Managing Immunizations

The Immunization History screen contains a large amount of useful information. If you wish to print this screen, please take the precautions outlined below. When you use the Print Screen option offered by your browser, the Web site address location may display at the bottom of the printed page. Since this compromises GRITS system security, please do one of the following if you print screens from GRITS and give them to parents or others:

- On your browser, go into File, then Page Setup, and remove the footer data. Press OK.

  -OR-

- Manually cut off the Web address at the bottom of the printed page.

The immunization function of GRITS allows you to view and manage historical immunization information and add immunizations for the client. It also recommends immunizations based on a tracking schedule.

Immunization information for a specific client may be accessed one of two ways:

1. From the Manage Client screen, press Immunize to save entered information and display the Immunization History screen.

   Or

2. Choose Manage Immunizations under the Immunizations section of the menu panel. This will bring up the Find Client screen. For information on finding clients, refer to the *Finding Clients* section in the Managing Clients chapter of this manual.

Viewing Client Immunization Information

The Immunization History screen holds a large amount of information on each client in GRITS. The screen has three sections: Client Information, History, and Vaccines Recommended by Selected Tracking Schedule.

Client Information

The Client Information section at the top of the Immunization History screen gives vital information on the client, such as name, date of birth, tracking schedule, address, chart #, and a scrollable list of client comments. Comments that are often contraindications with the use of a particular vaccine will be identified on the client's immunization recommendations. Use this information to verify that the client indicated is the client for whom you were searching. To edit this information, press Edit Client and refer to the *Editing/Entering Client Information* section in the Managing Clients chapter of this manual.

Client Information					Eligible for State Supplied Vaccine: Yes
Client Name (First - MI - Last)	Birth Date	Gender	Mother's Maiden	Tracking Schedule	Chart #
IMA JEAN CLIENT	04/10/2004	F	PARENT	CDC/ACIP	
Address	ANY STREET, ALTLANTA, GA 23111 (555) 555-5555 x 1111				
Comments	{1 of 2} .. 05/05/2004 ~ Serologic immunity: hepatitis A				

In the top right corner of the Client Information section, the message "Eligible for State Supplied Vaccine:" appears, followed by "Yes" or "No." This message indicates whether the client is eligible for the Vaccines for Children (VFC) program.

History

This table lists all the immunizations the client has received to date. Immunizations are listed alphabetically by vaccine group and ordered by "Date Administered."

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	06/01/2004	1 of 5					Yes	✏
	06/10/2004	NOT VALID					Yes	✏
	06/15/2004	NOT VALID	Pediarix ®				Yes	✏
	06/20/2004	NOT VALID					Yes	✏
	06/25/2004	PARTIAL DOSE	DAPTACEL ®	2				✏
	06/30/2004	NOT VALID	DAPTACEL ®	Half				✏
	04/15/2005	2 of 5	Infanrix ®	Full	No			✏
HepB	06/15/2004	1 of 3	Pediarix ®				Yes	✏
	08/01/2004	2 of 3	Comvax ®				Yes	✏
Hib	08/01/2004	1 of 3	Comvax ®				Yes	✏
Influenza	02/01/2007	1 of 2					Yes	✏
	03/05/2007	2 of 2					Yes	✏
PCV	03/17/2008	1 of 1	Prevnar ®				Yes	✏
Polio	06/15/2004	1 of 4	Pediarix ®				Yes	✏
	02/12/2008	2 of 4					Yes	✏
	03/19/2008	3 of 4					Yes	✏
Rotavirus	06/06/2004	1 of 3	RotaTeq ®				Yes	✏
Varicella	03/10/2008	1 of 2	Varivax ®			Yes	Yes	✏

Vaccine Group: This is the vaccine group name.

Date Administered: This date is the actual day the client was given the vaccine. To view an Explanation of Dose Status, click on the date administered, which is underlined and in blue.

Note: If an immunization is Not Valid the Explanation of Status will list the reason. The rules for the current vaccine series are also displayed. The dose number that GRITS attempted to validate is highlighted in yellow.

Explanation of Status

Dose was given before the earliest acceptable date.
Dose was given too soon after the previous dose.

Series: DTaP {Vaccine Group: DTP/aP}

Dose	Min Age	Min Rec Age	Min Overdue Age	Min Valid Interval	Min Interval Between	Rec Interval Between	Overdue Interval Between	Max Age
1	42 D	2 M	3 M		28 D			7 Y
2	70 D	4 M	5 M		28 D	2 M	3 M	7 Y
3	98 D	6 M	7 M		28 D	2 M	3 M	7 Y
4	1 Y	15 M	19 M	4 M	6 M	6 M	7 M	7 Y
5	4 Y	4 Y	7 Y		6 M	6 M	7 M	7 Y

Series: The number in this column is created by validating the immunization date against the client's assigned tracking schedule. The system then provides the number of the immunization within the series or indicates that the vaccine was not valid. Immunizations may be not valid

Owned? Immunizations

An organization does not own a client in GRITS; however, an organization does own the immunizations it enters. If the "Owned" column on the Immunization History table shows a "No" for one or more vaccines, this indicates another organization entered the immunization and is attesting to the validity of the information.

