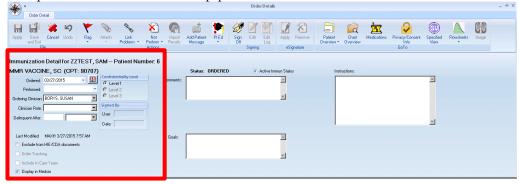


## **Documenting Immunizations**

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.