

Summary: A new ambulatory immunization manual has been created illustrating the current immunization process for ambulatory locations using Cerner. The manual contains a table of contents, of which, you may click a heading and be directed immediately to that area of the document.

Support: Ambulatory Informatics at 231-392-0229 or Help Desk at 231-935-6053.

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Immunization Inventory and Maintenance

Adding Inventory

1. **Open** PowerChart.
2. **Select** Inventory Management.
3. **Select** Location.
4. **Click** on +Add.
5. **Search** for item and Select Find Now.
6. Highlight the correct immunization and **select** OK.
7. **Enter** in Lot Details.
8. **Select** OK.

Description	Item Number	Clinical Description	Manufacturer Catalog Number	NDC
Influenza QUAD (pts 3 - 64 yrs) Vaccine 0.5 mL Syringe				49281-0419-50

Lot Details

Manufacturer: sanofi pasteur
 Lot Number: ABC123
 Expiration Date: (mm/dd/yyyy) 12/31/2020
 NDC: 49281-0405-88
 Lot Status: Active

Quantity/Cost Details

Quantity(Each): 100
 Cost(Each): 0



If item is not in list, open a support ticket with the Help Desk. Include the Name, Manufacturer, Lot # and NDC code.

Maintaining or Adjusting Inventory

1. **Run** your state report from MCIR.
2. **Access** Inventory Management in PowerChart.
3. **Select** the following:
 - a. View = Immunization Management.
 - b. Location = the location/group desired.
 - c. **Select** OK.
 - d. List will display with details (Name, Lot Number, Expiration Date, Manufacturer, and Quantity remaining).
4. To adjust information, **double click** on:
 - a. The Lot Number Information field.
 - b. The Quantity field.
 - c. Adjust as needed (Note: Reason).
 - d. **Click** Save.

Item Information	Lot Number Information	Manufacturer Info	Quantity	Item Control
Influenza HIGH Dose (pts >or= 65 yrs) Vaccine ... Influenza HIGH Dose Vaccine (>or=65yrs)	ABC123 31-Dec-2020 Active	MANInfluenza virus vacc... sanofi pasteur 49281-0405-65	100 Each	Each SUPP-SUPP Perpetual Tracking

Lot Number Information

Lot Number: ABC123
 Expiration Date: (mm/dd/yyyy) 12/31/2020

Lot Status:

Active
 Inactive
 Recall

Remove Save Cancel

Quantity

Lot Quantity: 100 Each
 Value (\$): 0.00
 Unit Cost (\$): 0.00

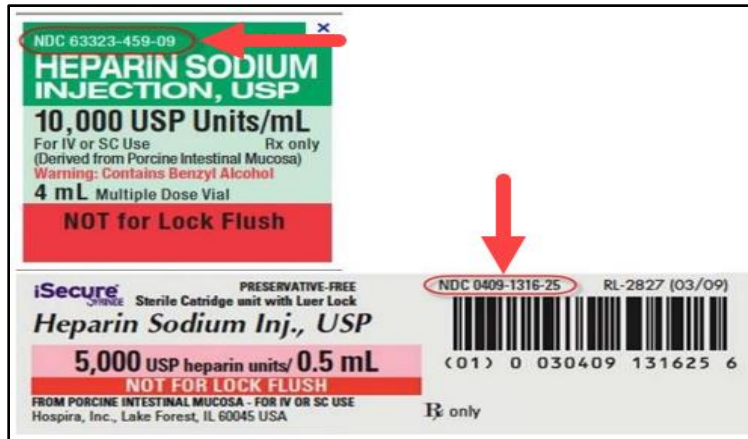
Quantity Adjustment

Reason: Select a reason
 Adj. Quantity: 0
 Quantity: 100
 Cost/Unit: 0

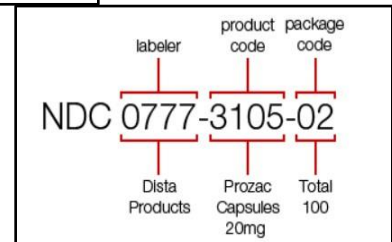
Save Cancel

Locating and Documenting National Drug Codes (NDC)

The areas circled in red on the labels shown below are examples of what an NDC code on a package or vial would look like. The NDC found on the label of the drug being used to treat the patient is the NDC that is used to bill the claim. **If the NDC is displayed in a 10 digit format it must be converted into an 11 digit format for billing.**



Proper billing of a National Drug Code (NDC) requires an 11-digit number in a 5-4-2 format. If a drug's NDC does not follow this format, then zeroes must be inserted at the beginning of the appropriate section, as shown in the table below.



NDC Conversion details

NOTE: Do not use hyphens when entering actual data in PowerChart.