Reactions

Reactions are added to the system using the Edit icon (see Editing Immunizations below).

Combination vaccines

Combination vaccines such as MMRII, Pediarix and Comvax will be listed multiple times in the History section: once for each vaccine component. (see Entering Immunizations below for adding combination vaccines.)

because the client was too old or too young to receive the vaccine or the time interval between doses is too small.

Trade Name*:* This is the manufacturer's trade name of the vaccine.

Dose: Immunizations deducted from inventory maintained in GRITS may have different dose sizes pertaining to the number of doses deducted from inventory. Half, Full, 2, 3, 4, and 5 are options. Historical Immunizations do not have a dose size. Owned immunizations from data exchange that did not deduct from GRITS inventory always display a dose size of Full.

Owned?: If this column indicates "No," another provider organization entered the information and is attesting to its validity. To view the provider organization that entered the immunization, click on the "No" link in the Owned? column.

Reaction: If a reaction to a vaccine was recorded in they system, this column indicates "Yes" and appears in red. To view the client's reaction, click on the "Yes" link in the Reaction column.

Hist?: If an immunization is historical, meaning the immunization did not come from GRITS inventory, this column indicates "Yes." If an immunization came from a provider organization's GRITS inventory or was uploaded as "new" through data exchange, the immunization is considered 'New' and the Hist? column is blank.

Edit: When you click on the edit icon 🚀 in this column, you will be able to edit all historical immunizations or new immunizations owned by your organization (see Editing Immunizations below).

Below the History section, the client's exact age is shown in a solid blue field. The age also displays on the printable version of this page.

Vaccines Recommended by Selected Tracking Schedule

This table lists all vaccines recommended by the tracking schedule associated with the client. Immunizations are listed alphabetically.

Current Age: 4 years, 7 days					
Vaccines Recommended by Selected Tracking Schedule					Add Selected
Select	**Vaccine Group**	**Earliest Date**	**Recommended Date**	**Overdue Date**	**Latest Date**
	DTP/aP	Maximum Doses Met or Exceeded for Vaccine Group			
	HepA	Immunity Recorded for Vaccine Group			
☑	HepB	10/10/2004	10/10/2004	**11/10/2005**	
☑	Hib	08/29/2004	08/29/2004	**11/01/2004**	04/09/2009
☑	Influenza	04/02/2007	**03/05/2008**	09/05/2008	
	Measles	Contraindicated			
	Mumps	Contraindicated			
	PCV	Complete			
☐	Polio	04/16/2008	04/19/2008	04/10/2011	
	Rotavirus	Maximum Age Exceeded			
	Rubella	Contraindicated			
☐	Varicella	06/02/2008	06/02/2008	04/10/2011	

Select: Vaccines that are equal to or past their recommended date are automatically selected in the Vaccines Recommended section. You may also check other vaccines for inclusion in the Vaccines Recommended section. The selections will display on the Select Immunizations screen when the [Add Selected] button is pressed.

Vaccine Group: This column lists the vaccine group name.

Earliest Date: This date is the earliest date that the client may receive the vaccine.

Recommended Date: This date is the recommended date that the client may receive the vaccine. For vaccines recommended over an specific age range (i.e. 12-15 months) the recommended date is the beginning of this time period.

Overdue Date: This date is the last date of the recommended date range. After this date, the immunization is considered past due for the client. This will also trigger the use of an accelerated schedule for future immunizations.

Latest Date: This date is the latest date at which the client may receive the vaccine.

Features on the Immunization History Screen

The Immunization History screen contains buttons to navigate to other GRITS functions. These links are:

Add Immunization: Pressing this button will bring to the Select Immunizations screen where you can begin adding new or historical immunizations (see Entering Immunizations below).

Edit Client: Pressing this button will return you to the Manage Client screen for the client.

Immunization Color Coding

Yellow: A date shaded yellow indicates that today's date is equal to or past the earliest date and before the recommended date for an immunization that has not yet been received.

Green: A date shaded green indicates that today's date is equal to or past the recommended date and before the overdue date for an immunization that has not yet been received.

Blue: A date shaded blue indicates that today's date is equal to or past the overdue date and before the latest date (if a maximum age exists) for an immunization that has not yet been received.

Pink: A row shaded pink indicates a vaccination that is no longer recommended for various reasons: Complete, Contraindicated, Immunity, Maximum Doses, and Maximum Age.

[07/27/2005] A date with a gray border for the Earliest Date indicates a combination vaccine was given and the vaccine groups for the combination vaccine have different recommendations for the next dose.

