

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

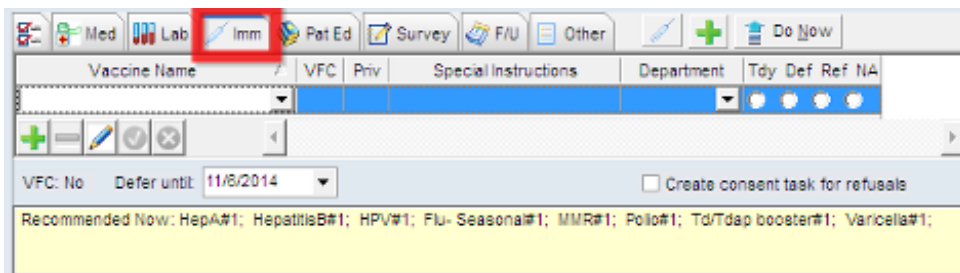
# Order an Immunization

Last Modified on 12/12/2019 3:58 pm EST

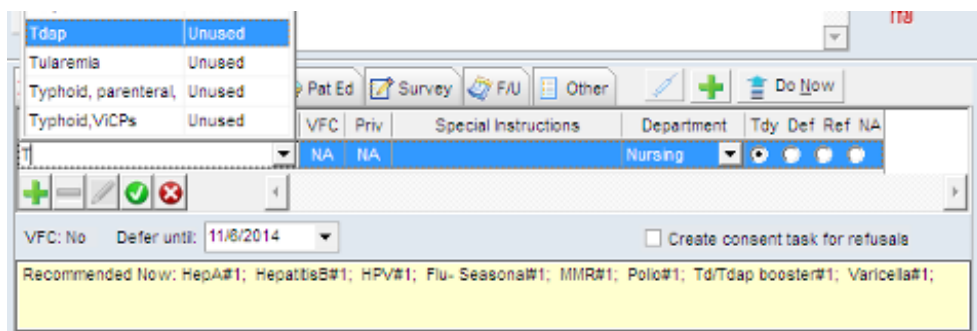
Version 14.19

## Add an Immunization

1. Click the **Imm** tab.

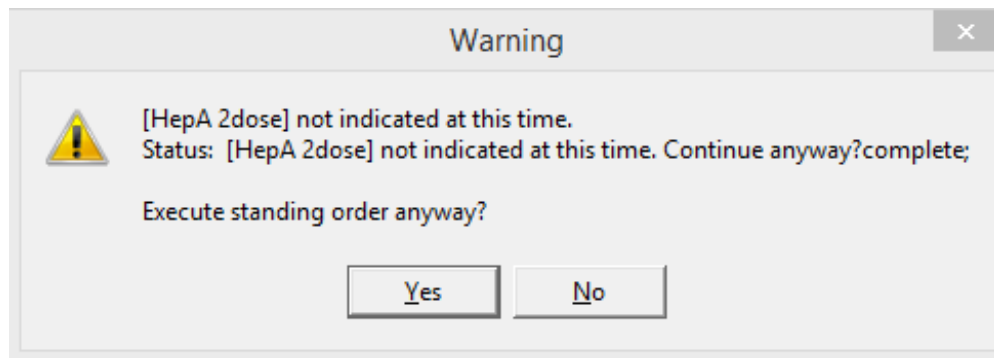



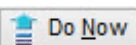
2. Immunizations associated to the template will display in the Immunization Picklist section.
3. Select from the following list:
  - Tdy, vaccine to be administered today.
  - Def, defer the vaccine until the date listed in the Defer until field.
  - Ref, refusal to administer the vaccine.
  - N/A, vaccine is not applicable for this visit.
4. Click into the text field labeled "*Click here to add another vaccine to the order*".
5. The entry window opens for input.
6. Click the drop-down arrow in the Vaccine Name field *or* begin typing the vaccine name.



- Click a vaccine to select.

**Note:** If a selected vaccine is not due, the below warning message will display

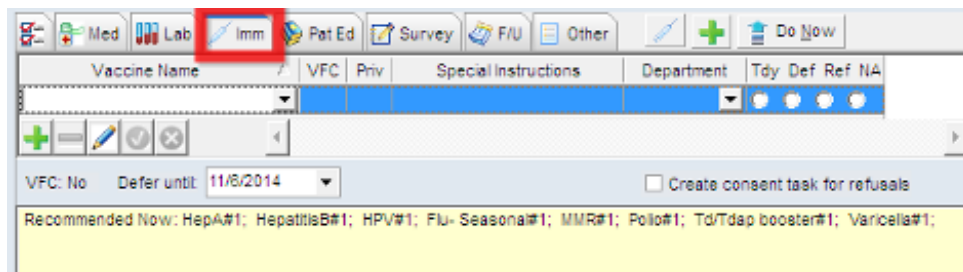


- Add Special Instructions (optional), and Department to administer the vaccine.
- Click the **Save** checkmark, located at the bottom of the window. This will add the selected vaccine to the vaccine list and allow you to order a second vaccine.
- Click the **Create Immunization Orders button**   to create the vaccine order.

