

Mass Immunizations – Quick Start Guide for V5.12.5.3

BEFORE THE CLINIC-

Login/Select Application/Select Facility Upon Login, click upon the **[Select Application]** hyperlink, located within the Navigation Menu on the left-hand side of the page. Click upon the Mass Immunization option; click upon the **[Submit]** button. Click upon the **[Select Facility]** hyperlink, and choose the appropriate facility where the lot numbers are recorded.

Personal Settings Before conducting a clinic, users should configure their personal settings to assist in the Mass Immunization clinic. This will speed up the data entry process, as well as make the information entered more accurate. In the Navigation Menu, click upon the **[Settings]** then **[Personal]** hyperlinks.

Mass Immunizations Date: September 18, 2012
Logged in: JOHN ANDERSON
IRMS Facility: WYOMING DEPARTMENT OF HEALTH (0005) / IMMUNIZATION SECTION

Personal Settings
 Override Facility Settings

Patient Defaults [click to update](#)
City: CHEYENNE Zip Code: 82009
State: WYOMING Phone Area Code: (307)
Campaign:

Vaccination Defaults [click to update](#)
Vaccinator: Facility:
Default Date:

Lot Defaults [click to add](#)

Vaccine Name	Manufacturer	Lot Number	Facility	Pub Supp	Exp Date	Update	Delete
Influenza Nasal Spray (FluList 8)	MEDIMUNE, INC.	TEST1234	IMMUNIZATION SECTION	Public	12/31/2013	Update	Delete
Influenza split, 6+ months	SANOFI PASTEUR	MASS1234	IMMUNIZATION SECTION	Public	12/31/2013	Update	Delete

VIS Publication Date Defaults [click to add](#)

Vaccine Name	Pub Date1	Pub Date2	Pub Date3	Pub Date4
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Vaccine Default Volume [click to add](#)

Vaccine Name	Default Volume
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Preferences

Feature	Status	
Automatic City / State / Zip Code Population	Enabled	enable/disable

For personal settings, a good “rule of thumb” is that if a data field is similar more than 60% of the time, users may want to set that field up with a default entry.

Note the Patient Defaults for City, State, Zip Code, Area Code, and Campaign.

Note the Vaccination Defaults of Vaccinator, Facility, and Default Date.

Note the Lot Defaults defined for the specific Mass Immunization event.

Note the Preferences being enabled to populate the patient’s City, State, and Zip Code.

Let’s look at how to add Lot Defaults-

Lot Defaults – Under Personal Settings, click upon **[click to add]** for Lot Defaults. The information provided is an example only – users should always enter vaccine information as specific as possible (see the WyIR Vaccine Cheat Sheet for further guidance).

Lot Defaults Add/Update

Vaccine/med Description: Influenza split, 6+ months

Manufacturer: [Click to select](#)

Lot Number:

Expiration Date:

Lot Facility:

Publicly Supplied:

Buttons: Cancel, Reset, Add/Update Now

After selecting “Influenza Split, 6+ months” in the drop-down menu, click on the [Click to select](#) link; a pop-up will display on the screen displaying the possible options.

Click upon the appropriate “select” arrow as displayed in the window to the left. After clicking on the arrow, the information should auto populate the fields.

Lot Defaults Add/Update

Vaccine/med Description: Influenza split, 6+ months

Manufacturer: SANOFI PASTEUR [Click to select](#)

Lot Number: MASS1234

Expiration Date: 12/31/2013

Lot Facility: IMMUNIZATION SECTION

Publicly Supplied: Y

Buttons: Cancel, Reset, Add/Update Now

Click upon the **[Add/Update Now]** button; users should then see a display similar to the following:

Lot Defaults [click to add](#)

Vaccine Name	Manufacturer	Lot Number	Facility	Pub Supp	Exp Date	Update	Delete
Influenza Nasal Spray (FluList 8)	MEDIMUNE, INC.	TEST1234	IMMUNIZATION SECTION	Public	12/31/2013	Update	Delete
Influenza split, 6+ months	SANOFI PASTEUR	MASS1234	IMMUNIZATION SECTION	Public	12/31/2013	Update	Delete

As displayed, the selected vaccines appear listed in Lot Defaults. Continue the process until all vaccines available for the mass clinic are listed.

DURING THE CLINIC-

Patient Search After clicking upon the Patient **[Search/Add]** link in the Navigation Menu, users will see a screen similar to the following:

WYIR Facility: WYOMING DEPARTMENT OF HEALTH (0005) / IMMUNIZATION SECTION

Patient Search

Patient Information

First Name or Initial:	tommy
Last Name or Initial:	test
Birth Date:	09/01/1969

Enter the patient's First Initial, Last Initial, and Birth Date and click upon the **[Run Search]** button. Users will then see a list of potential matches. Click upon the "Select" arrow to the left of the appropriate patient, or add a patient, if necessary.

Patient Edit Under the Patient Edit page, note that the defaults, as defined under personal settings, populate the Patient's information.

Patient Address Information (Most recent record in system)

Check this box to copy the address information from the most recent record to the data entry box ONLY if it matches what is reported on paper.

Street: 9101 YELLOWSTONE RD State: WY
City: CHEYENNE Phone Number: (307)777-5773
Zip Code: 82009
County: LARAMIE

Patient Edit

First Name:	TOMMY	SSN:	
Middle Name:		Medicare Id:	
Last Name:	TEST	Birth Date:	09/01/1969
Medicaid #:		Sex:	MALE

Address:
Zip Code: 82009 City: CHEYENNE
State: WY Phone Number: (307)777-5773

Guardian Info
Mother's Maiden Name: Guardian First Name:

Comments
Campaign: --select--
Tier: --select--
Vaccinator: --select--

Vaccination/Medication Add

Vaccine/Medication	Date	Manufacturer / Lot
Influenza Nasal Spray (FluMist®)	09/18/2012	<input type="radio"/> MEDVAX INC / TEST1234
Influenza split, 6+ months	09/18/2012	<input checked="" type="radio"/> SANOFI PASTEUR / MASS1234

Review the address in the Patient Address Information (in green) – if the address is correct, check the highlighted box, and the information in this section will populate the **Patient Edit** fields below;

To change the patient's information, click and type in the desired fields to update the information.

Users may consider collecting/verifying the phone number on the patients if it is not present – it will assist in using the Reminder Recall system to contact the patient and have them return for additional vaccinations.

Update the Default Date, if necessary; click upon the button next to the manufacturer/lot, then click **[Save]**.

POST CLINIC-

Reports Menu Under the Reports Menu, there are reports available that may assist in ensuring accurate data entry.

Reports

- Patient Record
- Daily Patient Immunization List
- Patient Detail
- Lot Number Summary

Once the data entry is complete, the **Patient Record** may be printed off and handed to or mailed to the patient to provide a record of immunizations.

The **Daily Patient Immunization List** will provide a list of patients that had data entered into the WyIR for an event – which may be compared to the "immunization consent" paperwork collected at the event to ensure all the data was entered into the WyIR.

The **Patient Detail Report** is helpful in investigating if there is a discrepancy between what is being reported in the inventory, and what was administered during an event – the output from the report can be visually analyzed for errors in data entry (e.g., missing lot number, incorrect vaccine type, etc.).

The **Lot Number Summary** will provide detail as to what vaccine types were administered, including dose totals.