

**IMMUNIZATION DOCUMENTATION****OPS.069**

Approved By:	Chief Operations Officer	Adopted Date:	unknown
Distribution:	Clinical Directors, Site Administrators, RN Coordinators	Revision Date(s):	08/04, 3/21/2013

**PURPOSE:**

The purpose of this policy is to provide guidelines for documentation of pediatric immunizations. The intention of this policy is to ensure that:

- ODCHC implements, to the greatest extent possible, the Standards for Pediatric Immunization Practices developed by the National Vaccine Advisory Committee. These practices call for immunization screening of children at every medical visit.
- ODCHC meets the documentation requirements of third party payors and funding programs that provide our free childhood vaccines.

**POLICY:**

Proper immunization documentation is the responsibility of medical assistants. Site RN Coordinators are expected to provide training and monitoring of medical assistant compliance with documentation guidelines. Quality of immunization documentation is assessed and tracked in annual quality improvement audits.

The following are the minimum documentation guidelines for immunizations in the electronic medical records (EMR) of patients age 0-13:

- 1) Each medical record will include:
  - a) All immunizations for which ODCHC has documentation will be recorded in the EMR. It is expected that information from immunization cards and previous records will be abstracted into the EMR.
  - b) The minimum acceptable documentation for shots given by other agencies will be:
    - i) Historical Shot Date.
    - ii) Name of practice that provided the shot. Abbreviations for practice names are acceptable. If practice name is not known, record "previous records".
  - c) For shots given by the clinic, all of the following items must be documented:
    - i) Date
    - ii) Injection Site
    - iii) Manufacturer
    - iv) Lot Number
    - v) Expiration Date
    - vi) Whether the stock used was VFC or Not
- 2) Each injection will be recorded in the State Immunization Registry. If no interface exists, then double entry by the clinic staff will be required.

Approved:



Cheyenne Spetzler  
Chief Operations Officer

Reference: Immunization Names & Abbreviations