How Can I Add Administered Vaccinations to A Patient Record in the IIS?

IIS users who are able to add data to the system can enter administered vaccines through the Vaccination View/Add screen. Administered vaccines are those given by your organization/facility. Users can only edit or delete vaccines documented by their organization.

1. Log in to the IIS.
2. Search for a patient.
3. From the left menu, click on Vaccinations, then click View/Add.
4. The Vaccination View/Add screen will open showing the patient name at the top, followed by a list of vaccines, dates, and data entry boxes.
   a. Identify the vaccine name you need to enter and then double click in the date field next to that vaccine to enter today's date or type in a different date. If you administered more than one vaccine, enter dates next to each of the applicable vaccine names.
   b. If you can't find the vaccine you need to enter, scroll down the page and click on the drop down box that appears at the end of the vaccine list. Select the appropriate vaccine from the drop down list; then enter the vaccine administration date.
   c. Check the Do not take ownership box if you do not want to take ownership of the patient.
   d. Click the Add Administered button on the bottom left of the screen.
5. The Vaccination Detail Add Screen will open for each vaccine entered on the View/Add screen.
   a. If your clinic manages inventory in the IIS, click on the Click to select link to the right of the Manufacturer field to view your clinic's inventory and select the appropriate lot number.
   b. This will fill in the manufacturer, lot number, lot facility, and funding source.

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DOH 348-715 March 2020
c. If your clinic does not manage inventory in the IIS, you can type in the provider, lot number and manufacturer in the fields at the top of the Vaccination Detail Add screen.

d. Select the vaccinator’s name from the drop down menu (see this guide for more information about adding vaccinators to the system).

e. Enter the anatomical site and route, the vaccine information statement (VIS) publication date, and all other applicable information.

f. Click Save.

How Can I Add Historical Vaccinations to A Patient Record in the IIS?

Historical vaccines are doses that were administered by another provider.

1. Follow steps 1-3 above to navigate to the Vaccination View/Add screen.
2. Enter the date of the historical vaccination.
3. Click the Add Historical button at the bottom right of the screen.
4. The Vaccination View/Add screen will update with the date you entered and a * symbol indicating a historical vaccination.

**Tip:** You may see symbols listed next to vaccination dates. Each symbol indicates different information about the vaccine. The key for these symbols is located at the top of the Vaccination View/Add screen. To find out more about a vaccination, click on the date to view the details.

### How Can I Edit a Vaccination?

IIS users are only able to edit or delete vaccines documented by their organization. If you need to change the vaccine type or date, you must delete the vaccine and re-enter.

1. Search for a patient and navigate to the Vaccination View/Add screen.
2. Click on the date of the vaccine you want to edit.
3. Click the Edit Record button at the bottom right of the Vaccination/Medicine Detail screen.
4. Make all necessary changes and click the Submit Changes button at the bottom right of the Vaccination Detail Edit screen.
5. You will be directed back to the Vaccination/Medicine Detail screen. Review the screen to ensure it reflects your edits.
6. Click the Cancel button to return to the Vaccination View/Add screen.

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DOH 348-715 March 2020
How Can I Delete a Vaccination?

1. Search for a patient and navigate to the Vaccination View/Add screen.
2. Click on the date of the vaccine you want to delete.
3. Click on the Delete Record button.
4. Click the Delete Record button again to confirm that you want to make the change.
5. The Vaccination View/Add screen updates and a notice stating “the selected vaccination has been deleted” displays at the top of the screen indicating you successfully deleted the vaccine.

Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov

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