

# Review Forecast & History and Add Vaccinations

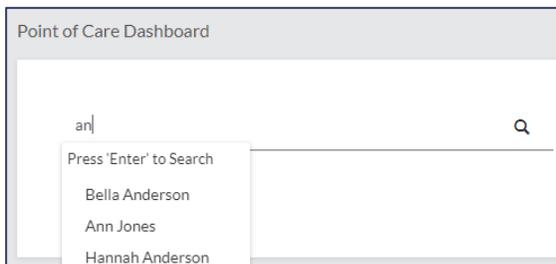
The instructions below describe how to search for an existing patient, review the patient's immunization forecast and history, and add patient vaccinations (including recording a vaccine as *Not Given*) in ImmsLink.

## Search for a Patient to Add a Vaccination

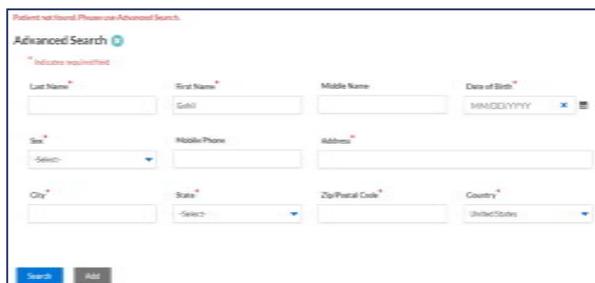
1. After logging in to ImmsLink, verify the store in the Location search field. To add or change the store, enter a few characters of the store's name or number in the search field, then select the name from the drop-down list.



2. On the Point of Care dashboard, enter a few characters of the patient's first or last name in the Search by Patient Name field and either press **Enter** or click the magnifying glass icon. If multiple options are available, a drop-down list will appear; click on the correct name in the list to select that patient.



3. If a patient match is found, the name is displayed. Otherwise, an Advanced Search page appears. On that page, enter information in at least the required fields (marked with an asterisk \*) and click **Search**.



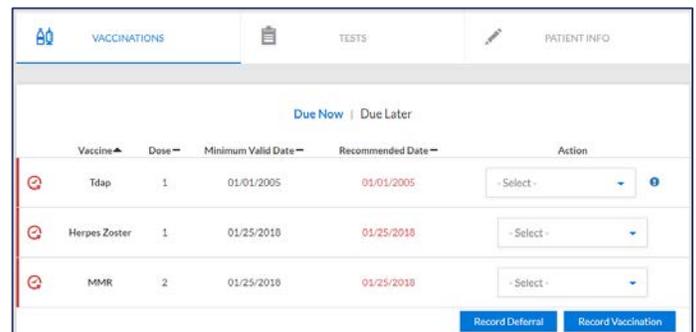
4. If a patient matches the search criteria, his or her information is listed. Click on the **Vaccinations** icon ( ) for the patient in the list. (See image below.)



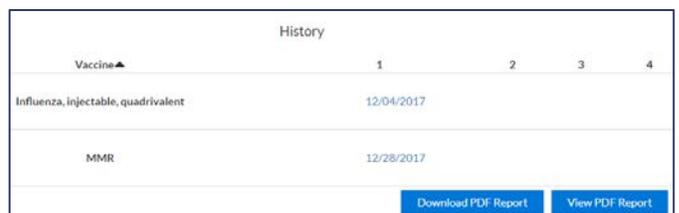
The Vaccinations page then opens for the patient.

## Review the Immunization Forecast and History

On the Vaccinations page for a patient, the first main section displays the patient's immunization forecast - the vaccinations that are due now, past due (in red and marked with a past due icon), and due later.



Toward the bottom of the page, the second section on the Vaccinations page displays the patient's vaccination history. (For multi-dose series, each date is listed under the correct dose number.)



## Record a Deferral

There are two ways to record vaccination deferrals.

### From the forecast vaccination list:

Locate the vaccine in the list and select **Not Given** from the Action drop-down list.

Vaccine	Dose	Minimum Valid Date	Recommended Date	Action
Tdap	1	01/01/2005	01/01/2005	- Select -
Herpes Zoster	1	01/25/2018	01/25/2018	Given Not Given Belit-Submission Historical
MHR	2	01/25/2018	01/25/2018	

On the pop-up window that opens, select a Vaccination History Review Reason, a Deferred Reason and a date (if follow-up is recommended), then click **Add**.

**HERPES ZOSTER NOT GIVEN** ✕

\*All fields are required

Vaccination History Review Reason:

Deferred Reason:

**Add**

The vaccine jumps to the Opportunity for Follow Up section on the page, with *Not Given* selected.

Opportunity for Follow Up				
Vaccine	Dose	Minimum Valid Date	Recommended Date	Action
Herpes Zoster	1	01/25/2018	01/25/2018	Not Given
Tdap	1	01/01/2005	01/01/2005	Not Given

### For other vaccinations (not in the list):

Click the **Record Deferral** button located under the vaccination forecast list. A *Not Given* pop-up window opens. Select the information from the drop-down lists and click **Add**.

**NOT GIVEN** ✕

\*All fields are required

Vaccination History Review Reason:

Vaccine Type:

Deferred Reason:

**Add**

## View the Patient Immunization Record

To view the patient's immunization record, click the **Print Patient Record** button located on the top right of the Vaccinations page. The report opens in a new browser tab. You can download or print the report using the browser's download and print features.

## Record (Add) a New Vaccination

To record a new vaccination, click the **Record Vaccination** button. The Record Vaccination section slides up on the page.

If you want to read the Vaccine Information Statement (VIS), click the link located toward the bottom of the page.

Enter the vaccination-related information in all of the fields and click **Submit**. The new vaccination then appears in the History section of the patient's Vaccinations page. (For multi-dose series, each date is listed under the correct dose number.)

**Record Vaccination** +

\*Indicates required field

Vaccine:

Date Administered:

Manufacturer:

Lot Number:

Expiration Date:

Anatomical Site:

Anatomical Route:

Dose Amount:  
 mL

Administered By:

Link to current Vaccine Information Statements (VIS)

**Submit**