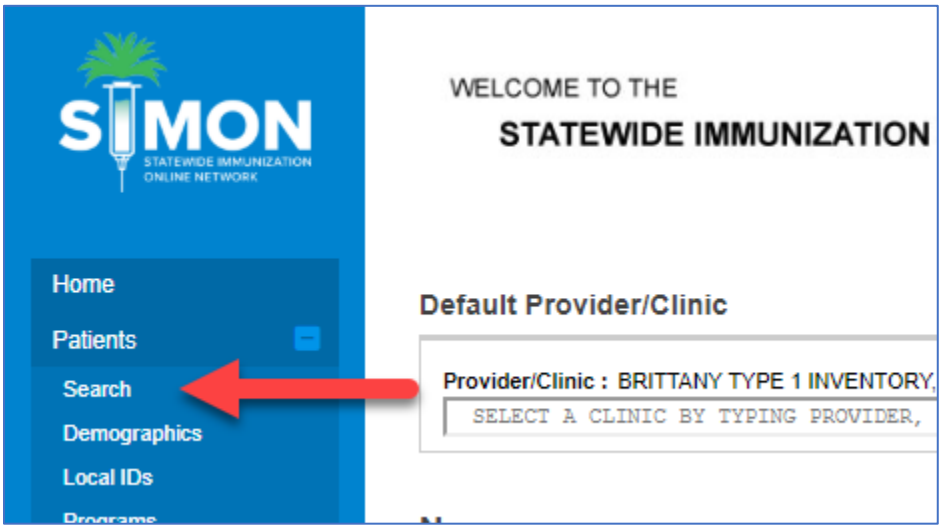
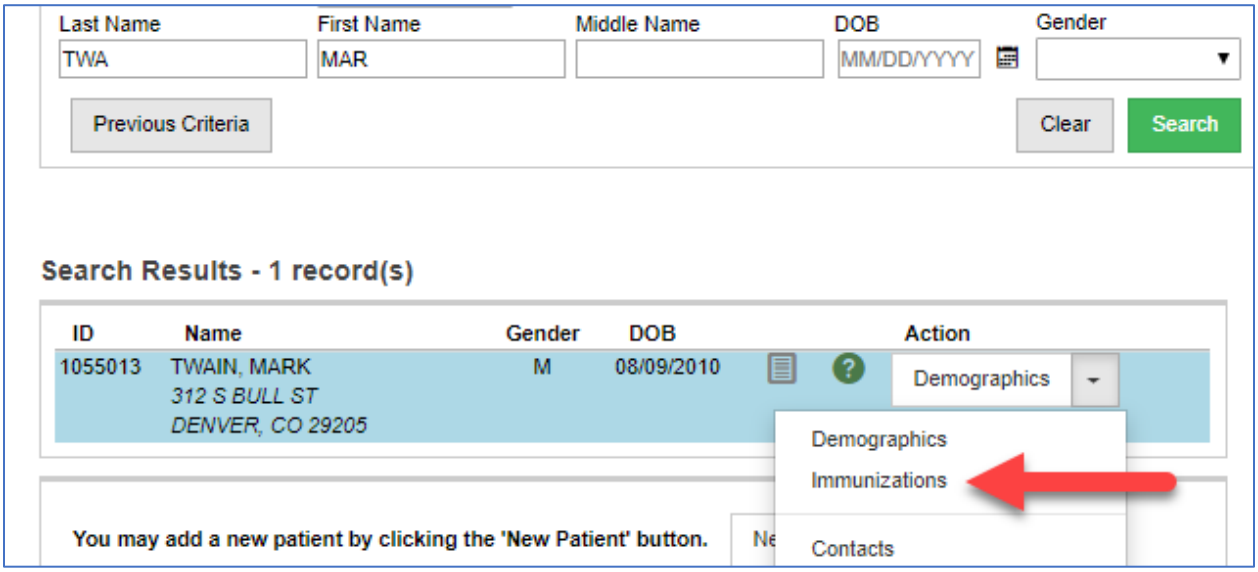
# Adding and Administering Vaccines as a Provider Tracking Inventory in SIMON

This step by step takes you through the processes to add and/or administer vaccines as a provider tracking full inventory.

