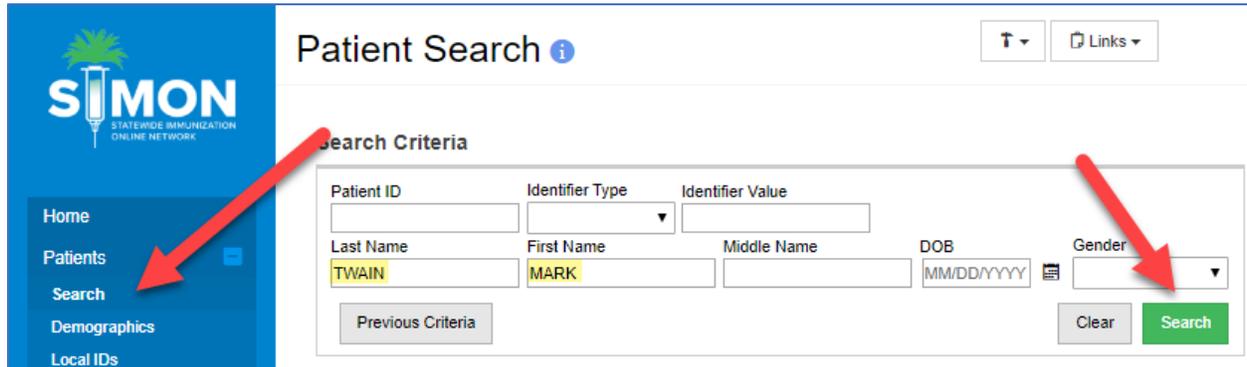


## Add History from Paper Record

Patients that come in with a paper record should be updated in the system to keep all vaccination history current in the IIS. This is the process to manually add historical vaccinations.

1. From the “Patients” module, select search and search for the patient whose history you’d like to update.



2. If you need to add a patient, you can follow the step by step guide for adding a new patient.
3. Then you can go directly to immunizations from the drop down to the right of the patient name or you can double click the patient name and select immunizations module from the menu on the left of the page.

**Search Results - 1 record(s)** Option 1

ID	Name	Gender	DOB	Action
1055013	TWAIN, MARK 312 S BULL ST DENVER, CO 29205	M	08/09/2010	<span style="color: green;">?</span> Demographics Immunizations Contacts

You may add a new patient by clicking the 'New Patient' button.



**Patient Demographics** Option 2

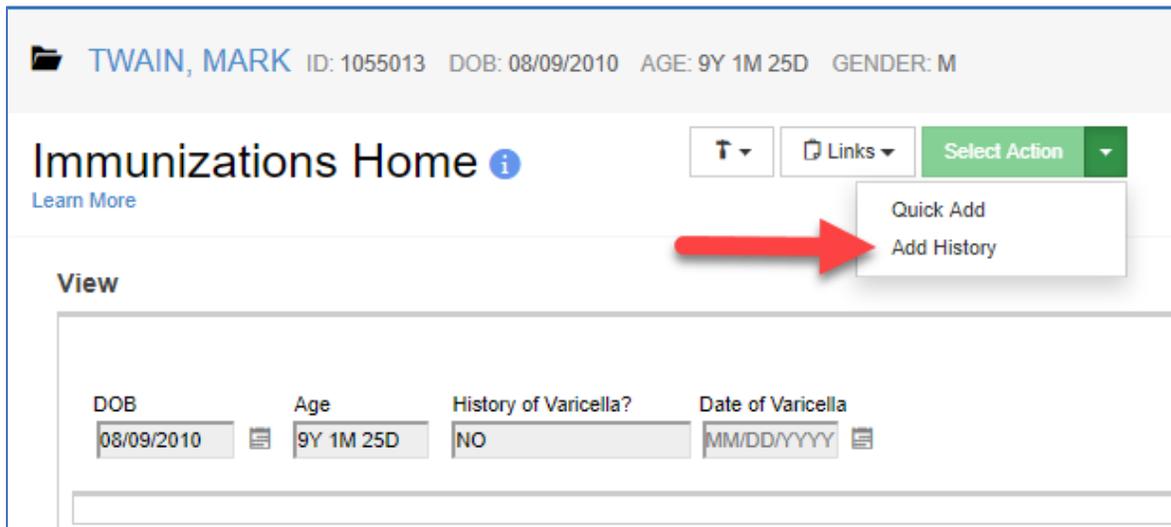
TWAIN, MARK ID: 1055013 DOB: 08/09/2010 AGE: 9Y 1M 25D GENDER: M

