

Immunizations

Purpose of this document

Background: The immunization function of WIR allows those with IR Typical, IR Inventory Control, and IR Administrator access to view and add immunizations and manage historical immunizations for the client. It also recommends immunizations based on a tracking schedule. This function is central to WIR’s purpose as a tool that benefits health care professionals, families, and the general population by tracking immunizations and a client’s immunization schedule.

Topics Covered:

- Viewing an immunization tracking schedule to recommend vaccinations
- Adding owned and historical immunizations
- Editing owned and historical immunizations

After reviewing this document, you should be able to:

- View immunizations.
- Tell the difference between owned and historical immunizations.
- View immunization recommendations based on a tracking schedule.
- Enter, edit, and delete owned and historical immunizations.

Contents

View immunizations.....	2
Immunization tracking schedule.....	5
Enter Immunizations.....	6
Immunization entry screen.....	9
Edit immunizations	12
Delete immunizations	14

View immunizations

The immunization screen has a few components when viewing each client. You can see the client information, history, and vaccines that are recommended by a tracking schedule.

Important: WIR is not a complete medical record. It is a platform for providers in Wisconsin to share immunization records. The client's medical record or medical notes should be updated to explain why a non-standard immunization schedule was followed.

- 1) To view a client's immunization record, select **Manage Immunizations** under the **Immunizations** section of the left menu panel.



- 2) Enter search criteria in the **Client Search Criteria** screen. You have several fields to search for your client. It is best to first look up the client by the first four characters of their last name and first three characters of their first name. Select **Find**.

Client Search Criteria	
Last Name / Barcode	Gree
First Name	Her
Middle Name	
Mother's Maiden Last	
Mother's First Name	
Birth Date	02/01/2014
Gender	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> N/A
SSN	[] - [] - []
Phone	[] - [] - []
Chart #	[]
	Find

If multiple matches are found and you are unable to determine which client record is the correct match, you can add more criteria to the client search to narrow down the results, such as:

- **DOB** can be used to narrow down common last name and first name combinations.

- **SSN** will produce a single name match. SSN must have been entered previously. Many providers do not enter the client’s SSN in WIR for security reasons.
- **Phone** is not recommended, due to the possibility of phone numbers changing over time or not being entered.
- **Chart #** will produce a single name match. Chart # must have been entered previously. Chart numbers are organization-dependent; you can only search for your organization’s chart number.

3) The client’s history is displayed at the top of the Immunization History Screen, and includes vital information pertaining to the client, including name, birth date, and address. There are also informational messages followed by yes or no:

a) **School Release on File** indicates client, immunization, or comment information has been entered by a school.

VFC Eligible reflects whether or not *client eligibility* has been identified. VFC requirements are to screen for eligibility at each visit at the *dose level* instead of the client level.

Client Information		School Release on File: No	VFC Eligible: Yes
Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden
HERO U. GREEN	02/01/2014	M	CAT
Tracking Schedule	Chart #		
ACIP			
Address	123 E MAIN ST, MADISON, WI 53703 (555) 555-5555		
Comments	{1 of 4} .. 01/15/2019 ~ Chronic illness		

4) Next to history below the Client Information, there are buttons to perform various operations:

History	Add Immunization	Edit Client	Reports	Print	Print Confidential
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- a) **Add Immunization** allows you to add a new immunization from inventory or a historical immunization.
- b) **Edit Client** allows you to edit personal information, the responsible person listing, and comments for the client.
- c) **Reports** links to four different reports available for the client, that can be downloaded in four different languages including English, Hmong, Somali, or Spanish:
- Vaccine Administration** displays demographics, contact information, immunization history, and available immunizations.
 - Complete Immunization** also displays demographics, but includes registry data, contact information, and detailed immunization history.
 - Immunizations Needed** also displays demographics, contact information, immunization history, as well as immunizations needed.
 - Official WIR Record** Displays demographics, immunization history, and immunization recommendations. Also displays official state seal.