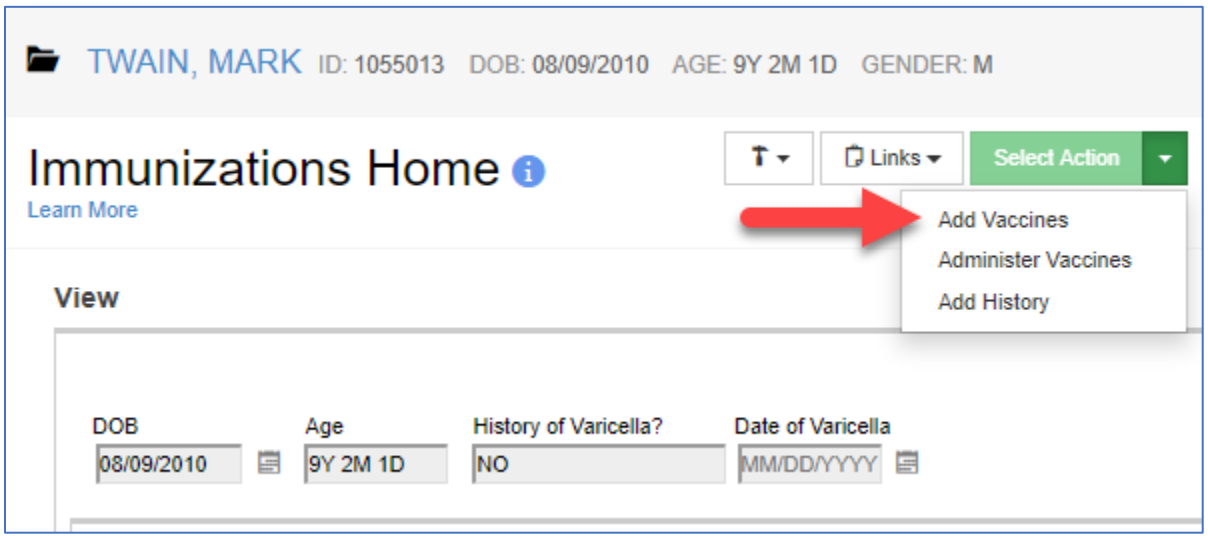
1. Search for a patient under the "Patients" module of the menu on the left side of the screen.



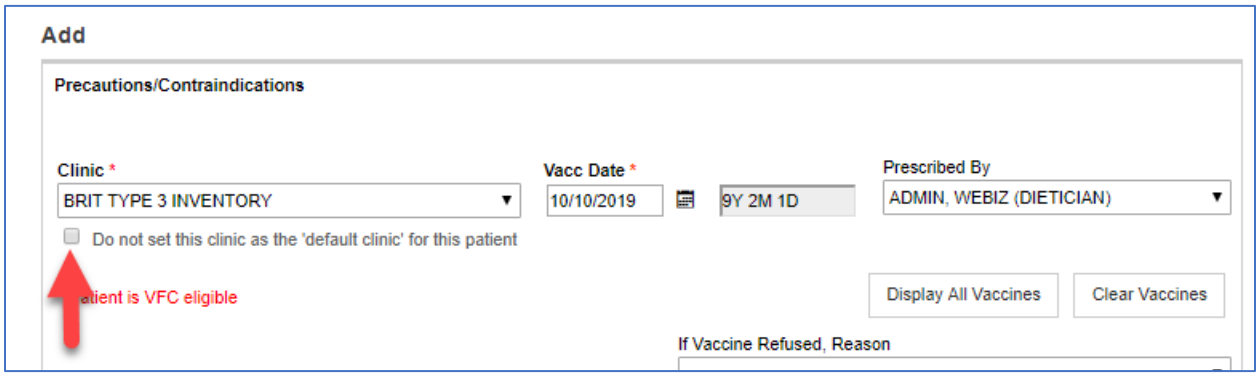

2. Type in enough information to find the specific patient you're administering vaccines to. If they do not exist in SIMON, create a new patient. (Follow the instructions in the step by step guide for creating a patient.)
3. From the drop-down to the right of the patient's name, select "Immunizations".



