

Texas Vaccines for Children Program

Immunization Branch

Record Keeping Guidelines

Improving immunization practices and raising immunization levels in Texas is a high priority of the Texas Department of State Health Services. Routine clinic assessments, provider education, and feedback on vaccination practices are some of the most effective strategies for achieving high, sustainable vaccine coverage¹.

Record Keeping Requirements

The *Standards for Child and Adolescent Immunization Practices*², standard number 12, states that providers are required by statute to record the information below on the child's immunization record/chart. The statute referenced here is the 1986 National Childhood Vaccine Injury and Compensation ACT, 42 U.S.C., Section 300aa-25.

- Vaccine given.
- Date of immunization (month, day, year).
- Name of vaccine manufacturer.
- Vaccine lot number.
- Signature and title of the person administering the vaccine.
- Organization and address of clinic location.
- Date of Vaccine Information Statement issued to patient, parent or guardian.

Record Keeping Recommendations

- Designate an immunization nurse to answer immunization questions for staff/parents.
- File immunization records in an accessible location within the chart, keeping the immunization record and TVFC Patient Eligibility forms together.
- Place records at the front of each child's chart and make immunizations a priority.
- Encourage parents to bring their children's immunization records with them, allowing complete documentation of immunization histories given elsewhere in patient records.
- If a child presents with no immunization record, obtain the history through the statewide tracking registry ImmTrac³, or call previous providers to obtain the history.
- If a child presents with no immunization record and the history cannot be obtained, age-appropriately immunize the child during that visit to avoid a missed opportunity.
- Empower all staff to become "Immunization Advocates," and assess every child's immunization status at every encounter.
- Simultaneously administer all needed vaccines, unless there is a true contraindication.
- Implement a reminder/recall system to remind parents when immunizations are due and to recall patients whose immunizations are past due.
- Identify clients that have not been seen within a 12-month time-period and record the acronym MOGE (moved or gone elsewhere) in the chart.

¹ MMWR, March 15, 1996, Vol. 45, No. 10

² Standards for Child and Adolescent Immunization Practices can be obtained from Information Services Office, National Center for Prevention Services at Centers for Disease Control and Prevention, Atlanta, GA 30333-4018.

³ Information regarding ImmTrac is available by calling the ImmTrac help-desk toll free at (800) 348-9158.