

# Administer Vaccines

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Version 20.14

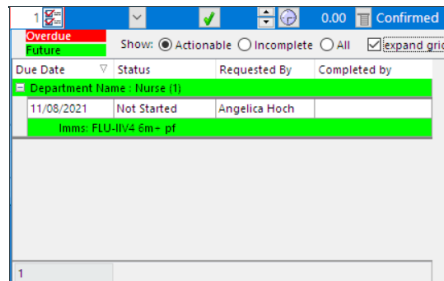
## About

The workflow for administering vaccines differs depending on whether or not a Task was created to administer the vaccine. The following sections below will teach you how to:

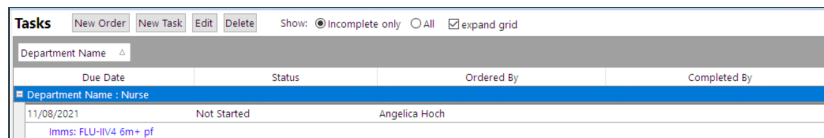
## Administer Vaccines Ordered

1. Open the Task to administer a vaccine using one of the below methods.

- From the Tracking Schedule, click the **Task** button .

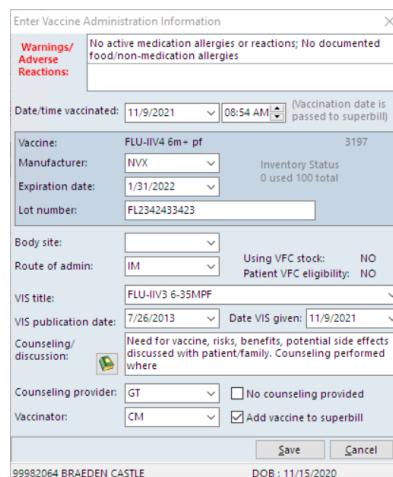


- From the patient's chart, click **Tasks** in the navigation panel.



2. Double-click the Task for the vaccine.

- Single vaccine ordered:** The Enter Vaccine Administration Information window is displayed.



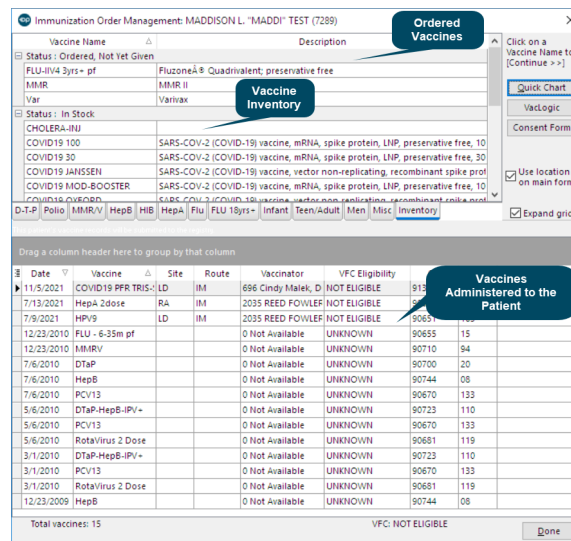
- Confirm the **Manufacturer**, **Expiration Date**, and **Lot Number**.
- Click the drop-down for **Body site** and select from the list.
- Review the selections for the following checkboxes:

- **No counseling provided:** By default this checkbox is unchecked. Select this checkbox if counseling was not provided. This will force the assignment of non-counseled vaccine administration codes when the superbill is converted.
- **Add vaccine to superbill:** By default, this checkbox is selected. If you do not want to add the charge for this vaccine to the superbill, uncheck the checkbox.

**Note:** Radio buttons for **Booster** and **High Risk** are displayed in the Enter Vaccine Administration Information window when administering the COVID-19 vaccine after the primary series is complete.  **Booster**  **High Risk**

d. Click the **Save** button.

- **2 or more vaccines ordered:** The Immunization Order Management window is displayed.



Immunization Order Management: MADDISON L. 'MADDI' TEST (7289)

Vaccine Name	Description
FLU-IV4 3yrs- pf	Fluzone® Quadrivalent; preservative free
MMMR	MMR II
Var	Varivax