- d) **Print** allows you to print the screen exactly as you are viewing it with client information, history, and vaccine recommendations.
 - e) **Print Confidential** allows you to print a confidential report that shows name, birth date, gender, vaccine history, and vaccine recommendations. It does not show client information such as contact information or client comments.
- 5) The immunization history table details vaccinations the client has received to date and that have been recorded in WIR. The immunizations are alphabetically listed, then in date administered order.

History								
Add Immunization Edit Client Reports Print Print Confidential								
Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
COVID-19	09/05/2023	1 of 1	Pfizer BvintBstr 12+®		No		Yes	
Influenza	09/25/2023	Booster	Flucelvax Quadrivalent®	Full	No			
Pneumo-Poly	09/04/2023	1 of 1	Prevnar 20®		No		Yes	

- a) **Vaccine group** lists the name of the vaccine group the vaccine was administered from.
- b) **Date Administered** lists the date the vaccine was administered. You can also select the **Date Administered** link to show the Explanation of Status popup window. This popup window shows the schedule WIR is using to determine whether or not a vaccine meets ACIP recommendations.
- c) **Series** validates the vaccination administered against the vaccine schedule in WIR. The WIR schedule is based on whether a healthy individual meets the ACIP recommended schedule for each vaccine. The Series column shows the number of valid immunizations administered towards the series total (2 of 3). If the vaccine administered does not meet the recommendations specified in the WIR schedule, WIR will label the vaccine as "Not Valid." Some reasons for a dose showing as "Not Valid" under the series column include:
 - i) Client is outside of the age limits of a vaccine
 - ii) The interval between doses is too short
 - iii) Non-FDA approved vaccine or vaccine was received outside of the United States.
 - iv) Multiple trade names administered when homologous doses are required
 - v) Incorrect dose size administered
 - vi) Using a schedule outside of ACIP recommendations for a healthy individual
 - (1) High risk schedule
 - (2) Catch-up schedule
- d) **Trade Name** lists the manufacturer's trade name of each vaccine administered.
- e) **Dose** indicates whether it was full, half, or multiple doses were administered.
- f) **Owned** indicates if your organization or another organization administered the immunization. If another provider organization administered the immunization, "no" will appear in this column, as the administering provider *owns* the immunization. Select the

blue “No” link, and a pop-up box appears with the name and contact information of the owning organization.

- g) **Reaction** indicates if the client had a reaction to the vaccine. If a reaction was recorded, the word “Yes” will appear in red. Select the red word “Yes” to view a pop-up box containing the reaction.
- h) **Hist?** indicates a provider that did not administer an immunization added it to the record for a client based on documentation from the client. Historical immunizations never come from an organization’s inventory, as they were administered in the past by another provider. The provider enters it “historically” to keep the client’s record up to date.
- i) **Edit** allows a provider to view the specifics of an administered or historical immunization.
 - i) For administered immunizations, the edit immunization screen contains lot number, dose size, body site, dose eligibility, VIS information, and more. If the organization administered the immunization, edits can be made if needed.
 - ii) Historical immunizations have fewer fields available to fill in as not as much information is typically known. Any organization can edit historical immunizations.

Immunization tracking schedule

The immunization tracking schedule is an alphabetical table format that lists the vaccines recommended by date. It lists the earliest, recommended, overdue, and latest dates for each vaccine that is due. It also lists any series that are complete.

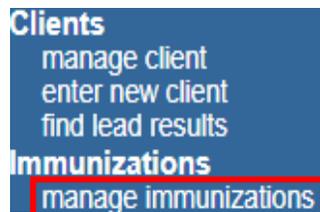
Vaccines Recommended by Selected Tracking Schedule							Add Selected
Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Overdue Date	Latest Date	
COVID-19		Complete					
<input type="checkbox"/>	HepA		04/17/2024	04/17/2024	04/17/2025		
<input checked="" type="checkbox"/>	HepB		10/09/2012	10/09/2012	11/06/2012		
<input checked="" type="checkbox"/>	HPV		08/01/2022	09/01/2022	04/01/2023	10/08/2039	
<input type="checkbox"/>	Influenza		07/15/2024	07/15/2024	10/15/2024		
<input checked="" type="checkbox"/>	Meningo		10/09/2023	10/09/2023	10/09/2025	10/08/2034	
MMR		Complete					
<input checked="" type="checkbox"/>	Pertussis/Tdap	Tdap	10/09/2022	10/09/2023	10/09/2025		
<input checked="" type="checkbox"/>	Polio		11/20/2012	12/09/2012	01/09/2013		
<input type="checkbox"/>	RSV		10/09/2024	10/09/2024	10/09/2024	10/08/2067	
<input checked="" type="checkbox"/>	Smallpox		09/07/2022	09/07/2022	09/07/2022		
<input checked="" type="checkbox"/>	Td	Tdap	10/09/2019	10/09/2019	11/09/2019		
<input checked="" type="checkbox"/>	Varicella		12/29/2022	12/29/2022	12/29/2022		

