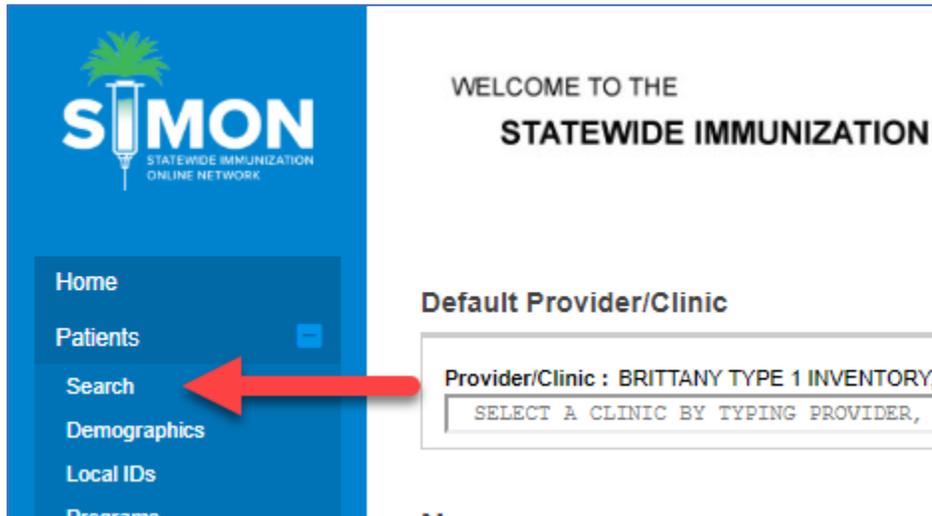


Adding and Administering Vaccines as a Provider Tracking Inventory in SIMON

This step by step takes you through the processes to add and/or administer vaccines as a provider tracking full inventory.

1. Search for a patient under the “Patients” module of the menu on the left side of the screen.



2. Type in enough information to find the specific patient you’re administering vaccines to. If they do not exist in SIMON, create a new patient. (Follow the instructions in the step by step guide for creating a patient.)
3. From the drop-down to the right of the patient’s name, select “Immunizations”.

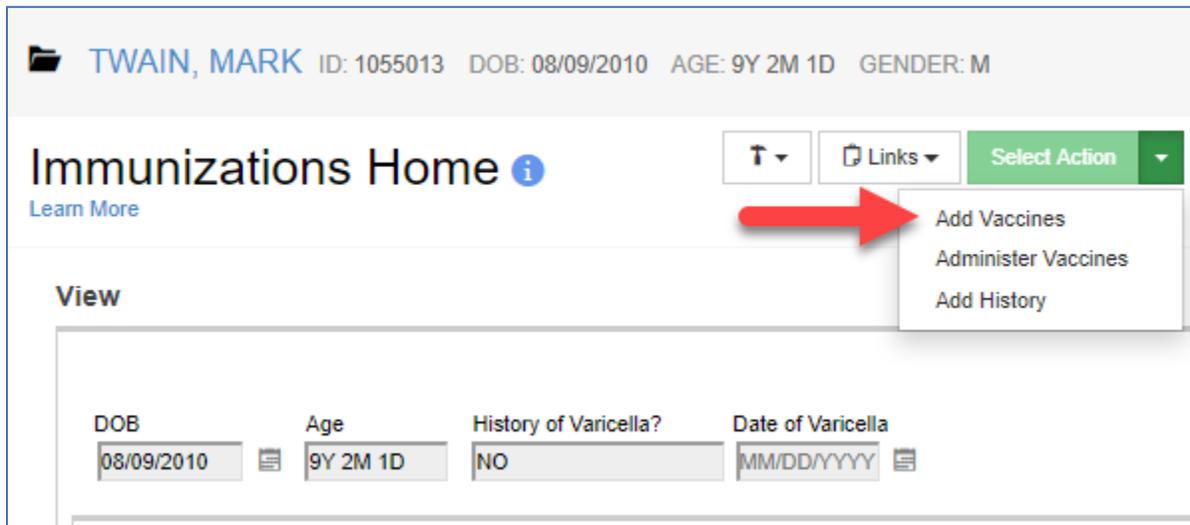
Last Name	First Name	Middle Name	DOB	Gender
<input type="text" value="TWA"/>	<input type="text" value="MAR"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
<input type="button" value="Previous Criteria"/>			<input type="button" value="Clear"/>	<input type="button" value="Search"/>

