

## CT WiZ Quick Reference Card

### Adding Administered Vaccinations

## Adding Administered Immunizations

1. After searching for a patient, select Immunizations in the Action drop down menu at the end of the patient's name.
2. The client's Immunization Home Screen will now be displayed.
3. On the lower right hand side of the screen, you have the option to check the **Auto-Populate Add Vaccines Screen**. By checking this box, all recommended vaccines will be auto-populated when you go to add/administer vaccines.
4. On the upper right of the screen, click on the **SELECT ACTION** drop down arrow. (If the Select Action drop down isn't there, the patient does not have any immunizations due today.)
5. Select **ADD VACCINES**. The Add Vaccines screen will display. The following fields may now be completed as indicated:
  - Clinic**. Select the clinic where the immunization was/will be administered. The value will default to the Default Clinic set on the Home screen.
  - Vacc Date**. Enter the date the immunization was/will be administered. Depending on the workflow in your clinic, this may or may not be today's date.
  - Prescribed By**. The person prescribing the vaccination.
  - Do not set this clinic as the 'default clinic' for this patient**. By default, the system will update the patient's default clinic and provider to the value indicated in the 'Clinic' field on this screen. If this checkbox is selected, the patient's default clinic and provider will not be updated as a result of this immunization.

- **Display all Vaccines**. Click this button to display all active vaccines in the drop down list instead of only the age appropriate vaccines for the selected patient.
- Clear Vaccines**. Click this button to clear any vaccines entered in the fields below.
- Vaccine**. Select the appropriate value(s) from the drop-down list. If you had selected Auto-Recommend checkbox on the previous screen, any vaccines identified by the Recommender will be pre-populated for you. You may add or remove vaccines as needed (e.g., if any of the recommended vaccines are incorrect or contraindicated).
- Select VIS**. If a green checkbox is showing, then a VIS has been selected, and if a red checkbox is showing, then there is no VIS indicated for the respective vaccine. To update, click Select VIS to select a vaccine information statement (VIS) for the selected vaccine. A pop-up window should appear allowing the user to select the appropriate VIS.
- If Vaccine Refused, Reason**. If a patient or their legal guardian refuses a vaccine, use this drop-down menu to capture the refusal reason.
- 6. On the upper right side of the screen, click on **Create and Administer**.
- 7. The Administer Immunizations Home screen is now displayed. The following fields may now be completed as indicated:
  - Vaccination Time**. The time at which the vaccination was administered.
  - Administered By**. The person administering the immunization.
  - 'Did not Admin' Checkbox**. Select this checkbox if the vaccine was not administered or if the appropriate manufacturer/lot information for the vaccine does not appear in the list. The vaccine will be saved as added but not administered.

- 'Delete' Checkbox**. Select this checkbox to remove the vaccine from the patient's record.
- Mfg | Lot | Exp Date (MM/DD/YY) | FundingSrc| Inv Loc | NDC | Brand**. Select the correct inventory item for each vaccine being administered. Confirm the Manufacturer, Lot Number, Expiration Date, Funding Source, Inventory Location, NDC, and Brand match what was actually administered. If there is no option available for the vaccine being administered, the dose must be added to inventory.
- Body Site**. Select the body site where the vaccine was administered to the patient.
- Route**. Select the route of entry when administering the vaccine.
- Dosage**. The dose of the vaccine administered (in mL).
- Refusal Reason**. If a patient or their legal guardian refuses a vaccine, use this drop-down menu to capture the refusal reason.
- Borrowed Reason**. If the funding source of a vaccine administered does not match the patient VFC eligibility, a Borrowed Reason must be selected. **Comment**. If a Borrowed Reason is selected, a Comment must be entered.
- 8. Once all information is entered, click update. The Immunizations will now be added to the patient's Immunizations Home screen.

If you have questions, please visit  
<https://portal.ct.gov/DPH/Immunizations/All-About-CT-WiZ>  
 Or view the training videos associated with that page in CT WiZ by clicking the drop down by your name at the top right off the page and going to Application Help.