10-Digit Format on Package	10-Digit format on Example	11-Digit Format	11-Digit Format Example	Actual 10-digit NDC Example	11-Digit Conversion of Example
4-4-2	9999-9999-99	5-4-2	<u>0</u> 9999-9999-99	0002-7597-01	<u>00</u> 002-7597-01
5-3-2	99999-999-99	5-4-2	99999- <u>0</u> 9999-99	50242-040-62	50242- <u>00</u> 40-62
5-4-1	99999-9999-9	5-4-2	99999-9999- <u>0</u> 9	60575-4112-1	60575-4112- <u>01</u>

*Performed date / time : 11/11/2020 1300 EST

*Performed by : Ambmlpn, 1

Witnessed by :

AMB NDC: Scan or Manually Enter 2D Bar Code Here [Trend](#)

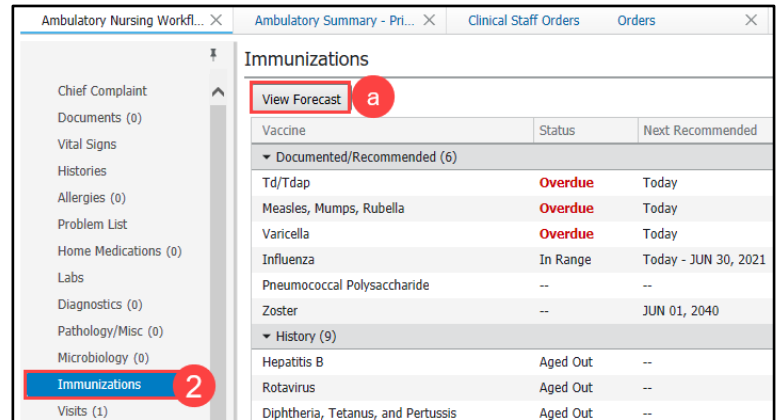
NDC numbers must be entered with 11 digits in a 5-4-2 format.

DO NOT include hyphens when entering the NDC number.

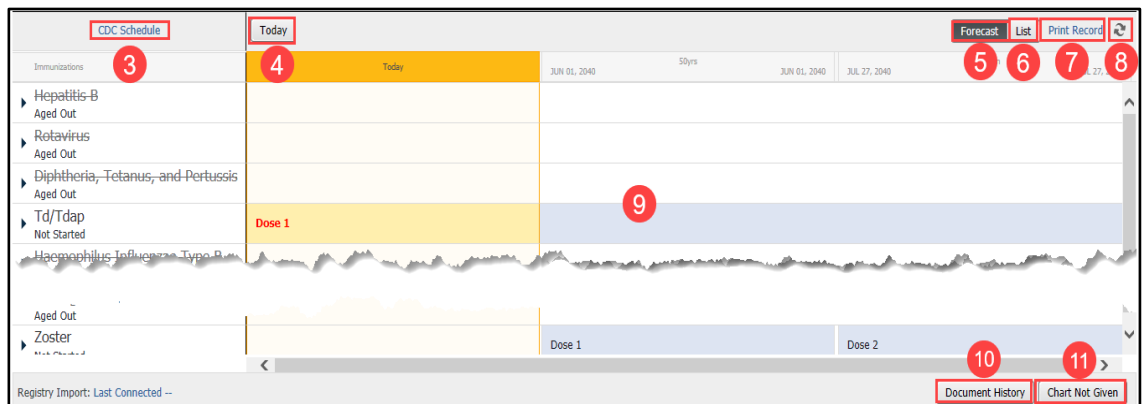
Immunization Validation and Ordering

Immunization Forecaster

1. **Open** a chart.
2. **Scroll** to the Immunizations component on the Ambulatory Nursing Workflow page.
 - a. **Select** View Forecast.



3. **CDC Schedule:** Opens the Centers for Disease Control and Prevention (CDC) website.



4. **Today:** Displays a Today column highlighted in yellow with vaccines recommended for today's visit.

5. **Forecast View:** Displays a view of suggested and upcoming vaccines.
6. **List View:** Displays all documented vaccines at a glance.
7. **Print Record:** Prints immunization records.
8. **Refresh:** Refreshes the Immunizations Forecaster.
9. **Immunizations Forecaster:** Displays all recommended vaccines and is sorted based on CDC recommendations sequence.
10. **Document History:** Used to document historical vaccines. [See Documenting Historical Vaccines](#) for more Information on documenting historical vaccines.
11. **Chart Not Given:** Used to document vaccines not given. [See Documenting Vaccines Not Given](#) for more Information on documenting historical vaccines.

Immunization Registry Import

1. From Ambulatory Nursing Workflow, select the Immunizations component.
2. Click Import.
3. Click the check box for the patient within the Registry Import dialog box.
4. Click Load Records.
5. Click the Import Records tab and select items to import.
6. Click submit.