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Active immunization inventory

Vaccines listed under "Active immunization inventory on <date>" are those for which inventory exists at the site selected in the "Defaults for new immunizations" section. Once a new site is selected, the Immunizations section will automatically update to reflect the immunization inventory of that site.

The vaccines also contain a "Hist #" column, which allows a user to enter historical immunizations as well. (See "Entering historical immunizations:" in this chapter.)

Reports: Pressing this button will bring you to the Reports Available for This Client screen, at which you may generate Client-specific reports. Refer to the Reports and Forms chapter of this manual for more information.

Print: Pressing this button will reformat the client's immunization information in a new window and only the client demographic and immunization history will be displayed. To print this window, click on the printer icon on your browser or click File, Print, and press ⎡ OK ⎤. Press your browser's ⎡ Back ⎤ button to return to the client screen. Printing a client's history using this function avoids the security issues that arise when doing a straight screen print.
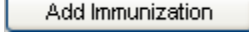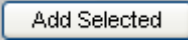
Print Confidential: Pressing this button will reformat the client's immunization information in a new window and only the client personal information and immunization history will be displayed. To print this window, refer to the *Print* button steps above.

Entering Immunizations

To add new and/or historical immunizations, follow these steps:

1. At the Immunization History screen, press ⎡ Add Immunization ⎤ to display the Select Immunizations screen without pre-selecting recommended vaccines. Press ⎡ Add Selected ⎤ to display the Select Immunizations screen with all of the selected immunizations from the recommended vaccines list checked.
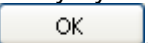
Selecting New Immunizations

Active immunization inventory on : 02/28/2006					OK	Cancel
	Unselect All		**Defaults for new immunizations**			
Immunization	**New**	**Hist #**				
Ig	☐		Organization Site	GRITS Test Site		
Influenza	☐		Ordering Authority	Smith, Jane		
Measles	☑		Administered By	Johnson, Will		
Mumps	☐		Date Administered			Activate Expired
Rubella	☐					
Td/Tdap	☐					
Varicella	☑					

2. At the Select Immunizations screen, select the check boxes in the "New" column for the vaccines that were given. For combination

vaccines such as MMR or HepB-Hib, select only one vaccine component – for HepB-Hib select only HepB or Hib.

Note: The section that allows new immunizations to be given from inventory also contains a "Hist #" column, which allows a user to enter historical immunizations as well. (See "Entering New and Historical Immunizations" in this chapter.)

3. You may also choose a default Organization Site, Ordering Authority, and Administered By value for new immunizations by choosing from the pick lists in the Defaults for New Immunizations section. You will be able to edit these defaults for each immunization on the Record Immunizations screen.

4. Choose a date for the Date Administered field using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon 📅 to the right of the field. If using the calendar icon, choose a month and year from the pick lists provided and choose a day by clicking on the appropriate calendar day. Press [OK].

5. If you are entering a new immunization for a past date and do not see one or more of the selected vaccines listed in the Immunization section to the left, press [Activate Expired]. Pressing this button will display the active vaccine inventory for the date you entered in the Date Administered field.

6. If you do not need to enter historical immunizations, Press [OK] to go to the Record Immunizations screen and proceed to
Step 10.

Selecting New and Historical Immunizations

For vaccines you have in inventory, you have the option of entering "New" immunizations that deduct from inventory and/or "Historical" immunizations that do not deduct from inventory.

1. For immunizations from inventory, place a check in the "New" column for the vaccine administered. Select historical immunizations (not from inventory) by typing the number of immunizations administered in the "Hist #" column text box.

Historical immunizations

The vaccines shown at the bottom of the screen in the "Immunizations available for historical shots only" section are those that are not available in inventory for the currently selected site. These vaccines may be selected for entering historical immunizations only.

Combination vaccines

To enter historical combination vaccines such as MMRII, Pediarix or Comvax, enter the number of immunizations administered in the "Hist #" for only one vaccine component. For example, an immunization of Comvax should be entered as HepB or Hib, but *not* both. The combination vaccine will be specified on the Record Client Immunizations screen.

Duplicate Immunizations

GRITS will not allow duplicate immunizations to be entered for a client. Vaccines that contain one or more of the same vaccine components entered for the same date are duplicates. For example, if a client's immunization history shows a HepB given on April 16, 2004 and a user tries to add a HepB or HepB-Hib immunization for the same date, the shot is considered a duplicate.

Unselecting Immunizations

When entering immunizations, you may encounter duplicate immunizations that GRITS will not allow to be saved to the database. When this occurs, uncheck the Save check box listed to the left of the immuniza-tions you do not wish to save.

The example above indicates the following:

- For DTP/aP, one new immunization will be entered that deducts from inventory, indicated by the selected 'New' check box. Additionally, two historical immunizations will be entered.

- For Influenza, one new immunization will be entered that deducts from inventory.

- Form Measles, one historical immunization will be entered that contains the Measles vaccine – it does not affect inventory.

Selecting Historical Immunizations

For vaccines you do not have in inventory, you can only enter "Historical" immunizations that do not deduct from inventory.