Search Results - 1 record(s)

ID	Name	Gender	DOB	Action
1055013	TWAIN, MARK 312 S BULL ST DENVER, CO 29205	M	08/09/2010	<input type="button" value="Demographics"/> <input type="button" value="Immunizations"/> <input type="button" value="Contacts"/>

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

4. From the green drop-down menu at the top of the page select “Add Vaccines”.
 - If the vaccines have already been added to the patient by clerical staff and you are only administering the vaccines, skip to step 11.



TWAIN, MARK ID: 1055013 DOB: 08/09/2010 AGE: 9Y 2M 1D GENDER: M

Immunizations Home i

[Learn More](#)

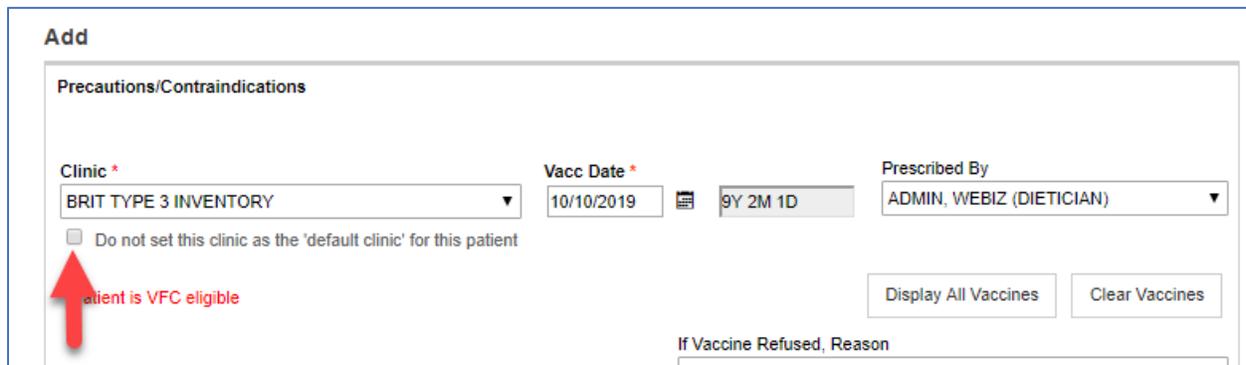
↑
Links
Select Action

- Add Vaccines
- Administer Vaccines
- Add History

View

DOB: 08/09/2010 Age: 9Y 2M 1D History of Varicella?: NO Date of Varicella: MM/DD/YYYY

5. Confirm the default clinic is correct, complete Vaccination Date and the Prescribing individual. If you do not want the patient’s default clinic to update to the clinic administering the vaccine, check the box beneath the clinic that reads “Do not set this clinic as the ‘default clinic’ for this patient”.



Add

Precautions/Contraindications

Clinic *
 BRIT TYPE 3 INVENTORY

Vacc Date *
 10/10/2019 9Y 2M 1D

Prescribed By
 ADMIN, WEBIZ (DIETICIAN)

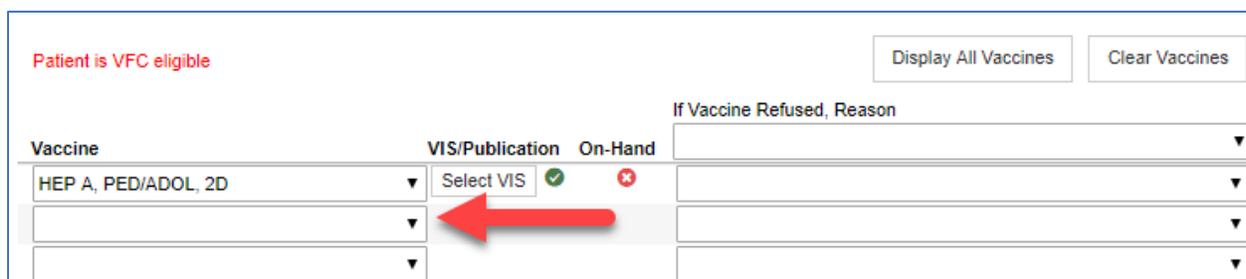
Do not set this clinic as the 'default clinic' for this patient