The screenshot illustrates the process of importing immunization records. It starts with the 'Immunizations' component in the Ambulatory Nursing Workflow. A 'Registry Import' dialog box is shown with a patient selected (checkbox 3). The 'Load Records' button is highlighted (4). The 'Import Records' tab is active, showing a list of vaccines from the Michigan Imm Registry MCIR. A red box highlights the 'Use arrows to add/remove items' instruction (5), with arrows pointing to the 'Product on patient's chart' column. The 'Submit' button is highlighted (6).

Immunization Workflow

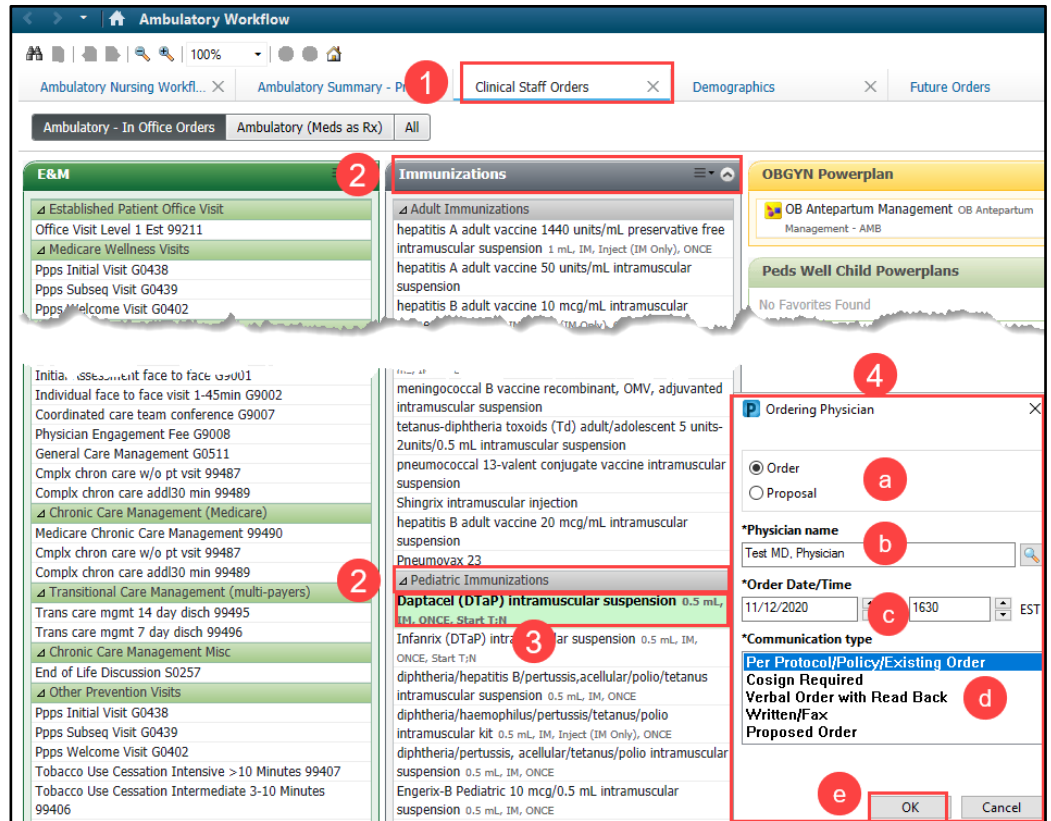
Immunization Details

1. Select the Immunizations component.
2. Double click on the immunization row.
3. Select Details.

The screenshot shows the 'Immunizations' component with a table of vaccines. A red box highlights the 'Details' button (3) for a specific vaccine record. A yellow box contains the text: "Information including administration history, comments, who administered the dose, who documented the dose, and the Vaccinations for Children (VFC) status and VFC funding source, will display." The 'Details' view shows information for 'Td/Tdap' administered on 'FEB 20, 2012 (37yrs 8m)' by 'Rokos Jr, John R'.

