Washington State Department of HEALTH

Washington State Immunization Information System
Quick Reference Guide

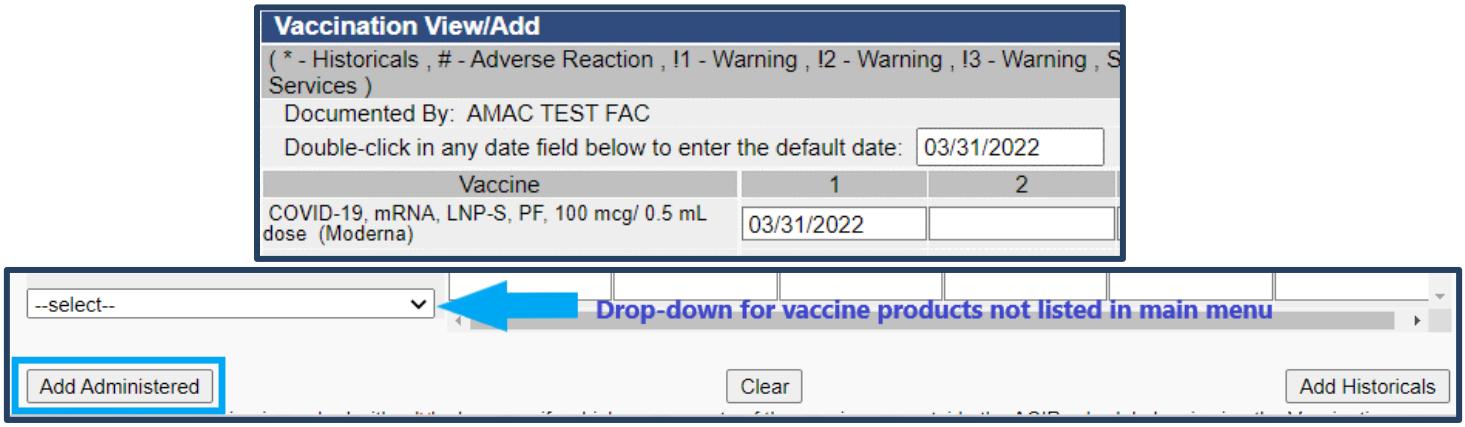
Adding, Editing & Deleting Vaccinations

WAIIS Washington State Immunization Information System

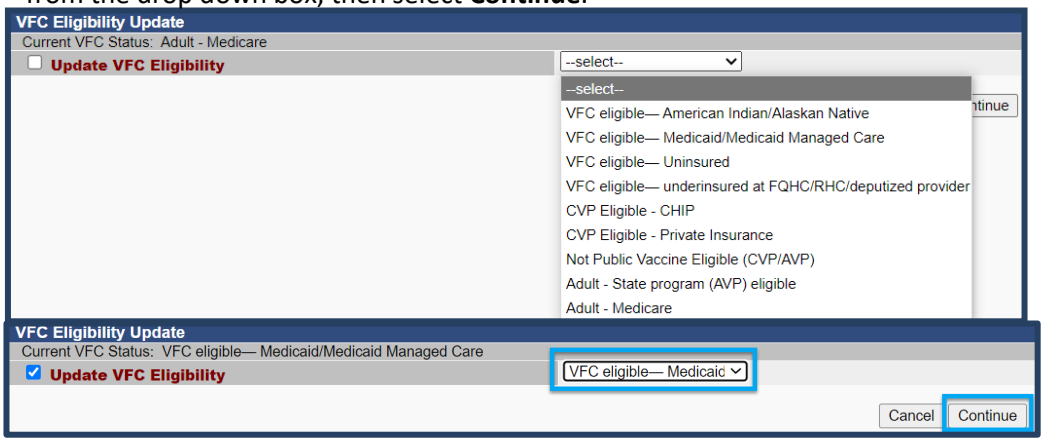
How Can I Add Administered Vaccinations to A Patient Record in the IIS?

IIS users who are able to add data to the system can enter administered vaccines through the **Vaccination View/Add** screen. Administered vaccines are those given by your organization/facility. Users can only edit or delete vaccines documented by their organization.

