Vaccine administration and documentation
Recording within Allscripts Professional EHR as part of a complete patient record

More than a regulatory legal requirement, the documentation of vaccine administration helps ensure a complete and informative patient record, particularly when shared across a practice or health system. An up-to-date and accurate vaccination history ensures that a prescriber understands the appropriate vaccinations a patient needs according to the Centers for Disease Control and Prevention (CDC) recommendations.

Benefits of documentation
Information such as manufacturer name, vaccine NDC, lot number, expiration date, site of administration, or if vaccination was refused, is required to be recorded by the prescriber in the patient record and reported to the state immunization registry. Recording the vaccine administration information allows all vaccines a patient has received to be tracked in the future. It also keeps the patient’s record up-to-date to ensure appropriate vaccination according to CDC guidelines (especially for vaccines with multiple doses in a series).

Considerations:
- The Immunization Properties template in Allscripts Professional EHR contains fields where the required information can be recorded
- Generally, only one vaccine NDC, lot number, and expiration date can be recorded for each administered vaccine. For multi-component vaccines, the prescriber can choose to record the information from the vaccine outer package
- Increasingly, bar code scanners are used by practice staff to automatically record the required vaccine administration information. The EHR must be configured to utilize a bar code scanner

This Guide provides a high-level overview of how to properly record vaccine administration in Allscripts Professional EHR. This summary is designed to provide overview for you, your practice electronic health record (EHR) champion, or IT staff.

Please note that this guide was created based upon Allscripts Professional EHR version 16.0. Features and their locations may change as new software versions are released.

This guide is meant to serve as overview information only, and should not replace detailed instructions provided to you by your internal or external EHR support resources.

If you have further technical questions, consult your internal or external EHR support resources.
Recording inventory and administration of multiple vial vaccines

Administration of immunizations

After a vaccine is ordered by a provider in Allscripts Professional EHR, it appears in the Immunization Activity as an Incomplete Administration. The typical workflow is then for a nurse to access the Immunization Activity and administer the vaccine. Some vaccines are supplied in two vials which must be combined to complete the immunization.

The steps below indicate how to document administration of vaccines with two vials:

- From the patient’s chart Assessment/Plan, choose Patient Problem List tab, select the vaccination to administer in the Current Plans section, and double click to open
Recording administration in Allscripts Professional EHR

- The **Immunizations Summary** displays, showing the incomplete immunizations

- From the **Edit Immunizations** tab, select the appropriate vaccination and click to open the **Immunization Properties**

- In the **Immunization Properties** template, enter the information for the vaccination: dose, units, route, site, lot number, manufacturer, expire date, NDC, etc

- When there are two vials, the lot number for the second vial can be recorded in the **Comments** section

- Select **OK** to save