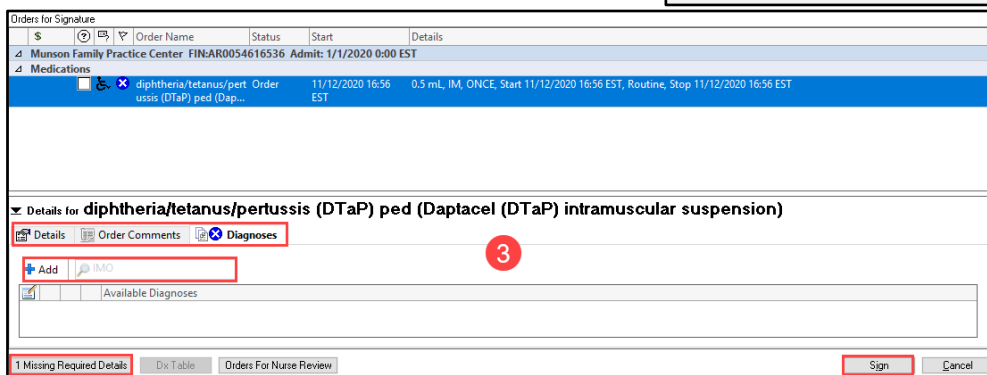
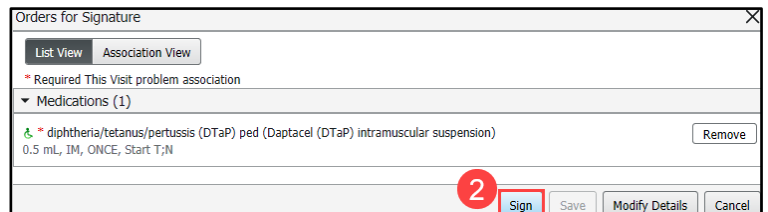
Ordering Immunizations

1. From a patient's chart, **select** the Clinic Staff Orders tab, or your designated quick orders page.
2. **Navigate** to either Adult Immunizations or Pediatric Immunizations.
3. **Select** immunization(s) to order.
4. **Complete** the Ordering Physician field(s):
 - a. Order.
 - b. Physician name.
 - c. Order Date/Time.
 - d. Communication Type.
 - e. **Select OK.**



Orders for Signature

1. From the Ambulatory Workflow, **select:**
2. **Click Sign.**
3. **Complete** missing data (if needed).
 - a. Details, Order Comments, Diagnoses.
 - b. **Click Sign.**



Modifying an Administered Immunization

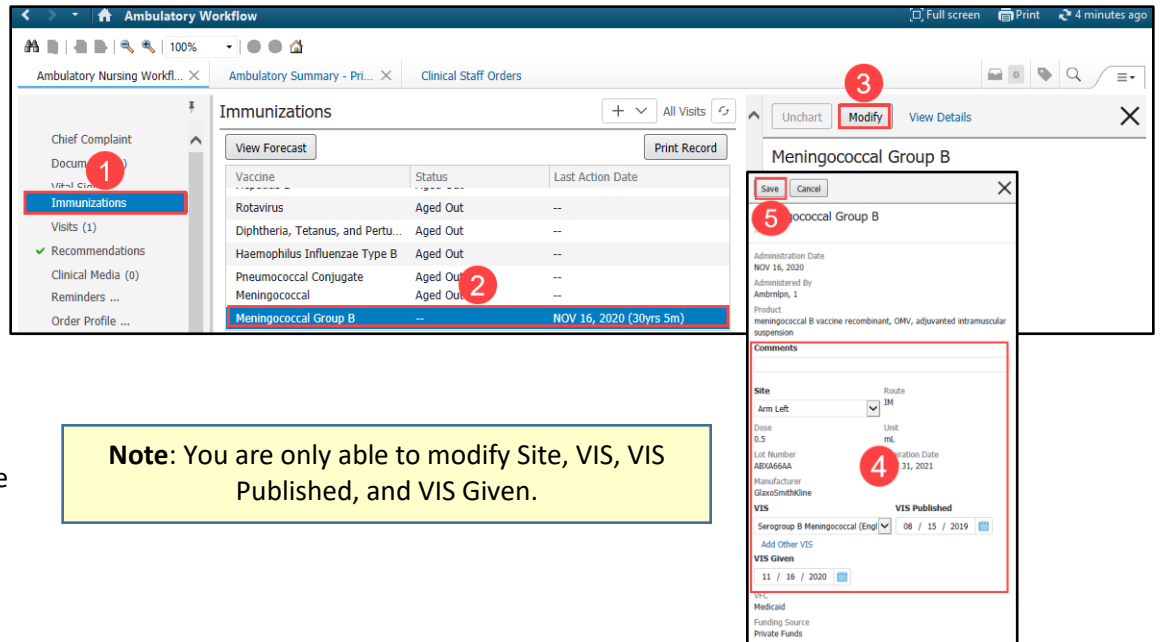
1. From a patient's chart, **select** Immunizations.

2. **Select** the row you want to modify. The detail pane opens to the right.

3. **Click** Modify.

4. **Modify** appropriate details.

5. **Click** Save.



Note: You are only able to modify Site, VIS, VIS Published, and VIS Given.

