Orders and Workflow Immunizations Tab

Last Modified on 07/22/2019 4:37 pm EDT
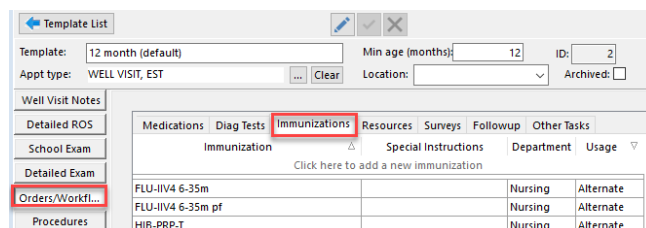
Version 14.19

Overview

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

- **Add an Immunization**
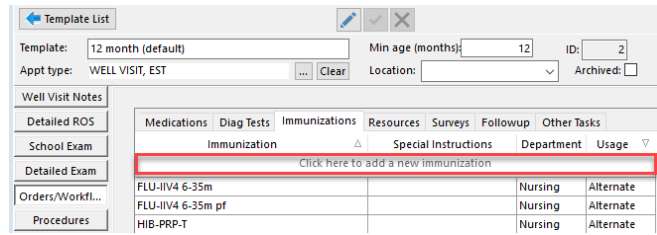- **Edit an Immunization**
- **Delete an Immunization**

Add an Immunization

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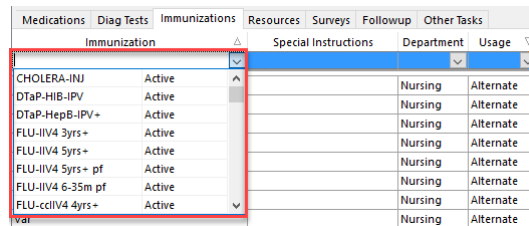2. Click the **Immunizations** tab.

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.
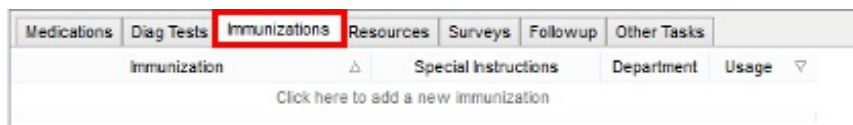
Version 14.10

Overview

This section of template design explains how to add, edit, and delete immunizations associated to a template.
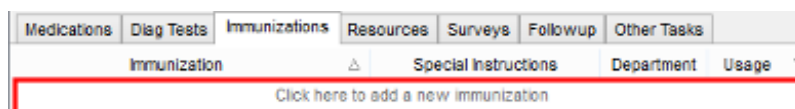
- **Add an Immunization**
- **Edit an Immunization**
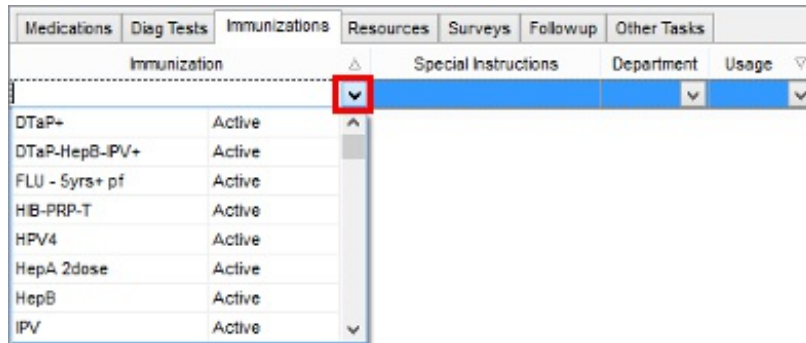- **Delete an Immunization**

Add an Immunization

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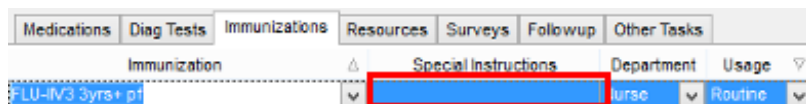

2. Click the **Insert Record** button ➕
   OR
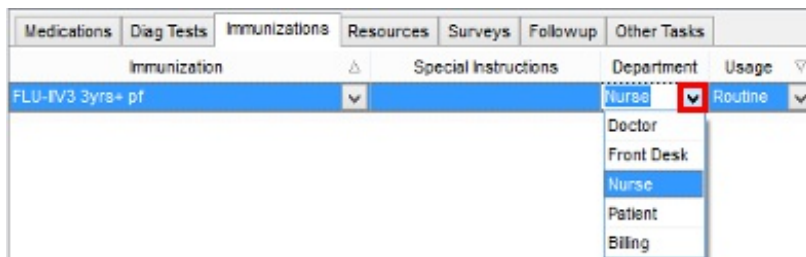   Click **Click here to add a new immunization**

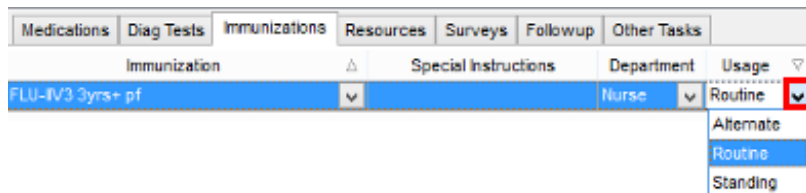3. Select an immunization from the Immunization dropdown menu.

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.
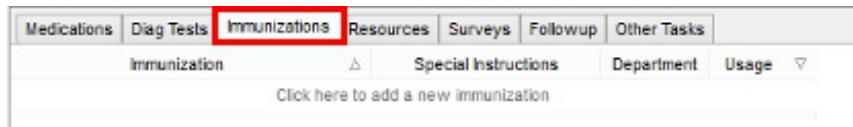
Usage	Definition
Alternate	Will show the item in the task window. An alternate item needs to be selected at time of charting. NA will be the default selection at time of charting.
Routine	Will show the item in the task window. A routine item means that the system will automatically mark Tdy at time of 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.

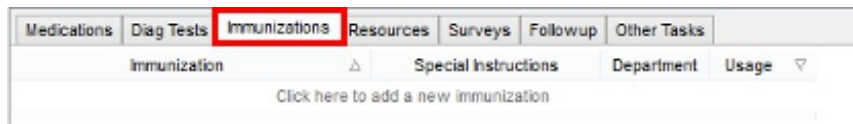| Medications	Diag Tests	Immunizations	Resources	Surveys	Followup	Other Tasks	
Immunization			△	Special Instructions	Department	Usage	▽
Click here to add a new immunization							

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.

Medications	Diag Tests	Immunizations	Resources	Surveys	Followup	Other Tasks	
Immunization			△	Special Instructions	Department	Usage	▽
Click here to add a new immunization							

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