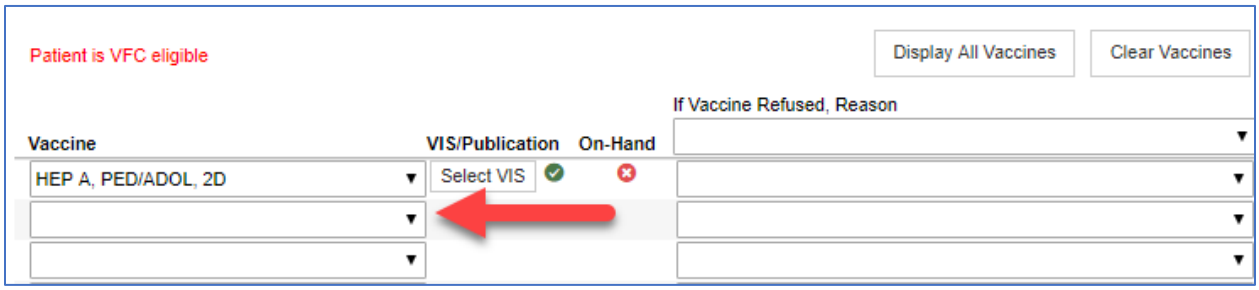
4. From the green drop-down menu at the top of the page select “Add Vaccines”.
    - If the vaccines have already been added to the patient by clerical staff and you are only administering the vaccines, skip to step 11.



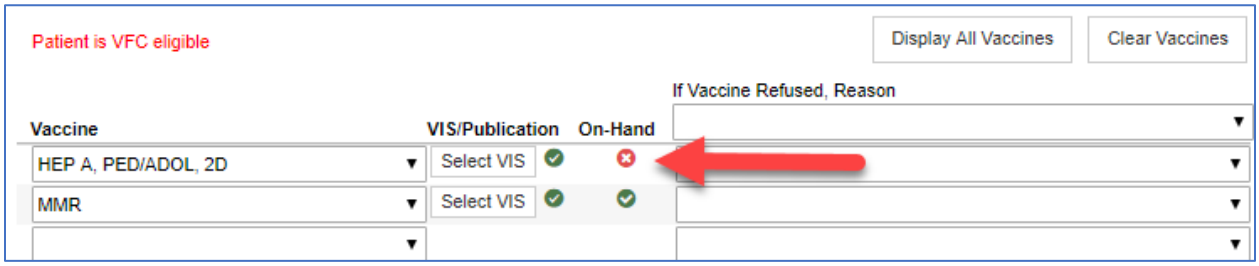

5. Confirm the default clinic is correct, complete Vaccination Date and the Prescribing individual. If you do not want the patient’s default clinic to update to the clinic administering the vaccine, check the box beneath the clinic that reads “Do not set this clinic as the ‘default clinic’ for this patient”.

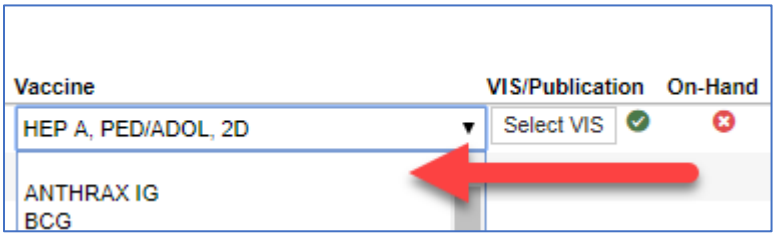



6. If you’re adding a recommended vaccine, it will automatically populate. (If you do not want recommended vaccines to auto populate you can edit this in user defaults or update the check box on the Immunizations Home screen.) If you’d like to add another, you can select it from the drop down of the next blank vaccine space.

