

Add History from Paper Record

Patients that come in with a paper record should be updated in the system to keep all vaccination history current in the IIS. This is the process to manually add historical vaccinations.

1. From the "Patients" module, select search and search for the patient whose history you'd like to update.

<u>**</u>	Patient Sear	ch 🚯		T -
	Search Criteria	Identifier Type	Identifier Value	
Home				
Patients E	Last Name	First Name MARK	Middle Name	
Search				
Demographics	Previous Criteria			Clear Search
Local IDs				

- 2. If you need to add a patient, you can follow the step by step guide for adding a new patient.
- 3. Then you can go directly to immunizations from the drop down to the right of the patient name or you can double click the patient name and select immunizations module from the menu on the left of the page.

Search F	Results - 1 r	ecord(s)		Ор	tion 1	
ID	Name	Gender	DOB		Action	
1055013	TWAIN, MARI 312 S BULL S	K M ST	08/09/2010	0	Demographics	•
	DENVER, CC	29205		Demogra Immuniza	aphics ations	
You may	y add a new pat	ient by clicking the 'New Patien	t' button.	Contacts	1	
5 M 3		TWAIN, MARK ID: 108	55013 DOB: 08/	09/2010 A	GE: 9Y 1M 25D G	ENDER: M
		Patient Demogra	55013 DOB: 08/	09/2010 A	GE: 9Y 1M 25D G	ENDER: M
	ON E MANUNIZATION E TWORK	TWAIN, MARK ID: 108 Patient Demogra	aphics @	a) a) a) a) b) b) b) b) a) a) a) a) a) a) a) a) a) a) a) a) a)	GE: 9Y 1M 25D G	ENDER: M
STATEMEN STATEMEN STATEMEN STATEMEN STATEMEN		TWAIN, MARK ID: 108 Patient Demogra	55013 DOB: 08/	a) a) a) b) b) b) b) b) b) b) b) b) b) b) b) b)	GE: 9Y 1M 25D G	ENDER: M
orme atients		TWAIN, MARK ID: 108 Patient Demogra Edit Patient Info Primary Contact Patient Information	55013 DOB: 08/ aphics @	09/2010 A Dptic	GE: 9Y 1M 25D G	ENDER: M Cance
ome atients nunizations ducation		TWAIN, MARK ID: 108 Patient Demogra Edit Patient Info Primary Contact Patient Information Last Name *	55013 DOB: 08/ aphics () Alias Health Ins	a)2010 A a b)2010 A b)2010 b)	GE: 9Y 1M 25D G	ENDER: M Cance





4. On the Immunizations home page, you'll click the arrow near the "Select Action" button and select "Add History".

TWAIN, MARK ID: 1055013 DOB: 08/09/2010 A	GE: 9Y 1M 25D GENDER: M
Immunizations Home () Learn More	Image: Constraint of the select Action Quick Add Add History
DOB Age History of Varicella? 08/09/2010 9Y 1M 25D NO	Date of Varicella

5. This page allows for a customization of appearance. You can edit that by clicking your username at the top right of the page and selecting "User Defaults".

Support	🜲 📶 🗸 🔺 🔺 KAYCEE 🗸
	Log Out
	Admin Pages
	Change Password
	Password Questions
_	User Defaults
	Application Help





6. There is a drop-down menu for "Type of Boxes" and you can choose between Checkboxes and Date Boxes depending on which view is easiest for you to manually enter shots. Make sure to click "Update" after selecting your type of boxes.

User Defaul	ts 🕦		T - Update
Edit			T
Immunization Screen			-
 Auto-Populate R Display Today's 	ecommended Vaccin Recommendations	es on Add Vaccines Screen	
Immunization History	Screen Preferences		
Add History Mode	SINGLE-CLINIC V		
Type of boxes	CHECKBOXES V	—	
Number of boxes	DATE BOXES CHECKBOXES		

7. Navigate back to the immunizations home page by selecting the Immunizations module on the left-hand side of the page and select the "Add History" action to return to history page.

	Immunizations	Immunization History Screen Preferences
	Education	Add History Mode SINGLE-CLINIC
	Inventory	Number of boxes 6
-	TWAIN, MARK ID: 1055013	DOB: 08/09/2010 AGE: 9Y 1M 25D GENDER: M
In Lear	nmunizations Hor	ne i D Links - Select Action - Quick Add
V	/iew	Add History
	DOB Age 08/09/2010 🔄 9Y 1M 25D	History of Varicella? Date of Varicella NO MM/DD/YYYY





8. Complete the history of varicella and the vaccination clinic. The system will automatically populate "Patient Record" for the "Past Vaccination Clinic" field. If the record is coming from a clinic outside of the jurisdiction or is not participating in SIMON, you'll leave it as "Patient Record". If the clinic is using SIMON, then you can select them from the drop down for this field.