1. You may enter a default Provider Organization and/or Date Administered for historical immunizations. You will be able to edit both of the following defaults for each immunization on the Record Immunization screen.

   - Enter the name of the organization that administered all or most of the immunizations in the Provider Organization field in the Immunizations Available for Historical Shots Only section.

- Enter a default immunization date in the Date Administered field using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon ⊞ to the right of the field. If using the calendar icon, choose a month and year from the pick lists provided and choose a day by clicking on the appropriate calendar day. Press OK .

2. Press OK at the top of the screen.

Record Immunizations screen

Selecting Priority Groups

The Priority Groups section is used to collect Public Health data during a pandemic response event or preparedness exercise (such as the response event to a Pandemic Influenza outbreak.) If your organization is selected for an event, and the event is ongoing, then the Priority Group section will be displayed on the Record Immunizations screen for you to select the appropriate priority group category for a client obtained through candidate screening.

Priority Groups

Event Description	Begin Date	End Date	Priority Group
2008 Test Event	08/01/2008		Pick a Priority Group

Priority Group Assignment: *Pick a Priority Group*

1. Effective priority group categories are available in the pick list displayed. The Priority Group Value (Code) is displayed in the pick list. When selected, a full description of the selected priority group will be listed below the event description.

Entering New Immunizations

New Immunizations (2)

Date Provided 09/24/2008 ⊞   Ordering Authority Unknown

Save	Immunization	Trade Name-Lot Number-Funding Source		Administered By	
☑	DTP/aP	Pediarix\234dhp\public		Johnson, Will	
	1 dose(s) at .5ml will be deducted from inventory.		Body Site:	Route:	
☑	Influenza	Fluzone > 6 Months\flu123\public		Johnson, Will	
	2 dose(s) at .25ml will be deducted from inventory.		Body Site:	Route:	

Historical Immunizations (3)

Save	Immunization	Date Provided	Trade Name	Lot Number	Provider Org
☑	DTP/aP	07/24/2008 ⊞			
☐	DTP/aP	⊞			
☑	Measles	01/23/2008 ⊞	MMR II		

1. Verify or enter the Date Provided and Ordering Authority for the new immunization(s) listed in the New Immunizations table.

   Choose a Trade Name-Lot number for each immunization from the Trade Name-Lot pick list.

   Note: Selecting a trade name for a new immunization will display an informational message indicating the number of doses and the lot dose size that will be deducted from inventory when the shot is stored. Also, upon trade name selection, a second informational message will appear if the client age is outside the recommended age for the vaccine being entered at the time it was administered.

2. Enter pick list information for the following fields for each vaccine:
   - Administered By: This field should be filled with the name of the clinician that administered the immunization. The field will display default data.

   - Body Site: This field should be filled with the area of the body where the immunization was given.

   - Route: This field should be filled with the method of administration, for example, intramuscular, oral, etc. This field will display default data.

Entering Historical Immunizations

1. Enter the Date Provided for each immunization listed.

2. If known, choose a Trade Name from the Trade Name pick list.

   Note: For combination vaccines, the Trade Name must be specified for the system to know that the immunization was in fact a combination vaccine. For example, choose Comvax for a HepB-Hib immunization and MMRII for a Measles-Mumps-Rubella immunization.

3. If known, type a Lot Number and Provider Organization in the text boxes supplied. These are not required fields.

4. Press [OK].

5. GRITS will take you back to the Immunization History screen and will display the entered vaccines with dates and validation, in addition to updated vaccine recommendations*.*

Applying an Override Rule to a Client's Immunization

An override rule is a command within a tracking schedule that allows clinicians to override the primary vaccination series once a client reaches a certain age. A clinician may assume that the client has

Historical Combination Vaccines

For combination vaccines, the Trade Name must be specified for the system to know that the immunization was in fact a combination vaccine.

received the primary series needed to begin a booster series. An override rule is not automatically applied to an individual client's immunization record. Refer to the *Override Rules* section of the Tracking Schedule chapter of this manual for more information. To apply an override rule to an immunization, follow these steps:

6. Enter the immunization as described in the *Entering Immunizations* section of this chapter. You may notice that, as in the case of Td, the immunization will appear on the Immunization History section as dose "1 of #" for the series, when in fact it is a booster immunization. The next two steps will correct this.

7. On the Immunization History table, select the vaccine you wish to edit by clicking on the vaccine's notepad icon 🖉 in the "Edit" column.

8. In the field marked Disregard Primary Series, choose Yes.

    Note: This field is only available for edit if the conditions of the Override Rule are met: 1) the chosen tracking schedule has an override rule set on the vaccine, and 2) the client has reached the minimum age set for the override rule. If both conditions are not met, Disregard Primary Series is set to 'No' and is not editable.

