

Colorado Immunization Information System

<https://ciis.state.co.us/ciis>

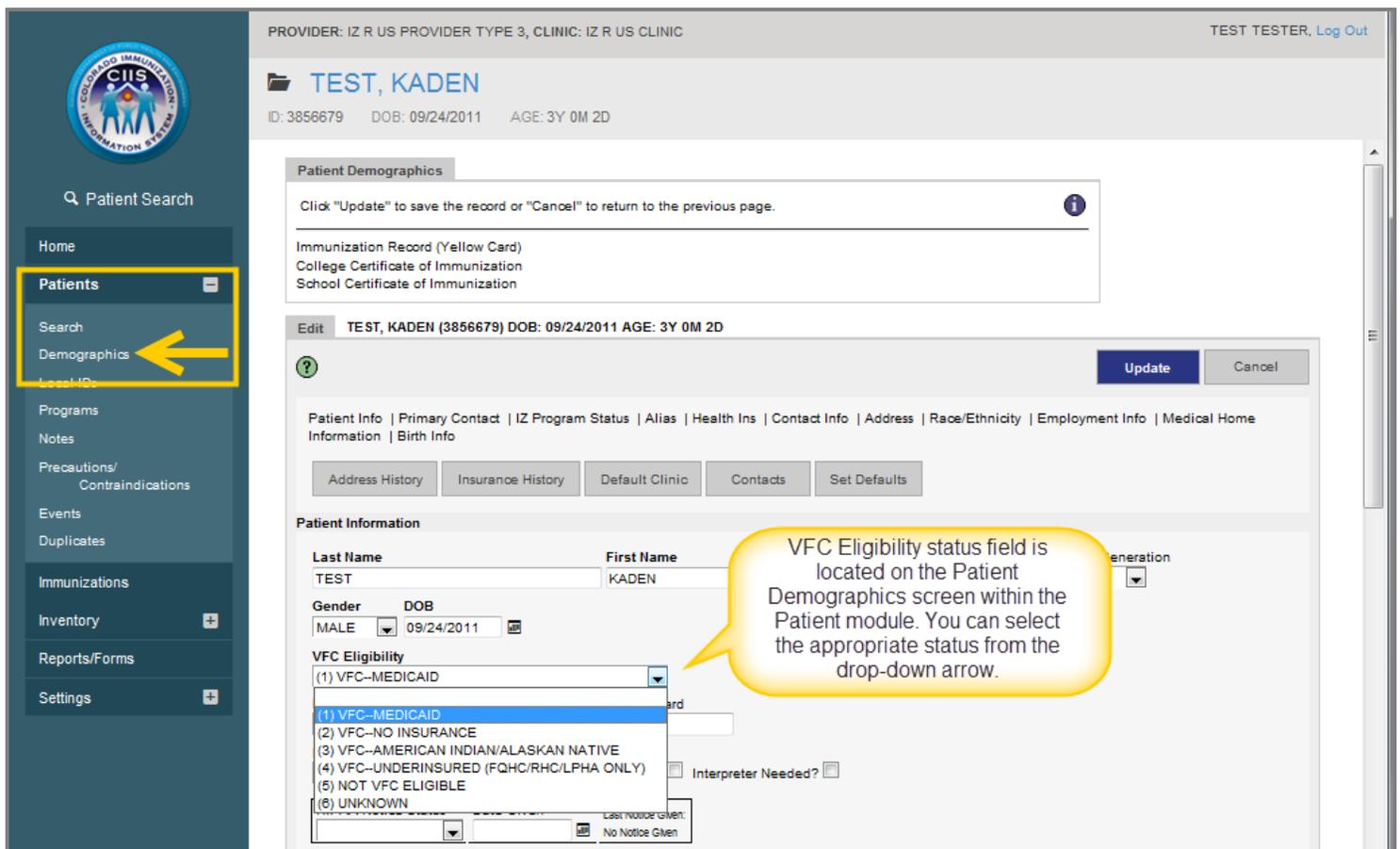
How to Add and Administer a Vaccination in CIIS

This reference guide demonstrates how to add and administer a vaccination in CIIS for both Vaccines for Children (VFC) providers and general healthcare providers.

The first screen shot shown below is *ONLY* for VFC Providers. If you are NOT a VFC provider, please skip this screen shot and go to page 2 of this cheat sheet.

Upon screening your patient for VFC eligibility and **BEFORE** adding any immunizations to their record in CIIS, verify that the patient's VFC eligibility status has been entered and saved on the *Patient Demographics* screen.

AFTER verifying that the patient's VFC eligibility status is successfully updated on the *Patient Demographics* screen, proceed to the *Immunizations* module to add and administer immunizations to the patient within CIIS.



The screenshot shows the CIIS interface for a patient named TEST, KADEN. The left sidebar contains navigation options, with 'Patients' and 'Demographics' highlighted. The main content area shows the 'Patient Demographics' screen. A yellow callout bubble points to the 'VFC Eligibility' dropdown menu, which is open and displays several options: (1) VFC-MEDICAID, (2) VFC-NO INSURANCE, (3) VFC-AMERICAN INDIAN/ALASKAN NATIVE, (4) VFC-UNDERINSURED (FQHC/RHC/LPHA ONLY), (5) NOT VFC ELIGIBLE, and (6) UNKNOWN. The text in the callout bubble reads: "VFC Eligibility status field is located on the Patient Demographics screen within the Patient module. You can select the appropriate status from the drop-down arrow."

Follow the steps below to enter a patient's immunization(s) in CIIS:

Step 1: From the *Immunizations Home* screen, click on the *Add Vaccines* button.