- 1) **Vaccines Recommended by Selected Tracking Schedule** appears below the history section of the client's immunization record in WIR. This table has the following columns:
 - a) The **Select** checkbox will be automatically checked for vaccines at or past the recommended date.
 - b) **Vaccine Group** is the vaccine group name. To view why an immunization is showing as "Not Valid," select the blue hyperlink of the vaccine group name. An Explanation of Status pop up box shows the correct schedule and explains why the vaccine did not meet the recommendation.
 - c) **Earliest Date** is the earliest date the client may receive the vaccine and it still be valid.
 - d) **Recommended Date** is the date recommended based on the ACIP schedule for the client to receive the vaccine.
 - e) **Overdue Date** is the date at which the client is past due for the immunization.
 - f) **Latest Date** is the latest date which the client may be given the vaccine, and it still be valid.

Enter Immunizations

The add immunization function of WIR allows a user to enter either a new immunization from inventory within your organization, or a historical dose that is not drawn from inventory.

- 1) To enter an immunization, select **Manage Immunizations** under **Immunizations** on the side bar panel in WIR.



- 2) Enter the first four letters of the client's last name and first three letters of the client's first name. Select **Find**. Select the appropriate client record from the results list.

Client Search Criteria

Last Name / Barcode: Gender: M F N/A Find

First Name: SSN: - -

Middle Name: Phone: - -

Mother's Maiden Last: Chart #:

Mother's First Name:

Birth Date: 

- 3) Under the client information, next to History, select **Add Immunization**. This will display the Select Immunizations screen.

History Add Immunization Edit Client Reports Print Print Confidential

Funding Programs/Eligibilities Selected Programs/Eligibilities

Eligibility Not Det/Unknown Add > Medical Assistance
 Insured, Vaccine covered < Remove
 No Insurance

Active immunization inventory on : 06/27/2022 OK Cancel

Unselect All **Defaults for new immunizations**

Immunization	New	Hist #
Adjuvant	<input type="checkbox"/>	<input type="text"/>
Anthrax	<input type="checkbox"/>	<input type="text"/>
COVID-19	<input checked="" type="checkbox"/>	<input type="text"/>
DTP/aP	<input type="checkbox"/>	<input type="text"/>
HepA	<input checked="" type="checkbox"/>	<input type="text"/>
HepB	<input type="checkbox"/>	<input type="text"/>
Hib	<input type="checkbox"/>	<input type="text"/>

Organization Site: ▼
 Ordering Authority: ▼
 Administered By: ▼
 Date Administered:  Activate Expired

Vaccines administered from inventory.

- 4) Below the Client Information, Enter or Modify the funding program for the client. If the funding program is not listed, add the funding program by selecting Add. If a program previously selected is no longer current, select that program under Selected Programs/Eligibilities and select Remove and it will be removed, by moving it back into the left box that lists the Funding Programs/Eligibilities.
- 5) Next enter the following on the right side of the screen under defaults for new immunizations:
- Choose the correct organization site from the dropdown list.
 - Select your ordering authority.

- c) Select the clinician who administered the dose.
 - d) Enter the date the vaccines were administered. If you selected more than one vaccine and they were administered on different dates, you can edit the date on the next screen.
 - e) If you are entering a new immunization that is past the expiration date, select Activate Expired. This will display active inventory for the Date Administered field.
- 6) Immunizations in an organization’s inventory available to administer, are selected below funding options by selecting the small checkbox in the “New” column. Select one or more vaccines on this portion of the screen.
- a) If entering a historical vaccine, enter the number of doses previously administered in one of the large boxes in the “Hist #” column.
 - b) At the bottom of the screen is a section of immunizations available for historical shots only. These are immunizations for which a provider does not have physical inventory, but still may need to enter a historical dose. If this is the case, enter the number of doses previously administered in the necessary box, same as above.

