

How to Correct an Immunization that was Mistakenly Entered as an Historical Record

- Providers should only use the *Add History* feature in CIIS to add a vaccination history from an official immunization record.
- If you administer an immunization during a patient's visit, you should **ALWAYS** use the *Add Vaccines* button from the *Immunizations Home* screen and then click on the *Create and Administer* button to complete the process.
- If a vaccination has been mistakenly entered as historical by you or another CIIS user from your clinic, you can *Delete* this vaccination from the patient's record and enter it correctly by following the instructions in this tutorial.

Step 1: Upon logging into CIIS, search for the patient whose immunization record you need to correct and click on *Immunizations*.

Patient Search

Enter criteria to search for patients and click "Search" to continue.

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

Search Criteria

Patient ID: 3856679
Identifier Type: [dropdown]
Identifier Value: [text]
Last Name: TEST
First Name: KA
Middle Name: [text]
DOB: [calendar]
Gender: [dropdown]

Previous Criteria [button] Clear [button] Search [button]

Search Results - 1 record(s)

ID	Name	Insurance	Gender	DOB	
3856679	TEST, KADEN 1 MANNER RD DENVER, CO 80202		M	09/24/2011	?

Demographics [button] Local IDs [button] Programs [button] Precautions / Contraindications [button] Notes [button]
Events [button] Immunizations [button] Duplicates [button]

Step 2: Locate the historical vaccination that needs to be deleted and click *Update*. You will be navigated to the *Immunizations Home* screen where you can delete this vaccination.

Recommended Immunizations for today, 6/23/2014 (2Y 8M 30D) (1003 days)

Vaccine

PCV-13 (Prenar)

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>

Vaccine	Dose	Date	Age	Clinic	
Tetanus containing					
DTaP (Daptacel)	1	11/24/2011	0Y 2M 0D		[?] Update
DTaP (Daptacel)	2	01/24/2012	0Y 4M 0D		[?] Update
DTaP (Daptacel)	3	03/24/2012	0Y 6M 0D		[?] Update
DTaP (Daptacel)	4	05/15/2014	2Y 7M 21D	PR	[?] Update

Step 3: Click on *Delete* at the bottom of the *Immunizations Edit* screen. This will remove the historical immunization from the patient's record. You are now ready to correctly add and administer this vaccine in CIIS. For instructions on how to add and administer an immunization in CIIS, please refer to the screen shots on the next pages.

Immunizations

Click "Update" to save the record or "Cancel" to return to the previous page.

Vaccine Adverse Event Reporting System (VAERS)

Edit TEST, KADEN (3856679) DOB: 09/24/2011 AGE: 2Y 8M 30D

Precautions / Contraindications

Clinic: PATIENT RECORD

Prescribed By: [Dropdown]

Vaccine: DTAP (DAPTACEL) Manufacturer: [Dropdown]

Lot/Serial: [Text] Funding Src: [Text] Expiration Date: [Text] NDC #: [Text]

Vaccination Date: 05/15/2014 Age: 2Y 7M 21D VFC Eligible: [Text]

Dosage: [Text] Body Site: [Text] Route: [Text]

Health Insurance: [Text] Insurance ID: [Text] Date Last Verified: [Text]

Group	Dose Number
Tetanus containing	4

Adverse Reaction 1

Adverse Reaction? (Note: Reaction Date, Reaction, Severity, and Clinic must all be specified)

Reaction Date: [Text] Date Reported To VAERS: [Text]

Reaction: [Text] Severity: [Text] Consequence: [Text]

Clinic: [Text] Recorded By: [Text]

Note: If this patient's adverse event is also a Precaution / Contraindication to future vaccinations, please record the appropriate entry in the following field

Precautions / Contraindications

Comments

Notes

VIS

Update VIS

⚠ This vaccination does not have any VIS given

Delete

How to Add and Administer a Vaccination in CIIS

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

PROVIDER: PHYLLIS MANUAL CLINIC, CLINIC: PHYLLIS MANUAL CLINIC

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: 2Y 7M 21D

Add Vaccines Administer Vaccines Add History

DOB	Age	History of Varicella?	Date of Varicella
09/24/2011	2Y 7M 21D	NO	

Recommended Immunizations for today, 5/15/2014 (2Y 7M 21D) (964 days)

Vaccine
DTaP

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

Immunizations

Click "Create" to add the immunization, "Create and Administer" to add the immunization and proceed to the Administer Vaccine screen, or "Cancel" to return to the Immunizations page.

Please do not rely solely on Registry recommendations for vaccine precautions/contraindications. Consult both the product package inserts and the CDC's list of vaccine excipients and latex contained in vaccine packaging.

Vaccine Package Inserts
Latex in Vaccine Packaging Information
Vaccine Excipient Information

Add TEST, KADEN (3856679) DOB: 09/24/2011 AGE: 2Y 7M 21D

Create **Create and Administer** Cancel

Precautions / Contraindications

Clinic: PHYLLIS MANUAL CLINIC Vacc Date: 05/15/2014 Age: 2Y 7M 21D Prescribed By: TRAINER, PHYLLIS (-)

Do not set this clinic as the 'default clinic' for this patient
Patient is VFC eligible

Display All Vaccines Clear Vaccines

Vaccine

DTAP (DAPTACEL)

Vers ion 13.8-1

Step 4: Click *Create and Administer*.

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 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.

PROVIDER: PHYLLIS MANUAL CLINIC, CLINIC: PHYLLIS MANUAL CLINIC

Immunizations

Click "Update" to save the record or "Cancel" to return to the previous page.

Latex in Vaccine Packaging Information
Vaccine Excipient Information
Body Site Code Abbreviations
Vaccine Manufacturer Codes

Administered By: TEST, KADEN (3856679) DOB: 09/24/2011 AGE: 2Y 7M 21D

Update **Cancel**

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 to the patient (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*.

Update **Cancel**

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

Update **Cancel**

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

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: 2Y 7M 21D

Add Vaccines **Administer Vaccines** **Add History**

DOB: 09/24/2011 Age: 2Y 7M 21D History of Varicella? NO Date of Varicella:

Recommended Immunizations for today, 5/15/2014 (2Y 7M 21D) (964 days)

Vaccine
Hep A, Ped/Adol
Hep B, Ped/Adol
Hib, PRP-T (ActHib)
MMR
PCV-13 (Pevnar)
Polio-IPV
VAR (Varivax)
Influenza, Seasonal

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

Update

Recommend Auto-Populate Add Vaccines Screen

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