

Overview

This job aid outlines the steps for vaccine administrators to log a registered vaccination and how locality or site administrators can edit vaccine records if a mistake was made.

Logging a Vaccination

- 1. Accessing the Clinic
• Log in as a Vaccine Administrator
• Navigate to your active clinic by clicking the blue hyperlink

Table with 8 columns: Site Name, Clinic Location, Clinic Type, Clinic Date, Clinic Timings, Clinic Capacity, Appointments Scheduled, Vaccine Name. The 'GOOCHLAND HEALTH DEPARTMENT - IMMUNIZATION' clinic location is highlighted with a red box.

Figure 1 – Select Clinic

- 2. Navigating the Checked-In Tab
• This page displays registrants Checked-In list
• To Search Registrants enter fields shown in (figure 2) and use Search tab to locate if needed

Search Registrants form with fields for Confirmation #, First Name, Last Name, Email Address, and Phone Number. Includes a Search button and a 'Checked In' tab selection.

Figure 2 – Checked-In View

- 3. Using the VIIS Lookup (Optional)
• Select VIIS Lookup to view a client's vaccine record for the vaccine types they have selected to receive.
• No VIIS account is required; available to all VASE+ viewers.

Table showing the VIIS Lookup feature with columns for Review, VIIS Lookup, Client Matched, Insurance Verified, Confirmation#, Appointments Slot, First Name, Last Name, Date of Birth, Phone#, Vaccine Type, and More Info. The VIIS Lookup button is highlighted with a red box.

Figure 3 – VIIS Lookup Feature

4. Reviewing Registrant Information

- Click **Review** from registrants lists to see:
 - Registrant Information**
 - Insurance Details**
 - Health Questionnaire**
 - Consent**
 - Vaccination Details**

Registrants Lists											
Review	VIIS Lookup	Client Matched	Insurance Verified	Confirmation#	Appointments Slot	First Name	Last Name	Date of Birth	Phone#	Vaccine Type	More Info
Review	VIIS Lookup	✓	✓	53611	04/21/2025 04:20 PM	SARA	WONG	05/02/1996	(795) 675-8675	HPV MENIN TDAP	

Figure 4 – Review Tab from Registrants Lists

- Health questions answers **"Yes"** or **"Don't Know"** will be highlighted yellow for vaccine administrator to review.

Health Questionnaires (Registrant Name: AMBER SMITH; DOB: 03/03/1997; Age: 28 years 1 month 18 days) **Edit**

* Has the person to be vaccinated ever had a serious allergic reaction to any vaccine component or yeast? ☐ Yes ☒ **No** ☐ Don't know

* Has the person to be vaccinated ever had a serious reaction to a previous dose of Tdap, HPV, or Meningococcal vaccine in the past? ☐ Yes ☒ **No** ☐ Don't know

* Did the person to be vaccinated experience a coma, decreased level of consciousness, or long or multiple seizures within seven days following a dose of DTP, DTaP or Tdap? ☐ Yes ☐ No ☒ **Don't know**

* Does the person to be vaccinated have epilepsy or another nervous system problem; ever had severe swelling or severe pain after a previous dose of DTP, DTaP, DT, or Td; or ever had Guillain-Barré Syndrome (GBS)? If so, consult your doctor about receiving Tdap vaccine. (A note may be required to proceed in school setting) ☐ Yes ☒ **No** ☐ Don't know

* Is the person to be vaccinated pregnant? If yes, the person will not receive the HPV vaccine, but may receive the other vaccines. ☒ **Yes** ☐ No ☐ Don't know

Figure 5 – Registration Confirmation Page

- Vaccine administrators can select **Edit** to review, add **Additional Information**, and **Save** changes.

Additional Information **Edit**

Close **Save**

Figure 6 – Edit Health Questionnaires Page

- Use **Edit** option in each section to make changes

Consent **Edit**

Signature

Consent Date
04/21/2025

Relationship to Registrant
Self

First Name
SARA

Last Name
WONG

Figure 7 – Consent Edit Feature

- Use **Edit Vaccine** to add/remove any vaccines available at the clinic event.

Vaccination Details **Edit Vaccine**

Vaccine Administered	Vaccine Administered Date	Vaccine Administrator	Lot Number	Site Of Injection	Route of Administration	Comments	Vaccine Type
No							Human Papillomavirus
No							Tetanus, Diphtheria & Pertussis
No							Meningitis

Close **Administer Vaccine**

Figure 8 – Vaccination Details Edit Vaccine Feature

5. Administering a Vaccine

- Click the green **Administer Vaccine** button

Vaccine Administered	Vaccine Administered Date	Vaccine Administrator	Lot Number	Site Of Injection	Route of Administration	Comments	Vaccine Type
No							Human Papillomavirus
No							Tetanus, Diphtheria & Pertussis
No							Meningitis

Figure 9 – Registrant Confirmation Page

6. Completing Vaccine Administration

- A **caution banner** shows vaccine lot eligibility. (Note: This is an informational banner, and no validations are in place to prevent selections.)



