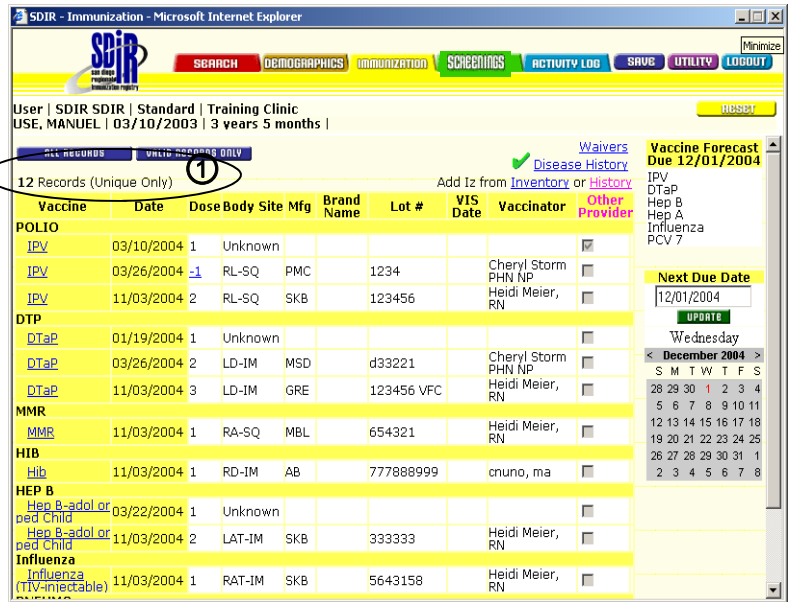


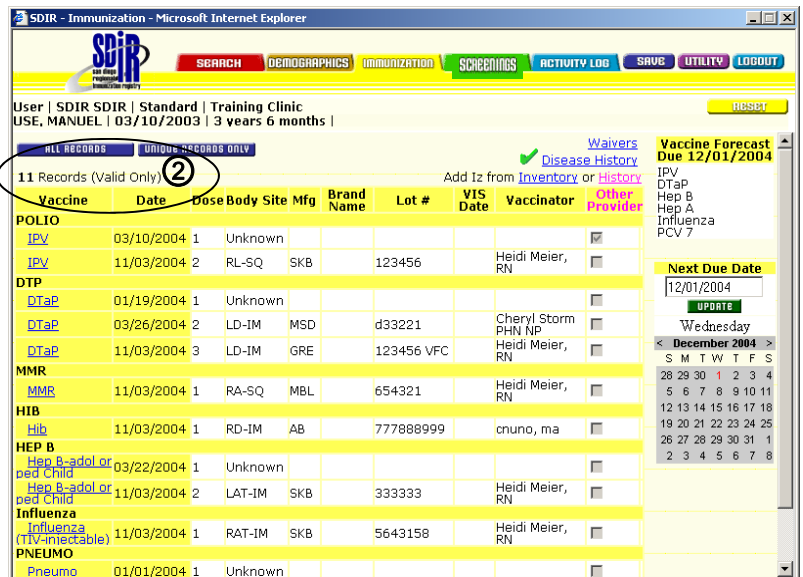
## How to View Immunization Records

Your view of immunization records will automatically go (default) to **unique records only** (includes valid and invalid immunizations and extra doses). You can also choose to view **valid records only**, or **all records** (includes duplicate immunizations, valid and invalid records, and extra doses).

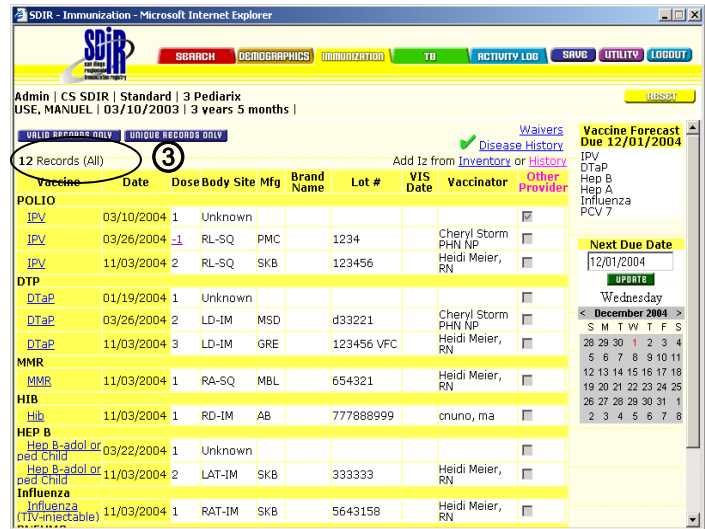
① Immunization screen will be defaulted to “**Unique Records Only**.” You will see valid immunizations, invalid immunizations and extra doses for a patient. Duplicate immunizations will be removed from your visual record, but not the record entirely. Only the immunization records seen under the **Unique Records Only** section will be printed onto the California Immunization Record.



② Click on the “**Valid Records Only**” button when you want to see only the valid immunizations for a patient. All invalid and duplicate immunizations will be removed from your visual record, but not the record entirely.



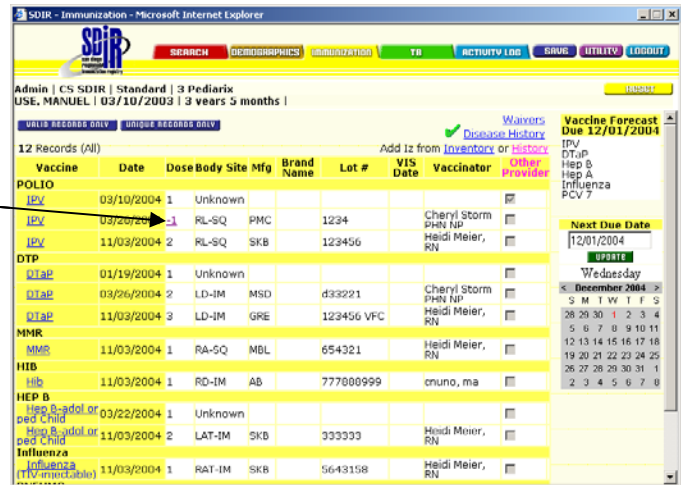
③ Click on the “All Records” button to view all immunizations given which includes invalid and duplicate immunizations.



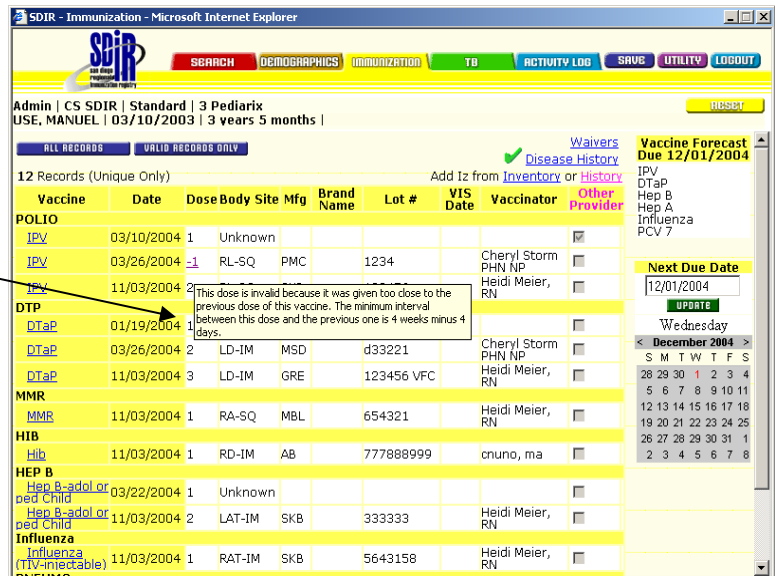
You may see one of three symbols under the DOSE category. The following is a key to interpret those symbols:

**Symbol Key**

- 1 = Invalid dose
- ++ = Extra dose
- = Duplicate dose

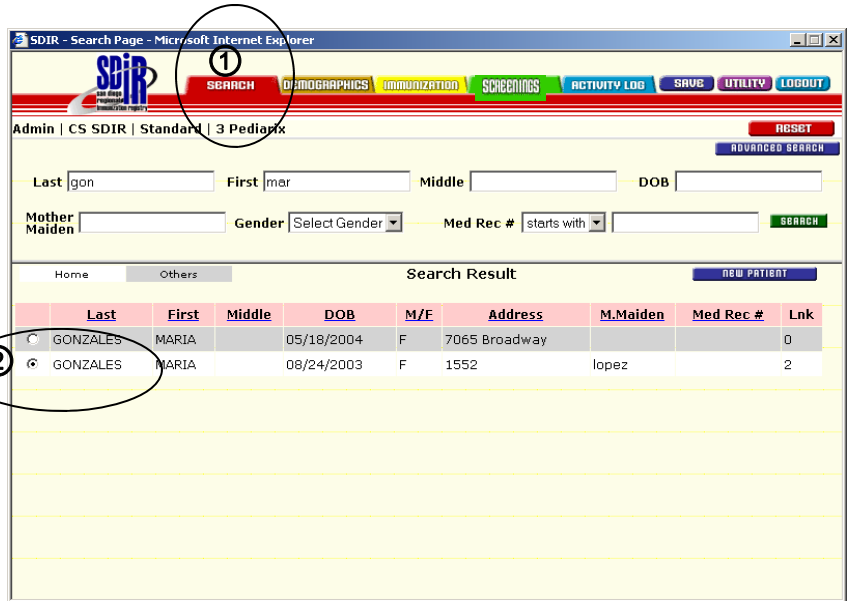


Important note:  
If you let your cursor ‘hover’ over the invalid dose number, the reason for the invalid dose will appear.