Patient Info | Primary Contact | Alias | Health Ins | Contact Info | Address | Race/Ethnicity | Birth Info

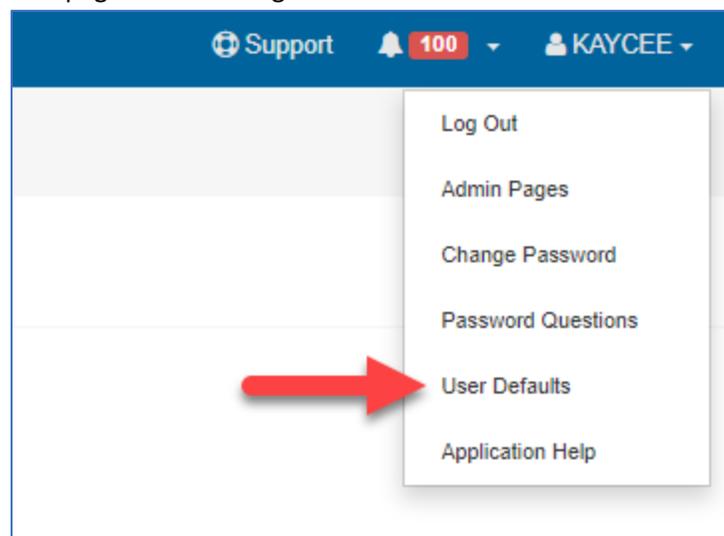
**Patient Information**

Last Name \* TWAIN First Name \* MARK Middle Name

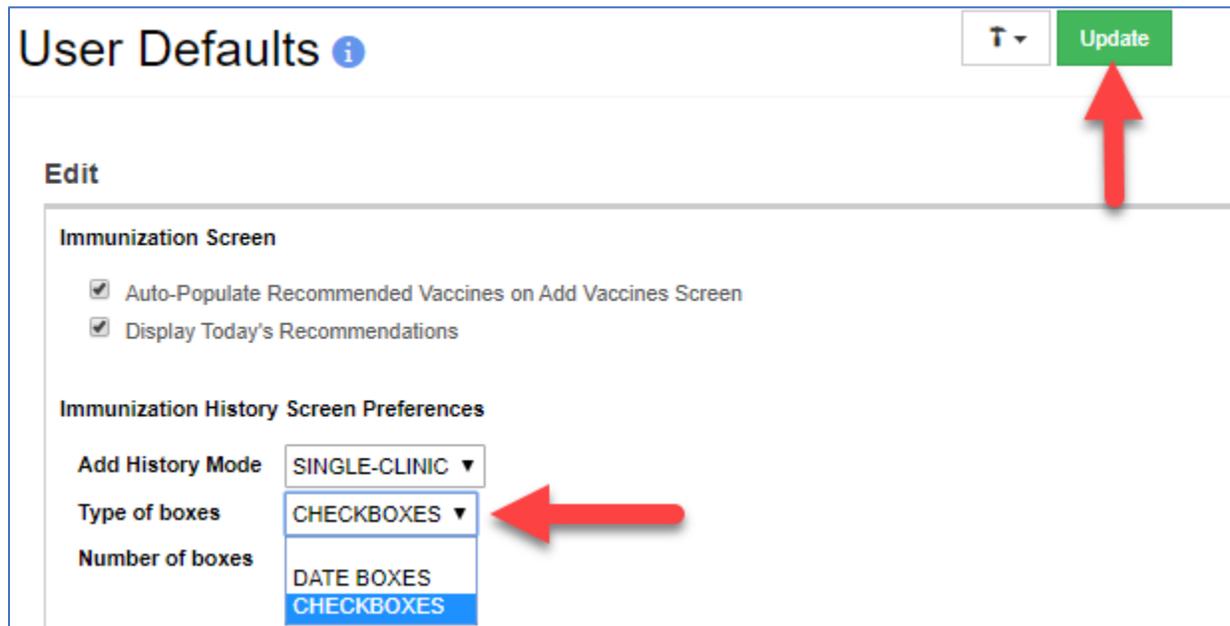
4. On the Immunizations home page, you'll click the arrow near the "Select Action" button and select "Add History".



5. This page allows for a customization of appearance. You can edit that by clicking your username at the top right of the page and selecting "User Defaults".



