

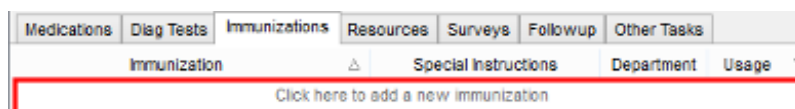
- [Add an Immunization](#)
- [Edit an Immunization](#)
- [Delete an Immunization](#)

Add an Immunization

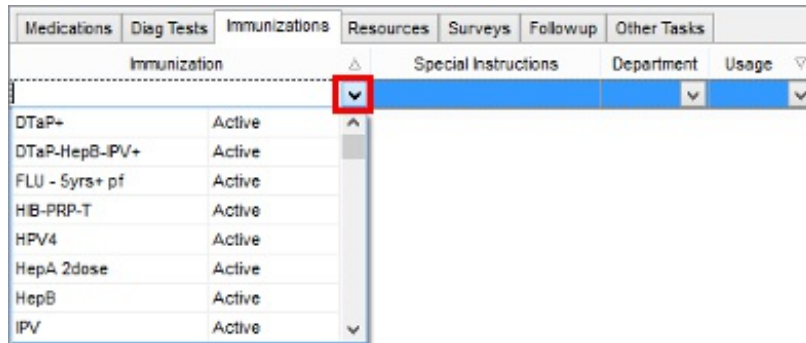
1. From within the template, click the **Immunizations** tab.



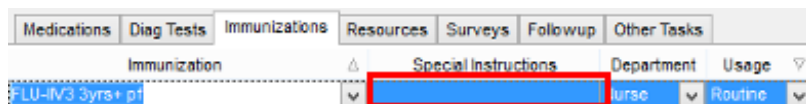
2. Click the **Insert Record** button 
OR
Click **Click here to add a new immunization**



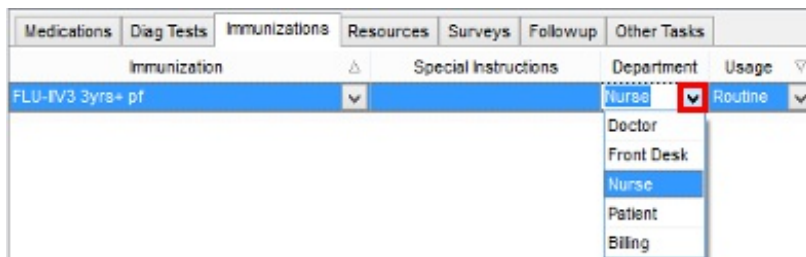
3. Select an immunization from the Immunization dropdown menu.



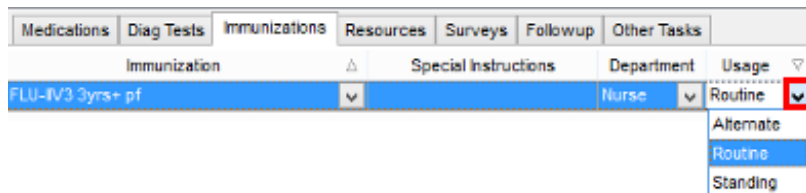
4. (Optional) Type instructions for the immunization in the **Special Instructions** field.



5. Select a department from the **Department** dropdown menu.



6. Select a usage from the **Usage** dropdown menu.

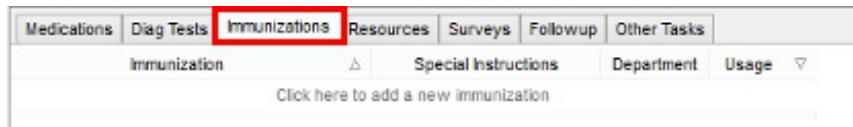


Usage	Definition
Alternate	Will show the item in the task window. An alternate item needs to be selected at time of charting. NA will be the default selection at time of charting.
Routine	Will show the item in the task window. A routine item means that the system will automatically mark Tdy at time of charting.
Standing	A standing order is submitted as a task to the selected department when the template is used at time of charting.

7. Click the **Post edit** button .

Edit an Immunization

1. From within the template, click the **Immunizations** tab.



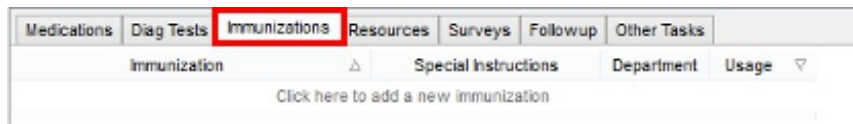
2. Select the Immunization you would like to edit.
3. Edit the following fields by using the dropdown and choosing a new selection.


- Immunizations
- Special Instructions
- Department
- Usage

4. Click the **Post edit** button .

Delete an Immunization

1. From within the template, click the **Immunizations** tab.



2. Select the Immunization to delete.
3. Click the **Delete record** button .
4. Click **OK** in the confirmation window to delete the record.