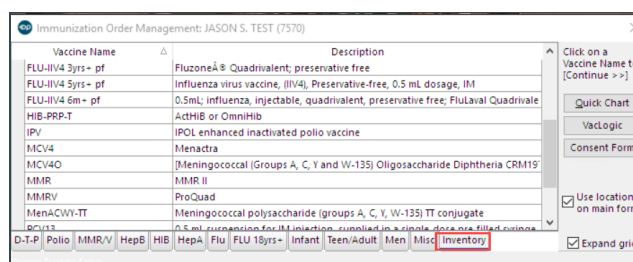
Date	Vaccine	Site	Route	Vaccinator	VFC Eligibility	916	917
11/5/2021	COVID19 PFR TRIS-	LD	IM	696 Cindy Malek, D	NOT ELIGIBLE	916	917
7/13/2021	HepA 2dose	RA	IM	2035 REED FOWLER	NOT ELIGIBLE	90657	90658
7/9/2021	HPV9	LD	IM	2035 REED FOWLER	NOT ELIGIBLE	90657	90658
12/23/2010	FLU - 6-35m pf			0 Not Available	UNKNOWN	90655	15
12/23/2010	MMRV			0 Not Available	UNKNOWN	90710	94
7/6/2010	DTaP			0 Not Available	UNKNOWN	90700	20
7/6/2010	HepB			0 Not Available	UNKNOWN	90744	08
7/6/2010	PCV13			0 Not Available	UNKNOWN	90670	133
5/6/2010	DTaP-HepB-IPV+			0 Not Available	UNKNOWN	90723	110
5/6/2010	PCV13			0 Not Available	UNKNOWN	90670	133
5/6/2010	RotaVirus 2 Dose			0 Not Available	UNKNOWN	90681	119
3/1/2010	DTaP-HepB-IPV+			0 Not Available	UNKNOWN	90723	110
3/1/2010	PCV13			0 Not Available	UNKNOWN	90670	133
3/1/2010	RotaVirus 2 Dose			0 Not Available	UNKNOWN	90681	119
12/23/2009	HepB			0 Not Available	UNKNOWN	90744	08

Total vaccines: 15 VFC: NOT ELIGIBLE

- In the Status: Ordered Not Yet Given section of the window, double-click on the vaccine you are administering. The Enter Vaccine Administration Information window is displayed.
- Complete the information in the window as explained above.
- Click the **Save** button.
- You are returned to the Immunization Order Management window where you'll proceed by administering the remaining vaccines.
- Once complete, click the **Done** button.

## Administer Vaccines Not Ordered

1. Navigate to the Patient's Chart: **Clinical, Practice Management or Billing tab > Patient Chart button.**
2. Click **Immunizations.**
3. Click the **Administer Vaccines** button. The Immunization Order Management window is displayed.
4. Click the **Inventory** tab to view all vaccines currently in stock.



Immunization Order Management: JASON S. TEST (7570)

Vaccine Name	Description
FLU-IV4 3yrs- pf	Fluzone® Quadrivalent; preservative free
FLU-IV4 3yrs- pf	Influenza virus vaccine, (IV4), Preservative-free, 0.5 mL dosage, IM
FLU-IV4 6m- pf	0.5mL, influenza, injectable, quadrivalent, preservative free; FluLaval Quadrivale
HIB-PRP-T	ActHIB or OmniHib
IPV	IPOL enhanced inactivated polio vaccine
MCV4	Menactra
MCV4D	[Meningococcal (Groups A, C, Y and W-135) Oligosaccharide Diphtheria CRM19
MMMR	MMR II
MMRV	ProQuad
MenACWY-TT	Meningococcal polysaccharide (groups A, C, Y, W-135) TT conjugate
PCV13	0.5 mL suspension for IM injection, unadjuvanted, in a polio-dose one filled syringe


D-T-P Polio MMR/V HepB HIB HepA Flu FLU 18yrs+ Infant Teen/Adult Men Misc **Inventory**

5. Double-click on the Vaccine you are administering. The Enter Vaccine Administration Information window is displayed.

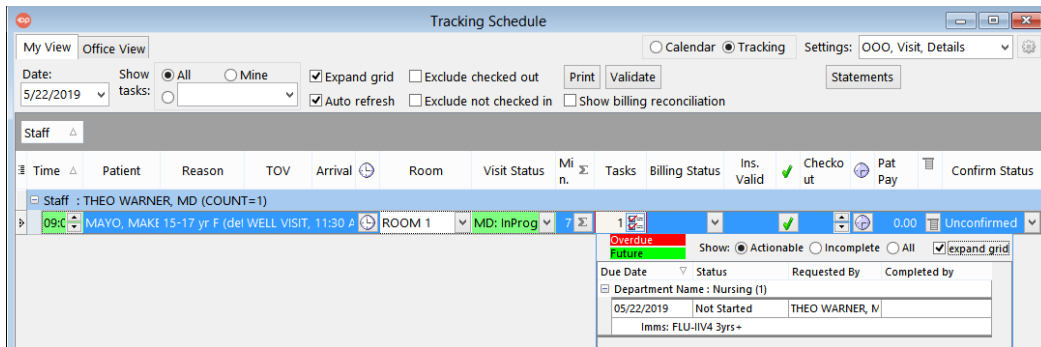
6. Complete the information in the window as explained above.
7. Click the **Save** button.
8. You are returned to the Immunization Order Management window, where you'll proceed by administering any additional vaccines.
9. Once complete, click the **Done** button.

