Managing Immunizations - Adding Immunizations

Welcome to the ImmTrac2 Training Video: Adding Immunizations

Training Objective

The objective of this video is to demonstrate how to add immunizations to a client record in the ImmTrac2 Registry.

ImmTrac2 allows users to add immunizations to a client's records in 3 different ways.

- Add Scheduled Imms
- Add New (Non-scheduled) Imms
- Add Historical Imms

To add immunizations to the client's record, we must first search for the client using the **Manage Immunization** link in the application menu panel.

On the **Client Search** screen, use one of the three search options to perform a client search. For our example, let's use the **Quick Search** option.

Let's search using the ImmTrac2 ID 208109828. Click the **Find** button.

Because we entered the correct ImmTrac2 ID, the client's immunization record displays immediately

To add an immunization to the client's record, you can use the **Add New Imms** or **Add Historical Imms** button to manually select which vaccine to add to the record.

Or at the bottom of the screen, you can use the **Vaccines Recommended by Selected Tracking Schedule** section, to add recommended vaccines. This section displays the recommended vaccines and corresponding dates based on the selected tracking schedule for the client.

Adding an Immunization Recommended by the Select Tracking Schedule.

Let's start by adding an immunization recommended by the selected tracking schedule.

Step 1: To add a recommended immunization, use the **Select** check box to indicate the vaccine(s) that was administered and will be added to the client's record. For our example, let's select the past due Hib vaccine.

Step 2: Click the **Add Selected** button.

Users are redirected to the next screen where the immunization details are added in the **Enter New Immunization** section.

Step 3: Enter the immunization details. All required fields are blue and (or) marked with an asterisk.

Notice that the Immunization field is now prepopulated with the Hib vaccine selected on the previous screen.

- **Date Administered**: Enter the date the vaccine was administered in the following format, or use the calendar icon to select a date.

- **Administered By**: Use the drop down arrow to select the person that administered the vaccine. If an option is selected in this field, all immunizations will be saved with this clinician and the remaining 'Administered by' fields will auto-populate.
- **Trade Name:** Select the vaccine Trade Name using the drop down arrow. Options available in the drop down list are dependent upon the selected immunization.
- **Lot Number:** This is a free text field used to record the vaccine lot number.
- **Vaccine Eligibility:** Use the drop down arrow to select the source of reimbursement or payment.
- **Administered By**: As previously mentioned, this is the person that administered the vaccine. This field is pre-populated with the same person that we selected in the top Administered-by drop down.
- **Manufacturer:** Select the vaccine manufacturer. The options available in the drop down list are dependent upon the selected immunization and trade name.
- **Body Site**: Select a location on the body when the vaccine was administered.
- **Route**: Select the physical route of administration.
- **Dose**: Select the dose magnitude of the administered vaccine. This field will default to a "Full" dose.

Step 4: Now that all of the immunization details are added, click the **Save** button.

Users are redirected back to the immunization record screen where the newly added Hib immunization displays in the client's Immunization Record.

Adding a New Immunization

Next, let's learn how to add an immunization not listed on the recommended schedule by using the **Add New Imms** button.

Step 1: Click the "**Add New Imms**" button.

When redirected to the next screen, the **Enter New Immunization** section is used to enter the immunization data.

This screen is very similar to the screen that is used to add a recommended immunization, and users have the options to enter multiple immunizations.

Step 2: Enter the vaccination details as we previously did using the drop down arrows and text fields, for each immunization that was administered.

When additional vaccines are added, the **Remove** check box is automatically un-checked. If needed, re-select the check box to remove the vaccine from the list of immunizations being entered.

VIS Dates for New Immunizations: Based upon the selected 'Trade Name,' this section is auto-populated with the corresponding VIS date information for the chosen vaccine.

New Client Comments: This section also allows users to quickly enter new comments on the client's record without navigating to the View Client record screen.

Step 3: After all immunization details are entered, click the **Save** button.

Users are redirected back to the immunization record screen where the newly added Polio and Influenza vaccines displays in the client's Immunization Record.

Adding a Historical Immunization

Next, let's learn how to add a **Historical Immunization**.

A **Historical immunization** is an immunization that was not administered by the user's organization, but the user's organization is adding it to the ImmTrac2 registry.

Step 1: Click the **Add Historical Imms** button.

When redirected to the next screen, the **Enter Historical Immunization** section is used to enter the immunization data.

More common vaccines are listed in the **Immunization** column.

If the needed vaccine is not listed in the Immunization column, use the drop down arrow at the bottom of the screen to view and select additional vaccines.

Step 2: Enter the date the vaccine was administered in the applicable '**Dose'** field.

For this example, we will enter the second dose of the MMR vaccine. Let's enter a date of January 10, 2017 in the MMR 'Dose 2' column.

Step 3: Click the **Add Details** button to enter additional immunization data.

In the **Enter Historical Immunization Details** section, enter the **Trade Name**, **Manufacturer**, and **Lot Number** details if the information is provided.

Provider Organization: Enter the provider organization that administered the immunization if this information is provided.

Source of Imm: Use the drop down arrow to select the source of the immunization data.

Step 4: Click the **Save** button to add the immunization to the client's record

Users are redirected back to the immunization record screen where the 2nd dose of the MMR vaccine displays in the client's **Immunization Record** as a **Historical Immunization**.

For more detailed information regarding any of these topics, see the Online User Manual located on the **Related Links** tab.

Please review the other ImmTrac2 videos at https://immtrac.dshs.texas.gov at your convenience.