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

TEST, KADEN
ID: 3856679 DOB: 09/24/2011 AGE: 3Y 0M 2D

Immunizations Home

Use this Screen to view a Patient's Immunization History and to add new Immunizations.

Immunization Record (Yellow Card)
Patient Immunization Summary
Patient Administrative Record
College Certificate of Immunization
School Certificate of Immunization

View TEST, KADEN (3856679) DOB: 09/24/2011 AGE: 3Y 0M 2D

Add Vaccines Administer Vaccines Add History

DOB: 09/24/2011 Age: 3Y 0M 2D Reminder Date: History of Varicella?: NO Date of Varicella:

Recommended Immunizations for today, 9/26/2014 (3Y 0M 2D)

Vaccine: Influenza, Seasonal

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters>

Step 2: Verify your clinic is displayed correctly in the *Clinic* drop-down menu.

Step 3: Enter the *Vaccination Date*. Note: The system will automatically populate the *Age* field based on the date you enter.

Step 4: Next, select the clinic staff member who prescribed the vaccine(s) for the patient in the *Prescribed By* drop-down menu.

Step 5: From the *Vaccine* drop-down menu, select the vaccine(s) you want to administer to the patient.

Add TEST, KADEN (3856679) DOB: 09/24/2011 AGE: 3Y 0M 2D

Step 2: Verify your *Clinic*.
Step 3: Enter the *Vaccination Date*.
Step 4: Enter *Prescribed By* fields.
Note: The system will automatically populate *Age*.

Clinic: IZ R US CLINIC Vacc Date: 09/26/2014 3Y 0M 2D Prescribed By: RATCHETT, NURSE (-)

Do not set this clinic as the 'default clinic' for this patient

Reminder Date: Patient is VFC eligible

Display All Vaccines Clear Vaccines

Vaccine: INFLUENZA, SEASONAL VIS/Publication: Select VIS

Step 5: From the drop-down arrow, select the Vaccine(s) you want to administer.

Step 6: Click on the *Select VIS* button and select the VIS that was given to the patient. Click the *Save Changes* button.
Note: Once you selected a VIS the icon next to the *Select VIS* button will change to a check-mark.

Step 7: Click the *Create and Administer* button.

Create Create and Administer Cancel

Step 6: Click on the *Select VIS* button, and select the Vaccine Information Statement (VIS) that you gave to the patient from the list. **PLEASE NOTE:** You must select a VIS for EVERY vaccine being added to the patient's record. If you do not see the version of the VIS you gave to the patient, please immediately call the CIIS Help Desk at (303) 692-2437, option 2. Next, click the *Save Changes* button.

INFLUENZA (TIV)	ENGLISH	07/02/2012
INFLUENZA (TIV)	SPANISH	07/02/2012
INFLUENZA (TIV)	ENGLISH	07/26/2011
INFLUENZA - INACTIVATED	ENGLISH	08/10/2010
INFLUENZA - INACTIVATED	SPANISH	08/10/2010

Note: Hold the Ctrl key to select multiple items.

The VIS given is not in the list above. Please be sure to manually update the vaccine record with the correct information or contact your system administrator for assistance.

Close Save changes

Note: Once you have selected a VIS, the icon next to the *Select VIS* button will change to a checkmark. Select VIS ✓

Why is this step necessary? In the past, CIIS automatically defaulted to documenting the current VIS edition date even though an older version might have been given to the patient.

The National Childhood Vaccine Injury Act requires that healthcare providers make a notation in each patient's permanent medical record of the edition date of the VIS actually provided to the patient. CIIS is now in compliance with this rule.

Step 7: Click the *Create and Administer* button, and you will be taken to the *Administer Immunizations* screen.

Step 8: Select the clinic staff member who administered the vaccine(s) from the *Administered By* drop-down menu.

Step 9: Select the specific vaccine administered from the *Mfg/Lot/Exp Date (MM/DD/YY)/Funding Src/Inv Loc/NDC/Brand* drop-down menu. (Be sure the vaccine you select matches the vaccine administered to the patient (e.g., Manufacturer, Lot #, Expiration Date, NDC, and Brand).)

Note: The system will automatically populate the *Route* and *Dosage* fields, but you can change these fields when appropriate.

Step 10: Select the *Body Site* where the vaccine was administered.

Step 11: Click *Update* to save this vaccination to the patient's record.

Step 9: Select the vaccine from the drop-down menu. (Be sure the vaccine you select matches the vaccine you administered to the patient e.g. Manufacturer, Lot # Expiration Date, NDC, Brand, and Funding Source.)

Note: The system will automatically populate the *Route*, but you can change this field.

Step 8: Select the *Administered By* from the drop-down menu.

Step 10: Select the *Body Site*.

Step 11: Click the *Update* button to save this vaccination to the patient's record.

Notice this immunization has now been added to the patient's record.

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

TEST, KADEN

ID: 3856679 DOB: 09/24/2011 AGE: 3Y 0M 20D

Immunizations Home

Use this Screen to view a Patient's Immunization History and to add new Immunizations. i

Immunization Record (Yellow Card)
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View TEST, KADEN (3856679) DOB: 09/24/2011 AGE: 3Y 0M 20D

DOB: Age: Reminder Date: History of Varicella?: Date of Varicella:

Recommended Immunizations for today, 10/14/2014 (3Y 0M 20D)

 **This patient does not have any recommended immunizations**

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <http://www.cdc.gov/vaccines/pubs/pinkbook/index.htm#chapters>

Vaccine	Dose	Date	Age	Clinic	
Influenza					
Influenza, Seasonal	1	10/03/2014	3Y 0M 9D	IZRUS IZ	? Update