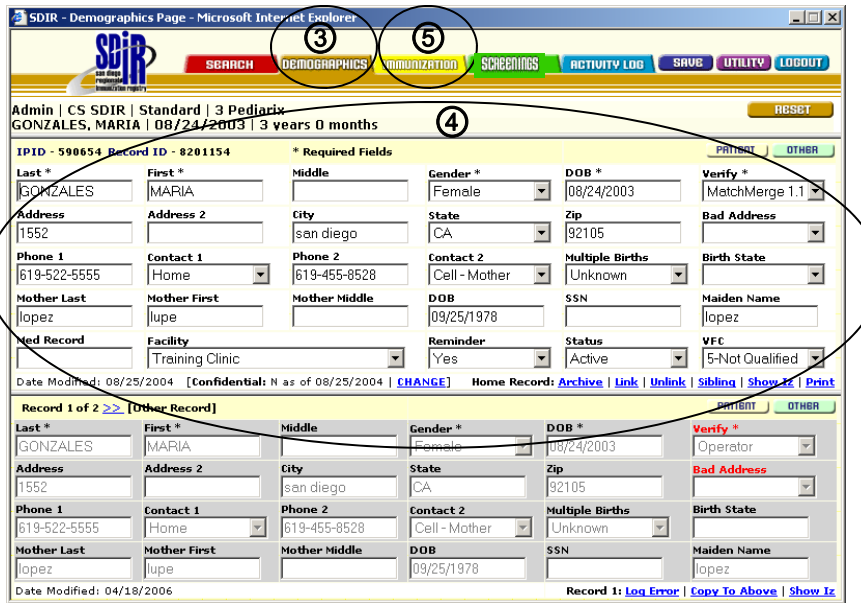


## How to Enter Immunizations

- ① Search for the record (refer to “How to Search for a Patient” in the Search section of this manual)
- ② Click in the circle next to the patient’s name



- ③ Click on the DEMOGRAPHIC tab
- ④ Verify all information to make sure patient is the correct one
- ⑤ Click on the IMMUNIZATION tab

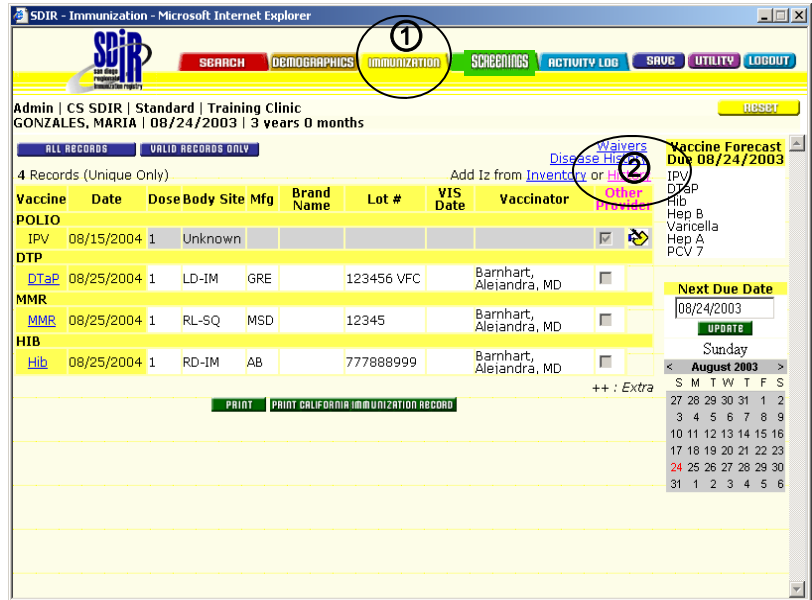


## How To Add History of Immunizations Given by other Providers

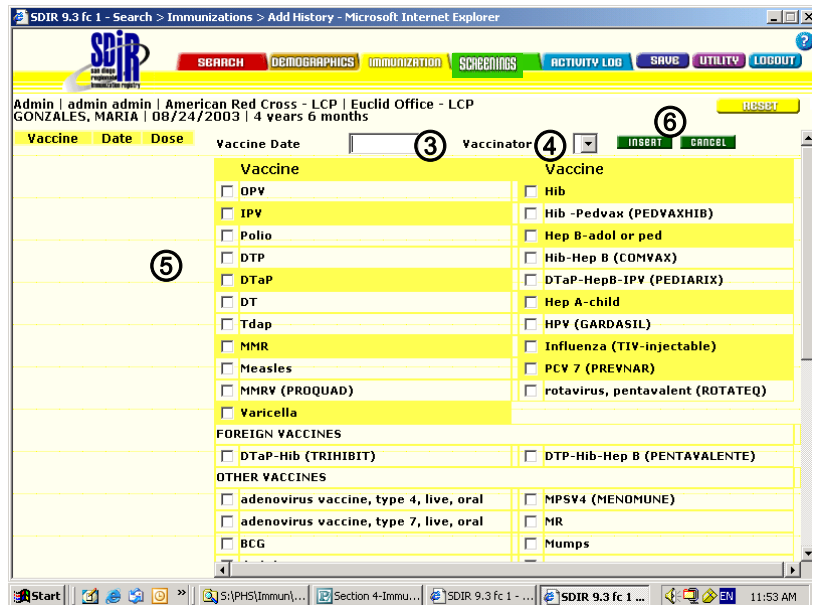
When you want to add historical immunization information given by other health care providers, you will need to use the “History” section of the Immunization screen.

- ① After you have clicked on the IMMUNIZATION tab,
- ② Click on “History”

**Note:** This patient’s record must be a home record (white record) in order for you to add information.

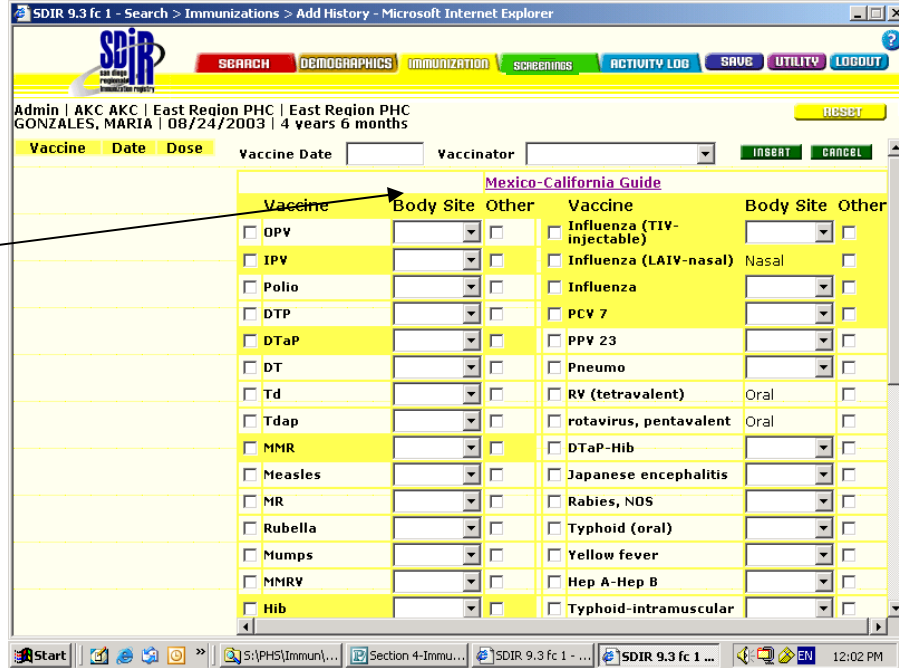


- ③ Enter date vaccine was given (use 2 digits for the month and day and 4 digits for the year)
- ④ Select “Vaccinator”
- ⑤ Select the vaccines you want to add to the record (most common childhood vaccines will be listed at the top of the screen)
- ⑥ Click on “Insert”

