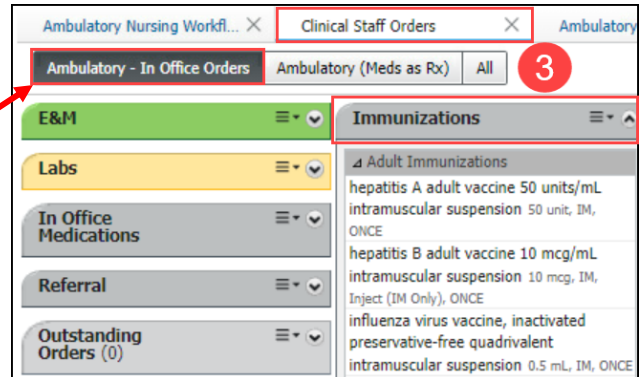# Immunization Order and Documentation for Clinical Staff and Providers

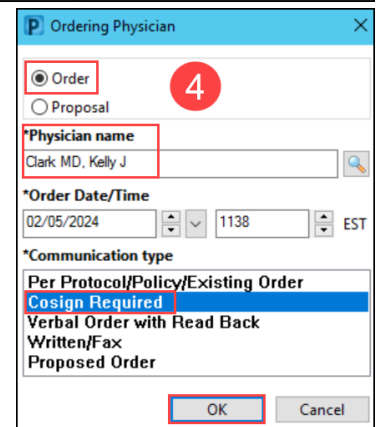Cerner PowerChart Ambulatory **EDUCATION**

## Immunization Order

1. Open the patient's chart from the Ambulatory Organizer.
2. Access MCIR to validate the patient immunization status. Refer to the *Ambulatory Immunization Manual* on the Clinical EHR Education website for instructions.
3. Select the correct immunization order from Clinical Staff Orders or Quick Orders and Charges (QOC).

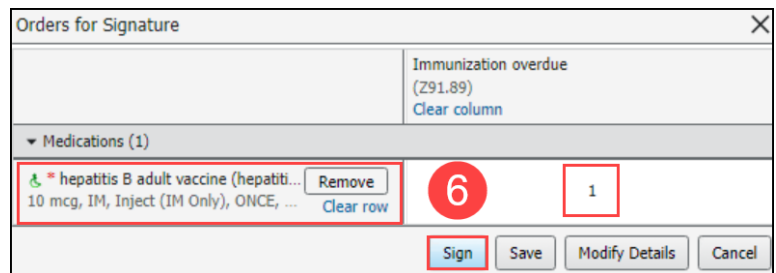**Ensure Ambulatory-In Office Orders is selected.**

4. Select the correct Order Type.
   a. Immunizations **with** an approved standing order: Select **Order**, **Cosign Required** Communication type. (See Policy Stat for approved standing orders).
      i. **Note**: Immunizations without an approved standing order must be either ordered by a provider or proposed to and signed by a provider.
   b. Click **OK.**
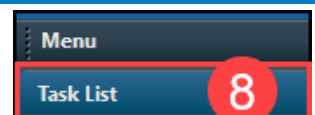
5. Click on **Orders for Signature**.

6. Associate the appropriate diagnosis to the order and **Sign**.

7. After signing the order, or after the provider signs the proposed order, administer the immunization, and document the details by completing the Task.

## Immunization Documentation

8. Select **Task List** from the Menu to open the Single Patient Task List. This displays open Tasks for the patient.

9. Click in the highlighted box next to the Immunization Task to open the documentation (or double click on the Task Description).

| Office/Clinic Task | Referrals | Specimen Collect | |
|---|---|---|---|
| | Scheduled Date and Time | Task Description | Order Details |
| | 2/5/2024   12:00 PM EST | hepatitis B adult vaccine | 10 mcg, IM, Inject (IM Only), ONCE, |

**9**

**Click here to document**

10. Complete the fields (yellow fields indicate required data).
    a. Update the **Performed date/time** to the accurate date and time of administration.
    b. Verify the Performed by name is correct and update if needed.
    c. Type or scan the barcode to enter the **NDC number in the correct 11-digit format of 5-4-2** (with no hyphens), entering zero as needed in the correct locations to meet the format.
    d. Enter the correct **Immunization Charge** in a whole number quantity.
    e. Select the correct **Administration Charge Code**.
    f. Enter the remaining required fields.
    g. Click the Comment button to type any pertinent comments, including any reactions and/or immunization tolerance.
    h. Click the **green check** to sign the form.

**h**

**hepatitis B adult vaccine (hepatitis B adult vaccine 10 mcg/mL intramuscular suspension)**
10 mcg, IM, Inject (IM Only), ONCE, Start 02/05/24 12:00:00 EST, Routine, Stop 02/05/24 12:00:00 EST

*Performed date / time : 02/05/2024 | 1200 | EST   **a**

*Performed by : Ambrnlpn, 20   **b**

Witnessed by :

AMB NDC: 99999099999   **c**

Hepatitis B Adult Vaccine Charge: 1   **d**

Admin Charge (Immunization): G0010 Admin HepB Medicare   **e**

*Lot Number : abc123   **f**

*Manufacturer : Merck & Company Inc

*Expiration Date : 05/31/2024

*Funding Source : Private Funds

Vaccines For Children :

Vaccine Information Statements :
*Given : 02/05/2024

*Statements :      *Published :
Hepatitis B (English) | 10/15/2021

*hepatitis B adult vaccine: 10 | mcg   Volume : 0 | ml

*Route : IM      *Site : Arm Upper Left

☐ Not Given

Exception :      Exception Reason :

Comment   **g**

**Note**: To modify or unchart immunization information after the Task is completed, refer to the *Ambulatory Immunization Manual* on the Clinical EHR Education website for instructions.

11. Update the Immunization Inventory. Refer to the *Ambulatory Immunization Manual* on the Clinical EHR Education website for instructions.