

### 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.

# Immunizations: Complete List - Refuse

Last Modified on 11/12/2019 11:52 am EST

Version 14.19

## Overview

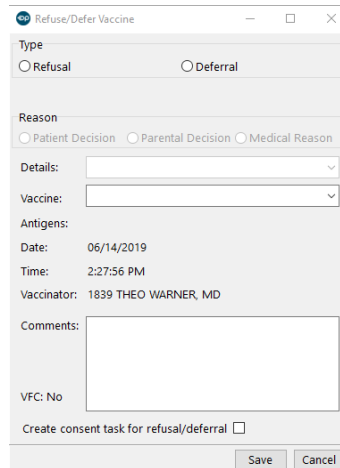


**Warning:** Selecting a vaccine refusal will discontinue the vaccines forecast. If you want the vaccine to continue to forecast select Defer.

When a vaccine has been refused it will display in the patient's chart on the Complete tab of Immunizations. The vaccine status will display as refused and include the selection made on the Refuse/Defer form for the details or reason for the refusal.

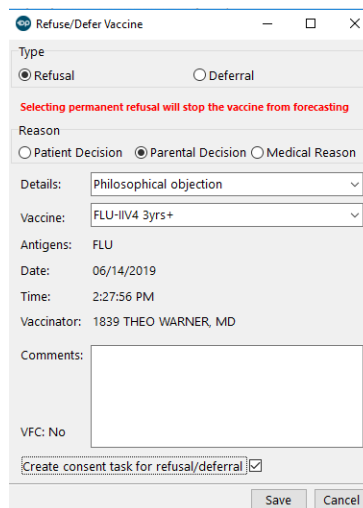
If the vaccine was not refused during the charting process it may be corrected from the Complete List tab in the Immunizations window. Below are instructions on how to correct the patient record and vaccine inventory, if necessary.

1. From the patient chart, click **Immunizations**.
2. Select the **Complete List** tab.
3. Click the **Refuse/Defer** button
4. The Refuse/Defer Vaccine window displays.



5. Complete the below fields.

- **Type:** Select the Refusal radio button.
- **Reason:** Select a radio button to indicate the reason for refusal.
- **Details:** Click the dropdown arrow and select from the list.
- **Vaccine:** Click the dropdown arrow and select the vaccine that is refused.
- **Comments:** Type additional comments, if necessary.
- **Create consent task for refusal/deferral:** Click the checkbox to create a task for a refusal consent form if this is your practice policy.



6. Click **Save**.

**Tip:** A task will be created to complete the vaccine refusal consent form if the checkbox was selected on the Refuse/Defer Vaccine window.



**Tasks**   New Order   New Task   Edit   Delete   Show:  Incomplete

Department Name	Due Date	Status	Ordered By	Completed By
Department Name : Front Desk				
	06/14/2019	Not Started	THEO WARNER, MD	
<a href="#">Consent for Refused Imms: HPV9</a>				

## Correct Vaccine Inventory

The below steps are optional and only to be used if the vaccine had already been drawn to administer. If the vaccine was not deducted from inventory begin at step 4.

1. From the Complete List tab, highlight the vaccine that was refused.
2. Note the Lot Number of the vaccine.
3. Click the **Delete** button. This will return the dose to the Lot Number inventory.

**Immunizations**   Print   Refresh   Quick Entry   Sync Registry   Consent Form   Enter Immunization

Forecast   Complete List   Indicators   Notes   Forecast Key

expand grid   New   Edit   **Delete**   Refuse/Defer

Drag a column header here to group by that column

#	Date Given	Time Vaccinated	Vaccine	Vaccinator	VFC Eligible on Date	Route	Body Site	Manufacturer	Lot Number	Expiration Date	Product Description	VIS Description	VIS Pub Date	CPT Code
▶	6/14/2019	01:01:00 PM	FLU-IV4 3yrs	1839 CLM Tr	5	IM	LA	PMC	FL355789	7/31/2019	Quadrivalent	FLU (Inactiva	8/7/2015	90688

4. Navigate to your vaccine inventory: **Practice Management** tab > **Manage vaccine inventory**.
5. Locate the vaccine lot number that contains a wasted dose.
6. Click the **Ellipses** button to edit the lot.
7. The Vaccine Inventory Item Detail window appears. Change the number in the **Doses Used** field to account for the wasted amount that occurred.
8. Enter pertinent information in the **Notes** field to document the wasted doses per your office protocol.
9. Click the **Save** button.