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To administer vaccines that were ordered:

1. Open the **Tracking Schedule** window
2. Select the **Tracking** radio button.
3. Click the **Task** button  to open the Patient's Task List window.
4. Click the **+** button to expand the Department Name and double-click the vaccine to open the Immunization Order Management window appears.

- In the example below: clicking **Imms: FLU-IIV4 3yrs+** in the Task opens the window where we can select the Vaccines to administer.

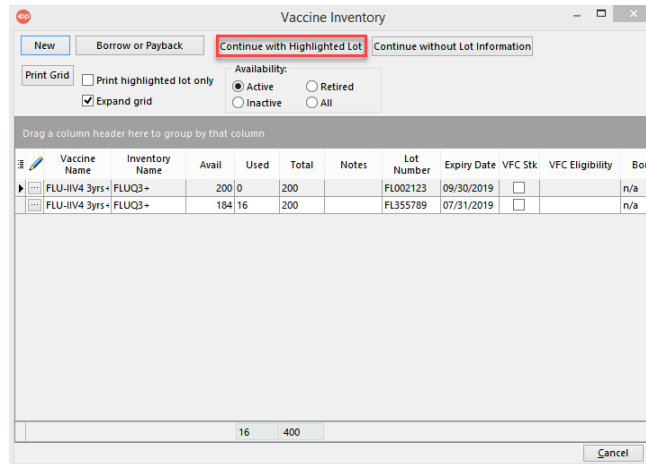


**Note:** Explanation of sections on the Immunization Order Management window:

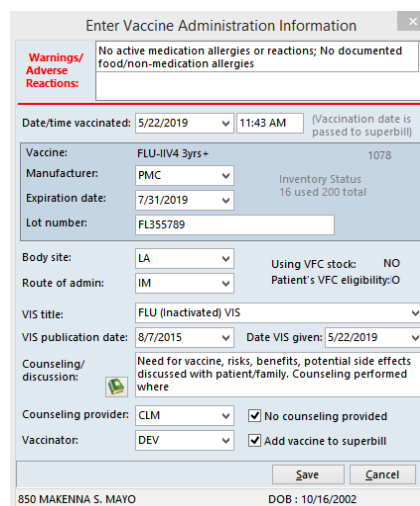
- **Status: Ordered, Not Yet Given:** lists the vaccines ordered but not yet given.
- **Status: In Stock:** lists vaccines in stock.
- The bottom half of the window lists the past vaccines administered for this patient.

Explanation of sections on the Immunization Order Management window: Status: Ordered, Not Yet Given: lists the vaccines ordered but not yet given. Status: In Stock: lists vaccines in stock. The bottom half of the window lists the past vaccines administered for this patient.

5. Double-click on the **Vaccine** you are administering.
  - In the example below, FLU-IIV4 3yrs+ was double-clicked.
  - If there are multiple active lots, once the FLU-IIV4 3yrs+ vaccine is selected, an additional screen displays asking you to confirm which lot of the FLU-IIV4 3yrs+ vaccine you are using. Click the appropriate **Vaccine Lot**, and select **Continue with Highlighted Lot**



- The Enter Vaccine Administration Information window is displayed.



6. Confirm the vaccine information: **Manufacturer, Expiration Date, and Lot Number**.
7. Select the **Body Site** from the drop-down menu.
8. Review the selections in the following checkboxes:
  - **No counseling provided:** Select this checkbox if counseling was *not* provided. This will force the assignment of non-counseled vaccine administration charges when the superbill is converted.
  - **Add vaccine to superbill:** Select this checkbox (defaulted) to add the charge for the vaccine to the superbill.
9. Click the **Save** button.

**Note:** Enter data into the fields and clicking the **Save** button will:



1. Record information such as lot #, time vaccinated, vaccinator, and counseling provider into the patient's chart.
2. Deduct the dose from the vaccine inventory.
3. Add the vaccine charge to the Superbill when Add vaccine to superbill is selected.
4. Update the Immunization Registry or create the file to update the Immunization Registry (available with registries that are capable of interfacing with Office Practicum).

**Note:** When administering a vaccine, make sure you:



1. Check for Allergies and Reactions at the top of the window.
2. Check the lot # on the vaccine vial against the lot # listed in Office Practicum. If the lot # does not match, then close this window.