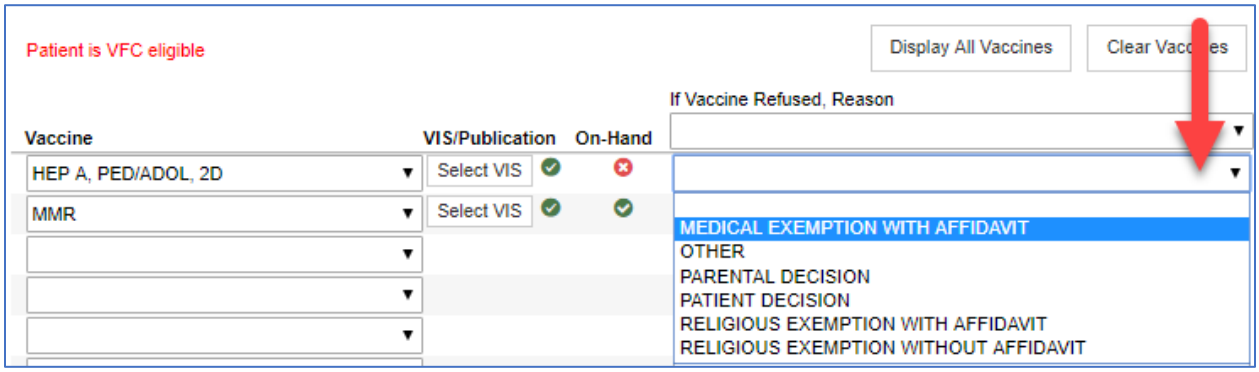


7. If you do not have the vaccine on hand, you will see the red "x" under "on-Hand" in the vaccine table. You can still create the vaccine to be administered, or you can clear it from the screen by selecting the blank space in the drop-down menu of vaccines.

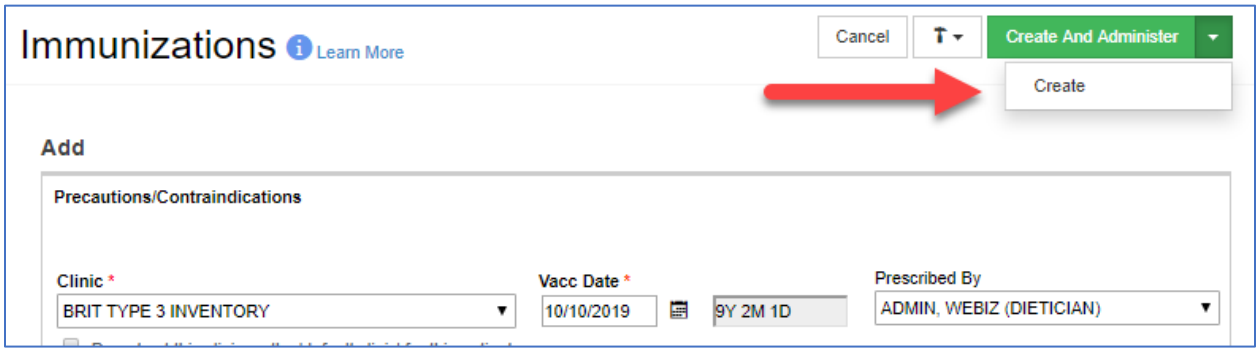


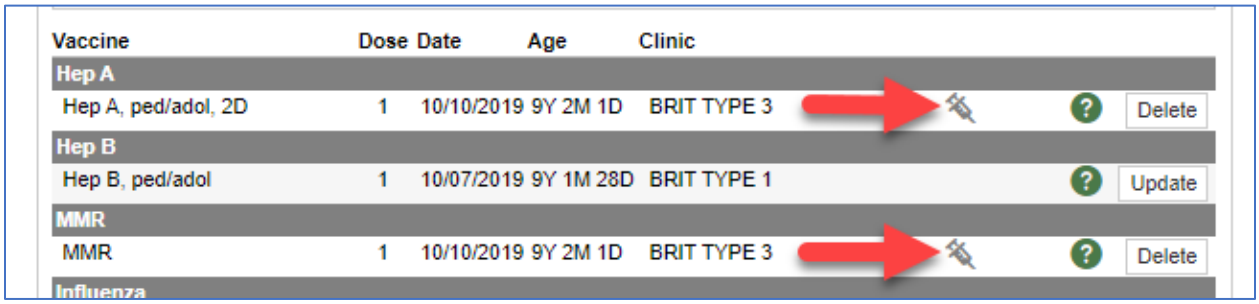

8. If the patient refuses a vaccine, you'll document that under the vaccine refusal reason section to the right of the selected vaccine.




