Electronic Vaccine Consent Form

Last Modified on 12/13/2019 3:58 pm EST
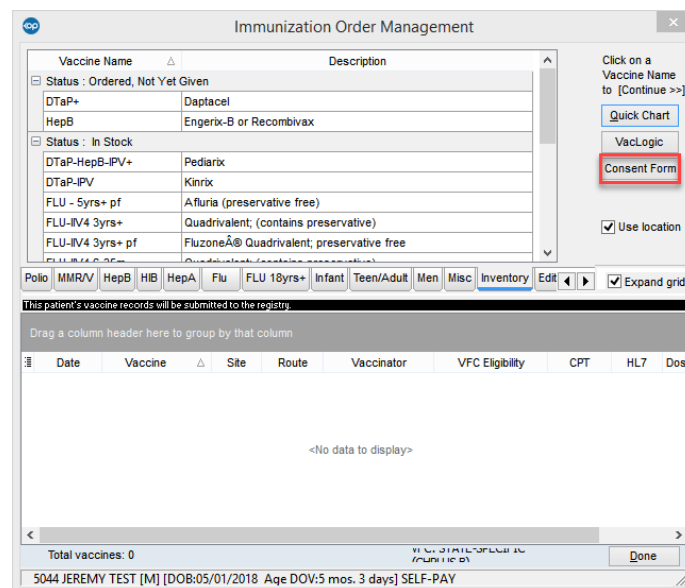
Version 14.19

Overview

The Practice may wish to use an electronic vaccine consent form to capture vaccine administration dates and a parent signature. The information below will demonstrate how to capture and save that information.
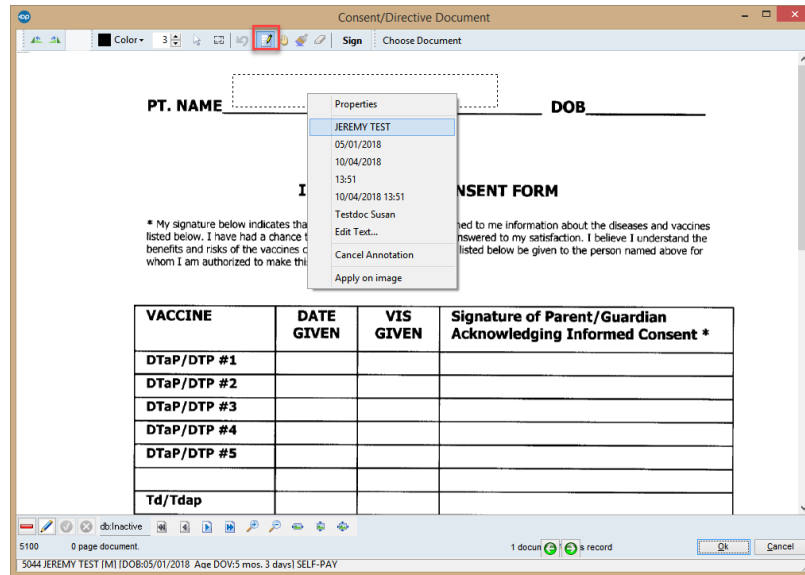
Add a Consent Form

Typically the consent form is signed during the administration of vaccines. The steps below will use this workflow.