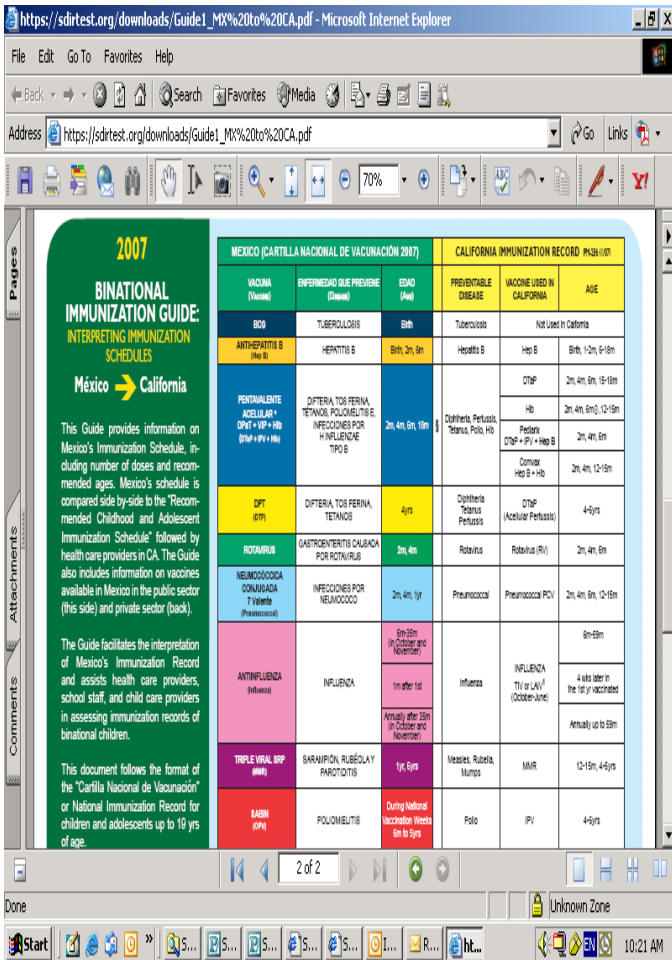


# Mexico-California Vaccine Guide

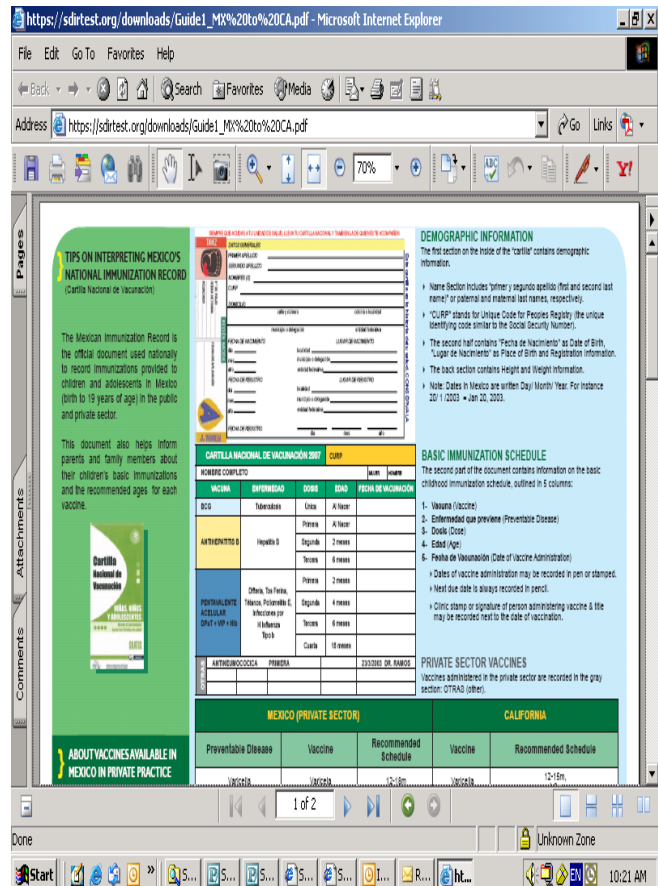
To view how to transcribe Mexican vaccines from a Mexican immunization card to the California Immunization Record (CIR), click on the Mexico-California Guide at the top of the list of historical vaccines.



Page One: vaccine equivalencies



Page Two: other vaccines



## How to Edit Immunizations

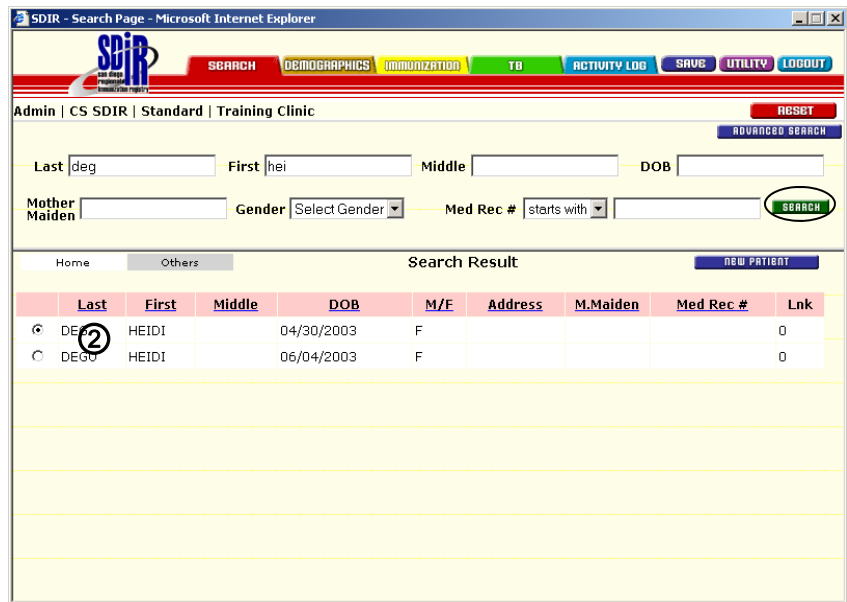
**Note:** You can only edit information for your office’s ‘white’ (home) records).

**Important:** If you need to change the data entry for a dose due to an error in selecting the right vaccine, be sure to delete the dose in error and enter the right vaccine/dose back to the individual immunization record! **Note:** All changes made by users to the immunization record are logged in SDIR.

① Do a patient search

(refer to “How to Search for a Patient” in the Search section of this manual)

② Click in the circle next to the patient’s name.



③ Click on the

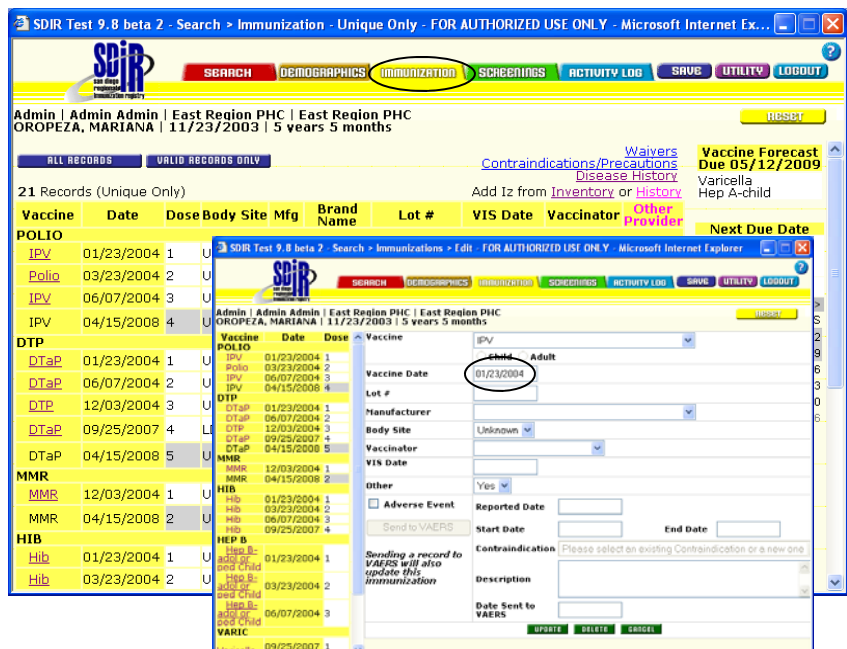
IMMUNIZATION tab

④ To edit immunizations that were entered by you, click on the immunization link

⑤ Edit (or delete if the type of vaccine is incorrectly entered) the necessary information

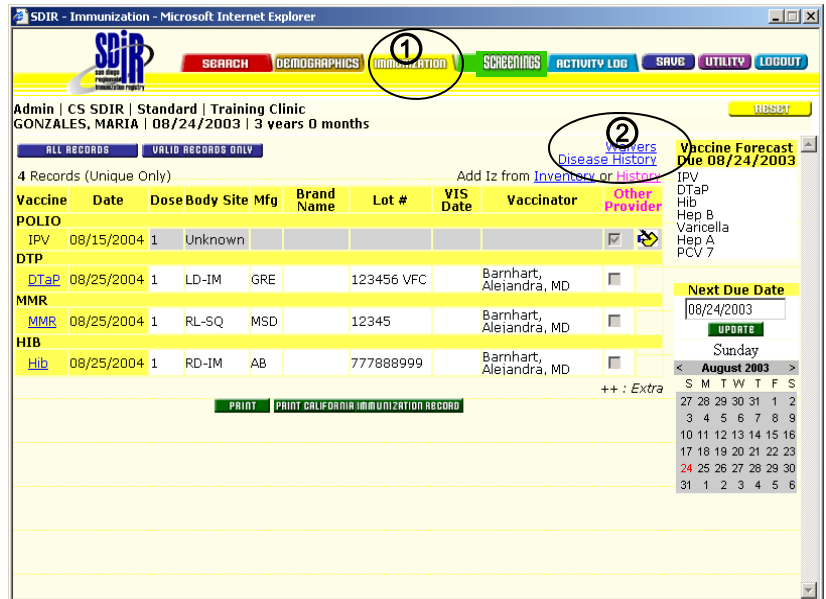
⑥ Click on the UPDATE button to update the information

⑦ Click on the SAVE tab to save changes.