Patient is VFC eligible

Display All Vaccines Clear Vaccines

If Vaccine Refused, Reason

6. If you’re adding a recommended vaccine, it will automatically populate. (If you do not want recommended vaccines to auto populate you can edit this in user defaults or update the check box on the Immunizations Home screen.) If you’d like to add another, you can select it from the drop down of the next blank vaccine space.



Patient is VFC eligible

Display All Vaccines Clear Vaccines

If Vaccine Refused, Reason

Vaccine	VIS/Publication	On-Hand	
HEP A, PED/ADOL, 2D	Select VIS	✓	✗

- If you do not have the vaccine on hand, you will see the red “x” under “on-Hand” in the vaccine table. You can still create the vaccine to be administered, or you can clear it from the screen by selecting the blank space in the drop-down menu of vaccines.

Patient is VFC eligible Display All Vaccines Clear Vaccines

Vaccine	VIS/Publication	On-Hand	If Vaccine Refused, Reason
HEP A, PED/ADOL, 2D	Select VIS	✓ ✗	
MMR	Select VIS	✓ ✓	

Vaccine	VIS/Publication	On-Hand
HEP A, PED/ADOL, 2D	Select VIS	✓ ✗
ANTHRAX IG		
BCG		

- If the patient refuses a vaccine, you’ll document that under the vaccine refusal reason section to the right of the selected vaccine.

Patient is VFC eligible Display All Vaccines Clear Vaccines

Vaccine	VIS/Publication	On-Hand	If Vaccine Refused, Reason
HEP A, PED/ADOL, 2D	Select VIS	✓ ✗	
MMR	Select VIS	✓ ✓	
			MEDICAL EXEMPTION WITH AFFIDAVIT
			OTHER
			PARENTAL DECISION
			PATIENT DECISION
			RELIGIOUS EXEMPTION WITH AFFIDAVIT
			RELIGIOUS EXEMPTION WITHOUT AFFIDAVIT

- If you are the individual creating and administering the vaccines, you can select “Create and Administer” to document that you’ve given the patient the vaccine and skip to step 12. If you are only creating it to be administered later, you’ll select “Create” from the drop-down option.

Immunizations [Learn More](#) Cancel [Dropdown] Create And Administer [Dropdown]

Create

Add

Precautions/Contraindications

Clinic * Vacc Date * Prescribed By

10. The immunizations home screen will now show vaccinations just created with a syringe symbol to the right indicating they have not yet been administered.

Vaccine	Dose	Date	Age	Clinic			
Hep A							
Hep A, ped/adol, 2D	1	10/10/2019	9Y 2M 1D	BRIT TYPE 3			Delete
Hep B							
Hep B, ped/adol	1	10/07/2019	9Y 1M 28D	BRIT TYPE 1			Update
MMR							
MMR	1	10/10/2019	9Y 2M 1D	BRIT TYPE 3			Delete
Influenza							

11. To proceed to administration of vaccines, at the top of the screen, select “Administer Vaccines”.


TWAIN, MARK ID: 1055013 DOB: 08/09/2010 AGE: 9Y 2M 1D GENDER: M

Immunizations Home 



Select Action

[Learn More](#)

View

- Add Vaccines
-  Administer Vaccines
- Add History

12. Complete the time of the administration and select the individual administering the vaccine. Selecting the top-level Administered By drop down will populate all the vaccines with the same name. If they are different individuals, select them each separately from the drop down to the right of each vaccine.