Immunizations available for historical shots only

Provider Organization
Date Administered

Immunization	Hist #	Immunization	Hist #	Immunization	Hist #
Adeno	<input type="text"/>	Hib	<input type="text"/>	Plague	<input type="text"/>
Adjuvant	<input type="text"/>	IG-RSV	<input type="text"/>	Pneumo-Poly	<input type="text"/>
Anthrax	<input type="text"/>	Ig	<input type="text"/>	Pneumococcal	<input type="text"/>
BCG	<input type="text"/>	Influenza A H1N1	<input type="text"/>	Polio	1
CVD	<input type="text"/>	Lyme	<input type="text"/>	Rabies	<input type="text"/>
Cholera	<input type="text"/>	Measles	<input type="text"/>	Rubella	<input type="text"/>
DTP/aP	<input type="text"/>	Meningo	1	SCV	<input type="text"/>
Diphtheria	<input type="text"/>	Meningo B	<input type="text"/>	Td	<input type="text"/>
Encephalitis	<input type="text"/>	Mumps	<input type="text"/>	Tetanus	<input type="text"/>
HepA	<input type="text"/>	Pertussis/Tdap	<input type="text"/>	TickBorne Enceph	<input type="text"/>
Historical vaccines not in inventory.				Typhoid	<input type="text"/>
				Varicella	<input type="text"/>
				Yellow Fever	<input type="text"/>
				Zoster	<input type="text"/>

Immunization entry screen

1) Entering a new immunization:

New Immunizations (1)

Date Provided 02/10/2024 **Ordering Authority** Doctor, Test MD

Remove	Immunization	Trade Name-Lot Adjuvant (Optional)	Dose	Administered By Dose Eligibility	Body Site Immunization Route
<input type="checkbox"/>	COVID-19	Spikevax (2023-24) 12+test-04\publ	Full	Clinician, Test RN Medical Assistance	right deltoid intramuscular

Funding source **OK** Cancel

- a. Under New Immunizations, verify or update the **Date Provided** and the **Ordering Authority**.
- b. Check the **Remove** checkbox if the immunization is on this screen in error and should NOT be added to the record. Do not enter any information if the immunization is to be removed.
- c. Choose the correct **Trade Name** and **Lot** from the drop-down menu. Note that public/private is also indicated. Ensure that the correct funding source is selected, especially if lot numbers are similar.
- d. The **Dose** size defaults to Full. It can be changed to Half, 2, 3, 4, or 5 when needed. Most often Full will be correct.
- e. Choose the name of the **Administering Clinician** from the drop-down menu.
- f. Choose the correct **Body Site** from the drop-down menu.
- g. Choose the correct **Dose Eligibility** from the drop-down menu. Note that this is a required element for VFC providers.
- h. Finally verify the **Immunization Route**. It should auto populate to the correct route, but best practice is to always verify.
- i. The current VIS publication date will auto populate along with the date the VIS was presented to the client. Should either of these need to be changed, they are located at the bottom of the screen in the **VIS Dates for New Immunizations** section.
- j. Update VIS dates if needed and select OK above in the New Immunizations section to save the new immunization and VIS information to the client record.

VIS Dates for New Immunizations

(Spikevax (2023-24) 12+test-04\public)

Spikevax (2023-24) 12+ COVID-19: 09/11/2023 **Date Presented** 02/10/2024

2) Entering Client Comments

- a. While entering a new immunization, a provider can also enter a client comment related to the administered vaccine. The New Client Comments section is towards the bottom of the screen, below the new immunization section.