1. From the Tracking window, click the **Task** button
2. Double-click the vaccine task, the Immunization Order Management window displays.
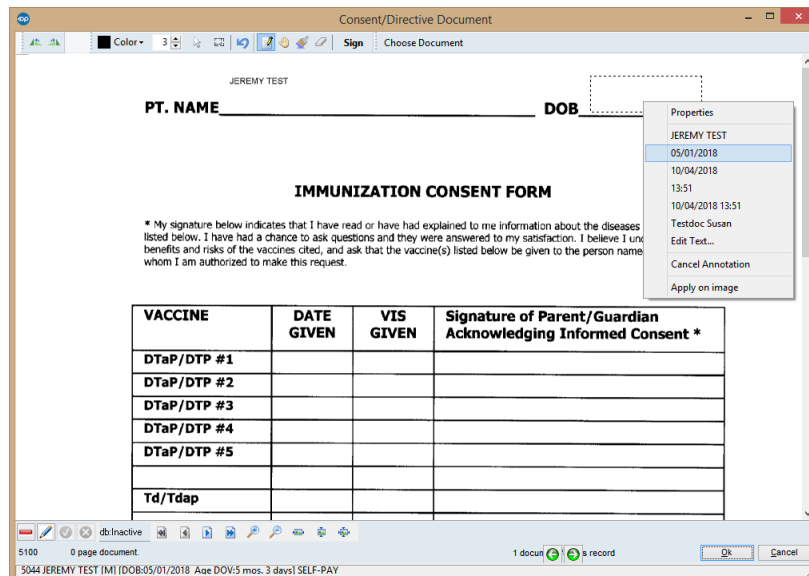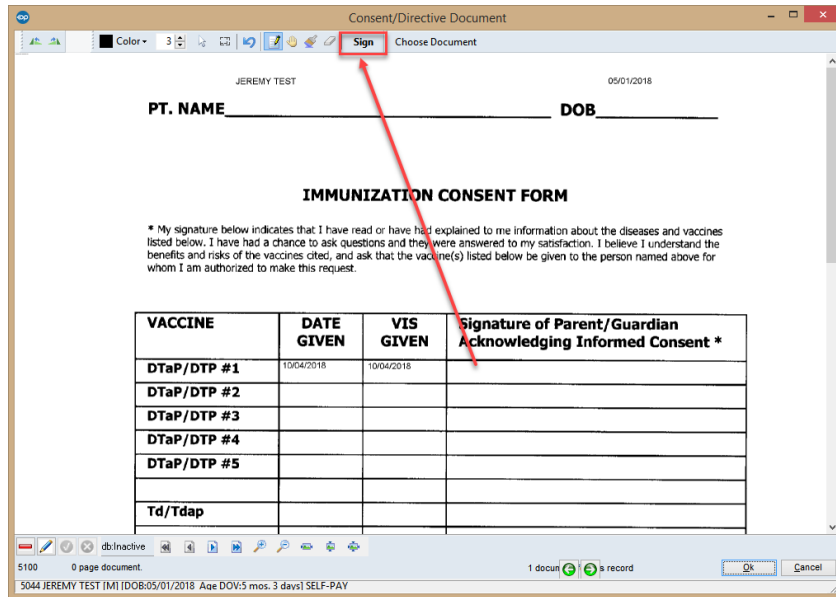3. Click the **Consent Form** button.

4. Click to highlight the Immunization Consent Form, click the **Use Selected Document** button.

5. Complete the fields for the consent form.

   A. Add the patient name by clicking the **Add text** annotation button. Click in the **PT.NAME** and drag and drop the text box.
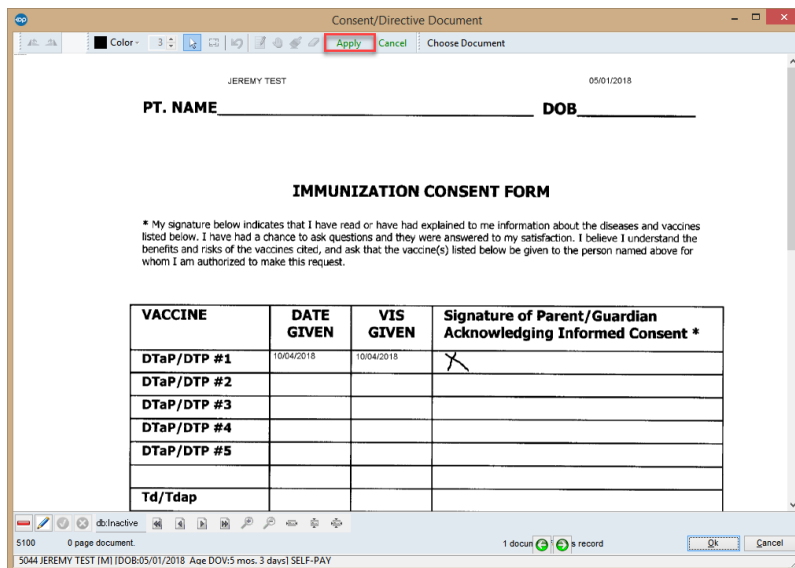
   B. The options window displays, click the patient name.

