

Vaccine Administration Record (RNs/NPs only)

After administering the flu vaccine to a member, RNs/NPs must document it in the **Immunizations/Screenings** section of the Member File. This will serve as the plan's documentation of a member's flu shot or the Vaccine Administration Record as it's called. You will also need to provide the member with a completed hard copy of this record after administering the shot. These forms are available from the SCO CM Admins when you pick up the vaccines.

Here are the steps for entering a Flu Vaccine Administration Record:

1. Click the **link** at the bottom of the Immunizations/Screening section of the Member File to add a new entry.

Immunizations/Screenings

Date Entered	Immunization/ Screening	Immunization Screening Detail	Date Administered	Notes
12/05/2014	Colorectal Screening	Colonoscopy	12/5/2014	
12/05/2014	Hearing Exam		11/18/2014	bilateral hearing aides., hearing exam completed
12/05/2014	Eye Exam	Glaucoma Screening	9/24/2014	
12/05/2014	Influenza		8/26/2014	
06/23/2014	Breast Cancer Screening	Mammogram	6/19/2014	
01/08/2014	Pneumococcal		1/13/2010	Does not recall exact date

1  [Click here to add an Immunization/Screening](#)

2. Select "**Influenza**" from the Immunization/Screening Type dropdown.

 [Click here to add an Immunization/Screening](#)

2 **Immunization/ Screening Type**
Influenza

3 **Disposition**
Received

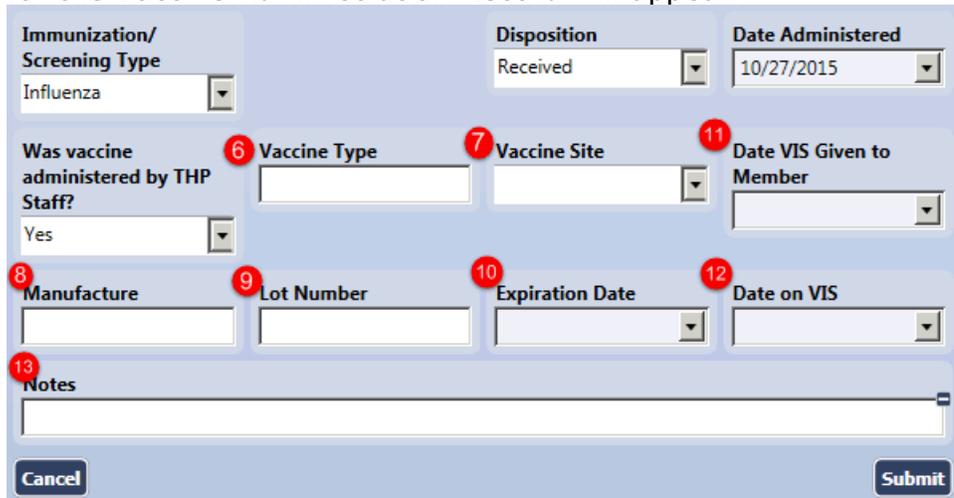
4 **Date Administered**
10/27/2015

5 **Was vaccine administered by THP Staff?**
Yes

Notes

3. Select "**Received**" from the Disposition dropdown and the Date Administered and Was vaccine administered by THP Staff? fields will appear.

4. Enter the **date** the vaccine was administered.
5. Select "**Yes**" for Was vaccine administered by THP Staff? and additional fields for the Vaccine Administration Record will appear.



The screenshot shows a web form for recording vaccine administration. The form is divided into several sections. At the top, there are dropdown menus for 'Immunization/ Screening Type' (set to 'Influenza'), 'Disposition' (set to 'Received'), and 'Date Administered' (set to '10/27/2015'). Below these are four more dropdown menus: 'Was vaccine administered by THP Staff?' (set to 'Yes'), 'Vaccine Type', 'Vaccine Site', and 'Date VIS Given to Member'. The next row contains four text input fields: 'Manufacture', 'Lot Number', 'Expiration Date', and 'Date on VIS'. At the bottom is a large text area for 'Notes'. A 'Cancel' button is on the left and a 'Submit' button is on the right. Red circles with numbers 6 through 13 are overlaid on the form to indicate specific fields mentioned in the instructions: 6 on Vaccine Type, 7 on Vaccine Site, 8 on Manufacture, 9 on Lot Number, 10 on Expiration Date, 11 on Date VIS Given to Member, and 13 on the Notes field.

6. For 2015 we are administering a Trivalent Flu Vaccine, so enter "*Trivalent*" for the Vaccine Type.
7. Select from the Vaccine Site dropdown the location on the member the vaccine was administered - Left Arm, Right Arm, etc.
8. Enter "**bioSCL**" for the Manufacture. All current inventory of the flu vaccine is from this manufacture.
9. Enter "**11949221A**" for the Lot Number. All current inventory of the flu vaccine have the same lot number.
10. Enter "**6/30/16**" for the Expiration Date. All current inventory of the flu vaccine have an expiration date of 6/30/16.
11. Enter the **date** the Vaccine Information Statement(VIS) was provided to the member under the Date VIS Given to Member dropdown.
12. Enter the **date** on the Influenza VIS sheet that was provided to the member. These sheets are available when you pick up the vaccines. The most current version of the Influenza VIS is dated **8/7/15**.
13. Enter any pertinent notes in the Notes field.

14. Click the **Submit** button to enter the vaccine administration record into CaseTrakker.

Completed Example:

 [Click here to add an Immunization/Screening](#)

Immunization/Screening Type Influenza	Disposition Received	Date Administered 10/27/2015	
Was vaccine administered by THP Staff? Yes	Vaccine Type Trivalent	Vaccine Site Left Arm	Date VIS Given to Member 10/27/2015
Manufacture bioCSL	Lot Number 11949221A	Expiration Date 6/30/2016	Date on VIS 8/7/2015

Notes

Cancel **Submit**

Please also remember that you will need to provide every member with a copy of the flu Vaccine Information Statement (VIS) and they will need to complete the Influenza Vaccine Consent Form prior to shot being administered.