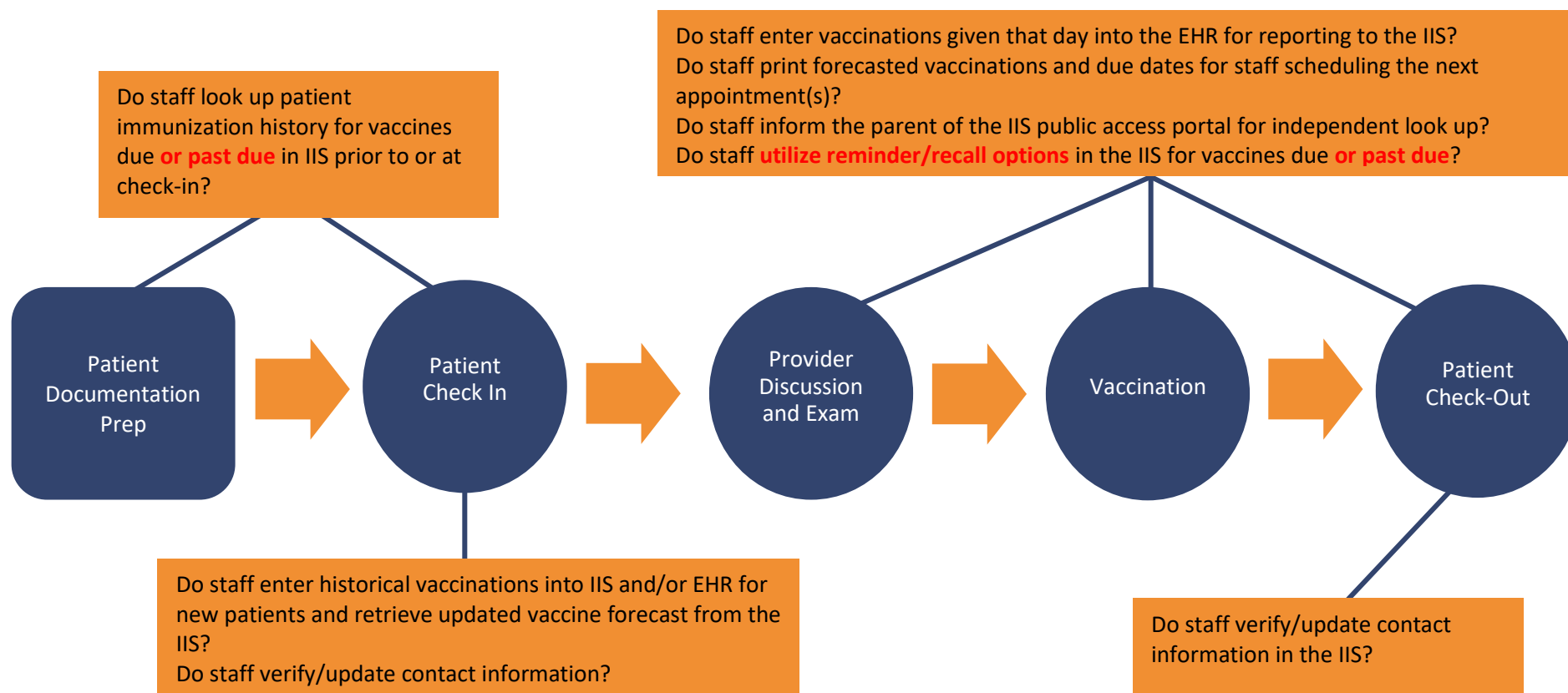# Core Strategy: Leverage IIS Functionality to Improve Immunization Practice – Unidirectional Electronic Reporting – Discussion Prompts

Vaccination Restart and Catch-Up

Task	Notes
Assess patient's immunization status *How do staff identify which doses are due or past due for the scheduled visit?*	
Ensure accurate immunization record *How do staff reconcile any immunization record information brought by the parent to the appointment with their immunization plan for the patient?*	
Determine which vaccines are due next and the earliest date they may be given *Where and how do clinic staff determine future vaccinations based on the ACIP routine or catch-up schedules? How is this information documented and shared with the parent?*	
Maintain accurate demographic and contact information *How do staff ensure they can contact parent for past due vaccines or other care issues?*	
Remind parent of upcoming immunization visit(s) *Which methods (text, e-mail, postcard, and/or phone reminders) are used to ensure that patient returns for their next vaccination appointment(s)?*	
Support parent knowledge of their child's immunization status *Do staff provide an updated immunization record to the parent or tell them where/how they can access it independently?*	
Ongoing quality assurance of immunization records *Are staff reviewing the IIS acknowledgment report and reconciling errors to ensure the IIS received all vaccinations successfully?* *How are staff assessing records for accuracy, completeness, and timeliness of data entry?* *Are staff managing patient active/inactive status to ensure accurate assessment reports?*	

Assessing Processes for Leverage IIS Functionality to Improve Immunization Practice – Unidirectional

Do staff enter vaccinations given that day into the EHR for reporting to the IIS?
Do staff print forecasted vaccinations and due dates for staff scheduling the next appointment(s)?
Do staff inform the parent of the IIS public access portal for independent look up?
Do staff **utilize reminder/recall options** in the IIS for vaccines due **or past due**?

Do staff look up patient immunization history for vaccines due **or past due** in IIS prior to or at check-in?

Patient Documentation Prep → Patient Check In → Provider Discussion and Exam → Vaccination → Patient Check-Out

Do staff enter historical vaccinations into IIS and/or EHR for new patients and retrieve updated vaccine forecast from the IIS?
Do staff verify/update contact information?

Do staff verify/update contact information in the IIS?

Data quality issues to consider:
1. Do staff review the IIS acknowledgement report to ensure all reported vaccinations were received by the IIS?
2. Do staff routinely check to ensure the clinic is recording vaccinations in the EHR in a timely manner?
3. Do staff routinely review coverage or patient lists from the IIS for missed opportunities, invalid doses, and patients not UTD?
4. Do staff regularly check patients' active/inactive status in the IIS and update when needed?
5. Do staff perform spot checks for completeness and accuracy of clinic immunization records in the EHR?

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