New Immunizations (1)

Date Provided: Ordering Authority:

Remove	Immunization	Trade Name-Lot Adjuvant (Optional)	Dose	Administered By Dose Eligibility	Body Site Immunization Route
<input type="checkbox"/>	HepB	<input type="text" value="Engerix-B Adult\123\public"/>	Full	<input type="text" value="Clinician, Test RN"/>	<input type="text" value="left deltoid"/>
				<input type="text" value="Medical Assistance"/>	<input type="text" value="intramuscular"/>

New Client Comments

Select	Date	Client Comment	
			<input type="button" value="Delete"/>
<i>Enter New Client Comment...</i>			
<input type="button" value="Client Comment"/>		<input type="text" value="Clinician has decided to repeat the Hep B series"/>	<input type="button" value="Add"/>
<input type="button" value="Applies-To Date"/>	<input type="text" value="02/21/2024"/>		

- b. In this example, staff added the comment that the "clinician has decided to repeat the Hep B series." Choose the appropriate client comment from the dropdown menu and choose the Applies-To Date. Select Add.
- c. The comment will show in red font at the top of the screen in the Client Information section.

Client Information School Release on File: No

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
<input type="text"/>	<input type="text"/>	M	<input type="text"/>	ACIP	<input type="text"/>
Address: <input type="text"/>					
<div style="border: 1px solid #ccc; padding: 2px;"> Comments {1 of 1} .. 02/21/2024 ~ Clinician has decided to repeat the Hep B series </div>					

3) Entering a historical immunization:

Historical Immunizations (1)					
Remove	Immunization	Date Provided	Trade Name	Lot Number	Provider Org
<input type="checkbox"/>	Polio	01/31/2015	Pediarix		ABC Clinic - Dr. Smith

- a. When entering historical immunizations, there are fewer fields to fill in. Please fill in as much information as is available. Sometimes, client documentation will not include the Lot Number or Provider Org. When this occurs, leave the fields blank.
- b. Enter the **Date Provided**.
- c. Choose the **Trade Name** from the drop-down menu. If the trade name is not known, leave the field blank, and the vaccine will be added to the record as an unspecified vaccine from the vaccine group documented.
- d. Vaccine information statements are not documented for historical vaccines.
- e. Select OK to save.

Edit immunizations

Please Note: A provider cannot edit immunizations that are owned by another organization. Providers can only edit immunizations they administered. All providers can edit historical immunizations. Under Manage Immunizations, search for the member's information to display their immunization history, then:

- 1) On the Immunization History table, select the vaccine you wish to edit by selecting the Edit  icon located in the far-right column of the record.

Edit Immunization

Vaccine Group: HepB	<input type="button" value="Save"/>
Vaccine Display Name: HepB-Adult	<input type="button" value="Cancel"/>
Trade Name: Engerix-B Adult	<input type="button" value="Delete"/>
Vaccine Lot Number: 123 / public	
Dose Size: 1 ml	
Dosage From Inventory: Full <input type="button" value="v"/>	
Partial Dose: <input type="checkbox"/>	
Date Provided: 02/21/2024 <input type="button" value="calendar"/>	
Ordering Authority: Doctor, Test MD <input type="button" value="v"/>	
Administered By: Clinician, Test RN <input type="button" value="v"/>	
Body Site: left deltoid <input type="button" value="v"/>	
Administered Route: intramuscular <input type="button" value="v"/>	
Disregard Primary Series: N	
Dose Eligibility: Medical Assistance <input type="button" value="v"/>	
VIS Date for HepB: 05/12/2023 <input type="button" value="v"/>	
Date Presented: 02/21/2024 <input type="button" value="calendar"/>	
Entered by Site: KCW TEST	
Input Source: Manual Entry - Immunization - 02/22/2024	
Update Source:	
Signatures Captured: N	

- 2) The Vaccine Group, Vaccine Display Name, Trade Name, Lot Number, and Dose Size cannot be edited on the Edit Immunization screen.
- 3) Only items with a white field can be edited. Dosage from Inventory allows a provider to account for a full dose, half dose, or multiple doses from inventory. Most often full doses are documented.
- 4) The Partial Dose box should be checked if the complete dose was not administered. This could occur if a client jumps, and the full dose does not go in the patient's arm.
- 5) The fields from Date Provided through Dose Eligibility can also be edited if needed.
- 6) If the client was given a VIS with a different publication date than the default, find the correct date in the dropdown menu and make the change.
 - a. Note that the VIS date must be edited on the day the vaccine was administered.

