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 every 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.

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