

Vaccine administration and documentation

Recording within Epic EHR as part of a complete patient record

More than a regulatory legal requirement, the documentation of vaccine administration helps ensure a complete and informative patient record, particularly when shared across a practice or health system. An up-to-date and accurate vaccination history ensures that a provider understands the appropriate vaccinations a patient needs, according to the Centers for Disease Control and Prevention (CDC) recommendations.

Benefits of documentation

Information such as manufacturer name, vaccine NDC, lot number, expiration date, site of administration, or if vaccination was refused, is required to be recorded by the provider in the patient record and reported to the state immunization registry. Recording the vaccine administration information allows all vaccines a patient has received to be tracked in the future. It also keeps the patient's record up-to-date to ensure appropriate vaccination according to CDC guidelines (especially for vaccines with multiple doses in a series).

Considerations:

- Generally, only one vaccine NDC, lot number, and expiration date can be recorded for each administered vaccine. For multi-component vaccines, the provider can choose to record the information from the vaccine outer package

If you have further technical questions, consult your internal or external EHR support resources.

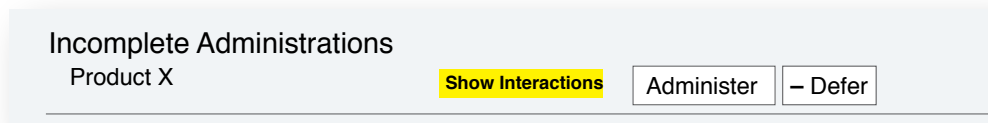
This guide provides a high-level overview of how to properly record vaccine administration within Epic EHR. This overview is designed to provide guidance for you, your practice's EHR champion, or IT staff.

Please note that this guide was created based upon Epic EHR 2020. Screens and features may change as new software versions are released.

This guide is for informational purposes only and is not intended to replace detailed instructions provided to you by your internal or external EHR support resources. The information in this guide is subject to change without notice. GSK makes no claims or warranties about the applicability or appropriateness of this information.

Recording administration of multiple vial vaccines

After the vaccine is ordered in Epic EHR, it will appear in the **Immunization Activity** showing as an **Incomplete Administrations**, such as Product X in the example below.



To administer the vaccine, select the **Administer** button. The **Administered Immunization** composer displays, with the following characteristics:

- The fields with red stop signs are required information and must come from the vial that is being administered. The lot and NDC numbers are unique from each vial
- If there is a second vial of medication that needs to be combined with the first vial prior to administration, then the second vial lot number can be recorded in the **Comment** section of the **Administration Immunization** form or Epic EHR can be customized to allow recording of two lot numbers like the example below
- The field for the lot number and NDC number of the second vial is not a standard Epic EHR feature and may need to be added by the health system IT staff. Please work with your local Epic EHR IT representative for additional support
- After completing documentation, select **Accept** and the immunization and information will be recorded for the patient

Administered Immunization

Name: Product X Given: [dropdown]

Date: [text] Time: [text] Given By: [text]

Lot #: [text] ⚠ Dose: [text] ⚠ VIS Date: [text]

Mfg: [text] Site: [text] ⚠ Comment: [text]

NDC: [text] ⚠ Route: [text] ⚠ Location: [text]

Lot #2: [text] External: [text]

Expires: [text] Next Due: [text]

Is this vaccine sponsored by the state as apart of a VFC program? Not VFC eligible VFC eligible - Medicaid/Medicated Managed Care
 VFC eligible - Uninsured VFC eligible - American Indian/Alaskan Native
 VFC eligible - Federally Qualified Health Center Patient (under-insured)

Are you sick today with an moderate to severe illness (e.g. fever) YES NO

Have you ever had a serious reaction YES NO

Accept as Incomplete Accept Cancel

All trademarks are the property of their respective owners.