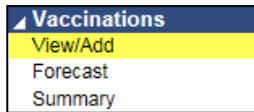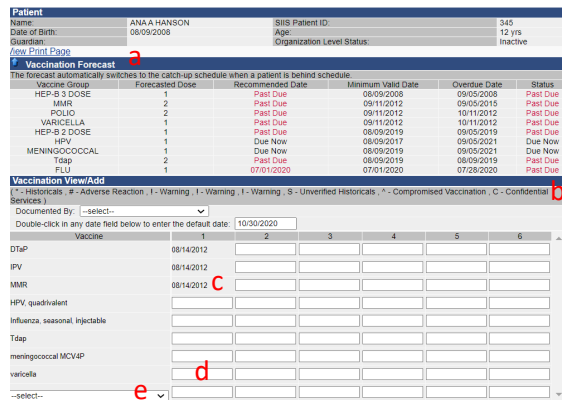# Add/Edit/Delete Administered Vaccinations

These instructions detail how to add, edit, and delete administered vaccinations. Note: a patient must be selected to view and/or edit their vaccination history.

Add Vaccinations

1. Click the **Vaccinations > View/Add** menu link.

2. The patient's vaccination page appears, displaying previously reported vaccinations. The notable items below are displayed in the following image:
   a. The Vaccination Forecast section displays the patient's needed and overdue, and upcoming (not yet due) vaccinations.
   b. The key identifies the symbols used in the vaccination record.
   c. Click a vaccination date to view additional information.
   d. Enter vaccination administration dates in the spaces next to the appropriate vaccines.
   e. To add another vaccine, select it from the drop-down list.

3. To enter an administered vaccination, enter the date the vaccination was administered in the appropriate space for the dose.

If entering multiple vaccinations for the same day, enter the date in the Default Date field. Then double-click on the date field next to the vaccine. The default date is automatically inserted.

4. Click **Add Administered** to add details about the vaccine (i.e., lot number, manufacturer, anatomical site, etc.). Please note that on the Vaccination Detail Add page, the lots must exist in the inventory to be used on this page. All required fields in red must be completed.

Edit/Delete Vaccinations

1. To edit or delete a vaccination, first search for and select the patient. Then click the **Vaccinations > View/Add** menu link.

2. Administered vaccinations can only be edited or deleted by the organization that entered them or by a registry user. On the Vaccination View/Add page, click the date for the vaccine that is to be edited or deleted.

- To edit the record, select **Edit Record.** Make changes on the Vaccination Detail Edit page that opens and then save.

- Note that edits can be made for all fields except Immunization and Date Administered. If either of these fields needs to be edited, delete the immunization and re-enter it with the correct data.

3. To delete the record, click the **Delete Record** button on the Vaccination/Medicine Detail page.

The Vaccination Detail page will open. Select **Delete Record** to confirm. You will be brought to the Vaccination View/Add page with a confirmation message that the vaccine has been deleted.