9. Press [Save]. The immunization will appear on the Immunization History section as "Booster" for the series.

Editing Immunizations

Editing New Immunizations

A New immunization is an immunization that has come from GRITS inventory. The provider organization that administered the new immunization owns the immunization and is the only organization that can edit the immunization. To edit a new immunization that is owned by your provider organization, follow these steps:

1. On the Immunization History table, select the vaccine you wish to edit by clicking on the vaccine's notepad icon 🖉 in the "Edit" column.

Editing Historical or New Immunizations

An organization does not own a client in GRITS; however, an organization does own the immunizations it enters. If the "Owned" column on the Immunization History table shows a "No" for one or more vaccines, this indicates another organization entered the immunization and is attesting to the validity of the information.

New immunizations can only be edited by the organization that administered the vaccine; whereas, historical immunizations may be edited by any provider organization.

Reactions

Reactions to immunizations are entered on the Edit Immunization screen. The immunization must first be entered into the Registry. Second, the immunization must be edited to add any reactions.

Edit Immunization

Vaccine Group:	Td/Tdap
Vaccine Display Name:	Tdap
Trade Name:	BOOSTRIX
Vaccine Lot Number:	BOO123 / public
Eligibility:	INSURED, VACCINES COVERED
Dosage From Inventory:	Full
Partial Dose:	☐
Date Provided:	02/28/2006
Ordering Authority:	Schuh, Eric
Administered By:	Schuh, Eric
Body Site:	right thigh
Adminstered Route:	intramuscular
Disregard Primary Series:	No
VIS Date for Td/Tdap:	09/22/2005
Entered by Site:	Eric's Site
Input Source of Record:	Created through User Interface
Date Entered:	02/28/2006 10:41:15 AM
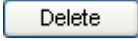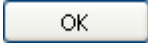
[Save] [Cancel] [Delete] [Data Exchange]

2. To indicate a half or multiple dosage, choose the appropriate response from the Dosage from Inventory pick list. For example:

    •   Half: If a half dosage of an adult formulation was used for a child, indicate half.

    •   Multiple: If two or more doses of a pediatric formulation were used on an adult, select the number of doses used.

3. To indicate a partial dosage, check the Partial Dose checkbox. For example, check this box if a partial dosage was administered because the needle broke or came out, or the vial broke. A partial dose immunization is not a valid shot for a vaccine series.

4. Update information in the Eligibility, Dosage from Inventory, Partial Dose, Date Provided, Ordering Authority, Administered By, Administered Route, and/or Body Site fields on the Edit Immunization screen. The VIS Date For field can only be edited on the day the immunization was administered and it must decremented from inventory.

5. To record a reaction to the immunization, check the box next to the applicable reaction.
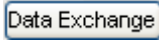
6. Press [Save].

Deleting New Immunizations

Note that you will not be able to delete non-historical immunizations that are owned by another organization.

1. On the Immunization History table, select the vaccine you wish to delete by clicking on the vaccine's paintbrush icon in the "Edit" column.

2. At the Edit Immunization screen, press [Delete].

3. Press [OK] in the delete confirmation box.

Reviewing New Data Exchange Immunizations

To review a new immunization that has been inserted or updated by data exchange, follow these steps:

1. On the Immunization History table, select the vaccine you wish to review by clicking on the vaccine's notepad icon in the "Edit" column.

2. At the Edit New Immunization screen, press [Data Exchange] to display the Immunization/Data Exchange Information pop up window.

Immunization/Data Exchange Information		
Job ID	**Process Start Date**	**Organization Name**
5809	01/03/2006 04:33:31 PM	GA Help Desk
5808	01/03/2006 04:31:21 PM	GA Help Desk

Job ID: Unique identifier for data exchange jobs.

Process Start Date: Date/time a data exchange job started processing.

Organization Name: Organization who submitted the job.

3. Press ✖ to close the pop up window.

Editing Historical Immunizations

To edit a historical immunization, use the following steps:

4. On the Immunization History table, select the vaccine you wish to edit by clicking on the vaccine's notepad icon in the "Edit" column.

■■■■■■

Reactions

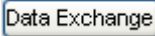Reactions to immunizations are entered on the Edit Immunization screen. The immunization must first be entered into the Registry. Second, the immunization must be edited to add any reactions.

5. In the Edit Historical Immunization screen, you may edit information for the Trade Name, Vaccine Lot Number, Eligibility, Date Provided, and Provider Org or Site Name fields.

6. To record a reaction to a vaccine, check the box to the left of the reaction in the Reactions to Immunization section.

7. Press [Save].

Deleting Historical Immunizations

To delete a historical immunization, follow these steps:

8. On the Immunization History table, select the vaccine you wish to delete by clicking on the vaccine's notepad icon 🖊 in the "Edit" column.
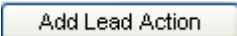
9. At the Edit Historical Immunization screen, press [Delete].

