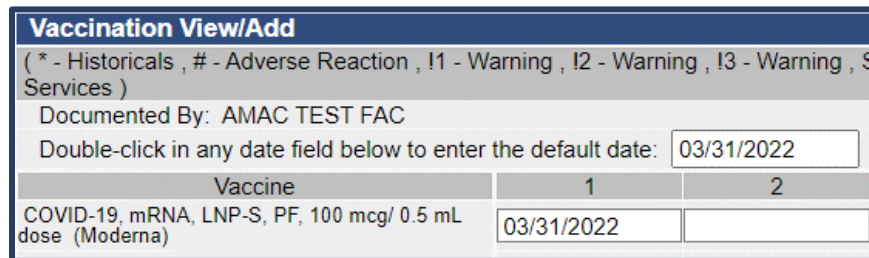


## How Can I Add Administered Vaccinations to A Patient Record in the IIS?

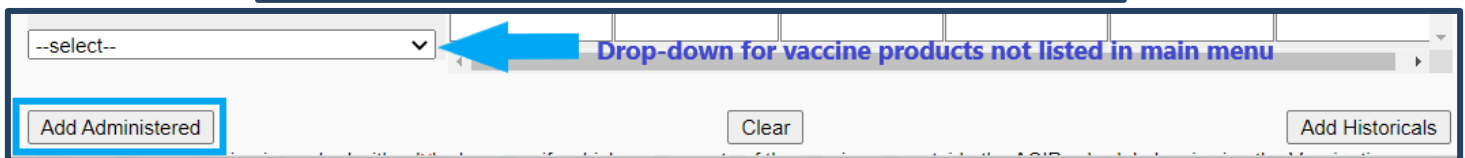
IIS users who are able to add data to the system can enter administered vaccines through the **Vaccination View/Add** screen. Administered vaccines are those given by your organization/facility. Users can only edit or delete vaccines documented by their organization.

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.



**Vaccination View/Add**  
(\* - Historicals , # - Adverse Reaction , !1 - Warning , !2 - Warning , !3 - Warning , S Services )  
Documented By: AMAC TEST FAC  
Double-click in any date field below to enter the default date: 03/31/2022

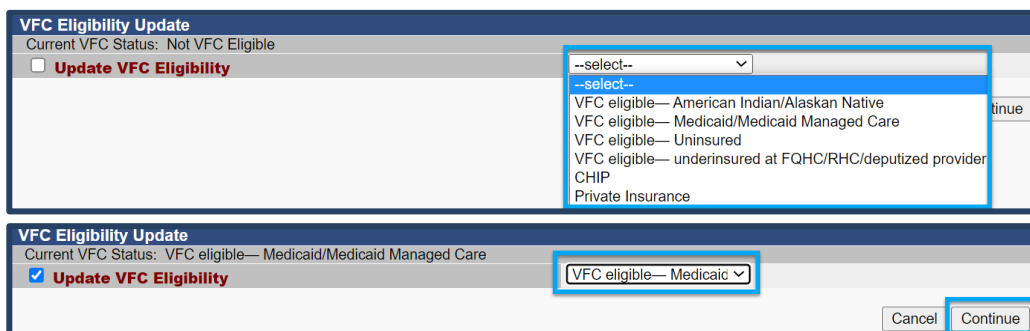
Vaccine	1	2
COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Moderna)	03/31/2022	



--select-- ← Drop-down for vaccine products not listed in main menu

**Add Administered** Clear Add Historicals

6. For children under 19, you will be directed to the **VFC Eligibility Update** screen. Select the appropriate eligibility status from the drop down box, then select **Continue**.



**VFC Eligibility Update**  
Current VFC Status: Not VFC Eligible  
 **Update VFC Eligibility**

--select--  
--select--  
VFC eligible— American Indian/Alaskan Native  
VFC eligible— Medicaid/Medicaid Managed Care  
VFC eligible— Uninsured  
VFC eligible— underinsured at FQHC/RHC/deputized provider  
CHIP  
Private Insurance

**VFC Eligibility Update**  
Current VFC Status: VFC eligible— Medicaid/Medicaid Managed Care  
 **Update VFC Eligibility** VFC eligible— Medicaid

Cancel 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, click on the **Click to select** link to the right of the **Manufacturer** field to view your clinic's inventory and select the appropriate lot number.

Vaccination Detail Add	
<b>Vaccine 1:</b>	COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Moderna)
<b>Date Administered:</b>	03/31/2022
<b>Historical:</b>	<input type="radio"/> YES <input checked="" type="radio"/> NO
<b>Confidential:</b>	<input type="radio"/> YES <input checked="" type="radio"/> NO
<b>Manufacturer:</b>	MODERNA US,INC. <a href="#">Click to select</a>
<b>Lot Number:</b>	AMAC7777
<b>Lot Facility:</b>	AMAC TEST FAC
<b>Funding Source:</b>	PUB

- b. This will populate the **manufacturer, lot number, lot facility, and funding source.**
- c. If your clinic **does not** 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.