Immuniz	ations 🚯	Cancel Create
Add as Hist	orical	_
Show:	ALL VACCINES V	
History of Var	icella?*	Date of Varicella
NO HISTORY	,	
Past Vaccinat	ion Clinic *	
PATIENT RE	CORD	▼ ←

9. Complete the types of vaccines and the dates they were administered and click "Create".

TWAIN, MAR	K ID: 1055013	DOB: 08/0	9/2010 AGE	9Y 2M 26D	GENDER: M		N	
Immunizatio	ons 🚯				Ca	incel	Create	
Add as Historica	I						۰.	
Show:	ALL VACCINES	•						
History of Varicella?	*					Date of	Varicella	
NO HISTORY					•	MM/DE		-
Past Vaccination Clin	nic *							
PATIENT RECORD				•				
DTaP-Hib (TriHIBit)	MM/DD/	YYYY 🖬				MM/DD	mm 🖬	I
DTaP-Hib-IPV	MM/DD/	mm 🖬	MM/DD/YYYY		DAMMY 🖪	MM/DD	mm 🖻	
DTaP-Hib-IPV (Pentac	10/12/20	10 🖪	12/14/2010	02/24	/2011 🔳	MM/DD	mm 🖻	





10. The history will now show on the immunizations home page. More history can be added at any time.

munizations	Home 💿	T - D Links -	Select Action •
lew			
DOB Age betrarizatio III III III III	History of Vericela M 25D NO	a? Date of Vericella	
III Recommended Immuniz	ations for today, 10/4/2019 ()	9Y 1M 250)	
MMR			
Hep B, ped/adol			
Polio-IPV			
Varicella			
Hep A, ped/adol, 2D			
Influenza, Seasonal			
The Advantage			
Tdap, Advanted Please do not rely solely on I ACIP recommended immunit http://www.cotc.gov/vecdnee	the Recommender to forecast zalion schedules and the CDC /pubs/pinkbook/index.html#ch	immunizations. Utilize clinical jud 2 Pink Book @ apters	gment and consult both the
T dap, Adsorbed Please do not rely solely on I ACIP recommended immuni http://www.cdc.gov/vectnee Veccme	the Recommender to forecast tration achedules and the CDC /pubs/pinkbook/index.html#ch	Immunizations. Utilize clinical jud 2 Pink Book @ aptens Clinec	gment and consult both the
T dap, Adsorbed Pleases do not rely solely on 1 ACIP recommended immunit http://www.cdc.gov/vecdress Veccme Distri / 10 / Edep	the Recommender to forecast calion schedules and the CDC (pubs/pinkbook/index.html#ch	immunizations. Utitze clinical jud 2 Pink Book @ aptera • Clinec	gment and consult both the
Toky, Adkarbed Please do not rely sofely on 1 ACIP recommended immunic http://www.odc.gov/vacchese Vaccine D1ai*/ 107 1dap D1ai* (Daplaced)	Ihe Recommender to forecast tration schedules and the CDC public public for the CDC Dove Date Ap 1 05/02/2011 07	Limmunizations. Utilize clinical jud 2 l'Init Book @ aplens • Clinec • 6M 21D 55465	gmeni and consult both the
T tap, Atkorbed Please do not rely solely on 1 ACIP recommended intransi http://www.odc.gov/vaccinese Veccine D fait? / 10 / 1 dap D fait? (D / 1 dap D fait? (D / 1 dap	Ihe Recommender to forecast calon achedules and the CDC (public)initiació(index.htm/iich Dove Diete Ag 1 03/02/2011 07	Immunitations. Utilize clinical jud Cl'Init Book (g upters) Clinic Clinic Clinic	gment and consult both the
Tdap, Advorbed Please do not rely solely on 1 ACIP recommended instruction http://www.cdc.gov/vaccines User/ 10 / Tdap DTel* (Dapteor) statk Mitt Mitt	the Necommender to forecast colon activatives and the CDC (public)initiacial index.html/dot Dow Dete Ag 1 05/02/2011 0Y	Immunizations. Utilize clinical jud Climit Book (g upters Climic Climic '6M 21D 55465 (6M 21D 55465	gment and consult both the
Takp, Adkarbed Please do not rely solely on 1 ACIP recommended immunic http://www.odc.gov/vacchese Vaccine Dial? // 10 // 1dkp Dial? (Daplacel) MIN MIN Influence File MDCK Quad IN-Free Inj	the Recommender to forecast colors schedules and the CDO ipubuightbook/index.htm#ch Dove Dete Ag 1 03/02/2011 0Y 1 03/02/2011 0Y	Emmunitatione. Utilize clinical jud C Pink Book @ applens Clines CM 21D 55465 CM 21D 55465 CM 21D 55465	gment and consult both the