10. Press [OK] in the confirmation box.

Reviewing Historical Data Exchange Immunizations

To review a historical immunization that has been inserted or updated by data exchange, follow these steps:

11. On the Immunization History table, select the vaccine you wish to review by clicking on the vaccine's notepad icon 🖊 in the "Edit" column.

12. At the Edit Historical Immunization screen, press Data Exchange to display the Immunization/Data Exchange Information pop up window.

Immunization/Data Exchange Information		
Job ID	Process Start Date	Organization Name
5809	01/03/2006 04:33:31 PM	GA Help Desk
5808	01/03/2006 04:31:21 PM	GA Help Desk

Job ID: Unique identifier for data exchange jobs.

Process Start Date: Date/time a data exchange job started processing.

Organization Name: Organization who submitted the job.

13. Press ✕ to close the pop up window.

Entering a Lead Test Action

If a client has been assessed for lead screening, the Lead Screening section will display below Client Comments on the Immunization History screen. This section will include information on the last lead test completed, the current lead risk assessment based on the client's address, the current lead test action, if any, and a button to access the Add / Edit Lead Test Action screen.

Client Information					Eligible for State Supplied Vaccine: Yes
Client Name (First - MI - Last)	Birth Date	Gender	Mother's Maiden	Tracking Schedule	Chart #
JANE CLIENT	12/25/2003	F	SSMITH	CDC/ACIP	
Address	123 MAIN STREET, ANY TOWN, GA 30303 (404) 555-5555				
Comments					
Lead Screening	09/30/2008 - Test last completed 11/17/2008 - Low risk (based on address)				Add Lead Action

Entering a Lead Test Action

1. On the Immunization History screen, press Add Lead Action to go to the Add Lead Test Action screen.

2. On the Add Lead Screening page, the Test Last Completed, Recommended Date, and Risk Level fields display the uploaded Lead data and cannot be edited.

3. To add a Lead Test Action, select the Test Action from the Test Action dropdown. The options are:

- Test Submitted - Provider performs the blood draw in the office and submits it to the lab for testing.
- Test Not Submitted - Provider indicates no blood lead testing is being initiated at this time.
- Test Referred - No blood draw in the provider's office; client is referred to a lab for testing.

4. Enter a date for the Date field using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon 📅 to the right of the field. If using the calendar icon, choose a month and year from the pick lists provided and choose a day by clicking on the appropriate calendar day.

5. Press ⎡ Save ⎤. This will save your Test Action entry and return you to the Immunization History screen.

Note: The Last Action section of the screen displays the detail of the Test Action currently displayed on the Immunization History screen. If no current Test Action has been entered for the client, this section will be blank.
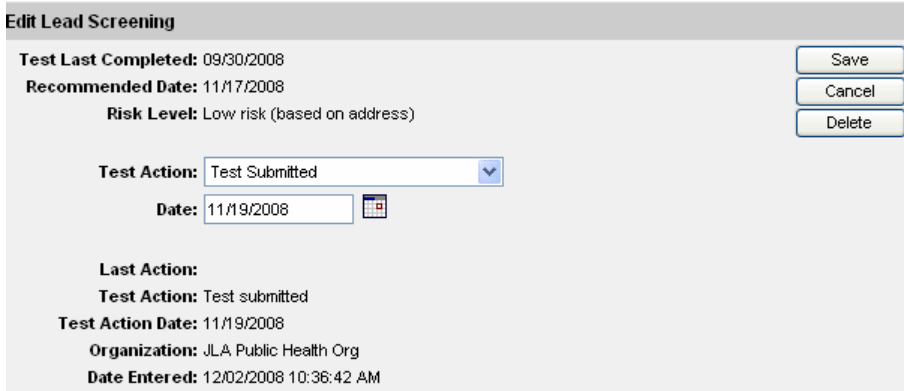
Editing a Lead Test Action

If you have entered a Lead Test Action for a client, the Lead Screening section will display the Edit Lead Action button to access Edit Lead Test Action screen.
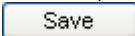
Editing a Lead Test Action

1. On the Immunization History screen, press [Edit Lead Action] to go to the Edit Lead Test Action screen.

2. On the Edit Lead Screening page, to edit your last Test Action, you can update the Test Action and/or Date and press [Save]. This will save your changes and return you to the Immunization History screen.

3. On the Edit Lead Screening page, you can also delete your last Test Action by pressing [Delete]. Your Test Action will be deleted and you will be returned to the Immunization History screen.

Entering Opt-Out Immunizations

The Opt-Out Pre-Select Immunization screen is used to identify new immunization information to be recorded and saved on the Record Opt-Out Immunization screen. These screens will allow the user to record "New" immunizations from inventory without being assigned to a client.

1. On the lick on Manage Opt-Out Imms link under the Immunization section of the menu panel.

Entering Opt-Out Immunizations:

To enter new opt-out immunizations, follow these steps:

Opt-Out Pre-Select Immunizations screen

2. At the Opt-Out Pre-Select Immunizations screen, select the check boxes in the "New" column for the vaccines that were given. For combination vaccines such as MMR or HepB-Hib, select only one vaccine component – for HepB-Hib select only HepB or Hib.