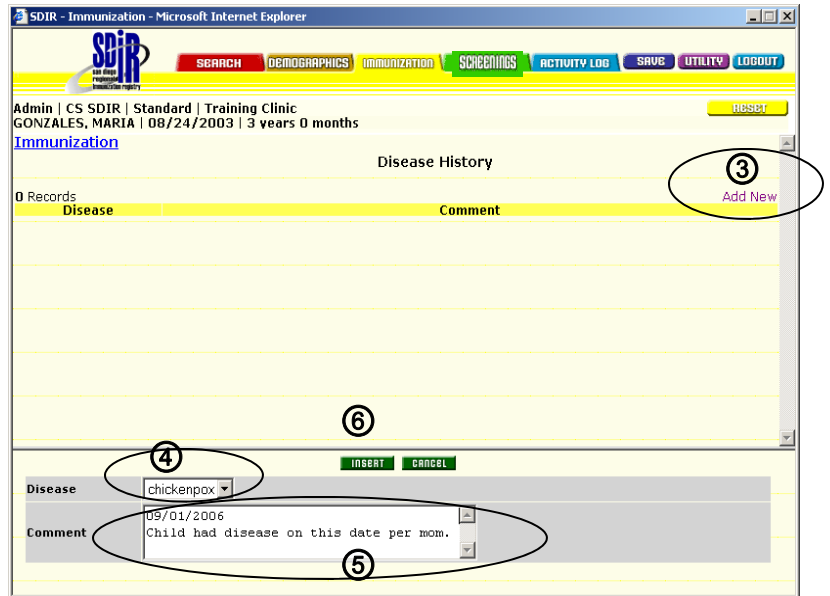


## How to Add Disease History

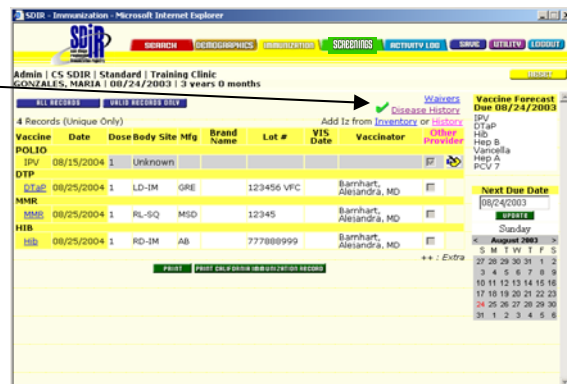
- ① Click on the IMMUNIZATION tab
- ② Click on “Disease History”



- ③ Click on “Add New”
- ④ Select “Disease”
- ⑤ Edit date and/or add Comment (Today’s date will automatically be entered in the Comment section. Click in the Comment section to edit the date. If you change the date, make certain you **don’t change its format**. If you need to make additional comments, begin typing *after* the date.)
- ⑥ Click on “Insert”



If disease history has been entered, you will see a check mark next to the word “Disease History”



## How to Document a Vaccine Waiver (Exemption)

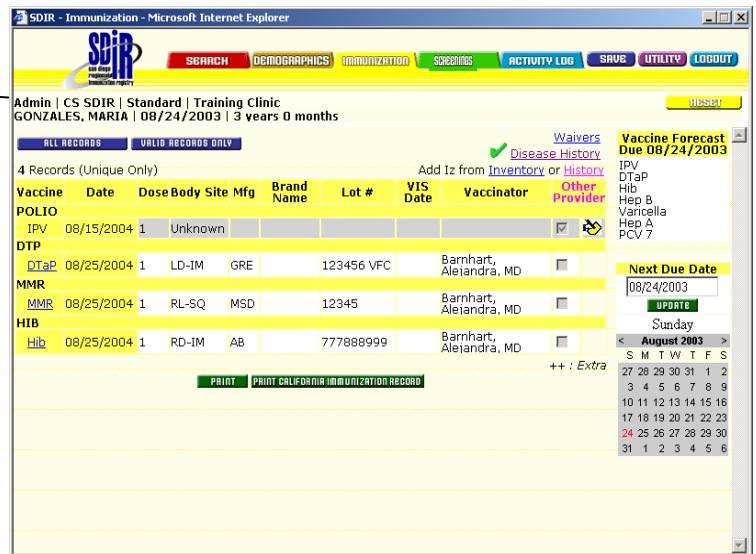
Vaccine waivers are allowed for medical, religious and philosophical reasons.

The waivers can be permanent or temporary.

There are two ways to select waivers: by vaccine **group** (e.g., MMR) or by a specific **vaccine** (Varicella).

If a specific vaccine is selected and it is part of a combination vaccine (e.g., measles), the remaining vaccines of the group can still be forecasted.

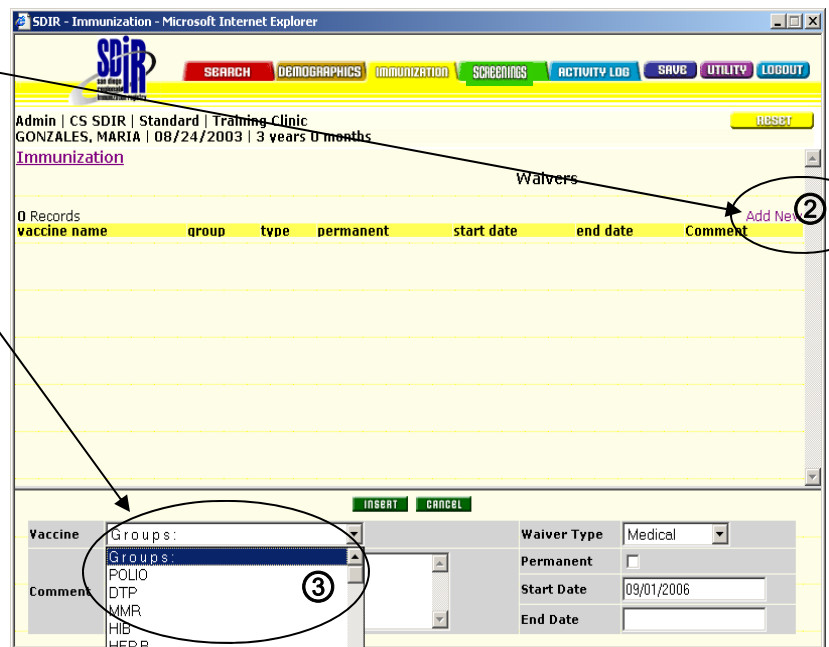
① Click on the “Waivers” link



② Click on “Add New” (this will only appear if you are working on a home record.)

③ Click on the drop-down box to select the list of VACCINES you want to waive.

**Note:** if a specific vaccine is selected and it is part of a combination vaccine (e.g. measles), the remaining vaccines of the group can still be forecasted.



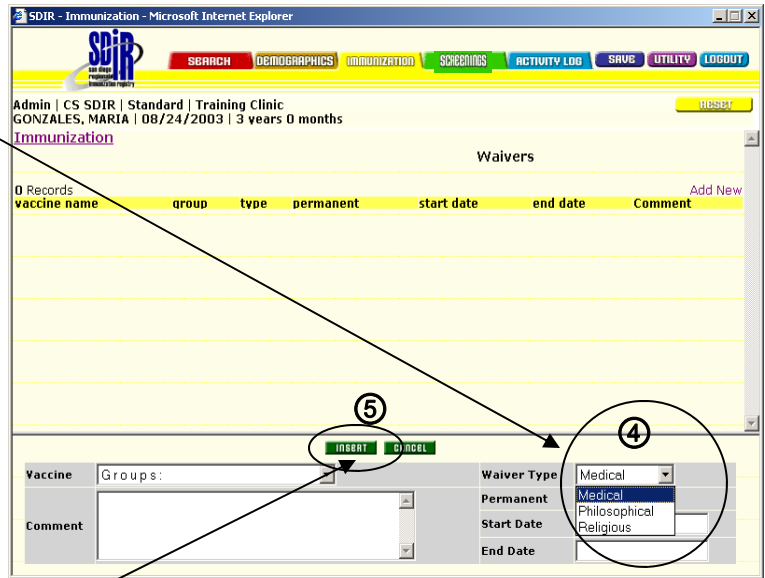
④ Select the type of waiver or exemption that is appropriate:

- Medical
- Philosophical\*
- Religious\*

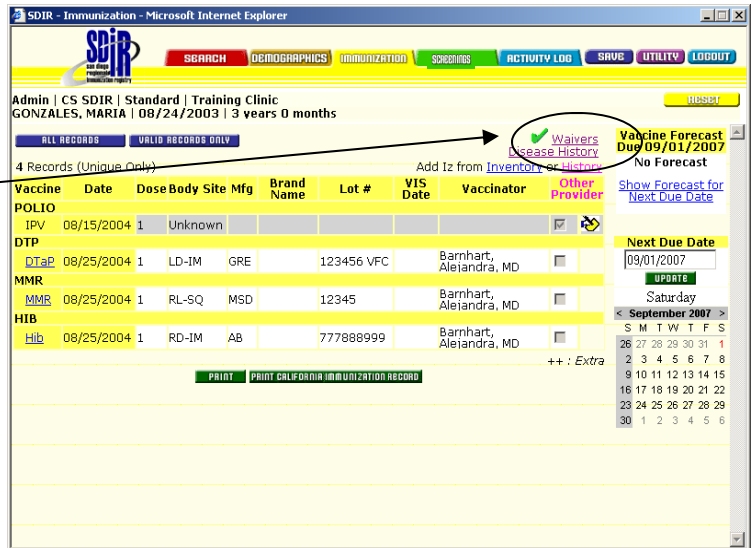
Check the box next to “Permanent” if the waiver is not temporary.

If the waiver is temporary, enter in a “Start Date” and an “End Date”. You may also enter any notes in the comment box.

\* “All immunizations” can be selected. Find that entry after Vaccine Groups.



