

How to Add and Administer a Vaccination to a Patient's Record in CIIS

This first screen shot is *ONLY* for Vaccines for Children (VFC) Providers. If you are NOT a VFC provider, please skip this screen shot and go to page 2 of this cheat sheet.

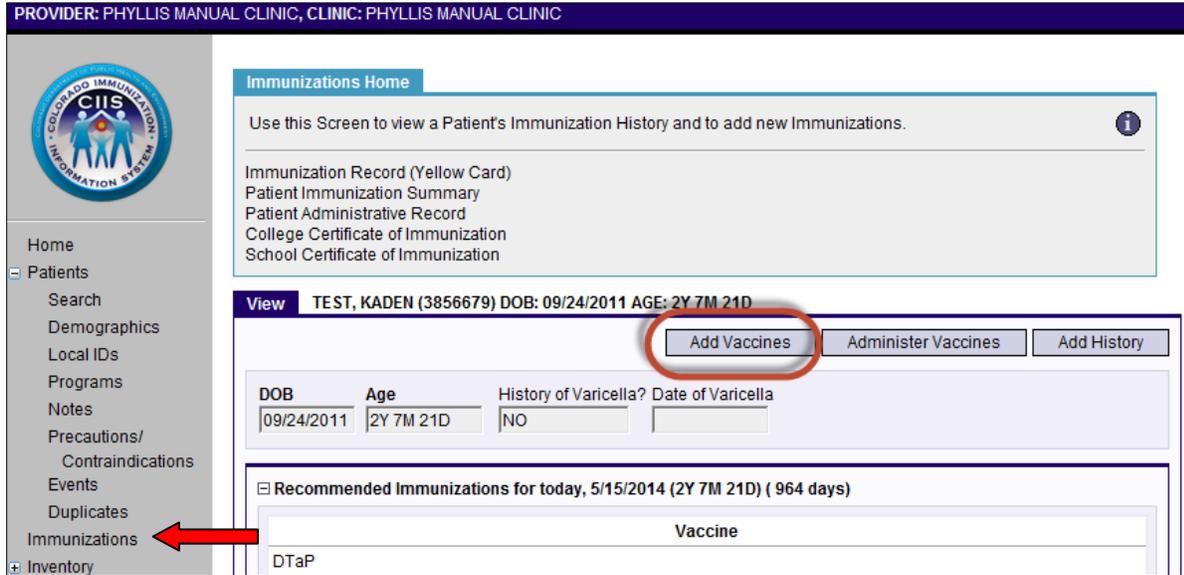
Upon screening your patient for VFC eligibility and **BEFORE** adding any immunizations to their record in CIIS, verify that the patient's VFC eligibility status has been entered and saved on the Patient Demographics screen.

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 Patient Demographics interface. On the left is a navigation menu with 'Patients' expanded and 'Demographics' selected. The main content area is titled 'Patient Demographics' and shows patient information for 'TEST, KADEN (3856679) DOB: 09/24/2011 AGE: 2Y 8M 20D'. The 'VFC Eligibility' dropdown menu is open, displaying a list of 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. A yellow callout bubble points to the dropdown menu with the text: '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 in CIIS:

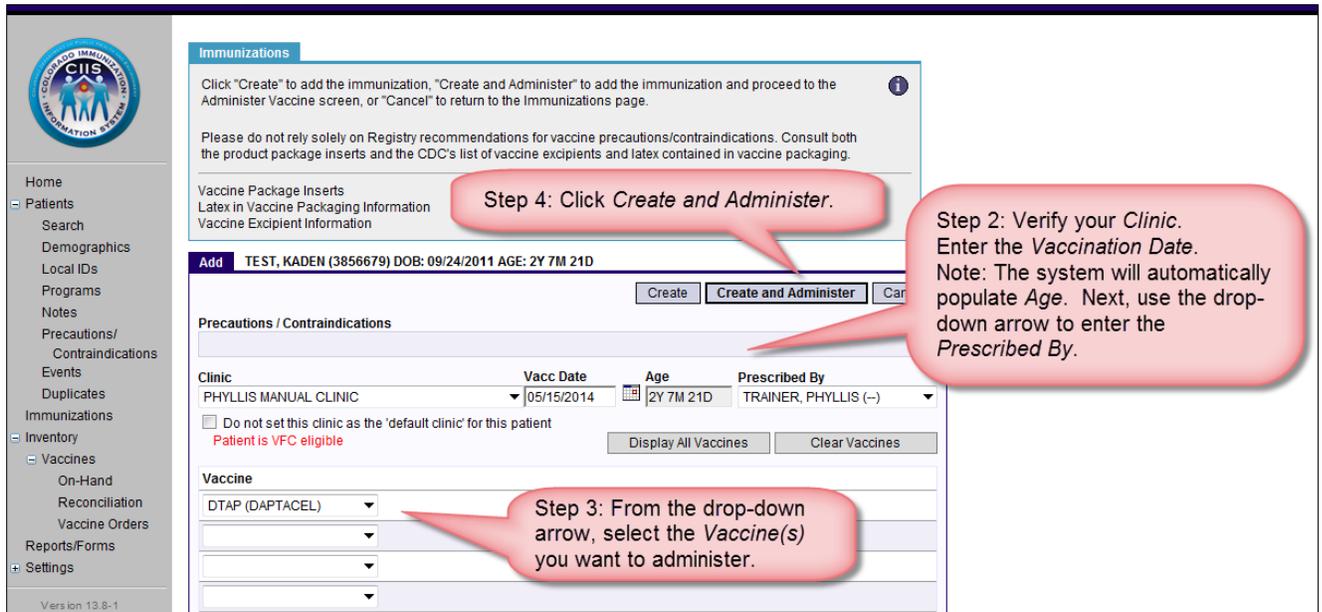
Step 1: From the Immunizations Home screen, click on *Add Vaccines*



Step 2: Verify your *Clinic*. Enter the *Vaccination Date*. Note: The system will automatically populate *Age*. Next, use the drop-down arrow to enter the *Prescribed By*.

Step 3: From the drop-down arrow, select the *Vaccine(s)* you want to administer.

Step 4: Click *Create and Administer* and you will be taken to the *Immunizations Administer* screen.



Step 5: Select *Administered By* from the drop-down arrow.

Step 6: Select the vaccine from the drop-down arrow. (Be sure the vaccine you select matches the vaccine you are administering (e.g. Manufacturer, Lot #, Expiration Date, NDC, and Brand.)

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

Step 7: Select the *Body Site*.

Step 8: Click *Update* to save this vaccination to the patient's record.

The screenshot shows the 'Immunizations' form for patient TEST, KADEN (3856679). The form includes fields for 'Administered By' (TRAINER, PHYLLIS (-)), 'Vaccine' (DTaP (Daptacel)), 'Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand' ((I) PMC | ERRTY11 | 01/31/15 | VFC | VFC 007 | 49281-0286-10 | DAPTACEL (0.5 ML X)), 'Body Site Route' (LA | INTRAMUSCULAR), and 'Dosage' (0.50). Callouts indicate: Step 5: Select *Administered By* from the drop-down arrow. Step 6: Select the vaccine from the drop-down arrow. Step 7: Select the *Body Site*. Step 8: Click *Update* to save this vaccination to the patient's record.

Notice this vaccination has now been saved to the patient's record.

The screenshot shows the 'Immunizations Home' screen for patient TEST, KADEN (3856679). It displays a list of recommended immunizations for today, 5/15/2014 (2Y 7M 21D) (964 days). The list includes Hep A, Ped/Adol, Hep B, Ped/Adol, Hib, PRP-T (ActHib), MMR, PCV-13 (Prenvar), Polio-IPV, VAR (Varivax), and Influenza, Seasonal. A callout points to the DTaP record in the table below, stating: Notice the DTaP has now been saved to the patient's record.

Vaccine	Dose	Date	Age	Clinic
Tetanus containing				
DTaP (Daptacel)	1	05/15/2014	2Y 7M 21D	PHMA