- There is a drop-down menu for “Type of Boxes” and you can choose between Checkboxes and Date Boxes depending on which view is easiest for you to manually enter shots. Make sure to click “Update” after selecting your type of boxes.



**User Defaults** T Update

**Edit**

**Immunization Screen**

- Auto-Populate Recommended Vaccines on Add Vaccines Screen
- Display Today's Recommendations

**Immunization History Screen Preferences**

Add History Mode: SINGLE-CLINIC

Type of boxes: CHECKBOXES

Number of boxes: DATE BOXES, CHECKBOXES

- Navigate back to the immunizations home page by selecting the Immunizations module on the left-hand side of the page and select the “Add History” action to return to history page.



**Immunizations**

Education

IZ Quick Add

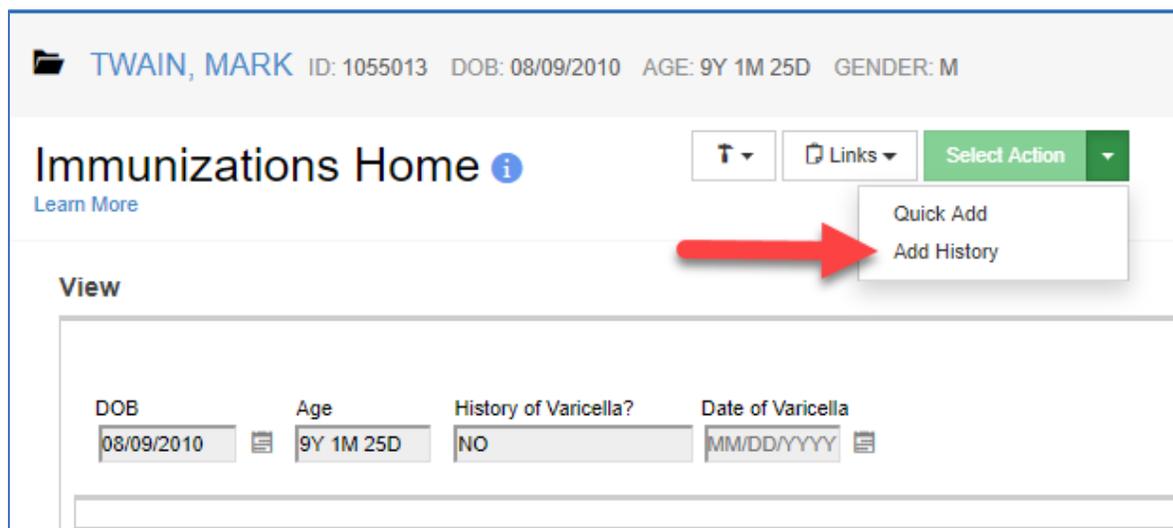
Inventory

**Immunization History Screen Preferences**

Add History Mode: SINGLE-CLINIC

Type of boxes: CHECKBOXES

Number of boxes: 6



**TWAIN, MARK** ID: 1055013 DOB: 08/09/2010 AGE: 9Y 1M 25D GENDER: M

**Immunizations Home** T Links Select Action

Learn More

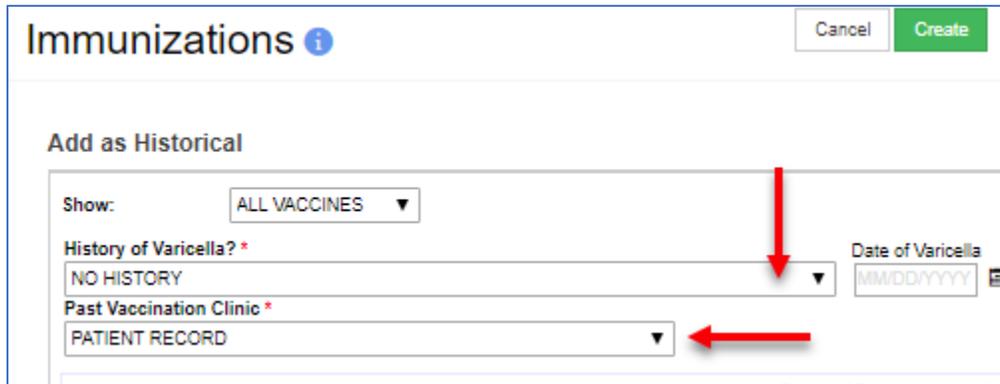
**View**

Quick Add

Add History

DOB	Age	History of Varicella?	Date of Varicella
08/09/2010	9Y 1M 25D	NO	MM/DD/YYYY

- Complete the history of varicella and the vaccination clinic. The system will automatically populate "Patient Record" for the "Past Vaccination Clinic" field. If the record is coming from a clinic outside of the jurisdiction or is not participating in SIMON, you'll leave it as "Patient Record". If the clinic is using SIMON, then you can select them from the drop down for this field.



