



This Quick Reference Guide (QRG) reviews the steps for Documenting Historical Immunizations.

### Common Buttons & Icons

	Immunization drop-down arrow
	Red and White Pill icon

### Document Historical Immunization

➤ **From the patient's chart:**

- STEP 1:** Click **Immunizations** from the left-side menu.
- STEP 2:** Click the **Immunization** drop-down arrow.
- STEP 3:** Click **Document History**.
- STEP 4:** Click the appropriate immunization(s) in the Add Immunizations drop down, using the scroll bar as needed.
- STEP 5:** Click **Select**.
- STEP 6:** Click the **Administration Date** drop-down arrow and select the format for the date.
- STEP 7:** Input the date either typing it directly or by clicking the Calendar icon.
- STEP 8:** Click the **Source** drop-down arrow.
- STEP 9:** Click the source of the immunization information. Using the scroll bar as needed.
- STEP 10:** Click the **Product** drop-down arrow.
- STEP 11:** Click the product name. Using the scroll bar as needed.
- STEP 12:** Scroll down for additional fields.
- STEP 13:** Add comments in the **Comment** section as needed.
- STEP 14:** Click the **Details** right arrow icon.
- STEP 15:** Add details as available.
- STEP 16:** Click the **+Document Other Administration** hyperlink in the top right if there are more administrations of the same product to document.
- STEP 17:** Click the **Details** down arrow icon to close the details.
- STEP 18:** Click **+Add Immunizations** for each additional historical immunization.
- STEP 19:** Click **Submit** once all immunizations are documented.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:  
207-973-7728 or 1-888-827-7728.