Vaccine	Status	Last Action Date
Rotavirus	Aged Out	--
Diphtheria, Tetanus, and Pertu...	Aged Out	--
Haemophilus Influenzae Type B	Aged Out	--
Pneumococcal Conjugate	Aged Out	--
Meningococcal	Aged Out	--
Meningococcal Group B	--	NOV 16, 2020 (30yrs 5m)

Meningococcal Group B

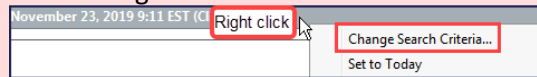
Administration Date: NOV 16, 2020
 Administered By: Ambemlpn, 1
 Product: meningococcal B vaccine recombinant, OMV, adjuvanted intramuscular suspension

Site: Route: IM
 Arm Left:
 Dose: 0.5 Unit: mL
 Lot Number: ABXA66AA Expiration Date: 31, 2021
 Manufacturer: GlaxoSmithKline
 VIS: VIS Published: 08 / 15 / 2019
 Add Other VIS
 VIS Given: 11 / 16 / 2020

Uncharting an Immunization

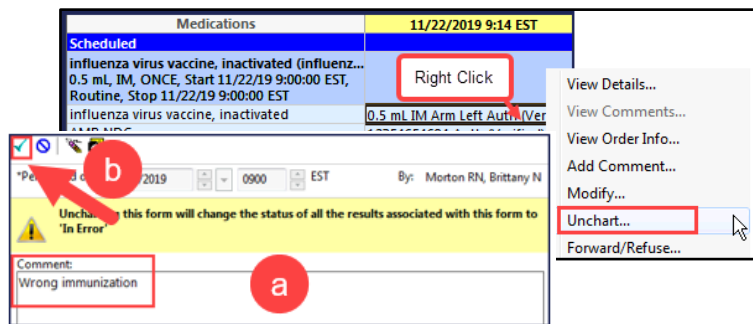
1. Go to the patient's MAR from the Table of Contents Menu.
2. Locate the immunization.

If you do not see the immunization in question, check your date and time range view. If needed, change the date/time range: right click on the grey bar and **select** Change Search Criteria.



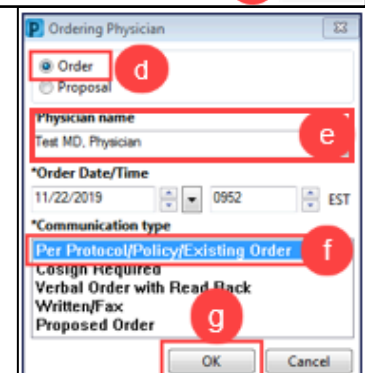
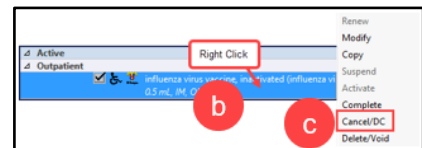
3. From the MAR **right click** on the entered medication information. **Select** Unchart.

- a. A comment is required.
- b. **Click** green check to sign

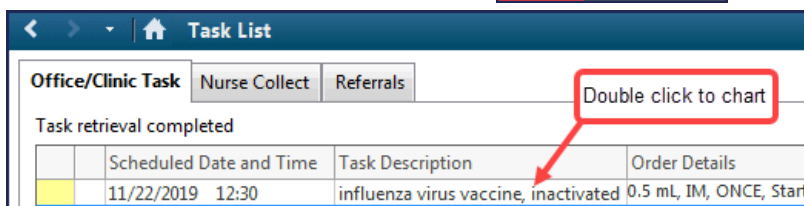
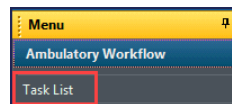


Only If: Needing to re-order or an incorrect order placed.

4. Navigate to Orders from the Table of Contents Menu.
 - a. Find the immunization in question.
 - b. **Right click** on the order.
 - c. **Select** Cancel/DC.
 - d. On the Ordering Physician pop up box, **select** Order.
 - e. Fill in the provider's name.
 - f. **Select** Communication type: Per Protocol/Policy/Existing Order.
 - g. **Click** OK.
 - h. Enter a new order for the correct immunization.



5. Navigate to the patient's Task List.
 - a. Chart on the task, filling in the correct information.



6. Delete the incorrect immunization through the Michigan Care Improvement Registry (MCIR) website following the state of Michigan guidelines. For questions or concerns related to the MCIR website, call the MCIR help desk at 888-217-3904.