**Immunizations** Cancel Create

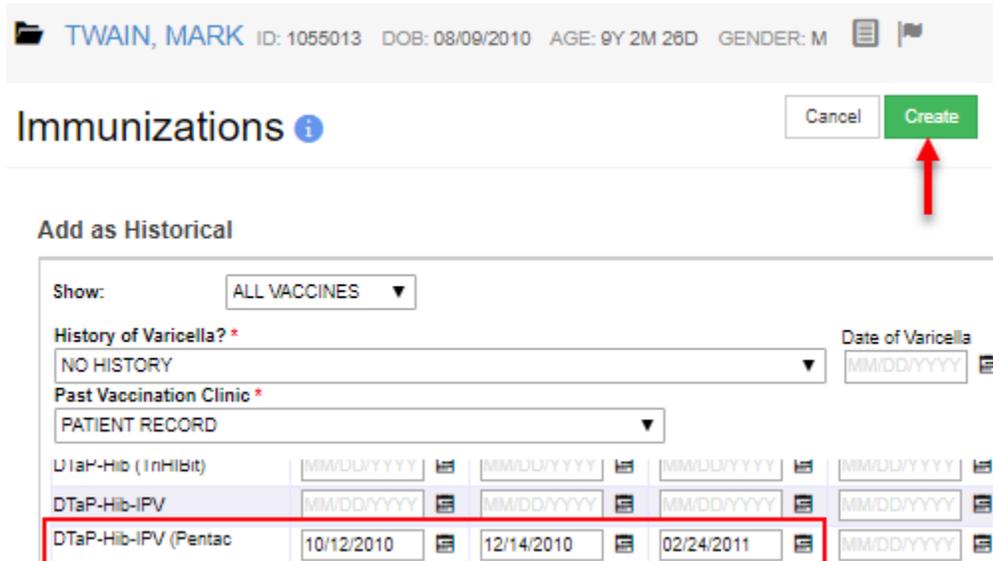
**Add as Historical**

Show: ALL VACCINES ▼

History of Varicella? \* Date of Varicella  
 NO HISTORY MM/DD/YYYY

Past Vaccination Clinic \*  
 PATIENT RECORD

- Complete the types of vaccines and the dates they were administered and click "Create".



**Immunizations** Cancel Create

**Add as Historical**

Show: ALL VACCINES ▼

History of Varicella? \* Date of Varicella  
 NO HISTORY MM/DD/YYYY

Past Vaccination Clinic \*  
 PATIENT RECORD

DTaP-Hib (InHibit)	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
DTaP-Hib-IPV	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
DTaP-Hib-IPV (Pentac)	10/12/2010	12/14/2010	02/24/2011	MM/DD/YYYY

10. The history will now show on the immunizations home page. More history can be added at any time.

**TWAIN, MARK** ID: 1055013 DOB: 08/08/2010 AGE: 0Y 1M 25D GENDER: M

**Immunizations Home** Learn More Links Select Action

**View**

DOB: 08/08/2010 Age: 0Y 1M 25D History of Varicella?: NO Date of Varicella: MM/DD/YYYY

**Recommended Immunizations for today, 10/4/2019 (0Y 1M 25D)**

**Vaccine**

- MMR
- Hep B, ped/adol
- Polio-IPV
- Varicella
- Hep A, ped/adol, 2D
- Influenza, Seasonal
- Tdap, Adorbed

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedule and the CDC Pink Book (<http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters>)

Vaccine	Dose	Date	Age	Clinic			
<b>DTap<sup>®</sup> / TD / Tdap</b>							
DTap <sup>®</sup> (Daptacel)	1	03/02/2011	0Y 6M 21D	55465			Update
<b>MMR</b>							
MMR		03/02/2011	0Y 6M 21D	55465			Update
<b>Influenza</b>							
Fu MDCX Quad (4-Free Inj)	1	03/02/2011	0Y 6M 21D	55465			Update

Recommend  Auto-Populate Add Vaccine Screen