9. If you are the individual creating and administering the vaccines, you can select "Create and Administer" to document that you've given the patient the vaccine and skip to step 12. If you are only creating it to be administered later, you'll select "Create" from the drop-down option.

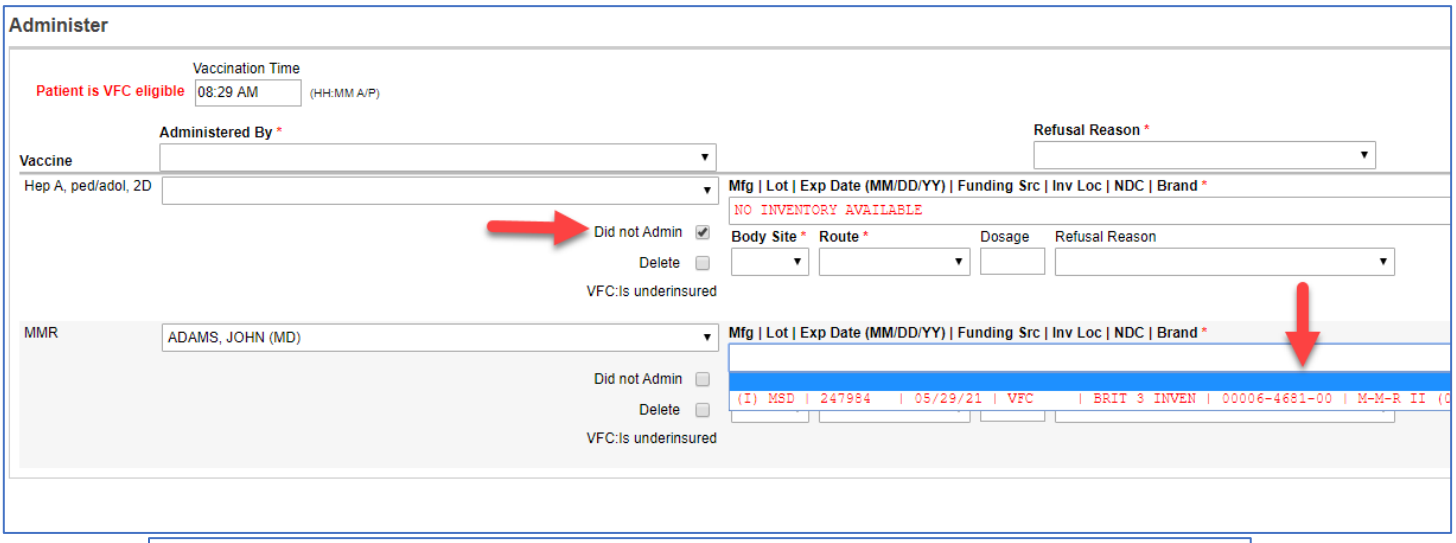


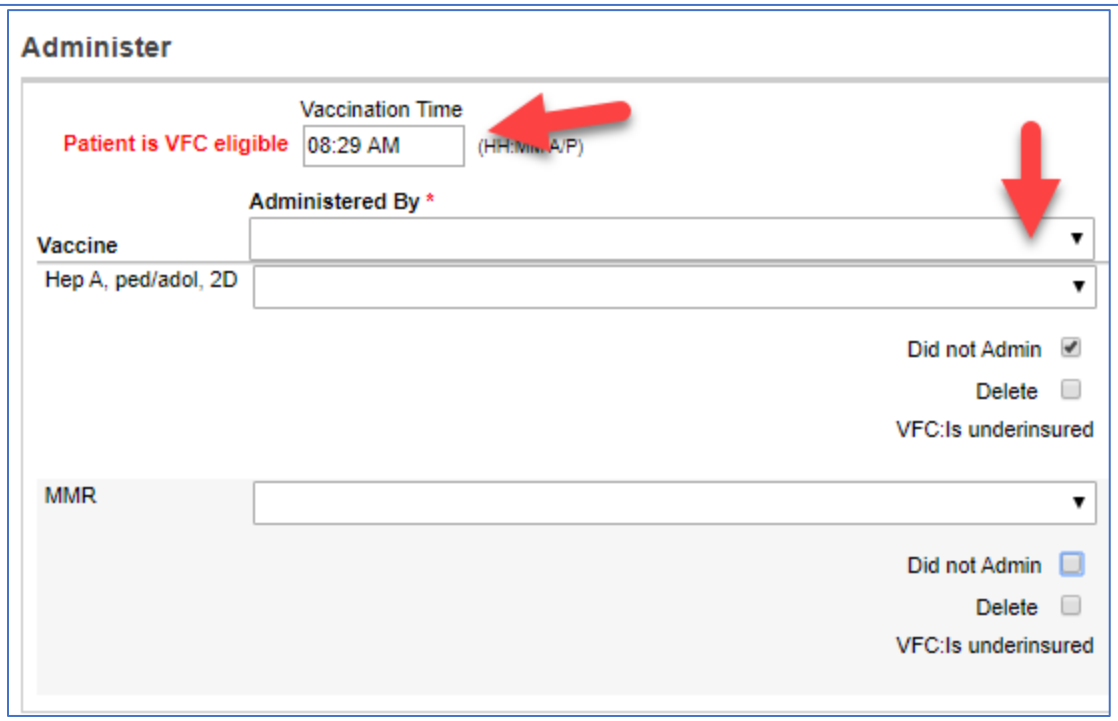
10. The immunizations home screen will now show vaccinations just created with a syringe symbol to the right indicating they have not yet been administered.