Administer

Patient is VFC eligible Vaccination Time 08:29 AM (HH:MM A/P)

Administered By * Refusal Reason *

Vaccine Hep A, ped/adol, 2D

Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand *
 NO INVENTORY AVAILABLE

Body Site * Route * Dosage Refusal Reason

Did not Admin Delete VFC:Is underinsured

MMR ADAMS, JOHN (MD)

Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand *
 (I) MSD | 247984 | 05/29/21 | VFC | BRIT 3 INVEN | 00006-4681-00 | M-M-R II (0

Did not Admin Delete VFC:Is underinsured

Administer

Patient is VFC eligible Vaccination Time 08:29 AM (HH:MM A/P)

Administered By *

Vaccine Hep A, ped/adol, 2D

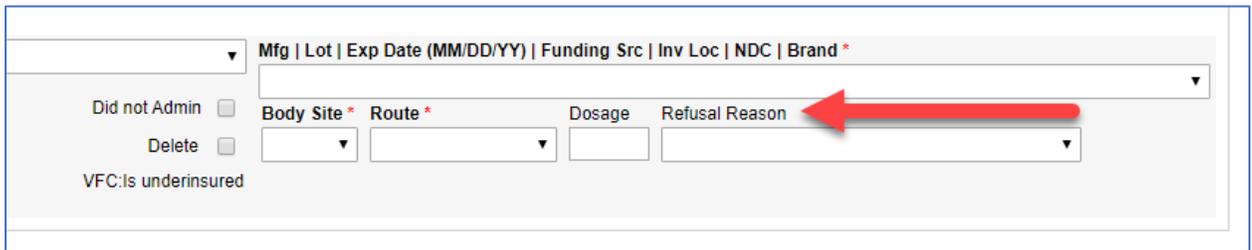
Did not Admin Delete VFC:Is underinsured

MMR

Did not Admin Delete VFC:Is underinsured

13. For the vaccine with inventory, you'll select the specific vaccine details from the drop down. Be sure to verify the lot number, expiration date and funding source. The body site and route should populate by default.
- The vaccine created without any available inventory selects the "Did not Admin" check box by default.

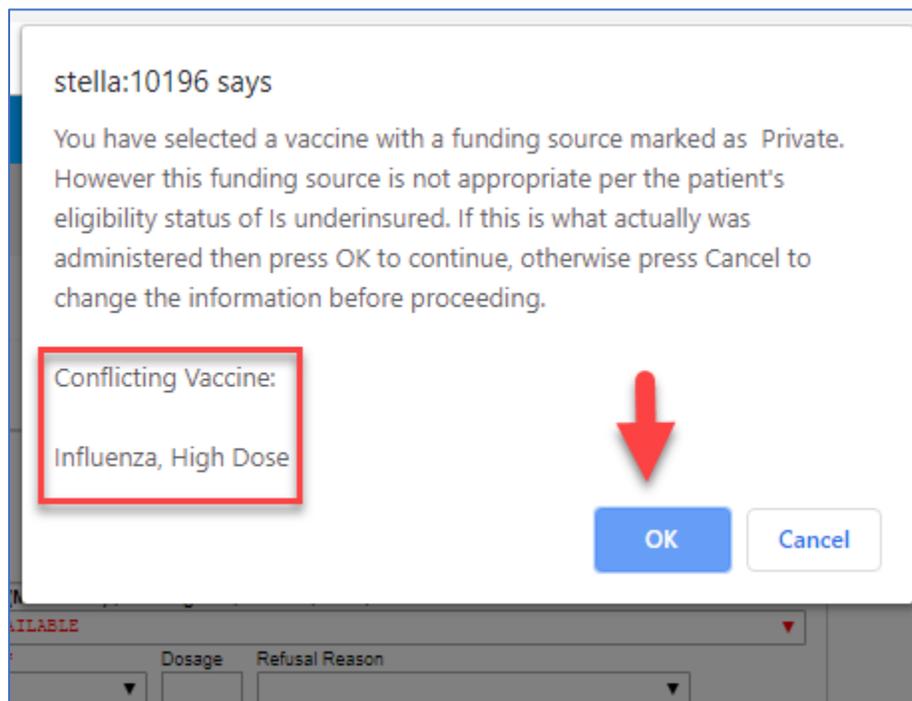
14. You can also document a vaccine refusal when administering vaccines:



Did not Admin
 Delete
 VFC: Is underinsured

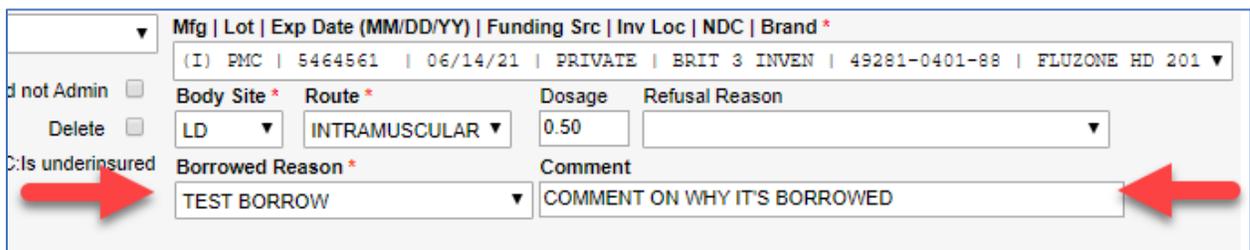
Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand *
 Body Site * Route * Dosage Refusal Reason

15. If a vaccine is selected with an inappropriate funding source, you'll receive this error stating that the patient has a different funding eligibility than the funding allocated to the vaccine being administered. Select "OK" and complete the borrowed reason on the vaccine listed in the message. A comment may be required depending on the reason selected.



stella:10196 says
 You have selected a vaccine with a funding source marked as Private. However this funding source is not appropriate per the patient's eligibility status of Is underinsured. If this is what actually was administered then press OK to continue, otherwise press Cancel to change the information before proceeding.

Conflicting Vaccine:
 Influenza, High Dose



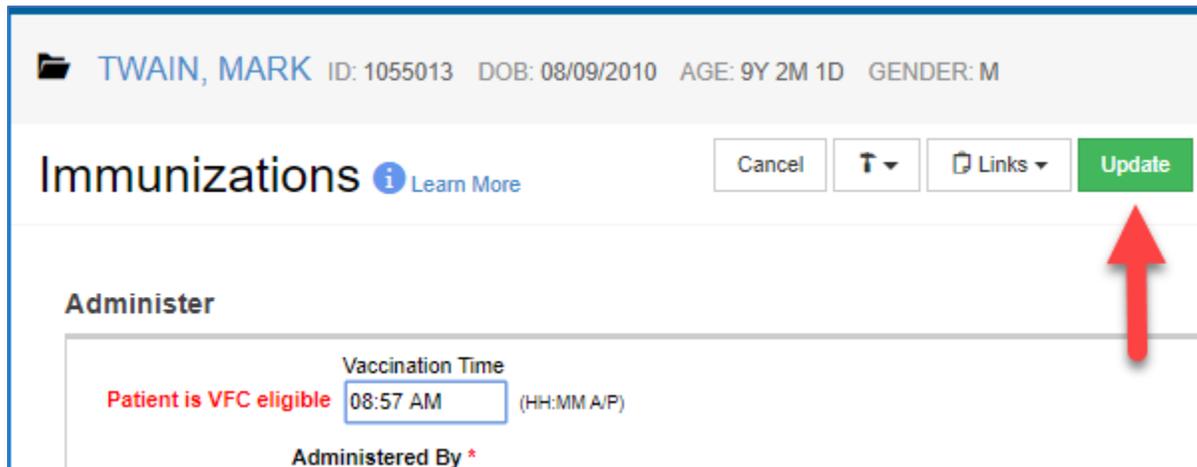
Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand *
 (I) PMC | 5464561 | 06/14/21 | PRIVATE | BRIT 3 INVEN | 49281-0401-88 | FLUZONE HD 201