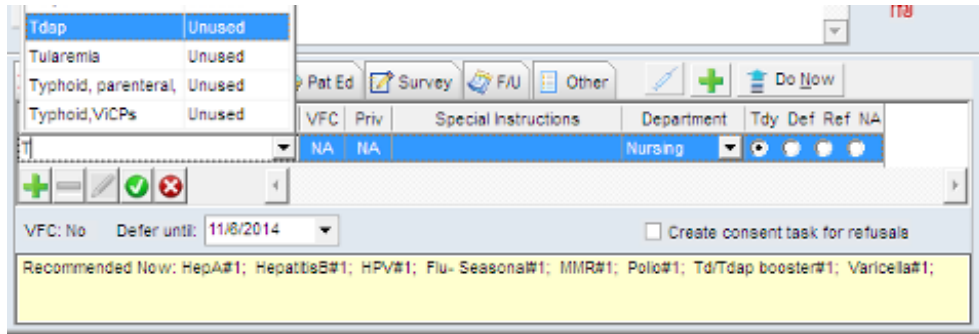
Version 14.8


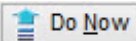
## Add an Immunization

- Click the **Imm** tab.



- Immunizations associated to the template will display in the Immunization Picklist section.
- Select from the following list:
  - Tdy, vaccine to be administered today.
  - Def, defer the vaccine until the date list in the Defer until field.
  - Ref, refusal to administer the vaccine.
  - N/A, vaccine is not applicable for this visit.
- Click into the text field labeled *"Click here to add another vaccine to the order"*.
- The entry window opens for input.
- Click the drop-down arrow in the Vaccine Name field *or* begin typing the vaccine name.

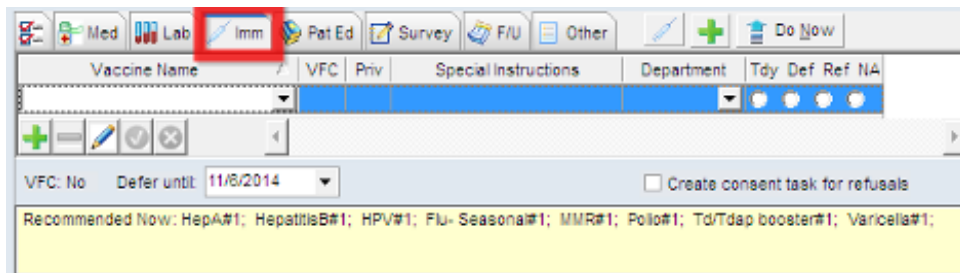


7. Click a vaccine to select.
8. Add Special Instructions (optional), and Department to administer the vaccine.
9. Click the **Save** checkmark, located at the bottom of the window. This will add the selected vaccine to the vaccine list and allow you to order a second vaccine.
10. Click the **Create Immunization Orders button**   to create the vaccine order.