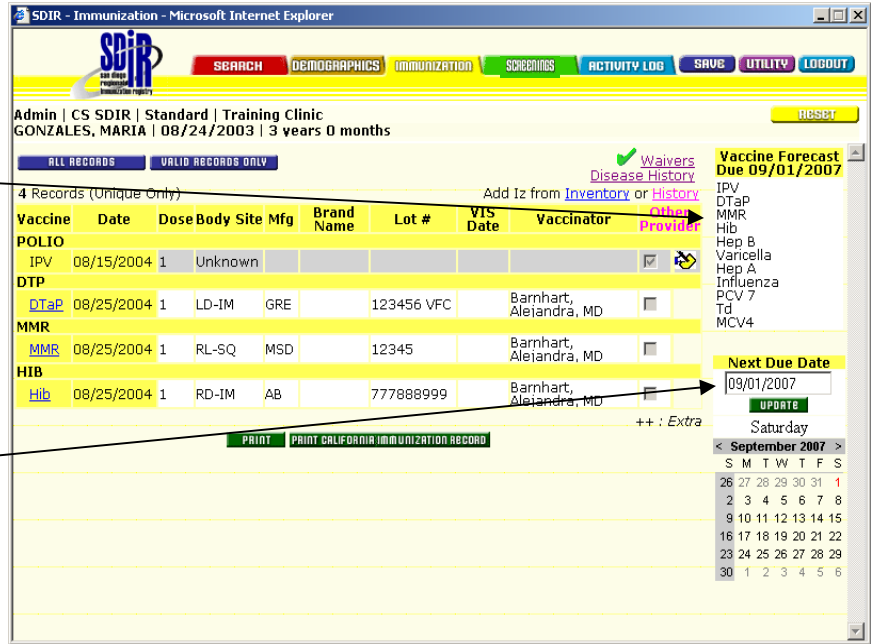
⑤ Click “Insert”. You will then return to the Immunization screen and see a green check mark next to the word “Waiver”.



## Vaccine Forecast and Next Due Date

A list of vaccines due today will be shown under “Vaccine Forecast.” The computer will automatically do this calculation based on ACIP Immunization Guidelines (It includes the four day allowance for certain immunizations).

The “Next Due Date” is the date subsequent immunizations are due. You can set this date using the calendar or the computer will automatically make this calculation. (The computer will not select Sundays).



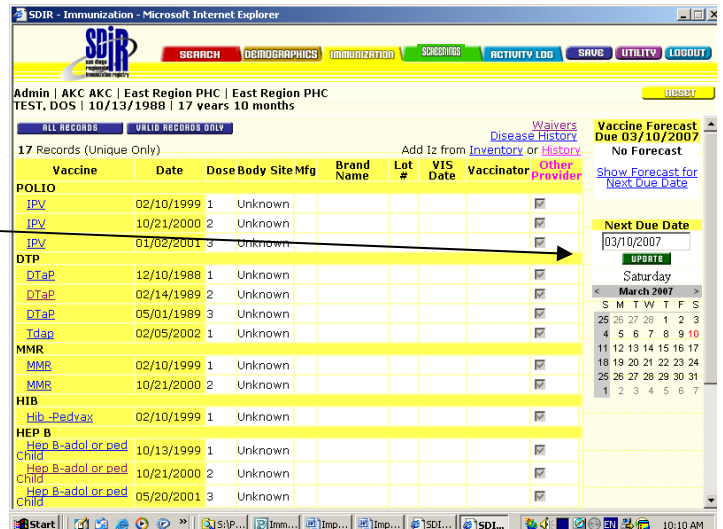
### Important:

You can make the calendar month move forward by clicking on the arrow in the upper right hand corner. To change the auto-populated data, you must delete the date and double-click on the date of the calendar (or type the date). However, please remember that if the date has been changed manually, it will not be automatically updated in the future, unless the date has been cleared (deleted) first.

## Vaccines Due at the Next Visit

To see what vaccines are due at the next visit, do the following:

1. Move the VFM date forward (if still in the past).
2. Click on the Update button.



Note: If you don't choose a date far enough in the future, a vaccine dose may not be needed.

SDIR - Immunization - Microsoft Internet Explorer

Admin | AKC AKC | East Region PHC | East Region PHC  
TEST, DOS | 10/13/1988 | 17 years 10 months

ALL RECORDS VALID RECORDS ONLY

17 Records (Unique Only)

Vaccine	Date	Dose	Body Site	Mfg	Brand Name	Lot #	VIS Date	Vaccinator	Other Provider
<b>POLIO</b>									
IPV	02/10/1999	1	Unknown						<input checked="" type="checkbox"/>
IPV	10/21/2000	2	Unknown						<input checked="" type="checkbox"/>
IPV	01/02/2001	3	Unknown						<input checked="" type="checkbox"/>
<b>DTP</b>									
DTaP	12/10/1988	1	Unknown						<input checked="" type="checkbox"/>
DTaP	02/14/1989	2	Unknown						<input checked="" type="checkbox"/>
DTaP	05/01/1989	3	Unknown						<input checked="" type="checkbox"/>
Tdap	02/05/2002	1	Unknown						<input checked="" type="checkbox"/>
<b>MMR</b>									
MMR	02/10/1999	1	Unknown						<input checked="" type="checkbox"/>
MMR	10/21/2000	2	Unknown						<input checked="" type="checkbox"/>
<b>HIB</b>									
Hib -Pedvax	02/10/1999	1	Unknown						<input checked="" type="checkbox"/>
<b>HEP B</b>									
Hep B-adol or ped Child	10/13/1999	1	Unknown						<input checked="" type="checkbox"/>
Hep B-adol or ped Child	10/21/2000	2	Unknown						<input checked="" type="checkbox"/>
Hep B-adol or ped Child	05/20/2001	3	Unknown						<input checked="" type="checkbox"/>

Vaccine Forecast Due 03/10/2007  
No Forecast  
Please change the Next Due Date and press the Update button.

Next Due Date  
03/10/2007  
UPDATE  
Saturday  
March 2007  
S M T W T F S  
25 26 27 28 1 2 3  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 31  
1 2 3 4 5 6 7

See that the text “Vaccine Forecast Due Today” has been changed to “Vaccine Forecast Due 6/11/2020” which would be the next visit and a dose of Td is being forecasted.

SDIR - Immunization - Microsoft Internet Explorer

Admin | AKC AKC | East Region PHC | East Region PHC  
TEST, DOS | 10/13/1988 | 17 years 10 months

ALL RECORDS VALID RECORDS ONLY

17 Records (Unique Only)

Vaccine	Date	Dose	Body Site	Mfg	Brand Name	Lot #	VIS Date	Vaccinator	Other Provider
<b>POLIO</b>									
IPV	02/10/1999	1	Unknown						<input checked="" type="checkbox"/>
IPV	10/21/2000	2	Unknown						<input checked="" type="checkbox"/>
IPV	01/02/2001	3	Unknown						<input checked="" type="checkbox"/>
<b>DTP</b>									
DTaP	12/10/1988	1	Unknown						<input checked="" type="checkbox"/>
DTaP	02/14/1989	2	Unknown						<input checked="" type="checkbox"/>
DTaP	05/01/1989	3	Unknown						<input checked="" type="checkbox"/>
Tdap	02/05/2002	1	Unknown						<input checked="" type="checkbox"/>
<b>MMR</b>									
MMR	02/10/1999	1	Unknown						<input checked="" type="checkbox"/>
MMR	10/21/2000	2	Unknown						<input checked="" type="checkbox"/>
<b>HIB</b>									
Hib -Pedvax	02/10/1999	1	Unknown						<input checked="" type="checkbox"/>
<b>HEP B</b>									
Hep B-adol or ped Child	10/13/1999	1	Unknown						<input checked="" type="checkbox"/>
Hep B-adol or ped Child	10/21/2000	2	Unknown						<input checked="" type="checkbox"/>
Hep B-adol or ped Child	05/20/2001	3	Unknown						<input checked="" type="checkbox"/>

Vaccine Forecast Due 06/11/2020  
Td

Next Due Date  
06/11/2020  
UPDATE  
Thursday  
June 2020  
S M T W T F S  
31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 1 2 3 4  
5 6 7 8 9 10 11