Vaccination Detail Add	
<b>Vaccine 1:</b>	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose, tris-sucrose (Pfizer)
<b>Date Administered:</b>	03/31/2022
<b>Historical:</b>	<input type="radio"/> YES <input checked="" type="radio"/> NO
<b>Confidential:</b>	<input type="radio"/> YES <input checked="" type="radio"/> NO
<b>Manufacturer:</b>	<input type="text"/> <a href="#">Click to select</a>
<b>Lot Number:</b>	<input type="text"/>
<b>Lot Facility:</b>	<input type="text"/>
<b>Funding Source:</b>	<input type="text"/>
<b>Provider Noted on Record:</b>	AMAC TEST FAC
<b>Lot Noted on Record:</b>	F64980
<b>Manufacturer Noted on Record:</b>	Pfizer

- 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**.

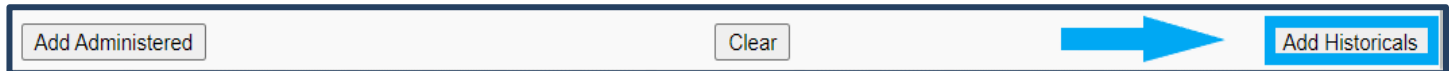
Vaccination Detail Add	
<b>Vaccine 1:</b>	COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Moderna)
<b>Date Administered:</b>	03/31/2022
<b>Historical:</b>	<input type="radio"/> YES <input checked="" type="radio"/> NO
<b>Confidential:</b>	<input type="radio"/> YES <input checked="" type="radio"/> NO
<b>Manufacturer:</b>	MODERNA US,INC. <a href="#">Click to select</a>
<b>Lot Number:</b>	AMAC7777
<b>Lot Facility:</b>	AMAC TEST FAC
<b>Funding Source:</b>	PUB
<b>Provider Noted on Record:</b>	<input type="text"/>
<b>Lot Noted on Record:</b>	<input type="text"/>
<b>Manufacturer Noted on Record:</b>	<input type="text"/>
<b>Facility:</b>	AMAC TEST FAC x
<b>Vaccinator:</b>	SCIENCE, TRUST /AMAC TEST FAC x
<b>Anatomical Site:</b>	Left Deltoid x
<b>Anatomical Route:</b>	Intramuscular x
<b>Dose Size:</b>	Full
<b>Volume (CC):</b>	0.5
<b>VFC Status:</b>	Patient is not VFC Eligible.
<b>District/Region:</b>	<input type="text"/>
<b>VIS Publications Dates:</b>	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>
<b>Date VIS Form Given:</b>	03/31/2022
<b>Ordering Provider:</b>	Select...
<b>Comments:</b>	<input type="text"/>

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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 WAIS by the administering provider.

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.

### Vaccination View/Add

**Special considerations on record for patient, please review notes below.**

(\* - Historicals , # - Adverse Reaction , !1 - Warning , !2 - Warning , !3 - Warning , S - Unverified Historicals , ^ - Compromised Vaccination , C - Confidential Services )

## 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.



- 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.

- Follow steps 1 – 4 to navigate to the **Vaccination View/Add** screen.
- Click on the **date** of the vaccine you want to delete.
- Click on the **Delete Record** button.
- 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.
- 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.

Vaccination/Medicine Detail	
<b>Vaccine:</b>	COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Moderna)
<b>Date Administered:</b>	03/31/2022
Historical:	No
Confidential:	No
Manufacturer:	MODERNA US, INC.
Lot Number:	AMAC7777
Lot Facility:	AMAC TEST FAC
Funding Source:	PUB
Provider Noted on Record:	
Lot Noted on Record:	AMAC7777
Manufacturer Noted on Record:	
Vaccinator:	
Organization:	11002236 - 2 - AMAC TEST ORG
Facility (Facility SIIS ID):	AMAC TEST FAC (SIISCLIENT36011)
Facility Display Name:	
Anatomical Site:	
Anatomical Route:	
Dose Size:	Full
Volume (CC):	
VFC Status:	(Unknown)
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	03/31/2022
Ordering Provider:	
Comments:	
Entered By (username):	AMACTESTRC
Entered By:	APRIL RC MCCLELLAN
Entry Date:	03/31/2022 01:22:16 PM
Last Updated By:	APRIL RC MCCLELLAN
Last Update:	03/31/2022 01:35:19 PM



**Questions?** Contact the IIS Help Desk at 1-800-325-5599 or [WAIISSHelpDesk@doh.wa.gov](mailto:WAIISSHelpDesk@doh.wa.gov)