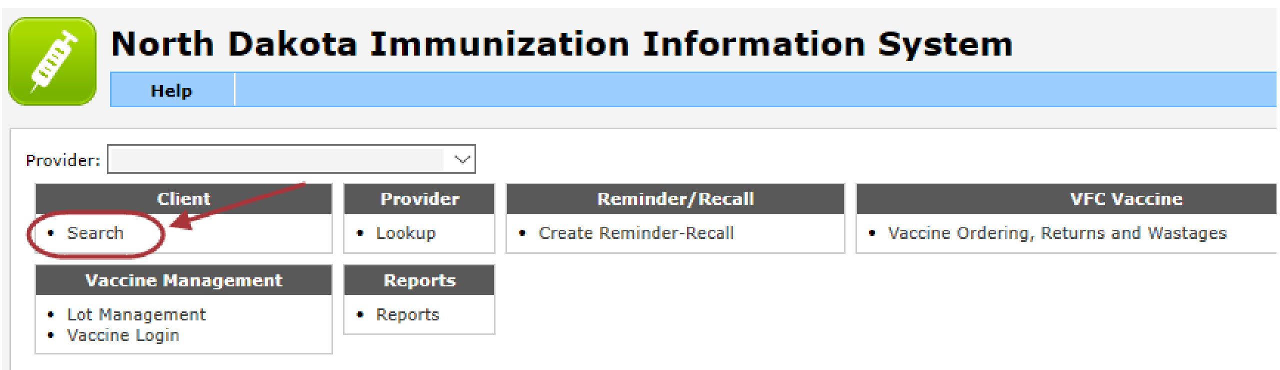
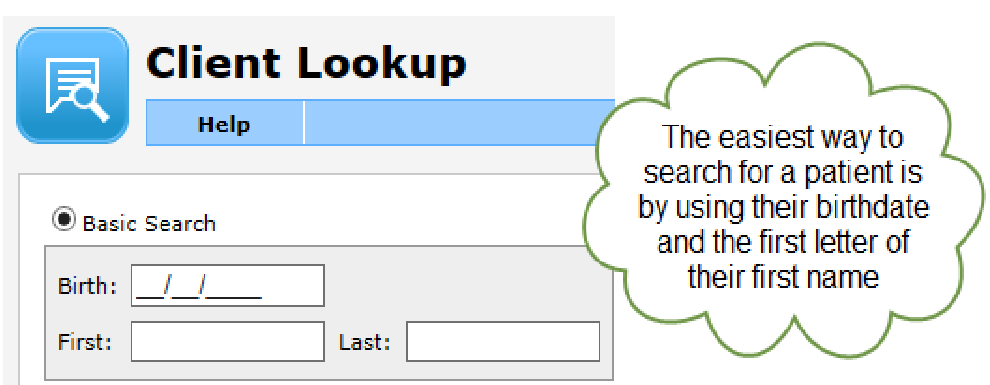
# North Dakota Immunization Information System: Entering an Immunization

1.) To access the client lookup page, click the **Search** hyperlink in the Client box.




2.) To search for a client's record:

- Enter search criteria in the basic or expanded search fields by clicking in the free-text box and typing in the correct information
    - Can also use keyboard and *tab* through each field
- Click **Search**
    - Can also hit *Enter* on the keyboard to start search



