

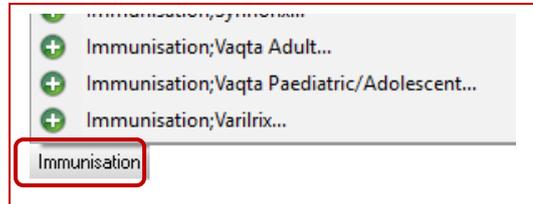
Summary Sheet

Adding an immunisation

Immunisations can be entered in the patient record using clinical items which are available from the Immunisations shortcut tab. These items can also be used to record immunisations given elsewhere. Age based “Immunisation Review” recalls should also be completed when a patient is up to date with immunisations as per the relevant age-based schedule.

Adding an immunisation:

1. Open the patient record.
2. Click the ‘**Immunisation**’ shortcut button (bottom of client file) and select the name of the Immunisation being recorded.
3. Enter a **comment** if applicable.
4. Enter the **Performed date** (will default to date set on service record).
5. Enter **Route and Site**.
6. Select the **Dose (this course)** from the drop-down box. **Note:** to ensure correct transmission to AIR always use 1st, 2nd, 3rd etc.
7. If administered today tick the “**Performed at ...**” box. If performed elsewhere do not tick.
8. Enter **Vaccine batch** and **Vaccine Expiry Date** details.
9. **Save.**
10. Check the client **To Do** list for any outstanding age-based immunisation review items. If the immunisation recorded brings the client up to date with the schedule at this age, complete this recall.

A screenshot of a software form titled 'Add Clinical Item - BROWN, GRETA BERTHA 44yrs Current Patient Female'. The form is for 'Immunisation;Fluarix Tetra'. It includes a warning: 'All persons aged greater than or equal to 3 years' and a note: 'Always check annual seasonal influenza vaccine availability statements on the Immunise Australia website'. The form has several fields: 'Performed date' (20/05/2019), 'Actual duration (minutes)', 'Route and Site' (Deltoid SC, Left Side), 'Dose (this course)' (1st), 'Dose number', 'Performed at Millennium Health Service' (checked), 'Vaccine batch' (G123456), and 'Vaccine expiry date' (22/08/2019). Several fields are highlighted with red boxes.

Filter To Do List		To Do
Date	Item Description	
09/07/2009	<Recall> Check up;child development	
01/11/2018	<Recall> 12 years of age immunisations review	

Note: Immunisation details will automatically send to the Australian Immunisation Register (AIR) if is administered at the clinic (“Performed at ...” box is ticked) and dose number entered. Incorrect entry of client address can also prevent submission in some cases. The “AIR Claims” tab in “Online Claiming” should be monitored for any transmission problems.