1. Log in to the IIS.
2. Ensure that correct facility name displays at the top of the screen. If applicable, the facility may need to be selected from the **Select Facility** drop down.
3. Search for a patient.
4. From the left menu, click on **Vaccinations**, then click **View/Add.**
5. The **Vaccination View/Add** screen will show the patient name at the top, followed by a list of vaccines, dates, and data entry boxes.
    a. Identify the vaccine name you wish to report and then double click in the date field next to that vaccine to enter today's date, or type in a different date.
    b. If you cannot find the vaccine you need to enter, scroll down the page and click on the drop-down box that appears at the end of the vaccine list. Select the appropriate vaccine from the drop down list; then enter the vaccine administration date.
    c. Click the **Add Administered** button on the bottom left of the screen**.**



6. You will be directed to the **VFC Eligibility Update** screen. Select the appropriate eligibility status from the drop down box, then select **Continue**.



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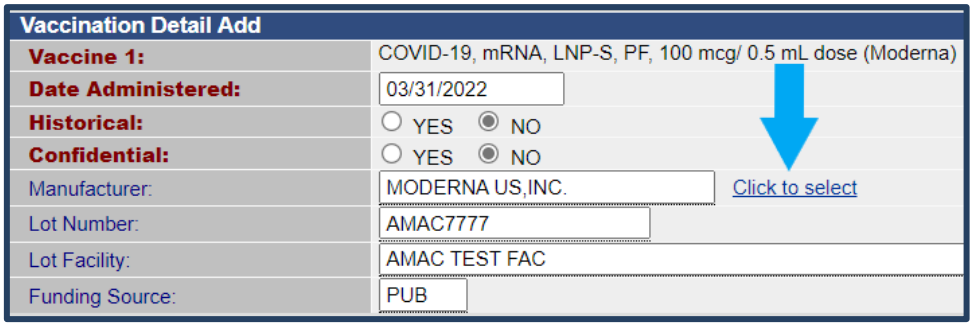
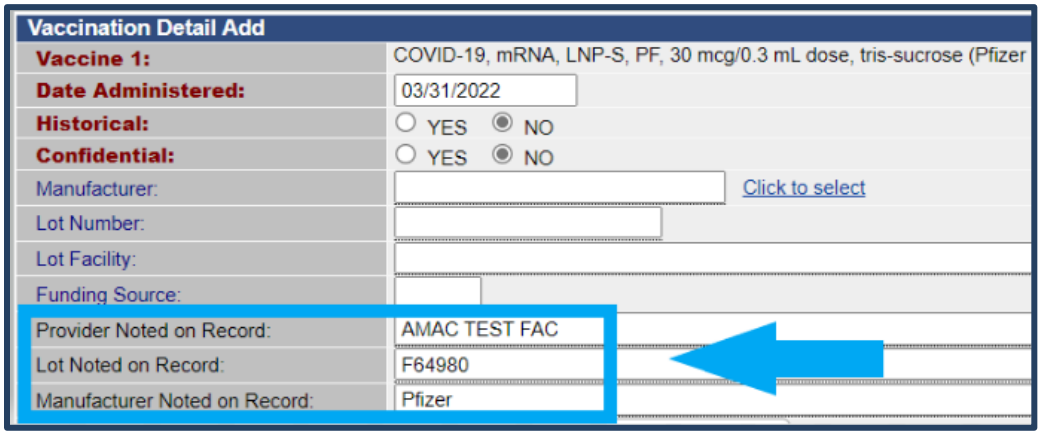
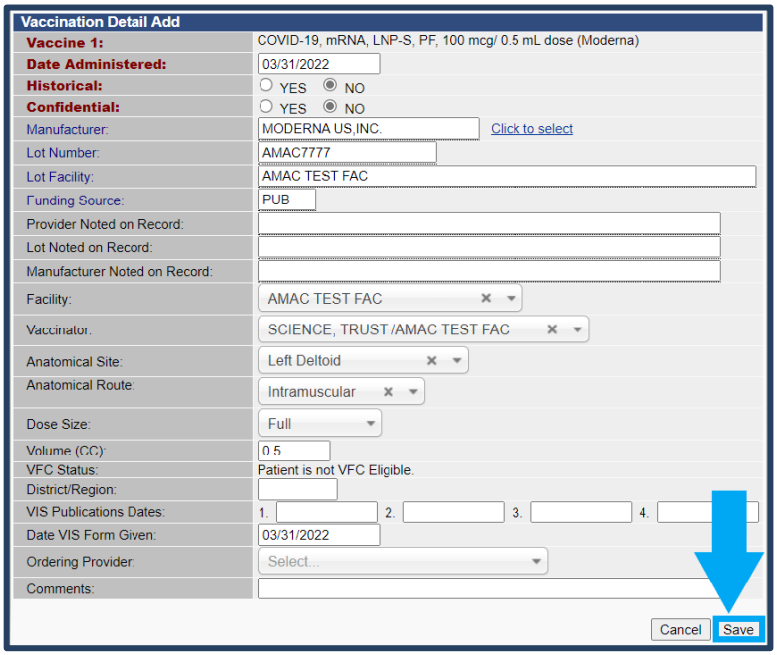
7. The **Vaccination Detail Add Screen** will open for each vaccine entered on the **View/Add** screen.
   a. If your clinic manages inventory in the IIS, use the **Click to select** link to the right of the **Manufacturer** field to view your clinic's inventory and select the appropriate lot number.