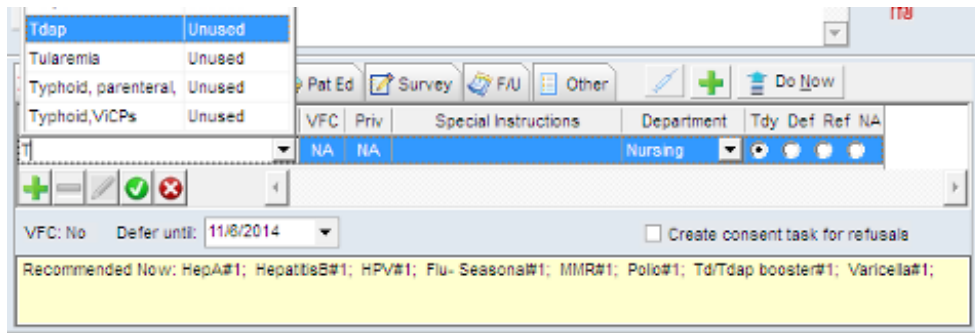
Version 14.10

## Add an Immunization

1. Click the **Imm** tab.

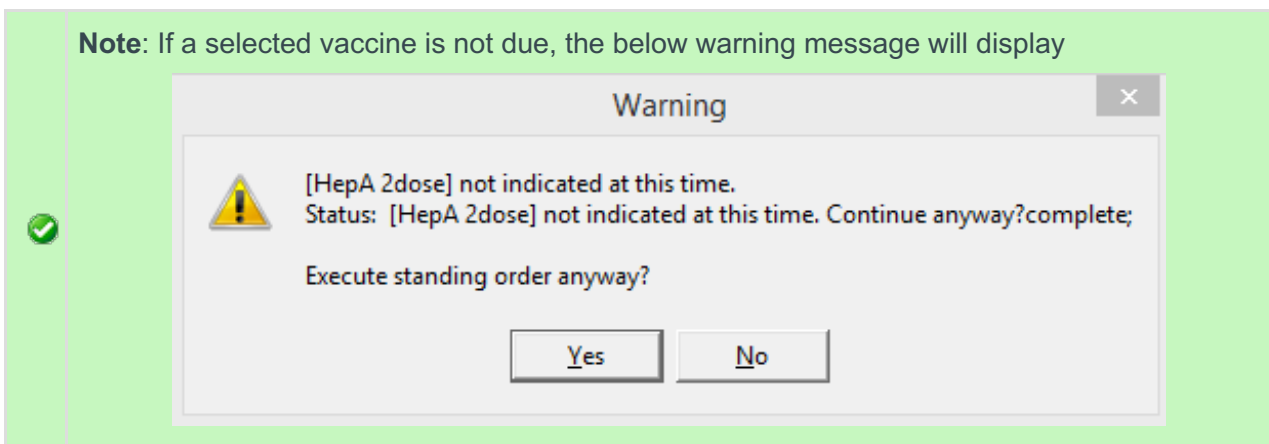



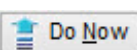
2. Immunizations associated to the template will display in the Immunization Picklist section.
3. Select from the following list:
  - Tdy, vaccine to be administered today.
  - Def, defer the vaccine until the date list in the Defer until field.
  - Ref, refusal to administer the vaccine.
  - N/A, vaccine is not applicable for this visit.
4. Click into the text field labeled "*Click here to add another vaccine to the order!*".
5. The entry window opens for input.
6. Click the drop-down arrow in the Vaccine Name field *or* begin typing the vaccine name.



7. Click a vaccine to select.

**Note:** If a selected vaccine is not due, the below warning message will display

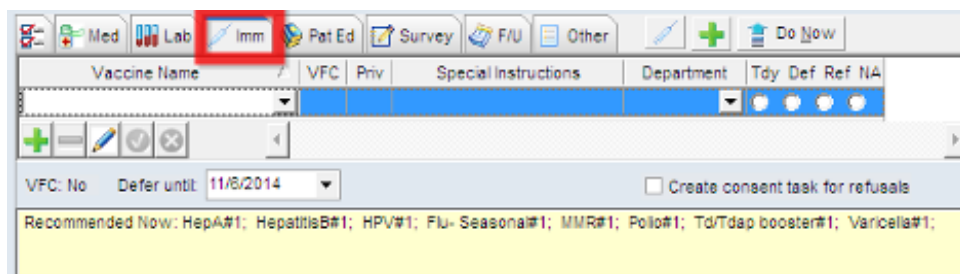


8. Add Special Instructions (optional), and Department to administer the vaccine.
9. Click the **Save** checkmark, located at the bottom of the window. This will add the selected vaccine to the vaccine list and allow you to order a second vaccine.
10. Click the **Create Immunization Orders button**   to create the vaccine order.

Version 14.8

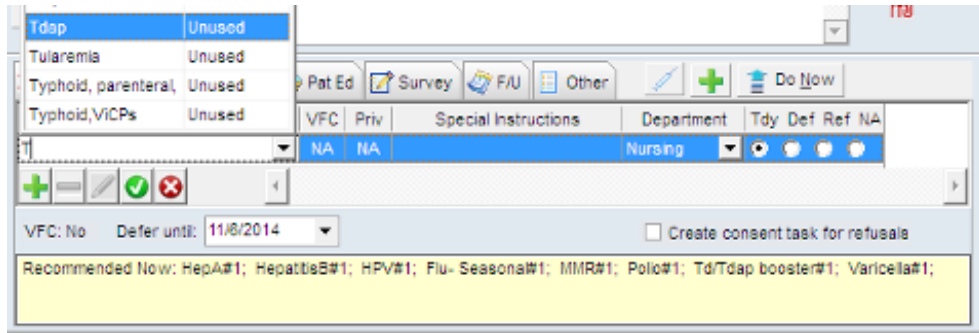
## Add an Immunization


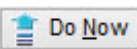
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