- When a registrant is scheduled for **multiple vaccines**, a popup will appear to **make a vaccine selection**. Note, the **red** label indicates the **vaccination details are not yet logged**.

- Administered vaccines** will appear with **green** label and **not administered vaccines** with **yellow** label.

Figure 10 – Vaccines to be administered Pop-Up Screen

- **Select a vaccine** and **complete required fields** on **Vaccine Administration** Page
 1. Indicate **"Yes"** or **"No"** for **Vaccine Administered** field
 2. Select your **Name** from the **Vaccine Administrator** list
 3. Ensure your **WebVision Provider ID** is linked. (If not, you'll be prompted to enter it manually.)
 4. Select **Lot Number** (Click on "Refresh Lots" to update WebVision inventory)
 5. Select **Site of Injection**
 6. Select **Dose Number**
- Add any **Additional Details**. (Optional)
- Click **Save**
- **Continue until all vaccines are logged**

Vaccine Administration

ADACEL, TDAP BY SANOFI PASTEUR, FOR 10-64 YRS. Vaccine Information Statement

Vaccine lot Alert
Not VFC eligible as age >= 19

Registrant Name: SARA WONG; DOB: 05/02/1996; Age: 28 years 11 months 19 days ; Race: Do not wish to disclose; Ethnicity: Not a Hispanic or Latino; Gender: Female

Now Vaccinating
ADACEL, TDAP BY SANOFI PASTEUR, FOR 10-64 YRS.

Refresh Lots

Vaccination Date
04/21/2025

Vaccine Administered? *
Yes No

Vaccine Administrator
--Select Vaccine Administrator--

Lot Number

Manufacturer

Expiration Date

Vaccine Name

Funding Source

Free or Chargeable

Route of Administration

Site of Injection

Dose Number
Dose 1

Additional Details

Close

Switch Vaccine

Save

Figure 11 – Vaccine Administration Page

7. Verifying Vaccination Record

- The registrant will move to the **Checked-Out** tab when fully vaccinated
- A green indicator will confirm the client is fully **vaccinated**

Action	Review	VHS Lookup	Client Matched	Insurance Verified	Confirmation#	Appointments Slot	First Name	Last Name	Date of Birth	Phone#	Vaccine Type	Edit Vaccine	More Info
Schedule Another	Vaccinated	VHS Lookup	✓	✓	53611	04/21/2025 04:20 PM	SARA	WONG	05/02/1996	(795) 675-8675	HPV MENIN TDAP	Edit Vaccine	More Info

Figure 12 – Checked Out Registrants List

Editing a Vaccine Record

1. Navigate to the Registrants Lists

- Select the **Checked-Out** tab
- Locate the **Edit Vaccine** button

<div> Wait List Checked In Checked Out Search Results </div>												
Registrants Lists												
Action	Review	VIIS Lookup	Client Matched	Insurance Verified	Confirmation#	Appointments Slot	First Name	Last Name	Date of Birth	Phone#	Vaccine Type	Edit Vaccine
Schedule Another	Vaccinated	VIIS Lookup	✓	✓	53611	04/21/2025 04:20 PM	SARA	WONG	05/02/1996	(795) 675-8675	HPV MENIN TDAP	Edit Vaccine

Figure 13 – Edit Vaccine Feature in Checked Out Registrants List

2. Choose the Vaccine to Edit

- **Correct fields** (e.g., lot numbers)
- Add notes in **Additional Details**, if necessary
- **Save** changes

Vaccine Administration

ADACEL,TDAP BY SANOFI PASTEUR,FOR 10-64 YRS.

Vaccine Information Statement

Vaccine lot Alert
Not VIC eligible as age >= 19

Registrant Name: SARA WONG; DOB: 05/02/1996; Age: 28 years 11 months 19 days; Race: Do not wish to disclose; Ethnicity: Not a Hispanic or Latino; Gender: Female

ADACEL,TDAP BY SANOFI PASTEUR,FOR 10-64 YRS.

Refresh Lots

Vaccination Date

04/21/2025

Lot Number

1834615

Manufacturer

PMC

Expiration Date

06/19/2026

Vaccine Name

ADACEL,TDAP BY SANOFI PASTEUR,FOR 10-64 YRS.

Funding Source

LOCAL HEALTH DISTRICT FUNDED VACCINE

Free or Chargeable

Chargeable

Route of Administration

Intramuscular

Site of Injection

Left Arm

Dose Number

Dose 1

Additional Details

Close

Switch Vaccine

Save

Figure 14 – Edit Vaccine Administration Page

3. Verify Vaccination Data (Optional)

- Select the **More Info** Icon from the Check-Out tab to view **additional vaccination details**.

Registrants Lists												
Action	Review	VIIS Lookup	Client Matched	Insurance Verified	Confirmation#	Appointments Slot	First Name	Last Name	Date of Birth	Phone#	Vaccine Type	Edit Vaccine
Schedule Another	Vaccinated	VIIS Lookup	✓	✓	53611	04/21/2025 04:20 PM	SARA	WONG	05/02/1996	(795) 675-8675	HPV MENIN TDAP	Edit Vaccine

Figure 15 – More Information Icon