   b. This will populate the **manufacturer, lot number, lot facility**, and **funding source**.
   c. If your clinic **<u>does not</u>** manage inventory in the IIS, you can type in the provider, lot number and manufacturer in the fields at the top of the **Vaccination Detail Add** screen.



   d. Select the vaccinator's name from the drop down menu (see this guide for more information about adding vaccinators to the system).
   e. Enter the anatomical site and route, the vaccine information statement (VIS) publication date, and all other applicable information.
   f. Click **Save**.



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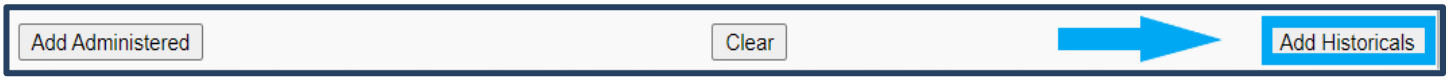
How Can I Add Historical Vaccinations to A Patient Record in the IIS?

Historical vaccines are doses that were administered by another provider but not recorded in the WAIIS by the administering provider. Only medically verified records should be submitted to the IIS. For additional information, see Documenting Historical Vaccinations in the WAIIS.

1. Follow steps 1 – 4 from the above instructions to navigate to the **Vaccination View/Add** screen.
2. The **Vaccination View/Add** screen will show the patient name at the top, followed by a list of vaccines, dates, and data entry boxes.
    a. Identify the vaccine name you wish to report and then double click in the date field next to that vaccine to enter today's date, or type in a different date
    b. If you cannot find the vaccine you need to enter, scroll down the page and click on the drop-down box that appears at the end of the vaccine list. Select the appropriate vaccine from the drop-down list; then enter the vaccine administration date.
3. Click the **Add Historicals** button on the bottom right of the screen**.**



4. The **Vaccination View/Add** screen will update with the date you entered and a * symbol indicating a historical vaccination.
5. Follow the instructions below to **edit** the historical record to report all known information about the vaccination event, such as 'Provider Noted on Record', 'Lot Noted on Record', and/or 'Manufacturer Noted on Record'.

Tip: You may see symbols listed next to vaccination dates. Each symbol indicates different information about the vaccine. The key for these symbols is located at the top of the **Vaccination View/Add** screen. To find out more about a vaccination, click on the date to view the details.

How Can I Edit a Vaccination?

IIS users are only able to edit or delete vaccines documented by their organization. If you need to change the vaccine type or date, you must delete the vaccine and re-enter.

1. Follow steps 1 – 4 to navigate to the **Vaccination View/Add** screen.
2. Click on the **date** of the vaccine you want to edit.
3. Click the **Edit Record** button at the bottom right of the **Vaccination /Medicine Detail** screen.
4. Make all necessary changes and click the **Submit Changes** button at the bottom right of the **Vaccination Detail Edit** screen.