   C. Add the patient date of birth by moving your cursor to the DOB, click and drag and drop a text box.

   D. The options window displays, click the patient date of birth.

   E. Click away from the DOB to save the entry.

   F. Drag and drop a text box to add the DATE GIVEN and VIS GIVEN fields for the vaccine.

   G. Click into the Signature field and select the **Sign** button.

H. Have the parent sign the document using their finger or stylus.
I. Click the **Apply** button.

6. Complete steps F-I for all additional vaccines.
7. Click the **OK** button to save and complete the administration of vaccines.

> 📌 **Note**: If the patient had a Vaccine Consent form previously saved when clicking the **Consent Form** button, the saved form will display with all prior entries.
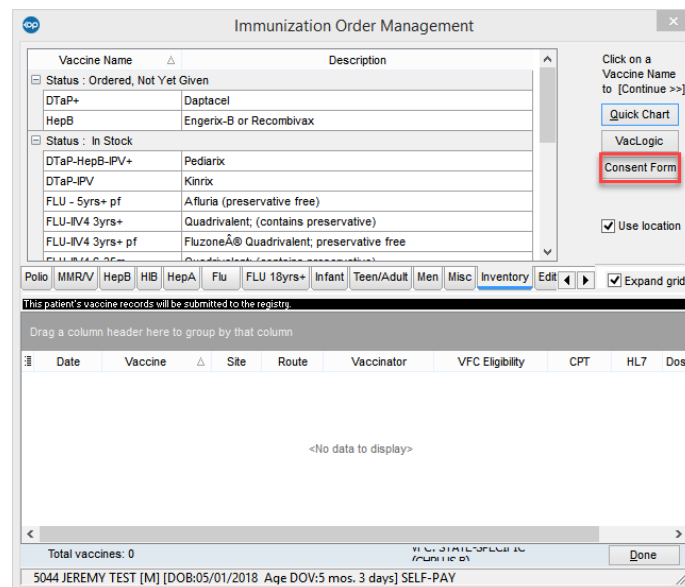
Version 14.10

Overview

The Practice may wish to use an electronic vaccine consent form to capture vaccine administration dates and a parent signature. The information below will demonstrate how to capture and save that information.
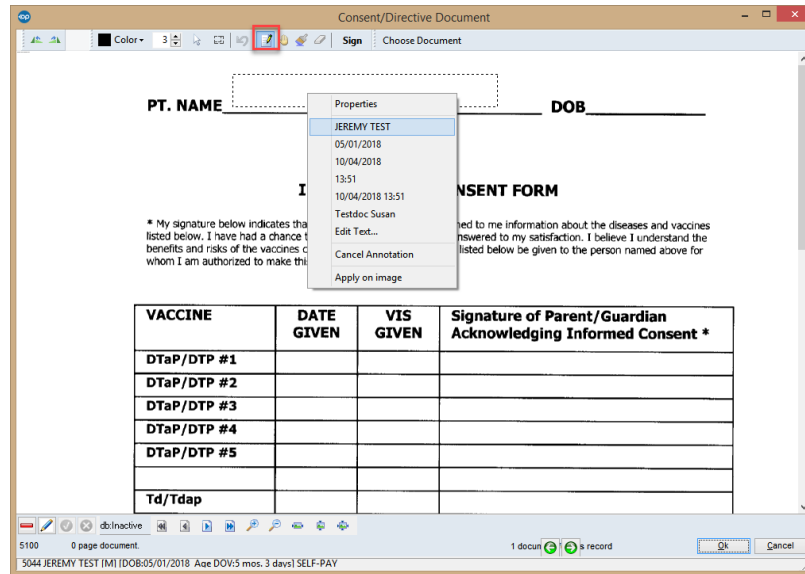
Add a Consent Form

