How To Add Active Immunizations To A Patient’s VIIS Record
Covered in this Section

In this section we will be reviewing how to add active immunizations to a patient's VIIS record.

- What is an “active immunization”?  
  - Active immunization’s are vaccines administered by your organization and entered into the patient’s VIIS record.  
  - Active immunizations can be added to a patient's VIIS record via this feature if a site is or is not using the VIIS inventory feature.
How to Add Active Immunizations

• Click the **Add New Imms** tab to display the Enter New Immunization page

<table>
<thead>
<tr>
<th>Vaccine Group</th>
<th>Date Admin</th>
<th>Series</th>
<th>Trade Name</th>
<th>Done</th>
<th>Owner?</th>
<th>Reaction</th>
<th>Hurt?</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTPaP</td>
<td>20/10/2019</td>
<td>1 of 5</td>
<td>DTPaP, NOS (DTPaP, NOS B)</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>05/01/2019</td>
<td>2 of 5</td>
<td>DTPaP, NOS (DTPaP, NOS B)</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>05/26/2019</td>
<td>3 of 5</td>
<td>DTPaP, NOS (DTPaP, NOS B)</td>
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<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/30/2019</td>
<td>4 of 5</td>
<td>DTPaP-HepB-IPV/Pediarix B</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to Add Active Immunizations

• To add immunizations from your VIIS Inventory, check the **From VIIS Inventory box** (default).
  • This will deduct the immunization from your vaccine inventory.

  **Note:** If not using the VIIS Inventory feature, uncheck or do not enter a checkmark in the **From VIIS Inventory box**.
How to Add Active Immunizations

- Click the **Immunization** drop down box to select immunization from list.
  - Selecting an immunization will uncheck the **Remove** box.

When adding a multi-dose vaccine to a patients record, only enter one of the antigens in the dose. When you click on the multi-dose Tradename, VIIS automatically knows to add the other antigens to the patients immunization record.
How to Add Active Immunizations

- Click the appropriate immunization trade name from the **Trade Name-Lot #-Funding Source- Exp Date** drop down box.
  - If using vaccines from your VIIS inventory, trade names and lot numbers will be listed in the drop down menu.
How to Add Active Immunizations

- Click the **Vaccine Eligibility** drop-down box to select the appropriate vaccine eligibility for each immunization.
  - The vaccine eligibility drop-down list will display according to the organization type.
  - You can select a different eligibility for each immunization if needed.
How to Add Active Immunizations

• The Administered By drop down is optional. Click the correct administered by name for each immunization.
  • This field is set up and managed by the VIIS admin.

• The Body Site and Route drop down boxes are optional. Click the body site and route for each immunization.

• The Dose drop down box defaults to Full. Click the drop down box to change dose size as needed.
How to Add Active Immunizations

• Repeat all steps for each new immunization you are entering.

• Remove box:
  • Check marks default in each Remove box until an Immunization is selected.
  • Click in Remove box to remove/not add an immunization that you listed.

• Click Save at the bottom right corner after all immunizations have been entered.
Questions?

For technical assistance please contact:
VIIS Helpdesk
Monday – Friday 8:30am – 5:00pm
Email: VIIS_helpdesk@vdh.virginia.gov
Phone Number: (866) 375 – 9795

For all training request please contact:
Email: VIISinfo@vdh.virginia.gov

Additional training guides and resources can be found at:
https://www.vdh.virginia.gov/immunization/viis/viisregorgs/