



Documenting Immunizations

This document outlines the process for documenting immunizations within clinical console using inventory management.

1. If applicable, order the immunization on the **Superbill** for today's visit.
2. Once the immunization is on the **Superbill** select the **Order Details**.
3. Complete all required information in the top portion of the **Immunization Details**

4. Complete the bottom portion of the **Immunization Details** as outlined below:
 - Choose **Site**
 - Choose **Method**
 - Ensure the **Units** is correct
 - Choose **Series**, if applicable
 - Under **Inventory Tracking** choose the correct location the vaccine came from. **Note:** only the locations that contain the immunization you are working with will show up in the drop-down box.
 - Select **Administered By:**
 - Complete **VFC Eligibility**
 - Complete **Immunization Line Details**
 - o Select the drop-down for the **Lot No.** and choose the proper lot number. Doing so will automatically complete the Manufacturer & Expiration Date fields

5. Once complete with all details, select **Save and Exit**.