

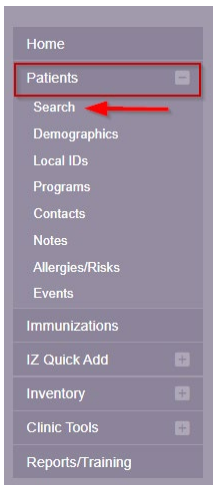


# Adding Historical Vaccines – Direct Data Entry

This Quick Reference Guide details how to add, edit, and delete historical vaccinations. Note: a patient must be selected to view and/or edit their vaccination history. An accurate record of a patient’s vaccine history is vital to proper vaccine administration. Effectively cleaning up your roster includes adding any Historical Vaccines needed. The addition of these vaccines can also be one of the quickest actions you can take to instantly increase your IQIP coverage rates.

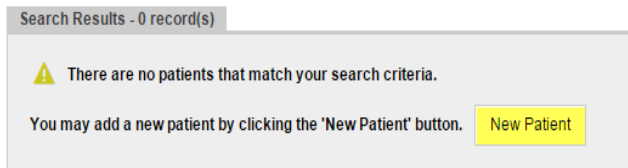
## Adding Historical Vaccines

1. To add historical vaccines to a patient record, go to **Patients** and select **Search**.



2. Enter information in the **Search** box. You must enter a minimum of the first two letters of last name and first name. Click **Search** to continue.

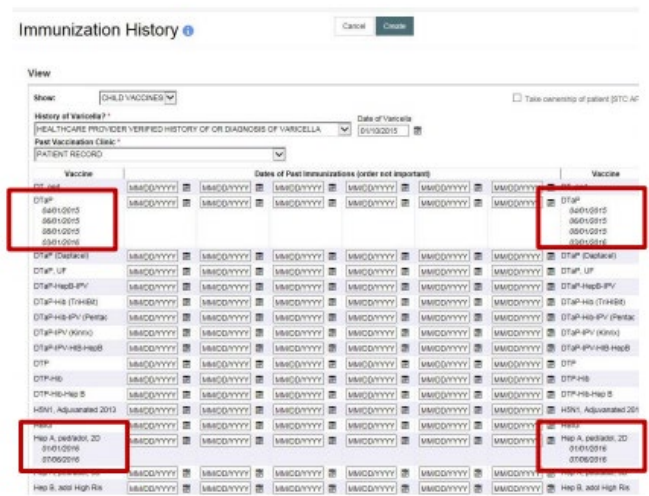
3. If the search yields no matches, click the New Patient button to add the patient to the registry. See QRG, “Adding New Patients” for further instructions.



4. If the patient is already listed in DelVAX, select the appropriate patient. Review the patient’s information by hovering over the Demographic’s drop down button and verify the patient’s identity.

Note: The eligibility of the patient will determine which funding source inventory is available to administer the vaccine. Otherwise, the user will be prompted to borrow the vaccine upon administering the vaccine.

9. Once the dates for all historical vaccines have been added, click the **Create** button, at the top of the page to save the entries to the patient’s record.



**Note:** When vaccines have been added for the patient, the dates are listed beneath the corresponding vaccine type.

**Note:** The blue information icon at the top right-hand corner of the page can be clicked at any time for more information about the fields on that particular page.



Click for on-screen help.