Typically the consent form is signed during the administration of vaccines. The steps below will use this workflow.
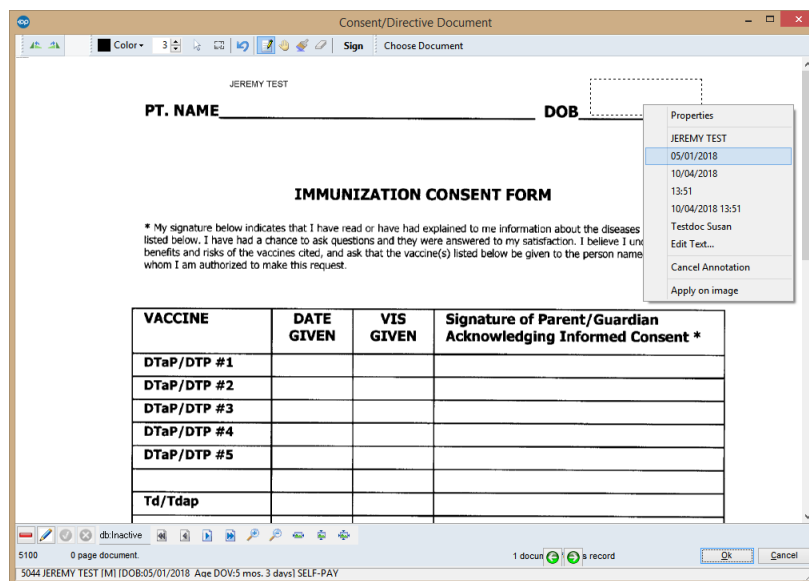
1. From the Tracking window, click the **Task** button
2. Double-click the vaccine task, the Immunization Order Management window displays.
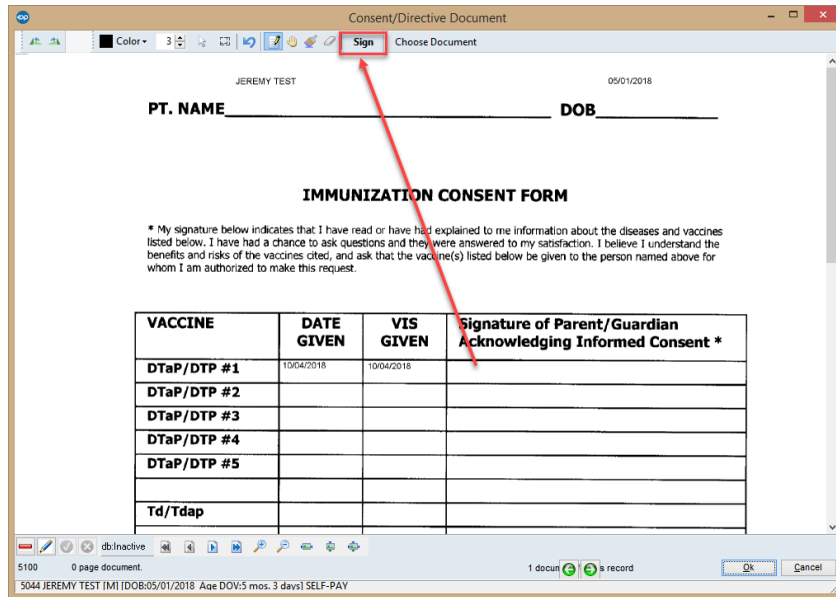3. Click the **Consent Form** button.

4. Click to highlight the Immunization Consent Form, click the**Use Selected Document** button.
5. Complete the fields for the consent form.

    A. Add the patient name by clicking the**Add text** annotation button. Click in the**PT.NAME** and drag and drop the text box.
    B. The options window displays, click the patient name.

C. Add the patient date of birth by moving your cursor to the DOB, click and drag and drop a text box.

D. The options window displays, click the patient date of birth.

E. Click away from the DOB to save the entry.

F. Drag and drop a text box to add the DATE GIVEN and VIS GIVEN fields for the vaccine.

G. Click into the Signature field and select the **Sign** button.

H. Have the parent sign the document using their finger or stylus.
I. Click the **Apply** button.

6. Complete steps F-I for all additional vaccines.
7. Click the **OK** button to save and complete the administration of vaccines.

> **Note**: If the patient had a Vaccine Consent form previously saved when clicking the **Consent Form** button, the saved form will display with all prior entries.