Summary Sheet

Adding an immunisation

Immunisations can be entered on the patient record using the Immunisations tab. The option to add immunisations given at other clinics is available to improve the completeness and accuracy of the data recorded in Bp Premier.

Adding an immunisation:

1. **Open** a patient record **(F2).**

2. Click on the **Immunisations** tab.

3. Select the **Add** button.
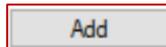
4. Select a **Vaccine**

5. Select a **Billing provider** (select '**Not given here'** if recording an immunisation provided by another healthcare service).

6. Select **Given by:** to indicate who administered the vaccination.

7. **Date:** Will default to the current date. Edit if required.

8. Select **Site.** Click on the drop-down arrow and select the location of the the vaccination.

9. Enter the **Sequence** number (if the vaccination requires multiple doses).

10. Tick the **Route** of administration.

11. Enter **Batch No**. and **Batch Expiry** and save the batch details if they are to be re-used.

12. Enter a **comment** (if applicable).

13. Tick **Send Reminder** and select the **Reminder due date** (if the patient is to be recalled for another immunisation in the future).

14. **Save.**

Note: *Immunisation records will automatically be ticked to send to the Australian Immunisation Register (AIR) if the vaccine is approved for submission by AIR and it is administered at the surgery (not marked as 'Not Given Here').*

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Summary sheets are designed to supplement Train IT Medical training. Contact us today:
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