Immunization Administration and Scanning

Documenting Immunization Administration

1. Select Task List from left menu.



2. Double click on the Task.

	Scheduled Date and Time	Task Description	Order Details
	11/11/2020 12:30 EST	ketorolac	15 mg, IM, Inject, ONCE, .
	11/11/2020 12:30 EST	meningococcal group B vaccine	0.5 mL, IM, ONCE, Start 1

3. Complete the following fields:

- a. Scan the 2D barcode from vial/syringe or barcode sheet.
- b. Enter Immunization Charge Count. This is a quantity of 1.
- c. Select the Administration Charge Code.
- d. Click the Magnifying Glass to pick the lot number that matches the immunization being administered. Manufacturer and expiration date will pre-populate.
- e. Choose funding source and if applicable, Vaccines for Children status.
- f. Enter site given.
- g. Enter any pertinent comments.
- h. Click the green check to sign.

h meningococcal group B vaccine (meningococcal B vaccine recombinant, OMV, adjuvanted intramuscular suspensi...
0.5 mL, IM, ONCE, Start 11/11/20 12:30:00 EST, Routine, Stop 11/11/20 12:30:00 EST

*Performed date / time : 11/11/2020

*Performed by : Ambrnlpn, 1

Witnessed by :

a AMB NDC: Trend

Meningococcal B vaccine Charge: **b** Trend

VFC Meningococcal B vaccine Charge: Trend

Admin Charge (Immunization): **c**

*Lot Number : **d**

*Manufacturer :

*Expiration Date :

*Funding Source : **e**

Vaccines For Children :

Vaccine Information Statements :

*Given : 11/11/2020

*Route : IM *Site : **f**

Total Volume : 0.5 Infused Over : 0

11/11/2020 1400 EST	11/11/2020 1500 EST	11/11/2020 1600 EST	11/11/2020 1700 EST	11/11/2020 1800 EST	11/11/2020 1900 EST
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Not Given

Exception : Exception Reason :

g Comment

Use scanner to scan 2D barcode

If you administer an immunization dose for a patient that is outside of the CDC-recommended range, an (⊗) icon will display to indicate that the administered dose does not count toward satisfying the required immunization dose.

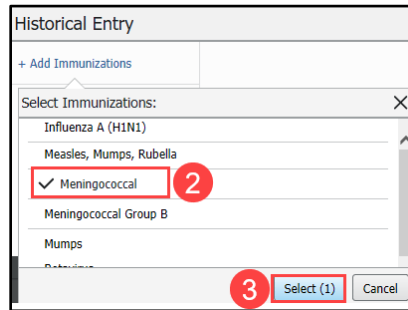
Documenting Historical Vaccines

1. Click Document History (lower-left).



2. Select vaccines to document.

3. Click Select.

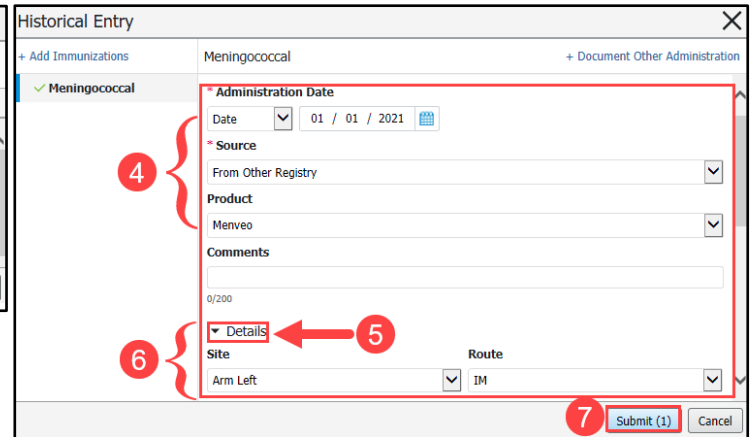


4. Complete vaccine details.

5. Select Details.

6. Complete vaccine details.

7. Select Submit.



Documenting Vaccines Not Given

1. Click Chart Not Given (lower-left).



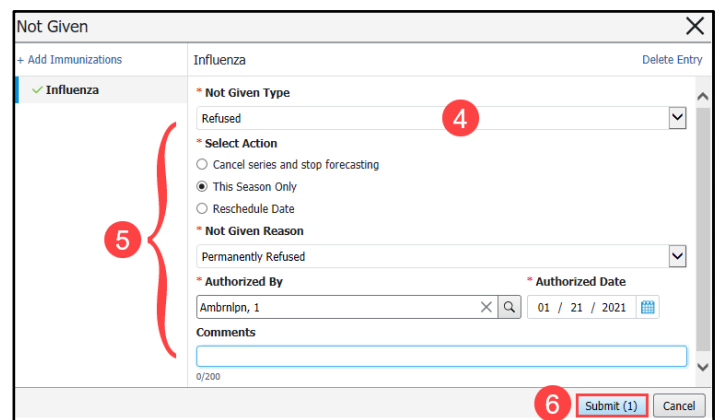
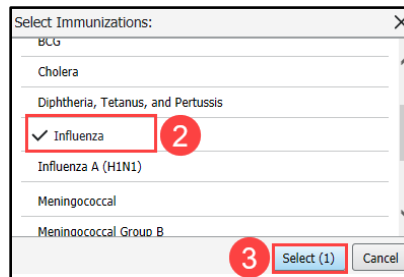
2. Select vaccines to document.