## Note Pad



**Note Pad:**

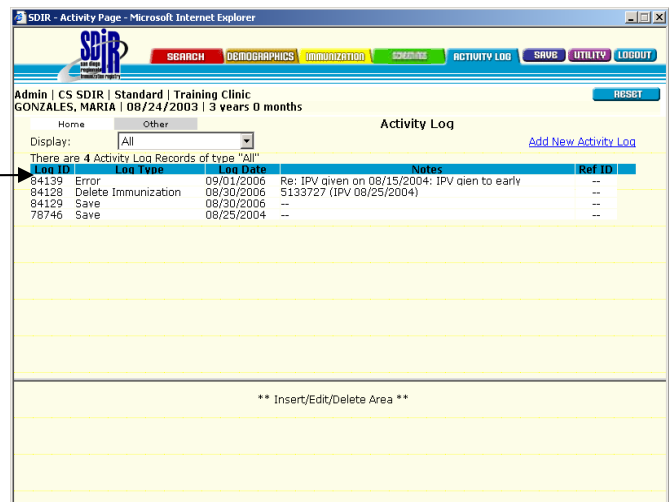
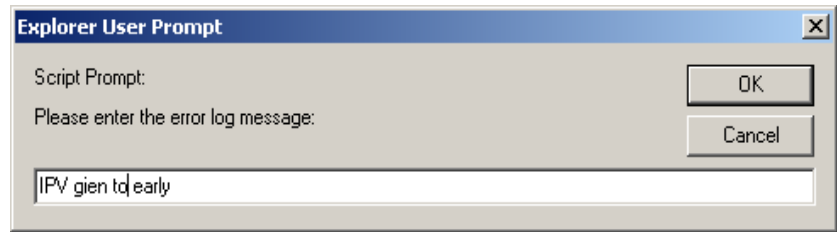
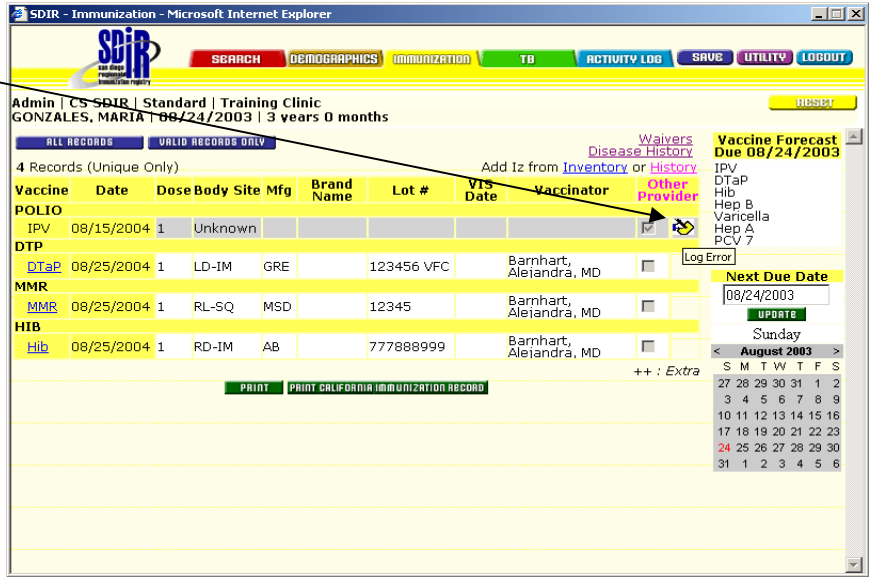
If the vaccine information was entered by a previous provider (the line will be highlighted and the Note Pad will be visible), you can write a message to that provider.

To write a message, click on the Note Pad located on the right side of an immunization given.

Note: If you send a message on note pad to the provider, the only time it will be seen will be when the patient goes back to that Provider.

The script box will appear at the top of the screen. Enter message and click on O.K.

A message will appear in the patient's activity log referencing that specific vaccine.



# Flag

If a provider sent you a message, you will see a red flag when you open up the DEMOGRAPHICS module and the IMMUNIZATION module.

SDIR - Demographics Page - Microsoft Internet Explorer

Admin | AKC AKC | County of San Diego HHS (CalWorks) | Center City

● GONZALES, MARIA | 08/24/2003 | 3 years 0 months

IPID - 590654 Record ID - 8201163 \* Required Fields

Last *	First *	Middle	Gender *	DOB *	Verify *
GONZALES	MARIA		Female	08/24/2003	Operator
Address	Address 2	City	State	Zip	Bad Address
			CA		
Phone 1	Contact 1	Phone 2	Contact 2	Multiple Births	Birth State
	Home		Cell - Mother	Unknown	
Mother Last	Mother First	Mother Middle	DOB	SSN	Maiden Name
lopez	lupe				lopez
Case #	Facility	Reminder	Status	VFC	
	Lemon Grove	Yes	Active	5-Not Qualified	

Date Modified: 08/25/2004 [Confidential: N as of 08/25/2004] CHANGE Home Record: Archive | Link | Unlink | Sibling | Show Iz | Print

Record 1 of 2 >> [Other Record]

Last *	First *	Middle	Gender *	DOB *	Verify *
GONZALES	MARIA		Female	08/24/2003	Operator
Address	Address 2	City	State	Zip	Bad Address
			State		
Phone 1	Contact 1	Phone 2	Contact 2	Multiple Births	Birth State
	Home		Cell - Mother	Unknown	
Mother Last	Mother First	Mother Middle	DOB	SSN	Maiden Name
lopez	lupe		09/25/1978		lopez

Date Modified: 04/18/2006 Record 1: Log Error | Copy To Above | Show Iz

After you have clicked on ACTIVITY LOG, you will be able to read the message sent to you.

After you click on the red flag next to the message, you can write your own message.

Once you save the information, the flag will disappear and your message will appear.

SDIR - Activity Page - Microsoft Internet Explorer

Admin | AKC AKC | County of San Diego HHS (CalWorks) | Center City

● GONZALES, MARIA | 08/24/2003 | 3 years 0 months

Activity Log

Display: All

There are 2 Activity Log Records of type "All"

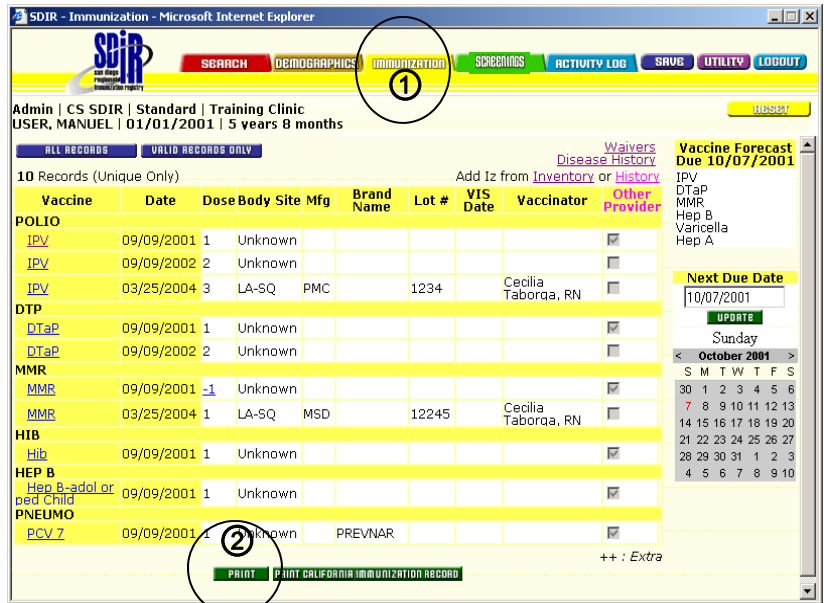
Log ID	Log Type	Log Date	Notes	Ref ID
84139	Error	09/01/2006	Re: IPV given on 08/15/2004. IPV given to early	
78755	Save	08/25/2004		

\*\* Insert/Edit/Delete Area \*\*

## How to Print an Immunization Report

An Immunization Report can be added to the patient’s chart as the documentation of their immunization history. (This can be used in place of the CA IMM 542P Immunization History and Report form)

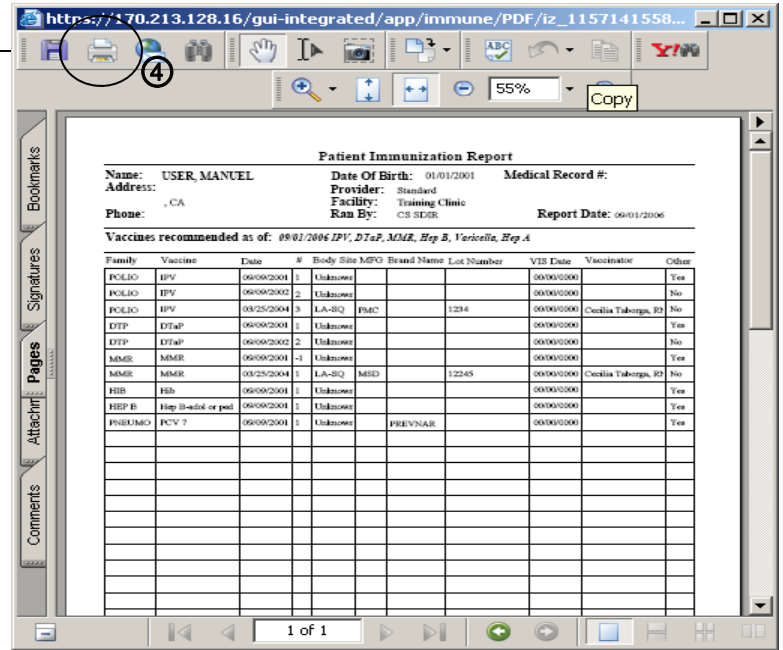
- ① Click on the IMMUNIZATION tab
- ② Click on “Print” (located on bottom of screen)



- ③ Click on “Patient Immunization Report” to view the report prior to printing it.  
  
(The report will open in Acrobat Reader.)