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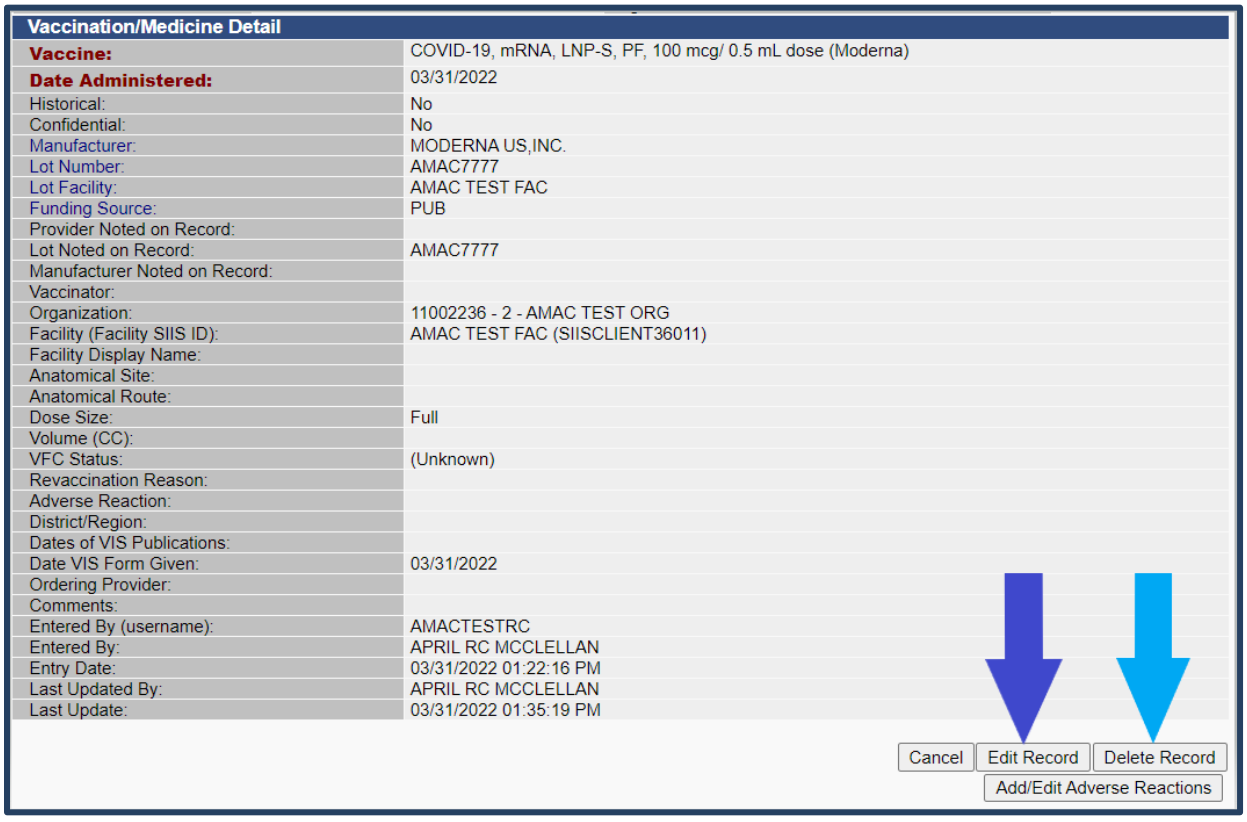
5. You will be directed back to the **Vaccination/Medicine Detail** screen. Review the screen to ensure it reflect your edits.

How Can I Delete a Vaccination?

IIS users are only able to edit or delete vaccines documented by their organization. If you need to change the vaccine type or date, you must delete the vaccine and re-enter.

1. Follow steps 1 – 4 to navigate to the **Vaccination View/Add** screen.
2. Click on the **date** of the vaccine you want to delete.
3. Click on the **Delete Record** button**.**
4. Click the **Delete Record** button again to confirm that you want to make the change. Click 'Cancel' if you do not want to delete the record.
5. The **Vaccination View/Add** screen updates and a notice stating **"the selected vaccination has been deleted"** displays at the top of the screen indicating you successfully deleted the vaccine.



Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov

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