Ensuring accurate immunization documentation is important to make sure that patient’s medical records are accurate and up to date. This documentation is also important to ensure that best practices (BPAs) fire for vaccines when appropriate. These BPAs can be managed via the Health Maintenance activity.

Reviewing/Editing Immunization Information

From the patient’s chart:
1. Click Immunizations.

To edit historical immunization information:
2. Click desired Immunization.
3. Click desired Date.

Note: Immunizations documented via MAR cannot be edited.

4. Edit the administration information
5. Click Accept.
Adding New Historical Immunization Information

From the Immunization Activity:
1. Click Historical Admins

The Historical Immunizations window appears:

If an immunization row is available:
1. Document **Date Given**
2. Document **Administration location**.
3. Document **Source of Immunization**.
4. Click **Accept**.

If an immunization row is NOT available:
1. Scroll to bottom of table.
2. Search for desired **Immunization**.
3. Press **ENTER**.
4. Select desired immunization.
5. Click Accept

Note: There are two entries for every immunization. For patient reported immunizations, ALWAYS select an option with ID greater than 2000.

The Historical Immunization table reappears:

6. Document Date Given
7. Document Administration location.
9. Click Accept.

To mark Immunizations as reviewed:

1. Click Mark as Reviewed.

Note: Only Mark as Reviewed the immunizations section when you verify that it is updated accurately.

Questions?

If you need Epic assistance, please contact the Health Care Information Systems Help Desk at 6-0001.