11. To proceed to administration of vaccines, at the top of the screen, select “Administer Vaccines”.

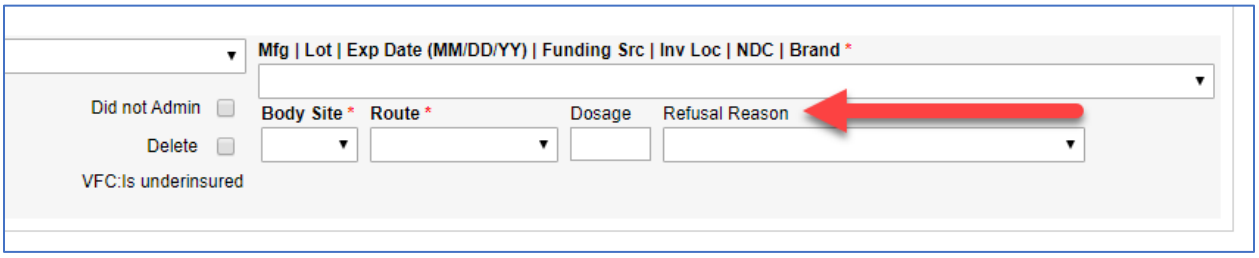
12. Complete the time of the administration and select the individual administering the vaccine. Selecting the top-level Administered By drop down will populate all the vaccines with the same name. If they are different individuals, select them each separately from the drop down to the right of each vaccine.