3. Click Select.

4. From the Not Given Type list, select a reason for not given.

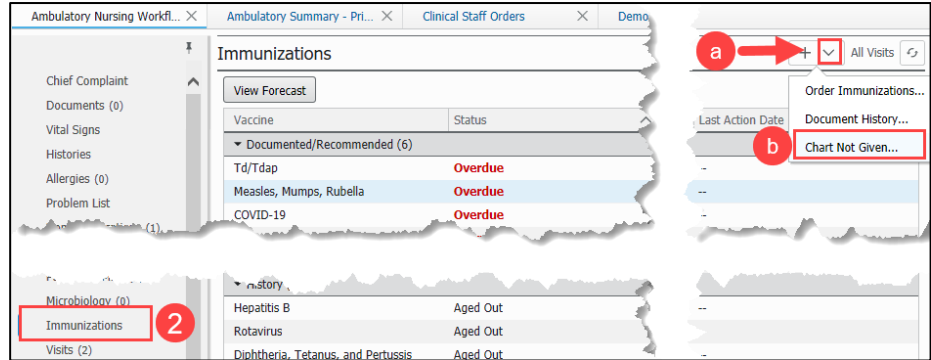
5. Complete additional required fields

6. Click Submit.

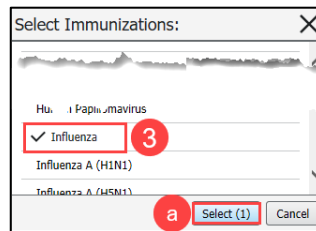


Immunization Declination

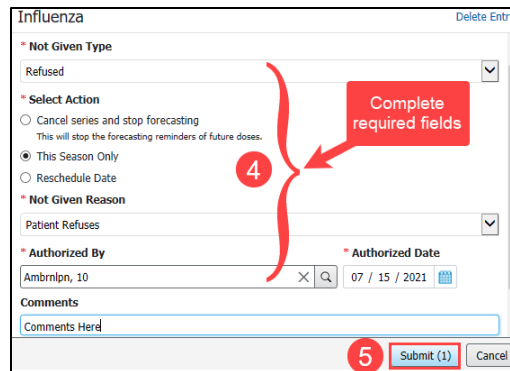
1. Patient or guardian refuses vaccine.
2. From the immunization component:
 - a. Click the dropdown arrow.
 - b. Click Not Given.



3. Select immunization(s).
 - a. Click Select.

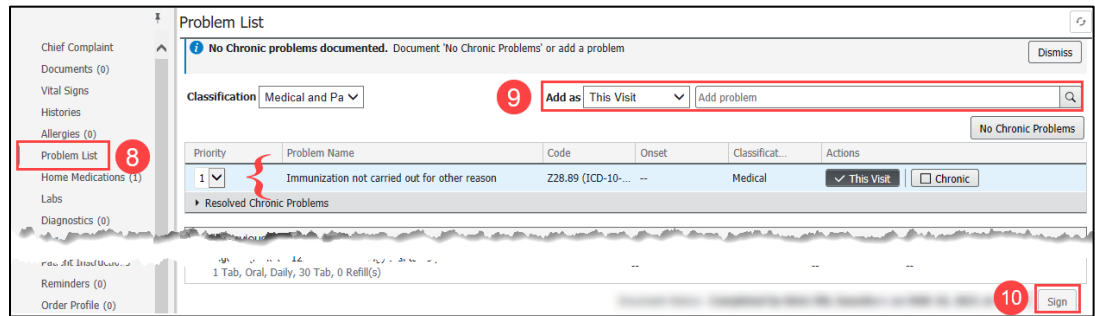


4. Complete all required fields.
5. Click Submit.



6. Complete Form:
 - a. **MPN10632:** Refusal to Consent to Adult Vaccination: 19 Years and Older.
OR
 - b. **MFC11292:** Refusal to Consent to Child & Adolescent Vaccination: Birth through 19 years.
7. Form must be **signed** by a parent or guardian then **sent** to HIM (or clinic staff) to be scanned into the patient's chart.

8. **Navigate** to the Problems List component on the Ambulatory Workflow.



9. **Select** appropriate declination code.

ICD-10 Code	ICD-10 Code Description
Z28.01	Immunization not carried out because of acute illness of patient
Z28.02	Immunization not carried out because of chronic illness or condition of patient
Z28.03	Immunization not carried out because of immune compromised state of patient
Z28.04	Immunization not carried out because of patient allergy to vaccine or component
Z28.1	Immunization not carried out because of patient decision for reasons of belief or group pressure
Z28.21	Immunization not carried out because of patient refusal
Z28.81	Immunization not carried out due to patient having had the disease
Z28.82	Immunization not carried out because of caregiver refusal
Z28.89	Immunization not carried out for other reason

10. **Click** Sign.

