**Northern Light Health**℠

It is important that immunization status documentation is accurate in the medical record to decrease the administration of unnecessary vaccines. This flyer details how to document immunizations given during downtime, historical immunizations, and immune status obtained by titer in the electronic medical record.

Documenting Downtime Immunizations

> **NOTE:** It is important to follow each step below to ensure the immunization record is accurate and to avoid immunization record corrections.

➢ **Placing Orders after the Date of service.**

- Navigate to the **Quick Orders** page.

- Review the patient banner to ensure **FIN, Encounter type**, **Location**, and **Date of Service** are correct prior to placing the order.

- Select the **Immunization** to order.

- The Ordering Physician window will open **Change the Order Date/Time** to the correct **Date of service**.

- Click the signature tray. 🔲1

- Click **Modify Details**.

- Review the **date** and the **Requested Start Date/Time** in the **Details** pane to ensure the dates match.

- Click **Sign**.
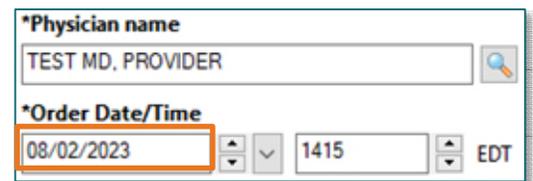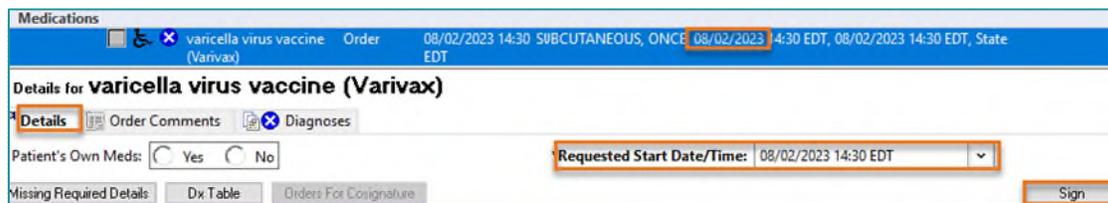
➢ **Documenting Medication Administration after Date of Service.**

- Click **Refresh**.

- Click the **Medication Administration** button in the toolbar.

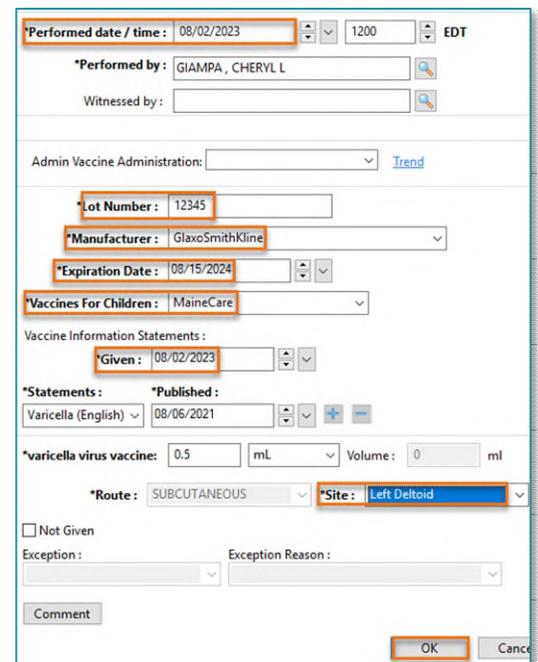- Click **Next** in the **Medication Administration** window.
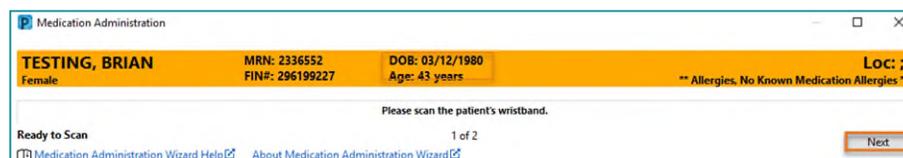
- Enter **Override Reason** for not using Bar Code Medication Administration scanning.
  - From the dropdown select **Other** and enter comment: **Downtime Entry.**
- Click **Yes**.
  - Medication Administration window will open blank.
  - Right-click the dark gray banner to bring the immunization sentence into view.
  - Select **Change Search Criteria**, enter date to match the date of service.
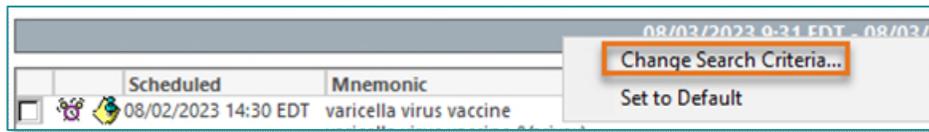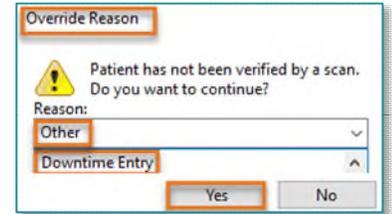
- Enter Override Reason for not using Bar Code Administration: **Other**, **Downtime Entry** and click **Yes**.