3. You may also choose a default Organization Site, Ordering Authority, Administered By and Client Eligibility value for the new immunizations by choosing from the pick lists in the Defaults for new immunizations section. You will be able to edit these defaults for each immunization on the Record Opt-Out Client Immunizations screen.

4. Choose a default date for the Client Date of Birth and Date Administered field using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon 🗓 to the right of the field. If using the calendar icon, choose a month and year from the pick lists provided and choose a day by clicking on the appropriate calendar day. Press ⌊ OK ⌋.

5. If you are entering a new immunization for a past date and do not see one or more of the selected vaccines listed in the Immunization section to the left, press ⌊ Activate Expired ⌋. Pressing this button will display the active vaccine inventory for the date you entered in the Date Administered field. If a site does not have any inventory or if the site's entire inventory is expired, then the following message is displayed: 'This site doesn't have any active inventory.'

6. Press ⌊ OK ⌋ at the top of the screen.

Record Opt-Out Immunization Screen

7. At the Record Opt-Out Immunization screen, verify or use the pick list to select information for the following required fields: Client Date of Birth, Client Eligibility, Date Administered, and Ordering Authority.

Choose a Trade Name-Lot number for each immunization from the Trade Name-Lot pick list. Once the Trade Name-Lot is selected, the VIS Date for the selected immunization will be displayed in the '*VIS Dates for New Immunizations'* section.

Note: Selecting a trade name for a new immunization will display an informational message indicating the number of doses and the lot dose size that will be deducted from inventory when the shot is stored. Also, upon trade name selection, a second informational message will appear if the client age is outside the recommended age for the vaccine being entered at the time it was administered.

8. Enter pick list information for the following fields for each vaccine:

- Administered By: This field should be filled with the name of the clinician that administered the immunization. The field will display default data.

- Body Site: This field should be filled with the area of the body where the immunization was given.

- Route: This field should be filled with the method of administration: for example, intramuscular, by-mouth, etc. This field will display default data.

9. Press [OK] and the Opt-Out Immunization History screen will be displayed.

Viewing Opt-Out Immunization History

The Opt-Out Immunization History screen is used to display immunizations from the organization's inventory that were administered to opted-out clients.

Opt-Out Immunization Sorting Options

Sort Options

Note: Only vaccines that meet ALL of the sort options will be displayed.

1. Click Opt-Out Immunization History under the Immunization section of the menu panel. The history screen will automatically display all immunizations associated with that organization.

Opt-Out Immunization Sorting Options:

Field	Value
Date Administered (From):	To:
Date Entered (From):	To:
Provider Site:	GRITS Test Site
Administered By:	
Ordering Authority:	
Immunization:	DTP/aP
Trade Name \ Lot:	
Client Eligibility:	
User Name:	
Display Last:	100 Records
Client Date of Birth:	

Buttons: View, Immunize, Clear Form, Cancel

2. The first section is the selection criteria that can be used to view immunization information for a specific site on the *Opt Out Immunization History Screen*. You can limit the number of immunizations displayed by selecting one or a combination of the following sorting options:

- Enter the From and To dates for when the immunizations were given.

- Enter the From and To dates for when the transactions were entered in GRITS.

- Select a site whose transactions you wish to view from the Provider Site pick list.

- Select a clinician from the Administered By pick list.

- Select a clinician from the Ordering Authority pick list.

- Select a vaccine from the Immunization pick list.

- Select a trade name/lot combination from the Trade Name/Lot number pick list.

- Select eligibility from the Client Eligibility pick list.

- Select a user from the User Name pick list.

- Enter the number of records you wish to view in the Display Last <#> Records field. This field will display the last <#> of records *entered*.   The default value for this field is 100.

- Enter date or used the calendar view immunization for a specific Client Date of Birth.

3. Press [View] and transactions for the selected criteria will be displayed

Opt-Out Immunization Transactions

The *Opt-Out Immunization Transactions for* heading will be displayed at the top of the second section along with the organization name and record count.

Opt-Out Immunization Transactions for GA Help Desk				Record Count: 4	
Immunization	Date Administered	Trade Name \ Lot	Client Eligibility	Date of Birth	Edit
DTP/aP-HepB-Polio	11/17/2004	Pediarix \ 2288GSK \ public	INSURED, VACCINES COVERED	11/07/1996	🏹
DTP/aP-HepB-Polio	08/10/2004	Pediarix \ 123GSK \ public	MEDICAID	12/02/1973	🏹
DTP/aP	06/17/2004	Infanrix \ Inf2505 \ public	INSURED, VACCINES COVERED	11/07/1996	🏹
DTP/aP	05/03/1978	Infanrix \ Inf2505 \ public	MEDICAID	12/02/1973	🏹

Immunization: Immunizations given are listed in alphabetically order.

