Add a Vaccine to the Vaccine Codes Table

Last Modified on 06/27/2022 9:33 am EDT

Version 20.15

> **Warning**: Use this feature cautiously. When adding a vaccine product to the Vaccine Codes table, consider the following:
> - The vaccine will not include VacLogic+ and will not be forecasted.
> - Any vaccine added will display in the Miscellaneous group of the Immunizations Forecast tab.
> - The vaccine may not go to the Immunization Registry.
> - School/Camp forms may be incomplete.
> - Vaccine Status Recalls will not include the vaccine.
>
> To use this feature and make the**Add** button visible, the following permission must be assigned to the user: **Vacnames_Administration**.

Add a Vaccine Product to the Vaccine Codes table

1. Navigate to the Vaccine Codes table: **Practice Management > More (Reference Data) > Vaccine Products**
2. Click the **New** button to display a blank **Vaccine Code Table Details** window.
3. Complete the vaccine product information using the table below.

Field	Description
Vaccine Name	Enter the name of the vaccine.
Inventory Name	The inventory name can be changed to the vaccines brand name to easily locate the vaccine in your inventory.
Description	Description of the vaccine that will be used internally. This may be information unique to the vaccine product. The Description will appear on the Immunizations Complete List tab.
CPT Code	Enter the CPT code that will be automatically passed to the superbill once the vaccine is saved in a patient's chart.
CVX Code	Enter the CVX code.
ICD-10	If there is a different default ICD-10 code that you would like associated with your vaccine, this area can be updated, otherwise Office Practicum will automatically default Z23.
Dose size/units	Enter the dose size and units for the vaccine product. Office Practicum will automatically default 0.5 ML.
Route of administration	Review the administration route, which defaults to IM. If you need to update the Admin Route, click the drop-down and select from the list.
Typical VFC/Public eligibility	If any of your vaccine lots are specifically VFC or private stock, the typical VFC eligibility will always choose the VFC eligibility when adding new lots.
Typical body site	If a vaccine for your patients (that are 4 years and older) is typically given in one particular body site, then you can choose that site to auto populate while documenting (the majority of the time) We generally suggest keeping this blank to help cut down on error when actually giving the vaccine.
Typical infant body site	If a vaccine for your infant patients (under age 4) is typically given in one particular body site, then you can choose that site to auto populate while documenting (the majority of the time). We generally suggest keeping this blank to help cut down on error when actually giving the vaccine.
Default VIS	The VIS sheet dates are set in the Body Sites/Routes/VIS table. Once they are added, you can add default dates to populate each time a vaccine is documented.

Patient Education	Enter the information to display in the Counseling/discussion field when administering the vaccine. The information entered will display when choosing Edit in the Complete List tab of Immunizations.
Archived	Any vaccines you would not like to see while documenting in OP can be archived.

Archive a Vaccine Product in the Vaccine Codes Table

There may be instances where the practice added a vaccine product to the Vaccine Codes table when the vaccine was not available in OP. Once the vaccine product is added to the Vaccine Codes table, it is recommended the original vaccine is archived. This will allow for the vaccine product to be properly forecasted using OP's VacLogic+.

1. Navigate to the Vaccine Codes table: **Practice Management > More (Reference Data) > Vaccine Products**
2. Click to select the **Vaccine** that needs to be edited.
3. Click the **Ellipsis** button ⋯ in the **E** column.
4. Click the checkbox for **Archive (out of production or no longer used)**
5. Click the **Save** button.
6. The below list will need to be reviewed to ensure the correct vaccine product is used moving forward.

   - Edit the template(s)s where the vaccine product was added. Delete the old vaccine product then add the correct vaccine product in the Immunizations tab of the Orders/Worksheet.
   - Move the remaining vaccine inventory to the correct vaccine product. You will be required to add a new vaccine inventory lot, using the new vaccine product, and retire the old lot.
   - When adding the correct vaccine product inventory, confirm the VFC eligibility usage: is set to **All Pats**. This will allow the vaccine to be administered to patient with VFC and Private insurance.

Version 20.14

*This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.*

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- Any vaccine added will display in the Miscellaneous group of the Immunizations Forecast tab.
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