Did not Admin
 Delete
 VFC: Is underinsured

Body Site * Route * Dosage Refusal Reason
 LD INTRAMUSCULAR 0.50

Borrowed Reason * **Comment**
 TEST BORROW COMMENT ON WHY IT'S BORROWED

16. Lastly, click "Update" to administer the vaccines and save the record.



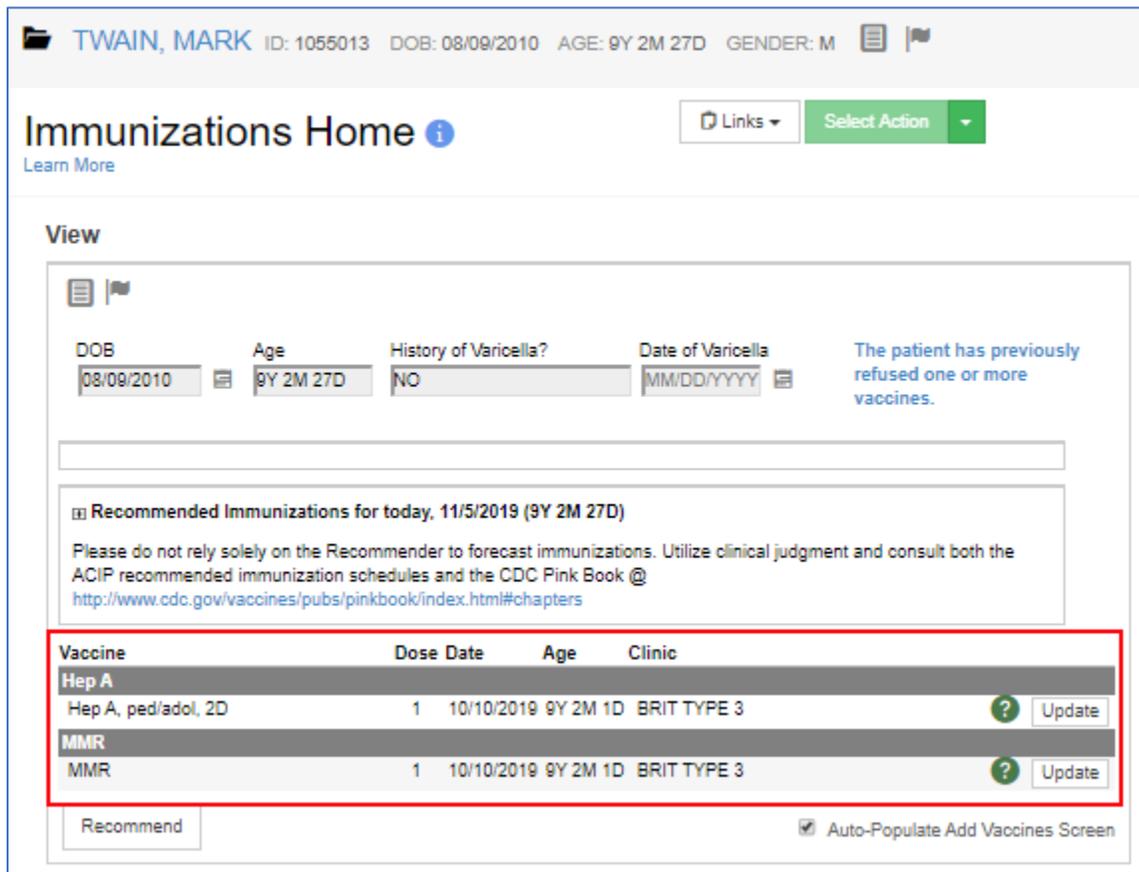
Immunizations Learn More
Cancel T Links Update

Administer

Patient is VFC eligible Vaccination Time (HH:MM A/P)

Administered By *

17. This will return you to the Immunizations Home screen to see the vaccines that have been administered.



Immunizations Home Learn More
Links Select Action

View

The patient has previously refused one or more vaccines.

Recommended Immunizations for today, 11/5/2019 (9Y 2M 27D)

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

Vaccine	Dose	Date	Age	Clinic	
Hep A					
Hep A, ped/adol, 2D	1	10/10/2019	9Y 2M 1D	BRIT TYPE 3	? Update
MMR					
MMR	1	10/10/2019	9Y 2M 1D	BRIT TYPE 3	? Update

Recommend Auto-Populate Add Vaccines Screen