Document Name & Note Type

Signed Refusal Consents are saved to the Other Consent note type.

Document Name	Center Note Type	Notes
Refusal to Consent	Other Consent	e.g. Vaccination Refusal

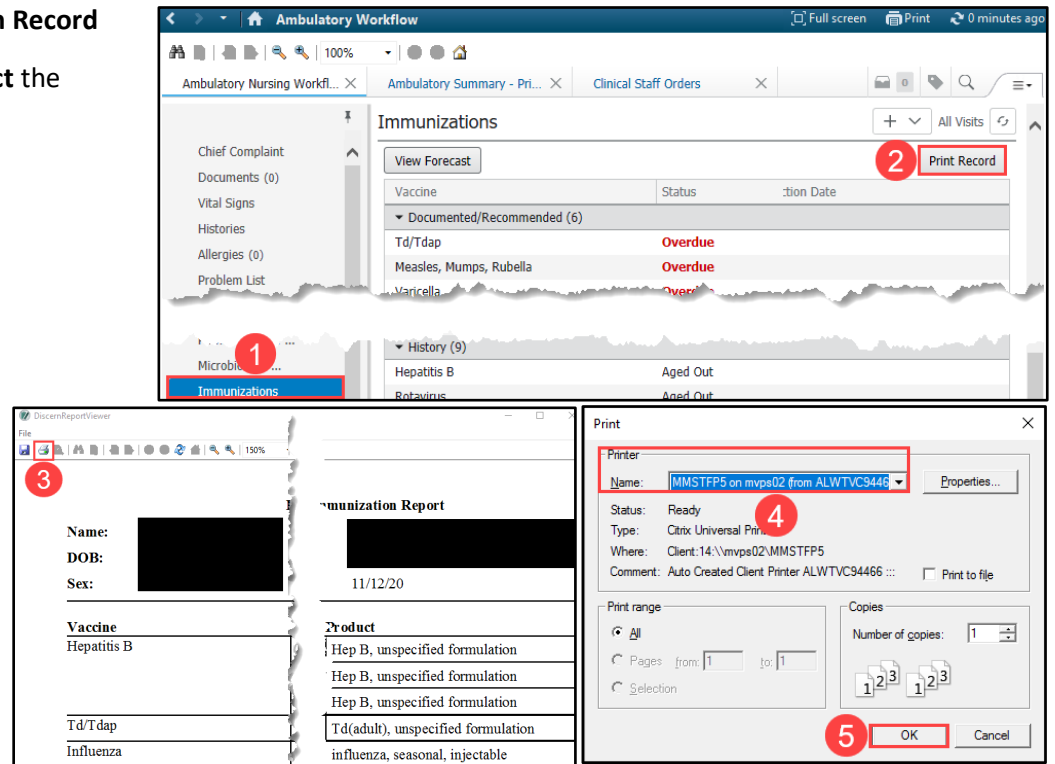
Updated Auto Texts

Auto texts (.peds_plan_wcc_xxx) have been updated to include whether immunizations are encouraged or refused.

```
.peds_plan_wcc_11YR_and_older *
.peds_plan_wcc_12M *
.peds_plan_wcc_15M *
.peds_plan_wcc_18M *
.peds_plan_wcc_1M *
.peds_plan_wcc_24M *
.peds_plan_wcc_2M *
.peds_plan_wcc_3YR *
.peds_plan_wcc_4M *
.peds_plan_wcc_4YR *
.peds_plan_wcc_5YR *
.peds_plan_wcc_6M *
.peds_plan_wcc_6_to_10YR *
.peds_plan_wcc_9M *
```

Printing a Patient Immunization Record

1. From a patient's chart, **select** the Immunizations component.
2. **Click** Print Record.
3. **Click** the print icon.
4. **Select** a printer.
5. **Click** OK.



The screenshot illustrates the process of printing a patient immunization record in three stages:

- Step 1:** The 'Ambulatory Workflow' interface shows the 'Immunizations' component selected in the left-hand navigation pane.
- Step 2:** The 'Immunizations' view displays a table of documented and recommended vaccines. A 'Print Record' button is highlighted in the top right corner.
- Step 3:** The 'Print' dialog box is open, showing the printer selection dropdown menu.
- Step 4:** The printer selection dropdown is expanded, showing a list of available printers. One printer is selected.
- Step 5:** The 'OK' button in the 'Print' dialog box is highlighted, indicating the final step to print the record.

Immunization Report

Name:	[REDACTED]
DOB:	[REDACTED]
Sex:	[REDACTED]
Vaccine	Hepatitis B
	Td/Tdap
	Influenza
Product	Hep B, unspecified formulation
	Hep B, unspecified formulation
	Hep B, unspecified formulation
	Td(adult), unspecified formulation
	influenza, seasonal, injectable