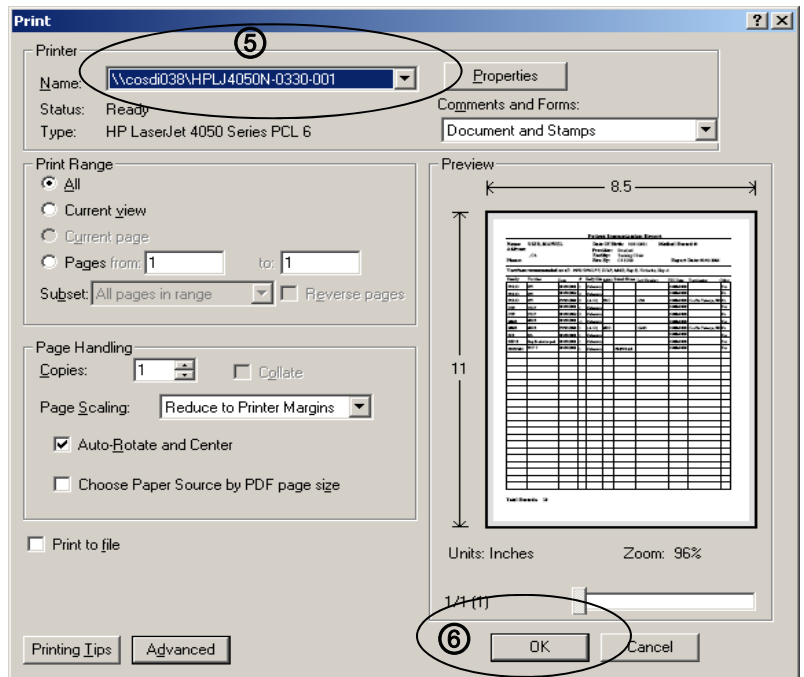


④ Click on the “Print” icon



⑤ Select Printer

⑥ Click “OK” to print

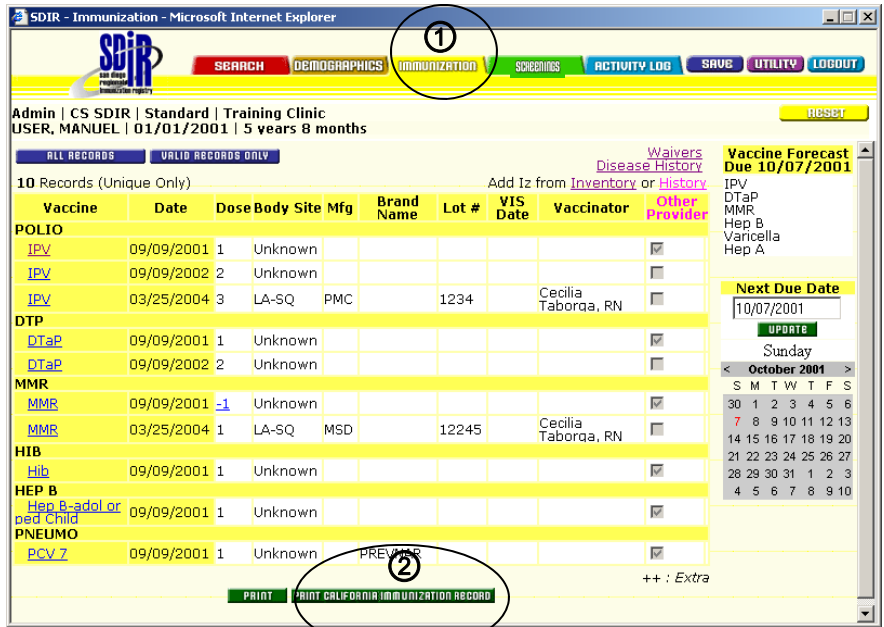


## How to Print a California Immunization Record

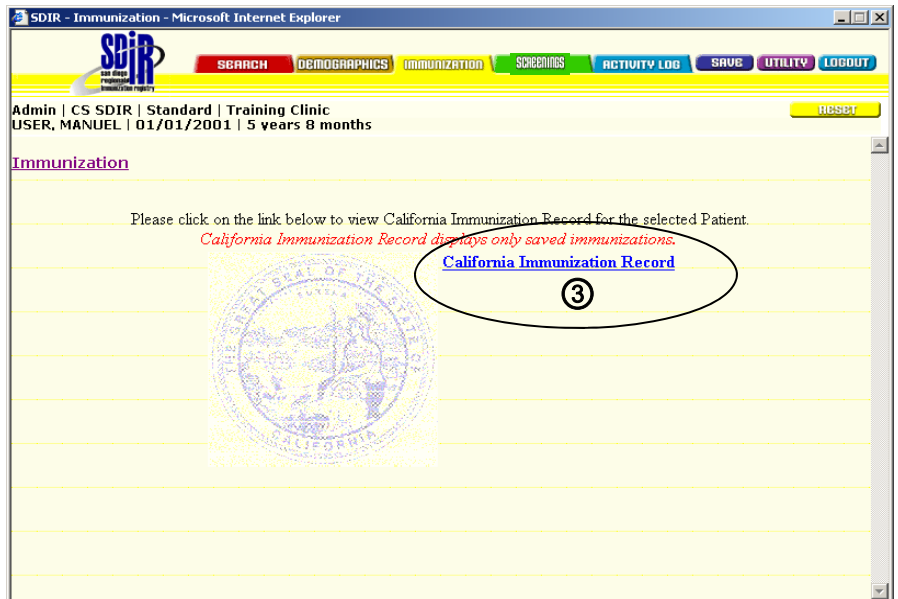
The California Immunization Record is the official immunization record for the State of California.

**The California Immunization Record is only to be printed from the Registry when the patient has lost the record.**

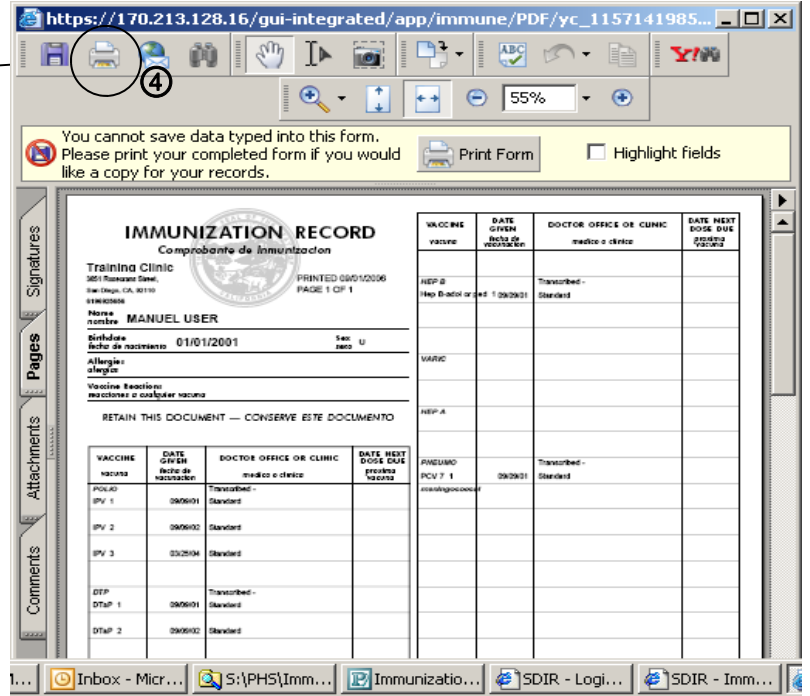
- ① Click on the IMMUNIZATION tab
- ② Click on “Print California Immunization Record” | (located on bottom of screen)



- ③ Click on “California Immunization Record”



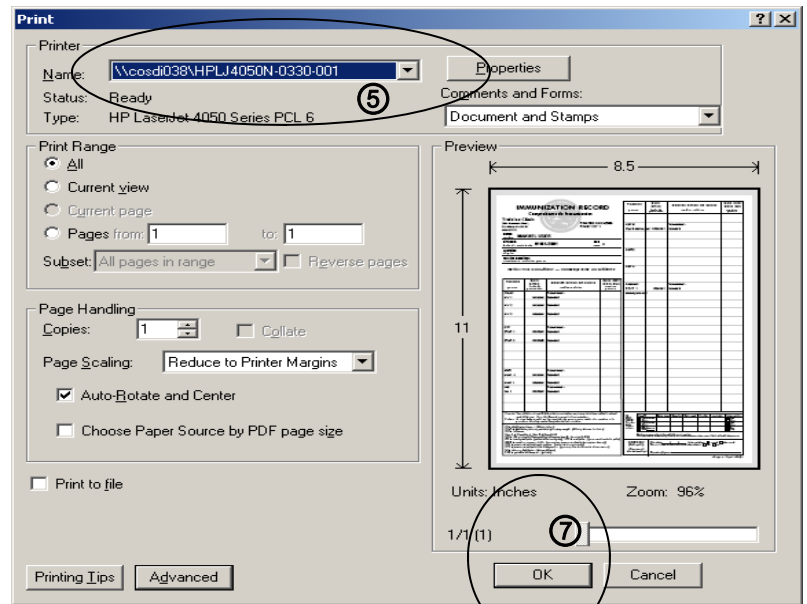
④ Click on the “Print” icon



⑤ Choose a printer  
(under “Name”)

⑥ Insert yellow paper into  
the printer

⑦ Click on “OK”