- b. The VIS Date Presented can be edited at any time, however it usually matches the vaccination date and does not need editing.
- 7) Below the VIS dates, no changes can be made. The Input Source is how the vaccine was originally entered in WIR.
 - a. If the immunization was entered via the UI (user interface), it displays "Manual Entry" along with the date the immunization was entered into WIR.
 - b. If the message came via data exchange, the Input Source will show "Created via HL7 2.5.1 r1.4/1.5 Web Service", or something similar depending on the provider's data exchange service.

Reactions to Immunization	
<input type="checkbox"/>	Anaphylaxis within 24 hours
<input type="checkbox"/>	Intussusception within 30 days of dose
<input type="checkbox"/>	Persistent crying lasting >= 3 hours within 48 hours
<input type="checkbox"/>	Encephalopathy
<input checked="" type="checkbox"/>	Rash within 14 days of dose
<input type="checkbox"/>	Guillain-Barre Syndrome (GBS) within 6 weeks after DTP/DTaP
<input type="checkbox"/>	Seizure occurring within 3 days
<input type="checkbox"/>	Hypotonic-hyporesponsive collapse within 48 hours
<input type="checkbox"/>	Temperature >= 105 (40.5C) within 48 hours
<input type="checkbox"/>	Required emergency room/doctor visit

- 8) The bottom half of the screen allows for the option to document any reactions to the immunization your client may have experienced. Select the checkbox next to the applicable reaction and select Save at the top of the screen.

Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
HepB	02/21/2024	1 of 3	Engerix-B Adult®	Full		Yes		
HPV	11/16/2023	1 of 2	Gardasil 9®				Yes	

- 9) The immunization record will now show in red font indicating a reaction. A red Yes link now appears under the reaction column. Clicking the link shows a pop up with the reaction.

Rash within 14 days of dose

Delete immunizations

Immunizations should only be deleted if they were entered incorrectly. Before deleting any immunizations, it must be verified that they should be deleted. A provider is unable to delete non-historical immunizations that are owned by another organization. Providers can only delete owned immunizations that they administered. Under **Manage Immunizations** search for the client and then view their Immunization History.

- 1) On the Immunization History table, choose the vaccine to be deleted by selecting the **Edit**  icon.

History								
Add Immunization Edit Client Reports Print Print Confidential								
Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
Diphtheria	07/09/2019		Diphtheria®			Yes	Yes	
DTP/aP	07/12/2017	PARTIAL DOSE	Tripedia®	Full		Yes		
	08/17/2017		Boostrix®	Full		Yes		
	09/19/2017	1 of 5	Infanrix®	Full		Yes		
	07/31/2019	2 of 5	Pediarix®	Full				

- 2) At the Edit Immunization screen, verify that the immunization is the correct one to be deleted, and select **Delete**.

Edit Immunization

Vaccine Group: DTP/aP - HepB - Pertussis/Tdap - Polio - Td [Save](#)

Vaccine Display Name: DTAP/Polio/Hep B [Cancel](#)

Trade Name: Pediarix **Delete**

Vaccine Lot Number: GSKFlulaval / public

Dose Size: 0.5 ml

Dosage From Inventory: Full

Partial Dose:

Date Provided:

Ordering Authority: Unknown

Administered By: Killroy, Jason ** Inactive **

Body Site: left deltoid

Administered Route: intramuscular

Disregard Primary Series: No

Dose Eligibility: Medical Assistance

VIS Date for DTP/aP: 08/24/2018 **Date Presented:**

VIS Date for HepB: 10/12/2018 **Date Presented:**

VIS Date for Polio: 07/20/2016 **Date Presented:**

Entered by Site: VFC Site

Input Source: Manual Entry - Immunization - 07/31/2019

Update Source:

Signatures Captured: N

3) Select **OK** to confirm the deletion of the immunization.

training.dhswir.org says

Are you sure you want to delete this immunization?

OK

Cancel

4) Upon completion, you will automatically be redirected back to the Immunization History table and can verify the immunization has been removed.