- Click the yellow highlighted area under the **Result** Column.

- Charting window opens: Enter **Correct Date of Service** in Performed **date/time** and document the below information.
  - Lot Number
  - Manufacturer
  - Expiration Date
  - Vaccines For Children: select Insurance carrier.
  - Given: Date of Service
  - Site: injection location
- Click **OK**.
- Click **Sign**.

NOTE: **If you are documenting a vaccine administration for someone else, enter their name in the Performed by field.**

- For more information about Bar Code Medication Administration click here.

Documenting Historical Immunization

Immunizations given outside of Maine or given prior to the implementation of the Maine Immunization Information System (Immpact) registry, will need to be documented by History.

➢ Navigate to the **Immunizations** component.

➢ Click the dropdown arrow, select **Document History**.

➢ Select Immunizations from the list.

➢ Click **Select**.

➢ Document the following:

- **Administration Date**

- **Source**

- **Product** (if available)

- Click **Submit**
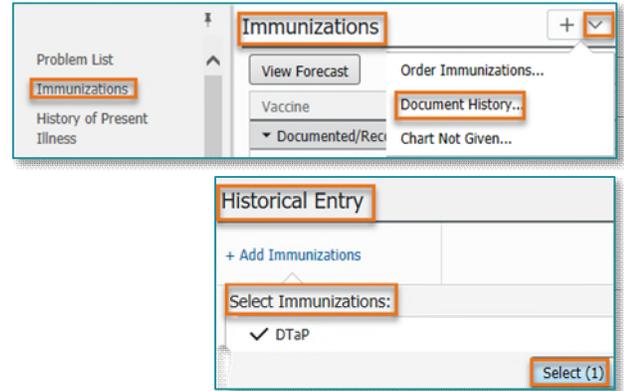
NOTE: **Immunizations can be Imported from the Maine Information System (Immpact) Registry into the patient's Cerner record. Click here to access the flyer for importing Immunizations** Maine Immunization Information System Registry (Immpact) Import**.**

Documenting Immune Status Confirmed by Titer

➢ Navigate to the **Immunizations** component.

➢ Click the **(+)** to open the dropdown menu, select **Chart Not Given**.

➢ Select the appropriate Immunization(s) from the list to document.

➢ Click **Select**.

➢ Select **Not Given Type**:

- **Contraindicated**: used to document temporary immunity titer.

- **Unnecessary**: used to document permanent immunity titers.
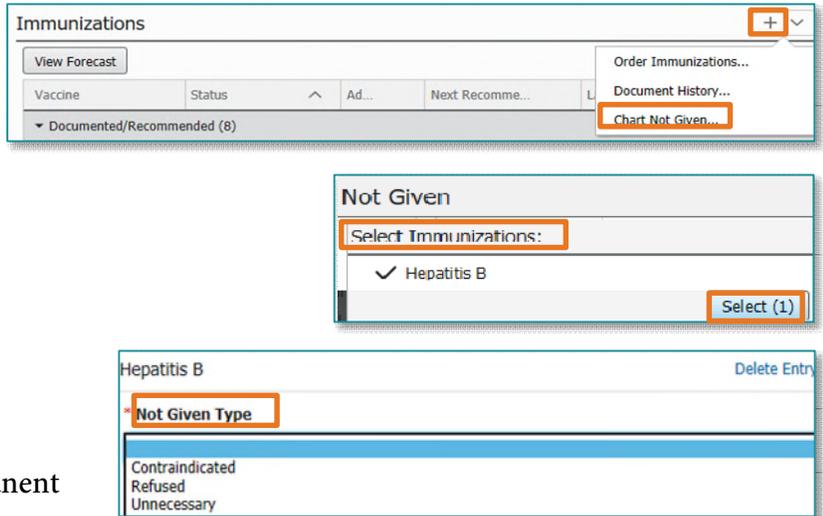
NOTE: **When a vaccine is selected to be unnecessary, this action will cancel the series, stop forecasting, and discontinue future reminders.**

➢ Select Not Given Reason:

- When **Contraindicated** is determined select **Temporary Positive Titer**.
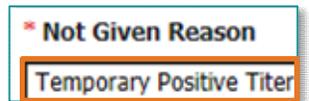
- When **Unnecessary** is determined select **Permanent Positive Titer**.

➢ Enter Titer confirmation date in the **Comments Section**:

➢ Immunizations with documented titers will display in the **Immunizations** component as **Contraindicated Not Given** or **Series Unnecessary Not Given**.

Document Immunity Titer results on The Outside Labs Adhoc form:

➢ Immune titers will not display on the printed Immunization record.

➢ Print the Outside Labs Adhoc form with documented titers results to accompany the immunization record.

➢ The date of the lab titer can be found by left-clicking anywhere in the row displaying the immunization not given and scrolling to comments.

➢ For more information about Documenting Outside Labs click here.