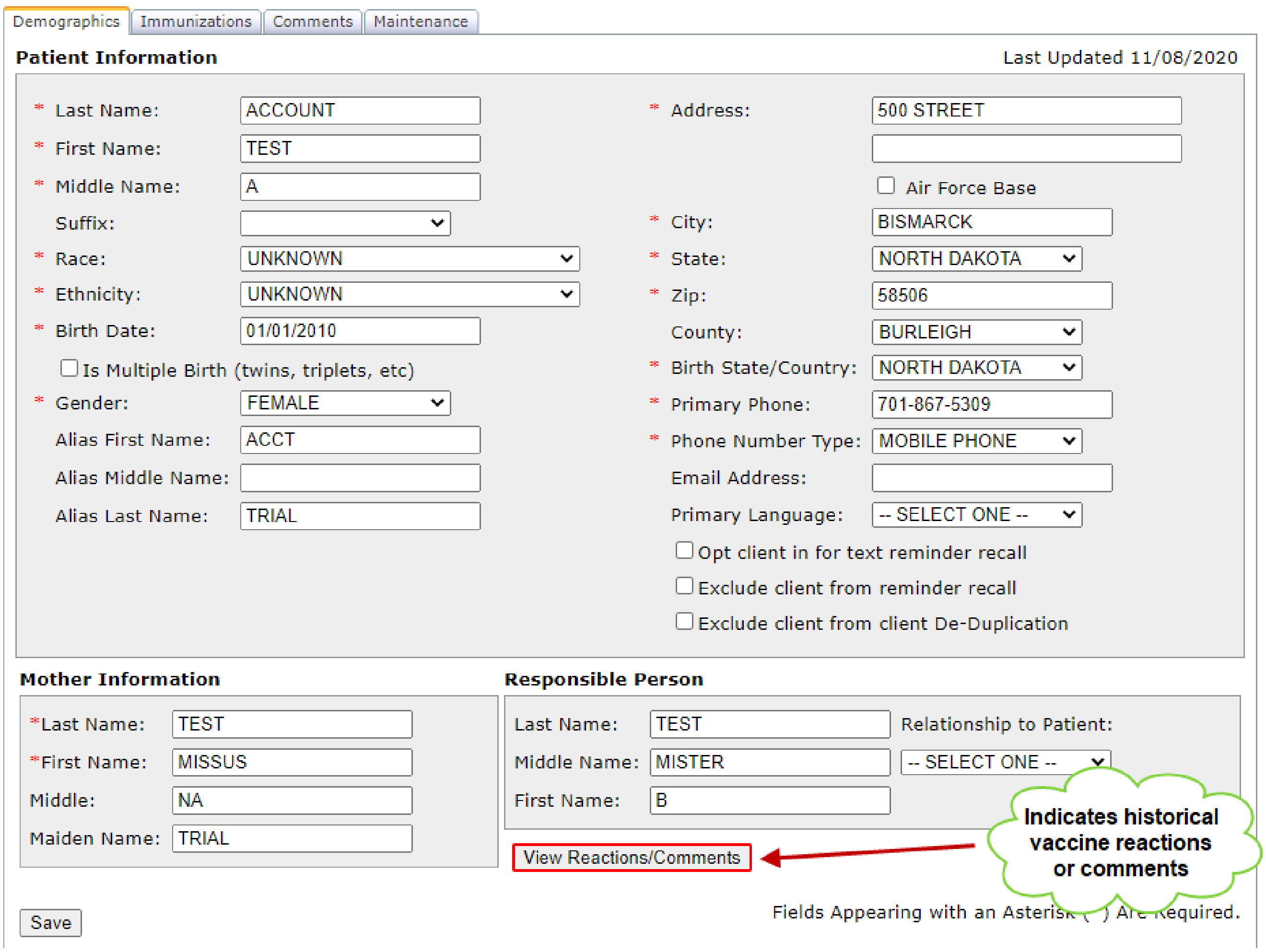
3.) The system will return a list of up to 100 possible matches.

4.) To view a record from the list of possible matches:

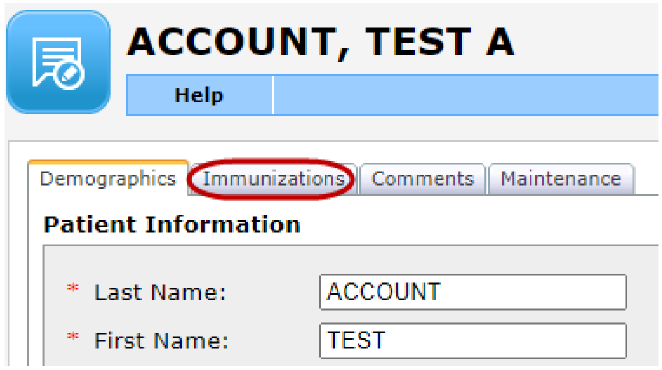
- Highlight the correct client from the list and click **Inquire**, or
- Double-click the correct name from the list.