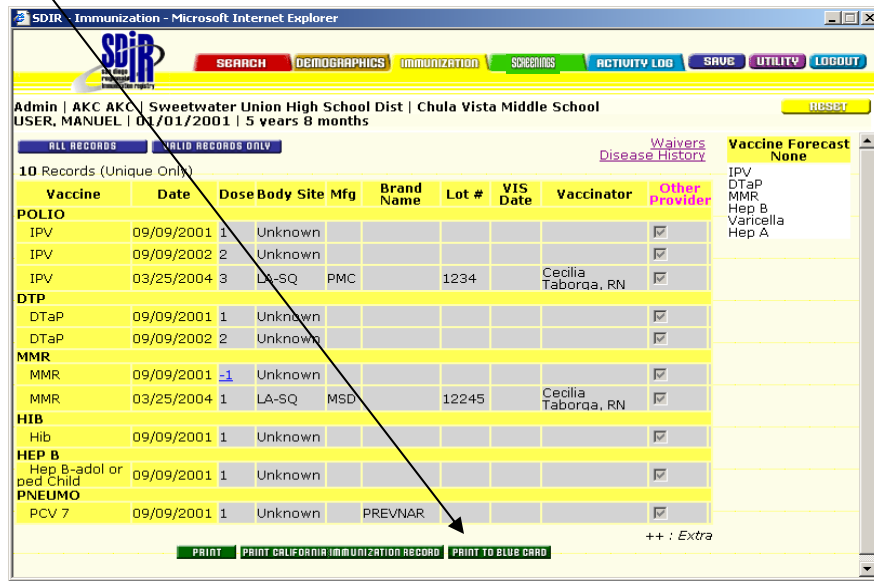


For School and Child Care Users Only

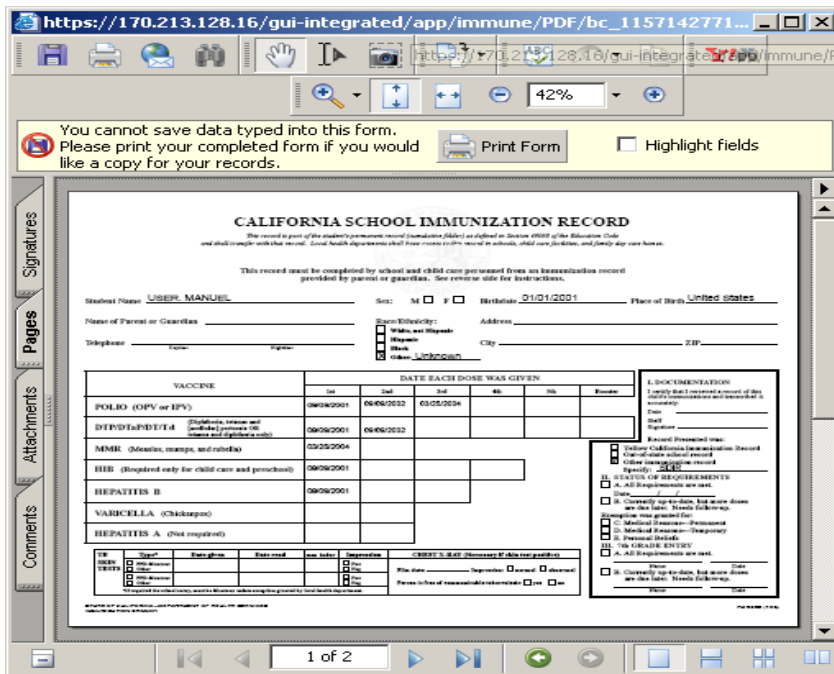
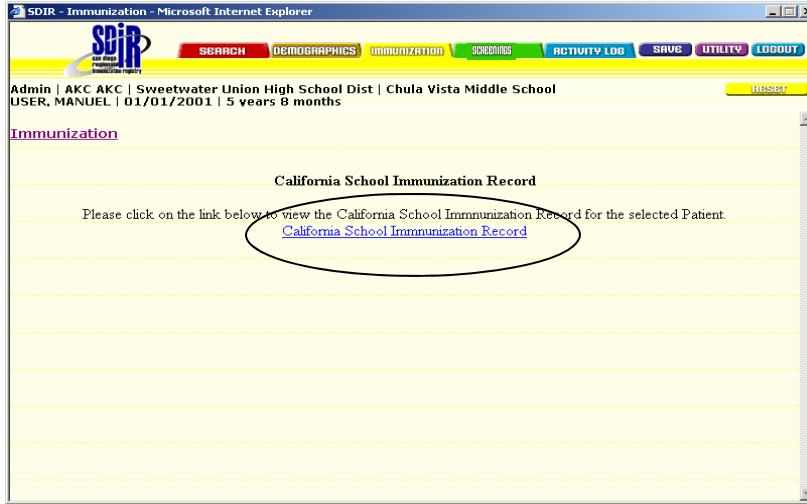
How to View and Print the School Immunization Record (Blue Card)

California School Immunization Record or Blue Card:

Now school users can print out a copy of the California School Immunization Record, commonly known as the “Blue Card”. School users should go to the bottom of the Immunization Screen and click on the “print to blue card” button.



This will open the following screen:



**Important:** The list of immunizations that the child had in the immunization screen will be transferred over to the blue card once the user click to “print to blue card” button. Only the total number of immunizations (which may be valid and invalid shots) that the CA school law\* requires will be printed out of the blue card, no matter how many list of individual immunizations that the child has on the CIR. For example: If the child had 6 IPV’s will be transferred over to the blue card.

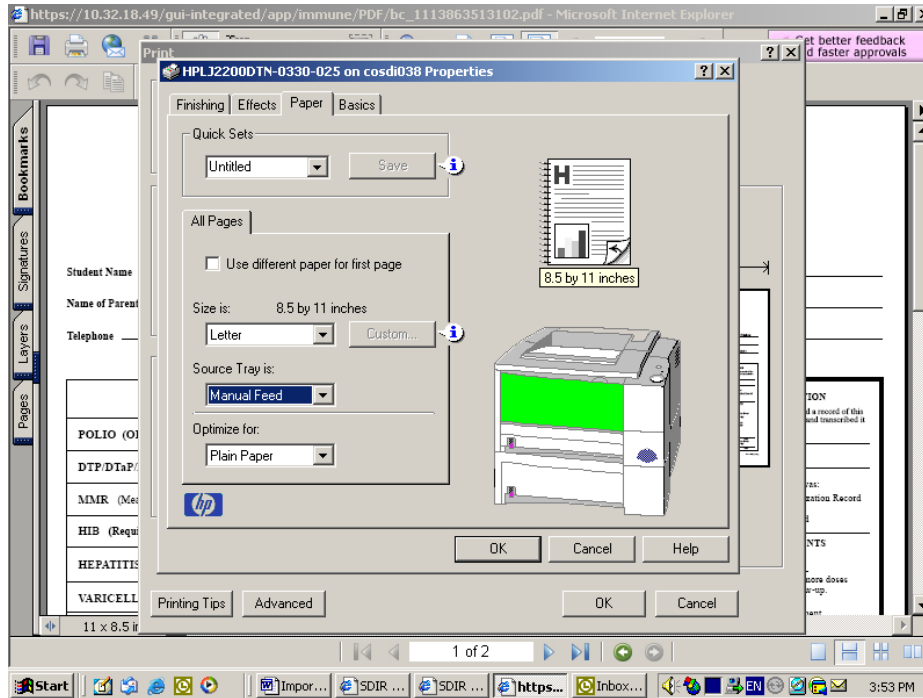
\*California Immunization Handbook for Schools and Child Care Providers: <http://www.dhs.ca.gov/ps/dcdc/izgroup/pdf/HandbookText.pdf>

## Blue Card Printing Guidelines & Tips:

- ✓ The blue card should be printed on a light blue paper.
- ✓ The blue card can be a two pages or double-sided document.

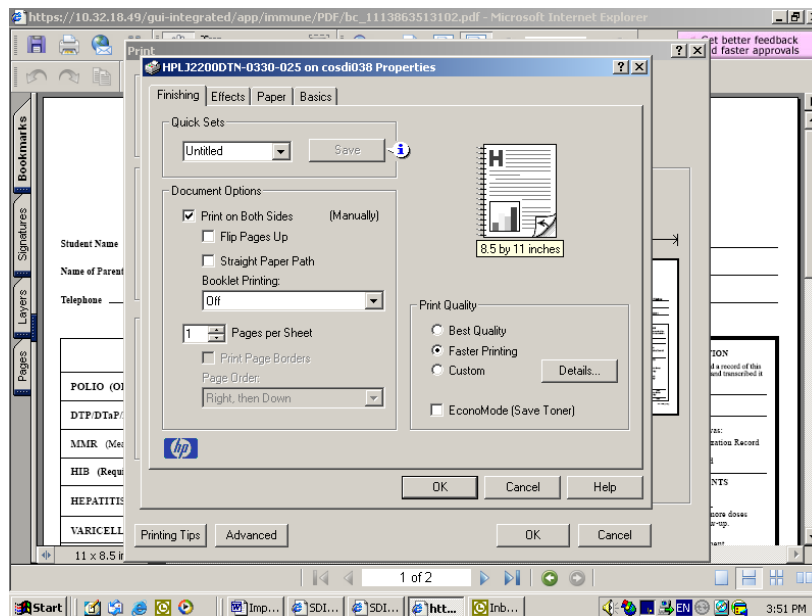
### Printer set-up:

To make a two page blue card: Place the blue paper in the manual tray. Select “Manual Feed” for the source tray.



To make a double-sided blue card— There are two options:

- a) If your printer can do double sided pages. Set the printer properties for document options to “print on both sides”



- c) Double-sided but printed one page at a time. To print out one page at a time: click on printer and select current page. Print it and then turn it over and reinsert in the printer. Print the other page.