Date Administered: Date the immunization were administered to the client. The dates will be displayed in descending order if multiple immunizations for the same group.

Trade Name \Lot: Displays the trade name, lot number and whether the vaccine was state-supplied or private vaccine for the site.

Client Eligibility: The client's eligibility at the time the immunization was given.

Date of Birth: The Client's date of birth received the immunization.

Edit: When you click on the edit icon 🏹 in this column, you will be able to edit the recorded immunization using the Opted-Out Immunization screen.

Combination Vaccine

Note: When you select a vaccine from the immunization pick list, all opt-out immunizations, including combination vaccines with that vaccine component, are displayed.

Existing immunizations for clients that opt-out

Note: When clients are opted-out, any existing *new* immunizations administered by your organization will be displayed on the Opt-Out Immunization History screen.   Any historical immunizations are deleted.

Immunization Totals by Trade Name and Lot Number

This chart is the last section of the *Opted-Out Immunization History* screen and gives a breakdown of transactions and counts.

Immunization Totals by Trade Name and Lot Number	
Trade Name \ Lot \ Funding	**Number of Opt-Out Immunizations Entered**
Infanrix \ Inf2505 \ public	2
Pediarix \ 123GSK \ public	1
Pediarix \ 2288GSK \ public	1

Trade Name \Lot \Funding: This column displays the Trade Name, Lot Number and Funding (state-supplied or private vaccine) for each immunization given.

Number of Opt-Out Immunizations Entered: This column represents the number of opt-out transactions entered for each trade name\lot\funding combination.

Other Features on the Opt-Out Immunization History Screen

The other functions of the screen functions are:

Immunize: Press this button and the Pre-Select Opt-Out Immunization screen will be displayed so new immunizations for opted-out clients may be added.

Clear Form: Press this button and all criteria selected will be cleared from the options fields.

Cancel: Press this button and changes and/or selections made are lost and the Opt-Out Immunization History screen is displayed.

Editing Opt-Out Immunizations

Editing Opt-Out Immunizations

1. On the Opt-Out Immunization Transactions table, select the vaccine you wish to edit by clicking on the vaccine's notepad icon 🖍 in the "Edit" column.

2. To indicate a half or multiple dosage, choose the appropriate response from the Dosage from Inventory pick list. For example:

   - Half: If a half dosage of an adult formulation was used for a child, indicate half.

   - Multiple: If two or more doses or a pediatric formulation were used on an adult, indicate the number of doses used.

Client Information

CLIENT OPTED-OUT

Edit Immunization

Vaccine Group: HepB

Vaccine Display Name: HepB-Peds

Trade Name: Recombivax Peds

Vaccine Lot Number: RE0070 / public

Client Date of Birth: 01/01/2003

Eligibility: INSURED, VACCINES COVERED

Dosage From Inventory: Full

Partial Dose: ☐

Date Administered: 01/18/2006

Ordering Authority: Unknown

Administered By: Unknown

Body Site:

Adminstered Route: intramuscular

VIS Date for HepB: 07/11/2001

Entered by Site: Eric's Site

Input Source of Record: Created through User Interface

Date Entered: 01/18/2006 08:05:41 AM

[Save] [Cancel] [Delete] [Data Exchange]

3. To indicate a partial dosage, check the Partial dose checkbox. For example, check this box if a partial dosage was administered because the needle broke or came out, or the vial broke.

4. Update information in the Client Date of Birth, Eligibility, Dosage From Inventory, Partial Dose, Date Administered, Body Site, and Administered Route. The 'VIS Date For' field can only be edited on the day the immunization was administered.

5. Press [Save].

Deleting Opt-Out Immunizations

1. On the Opt-Out Immunization Transaction table, select the vaccine you wish to delete by clicking on the vaccine's notepad icon in the "Edit" column.

2. At the Edit Opt-Out Immunization Screen, press [Delete].

3. Press [OK] in the delete confirmation box. User will be returned to the Opt-Out Immunization History screen.

Reviewing Opt-Out Data Exchange Immunizations

Data exchange cannot be used to upload immunizations for an opted-out client; however, if an immunization is uploaded and deducted from inventory prior to a client being opted-out, the data exchange

information is retained on the opt-out immunization. To review data exchange information on an opt-out immunization, follow these steps:

4. On the Opt-Out Immunization Transaction History table, select the vaccine you wish to review by clicking on the vaccine's notepad icon in the "Edit" column.

5. At the Edit Immunization screen, press Data Exchange to display the Immunization/Data Exchange Information pop up window.

Immunization/Data Exchange Information		
Job ID	Process Start Date	Organization Name
5809	01/03/2006 04:33:31 PM	GA Help Desk
5808	01/03/2006 04:31:21 PM	GA Help Desk

Job ID: Unique identifier for data exchange jobs.

Process Start Date: Date/time a data exchange job started processing.

Organization Name: Organization who submitted the job.

6. Press ✖ to close the pop up window.