5.) The system will open the record on the **Demographics** tab

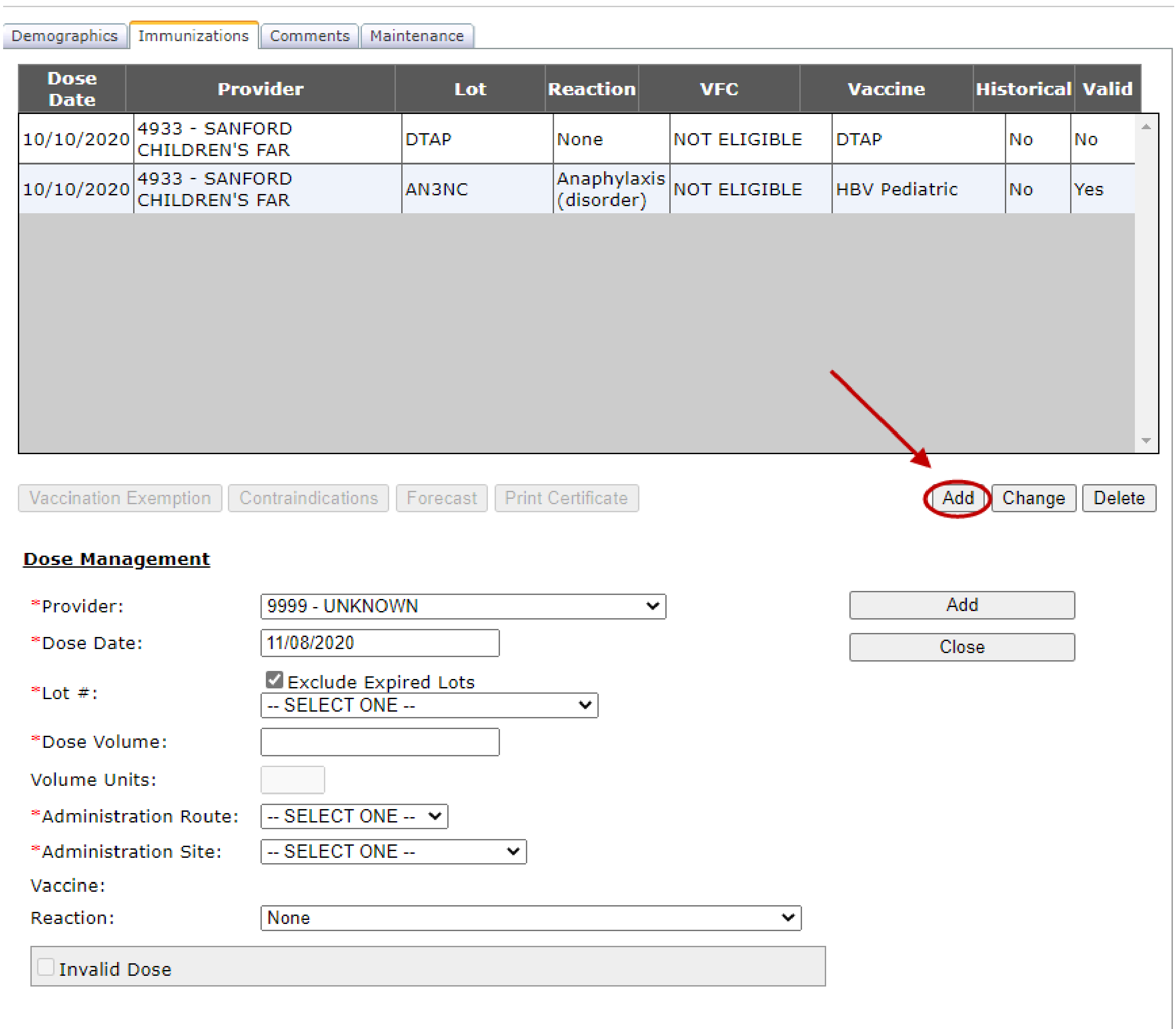
- All required fields will be marked by an asterisk (*) and must be filled in before new information can be saved.
- Be sure to verify the client demographics at <u>every</u> visit.