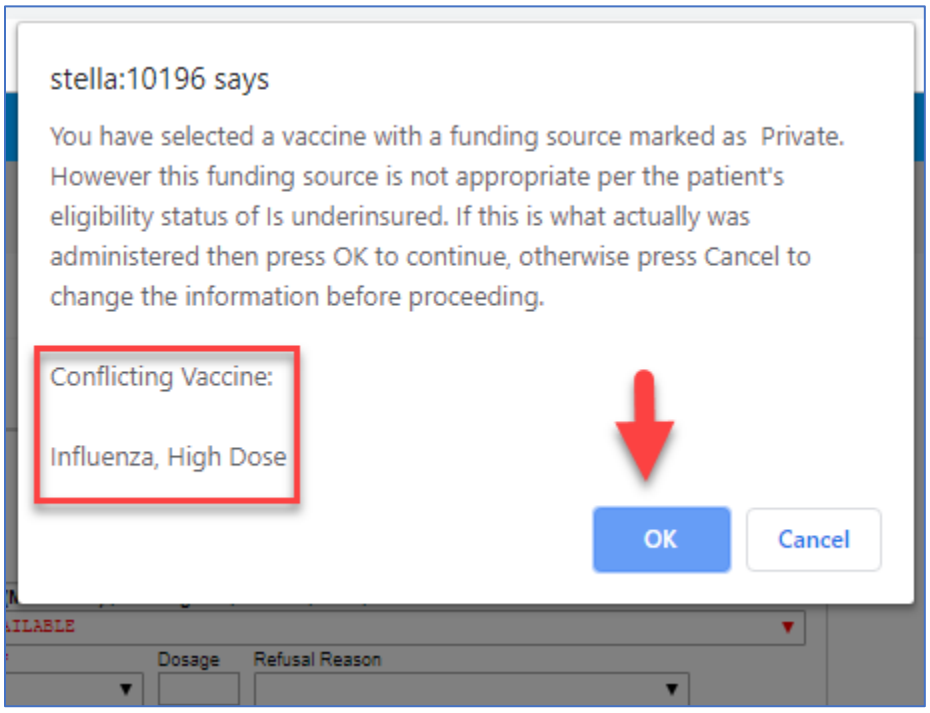



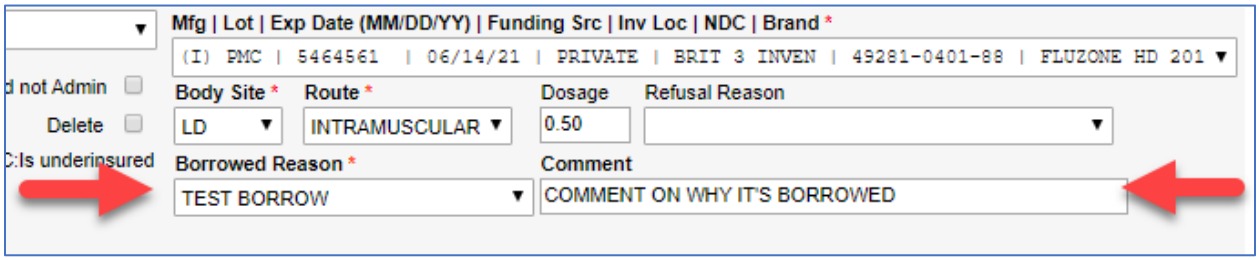

13. For the vaccine with inventory, you'll select the specific vaccine details from the drop down. Be sure to verify the lot number, expiration date and funding source. The body site and route should populate by default.
    - The vaccine created without any available inventory selects the "Did not Admin" check box by default.

