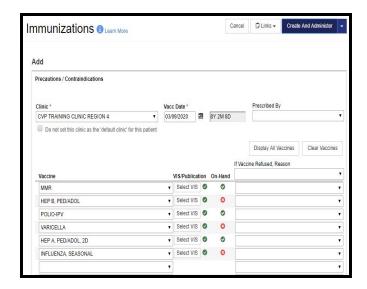## Add Immunizations

1. After searching for the patient, select **Immunizations** in the **Action** drop down menu.
2. Review the **Recommended Immunizations** for today.
3. Scroll to the bottom of the immunizations. There is an **Auto-Populate Add Vaccines Screen** checkbox. By checking this box, all recommended vaccines auto-populate on the **Add Vaccines** screen. If you are not administering all recommended vaccines, do not check this box.
4. Click the **Select Action** dropdown and click on **Add Vaccines**.
5. Complete the following fields:
   - ➢ **Clinic:** The Clinic defaults to what you are logged into as a user. If it should be another clinic, select from the dropdown.
   - ➢ **Vacc Date:** Enter the actual date the immunization was administered. This date affects the Recommender, forecasting and reconciling your inventory.
   - ➢ **Prescribed By:** Select the person who prescribed the vaccination.
   - ➢ **Do not set this clinic as the 'default clinic' for this patient:** Select this checkbox only if your clinic is not the patient's medical home.
   - ➢ **Vaccine.** Select the appropriate value(s) from the drop-down list. If you selected the Auto-Populate Add Vaccines checkbox, any vaccines identified by the Recommender are populated for you. You may add or remove vaccines as needed (e.g., if any of the recommended vaccines are incorrect or contraindicated).
   - ➢ A green check mark next to the VIS indicates the vaccine is in your on-hand inventory.

- ➢ **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.
6. Click on **Create and Administer**.

Things you should know

- ➢ Historical vaccinations and administered vaccinations are entered on different screens.
- ➢ In order to administer vaccinations, the vaccine must be listed in your clinic's on-hand inventory in CT WiZ.
- ➢ If you administer a vaccination for a patient, your clinic will be assigned as the patient's medical home unless you indicate otherwise.
- ➢ You should avoid "borrowing" vaccine between your private and public stock. If you do need to borrow, your private vaccine must be in your clinic's on-hand inventory in CT WiZ.

Administer Immunizations

The Administer Immunizations Home screen is now displayed. Complete the following fields:

- ➤ **Vaccination Time:** Enter the time at which the vaccination was administered.
- ➤ **Administered By:** Select the person who administered the immunization.
- ➤ **'Did not Admin' Checkbox:** Only 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.
- ➤ **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).

Additional Fields:

- ➤ **'Delete' Checkbox:** Select this checkbox to remove the vaccine from the patient's record.
- ➤ **Refusal Reason:** If a patient or their legal guardian refuses a vaccine, select 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.

Once all information is entered, click **Update**.

The Immunizations are added to the patient's record and can be seen on the **Immunization Home** screen.

If you have questions:

- ● Click on the "i" icon for additional information about the screen.
- ● Click on the **Learn More** links in CT WiZ at the top of a screen.
- ● Visit CT WiZ Training materials webpage.
- ● Submit a request to our Helpdesk:

https://portal.ct.gov/DPH/Immunizations/Contact-Us

Connecticut Immunization Program
CT Department of Public Health

https://portal.ct.gov/DPH/Immunizations/CONNECTICUT-IMMUNIZATION--PROGRAM

May 2020

CT WiZ Quick Reference Guide

Add Administered

This Reference Guide gives Direct Entry clinics quick step by step instructions to help add and administer vaccinations.