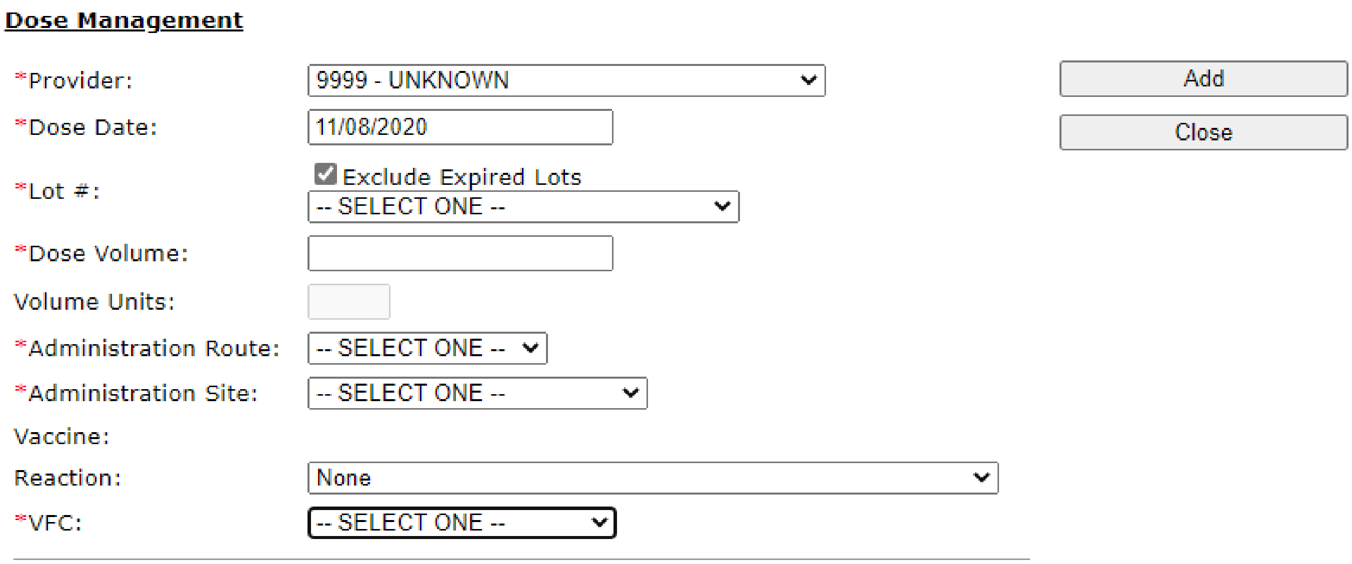


6.) To access the client’s immunization record, click on the **Immunizations** tab.




7.) Click the **Add** button to open the Dose Management menu.






8.) The following categories will require completion:

**Provider:** Ensure your provider number has populated, 9999 indicates an unknown provider has administered a historical vaccine dose.

**Dose Date:** Ensure that this field is correctly filled with date of administration

**Lot #:** Select the correct lot number for the vaccine administered. If historical, a dummy dose lot may be selected

**Dose Volume:** Enter volume of dose administered. If vaccine is historical, enter zero.

***Volume Units:** Field will auto-populate.*

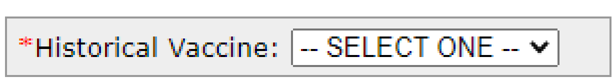
**Administration Route:** Select route of dose administered.

**Administration Site:** Select site of dose administration.

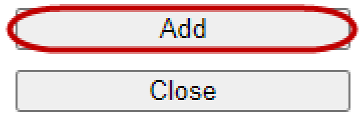
**Vaccine Reaction:** Indicate if a reaction to vaccine has occurred, and if so, select symptom reactions.

**VFC Status:** Will appear only for clients under age 18. Indicate if dose administered is eligible for Vaccines for Children (VFC) funding.

9.) **Historical Vaccine** Field will appear following the completion of other vaccine information when a normal lot number is entered



10.) After vaccine information has been entered, click the **Add** button.




11.) Review vaccine information in the **Immunizations** tab to ensure all information was entered correctly.

Demographics | Immunizations | Comments | Maintenance

| Dose Date | Provider | Lot | Reaction | VFC | Vaccine | Historical | Valid |
|---|---|---|---|---|---|---|---|
| 10/10/2020 | 4933 - SANFORD CHILDREN'S FAR | DTAP | None | NOT ELIGIBLE | DTAP | No | No |
| 10/10/2020 | 4933 - SANFORD CHILDREN'S FAR | AN3NC | Anaphylaxis (disorder) | NOT ELIGIBLE | HBV Pediatric | No | Yes |
| 11/08/2020 | 9999 - UNKNOWN | DTAP | None | MEDICAID | DTAP | Yes | Yes |

12.) After ensuring all vaccine information was correctly entered, click the **Close** button.