14. You can also document a vaccine refusal when administering vaccines:

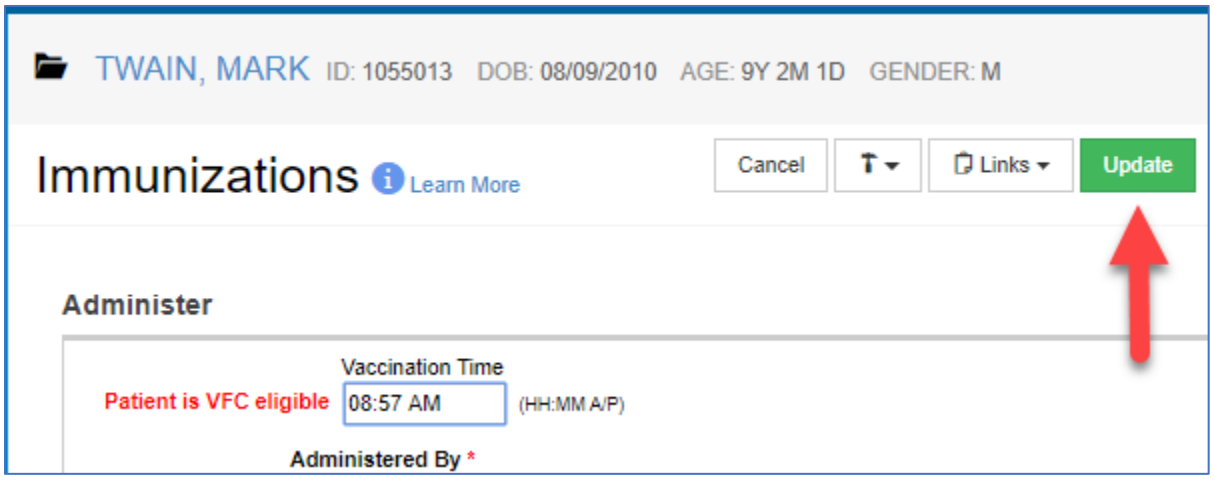


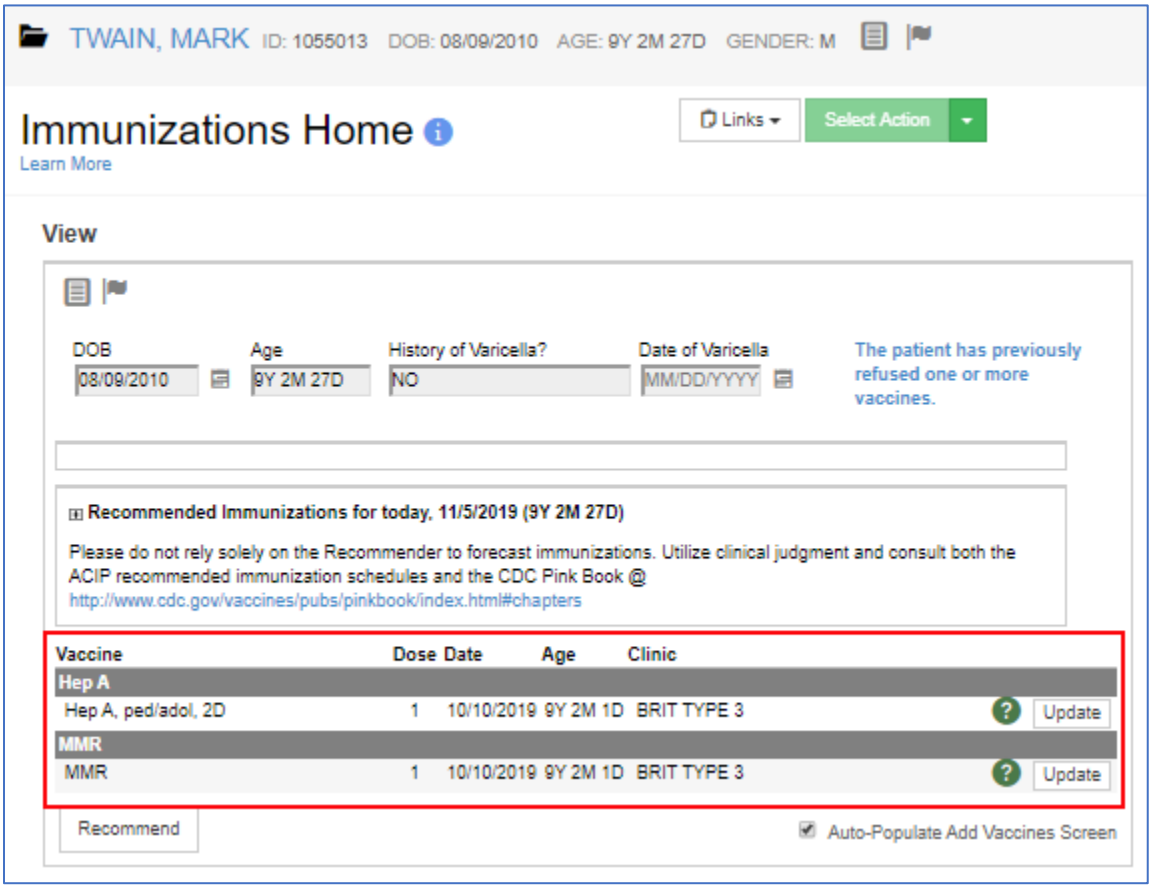

15. If a vaccine is selected with an inappropriate funding source, you'll receive this error stating that the patient has a different funding eligibility than the funding allocated to the vaccine being administered. Select "OK" and complete the borrowed reason on the vaccine listed in the message. A comment may be required depending on the reason selected.



16. Lastly, click “Update” to administer the vaccines and save the record.




17. This will return to you to the Immunizations Home screen to see the vaccines that have been administered.