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 search field 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

The easiest way to search for a patient is by using their birthdate and the first letter of their first name
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.

![ACCOUNT, TEST A](image)

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

![Dose Management](image)
8.) Indicate yes or no for **Historical Vaccine** from the drop down menu. If the dose is historical (i.e. “Yes” is selected in the Historical Vaccine field), only the provider, dose date, vaccine type, and VFC eligibility fields will be required.

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9.) For administered doses (i.e. “No” is selected in the Historical Vaccine field), all of the following data elements are required:

- **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.
  
  Note. This field will default to today’s date. Make sure to change the date if the dose was administered prior to today.
- **Vaccine Type**: Select vaccine type from the pre-populated drop-down list.
- **Lot #:** Type the lot number in the free text field
  
  Note. There is a limit of 20 characters for the lot number
- **Funding Source**: Select from drop-down list options of Public (i.e. state) or Private.
- **Expiration Date**: This date will be used by the forecaster to evaluate doses given after the expiration date that need to be invalidated.
- **Manufacturer**: Select the vaccine manufacturer from the pre-populated drop-down list.
- **Dose Volume**: Enter the volume of the dose administered in mL.
- **Volume Units**: Field will auto-populate.
- **Administration Route**: Select route of the dose administered from the pre-populated drop-down list.
- **Administration Site**: Select site of the dose administered from the pre-populated drop-down list.
- **Vaccine Reaction**: Indicate if a reaction to vaccine has occurred, and if so, select the specific reaction from the pre-populated drop-down list.
  
  Note. This will default to “none” and should only be changed if a reaction occurred after vaccination.
- **VFC Status**: Will appear only for clients 18 years of age and younger and for select vaccines administered to adults 19 and older. Indicate if client was eligible to receive the vaccine as part of the Vaccines for Children (VFC) program.
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.