Immunization Consents and Screening Tool

Front Desk

1. Create service slip under program 11 for immunizations to create an Immunization Encounter.
2. Write IMMUNIZATIONS as the presenting problem. This is important for the “consent for services” on the service slip the patient will be signing.
3. Place a check mark on Routing Slip (Routing slip = Service Slip)
4. On the print screen adjust the number of copies to 2 (one copy is for the patient to sign for a consent to service and one copy is for check-out) Choose your clinic printer and print.

Clinic

5. A service slip x 2 will print for each patient receiving immunizations. The 1st slip will be for the patient to sign for consent for services that you will keep. The 2nd copy is to hand the patient to check-out.

6. Once the patient is seated in the clinic and you have checked GRITS and established what the patient needs. Hand the patient the VIS statements if they didn’t receive from the front desk. You will then open the Encounter Page in VHN.
7. On the Workflow: Choose the appropriate **Immunization Screening E-chart** according to the age of the patient or type of Flu vaccine (Indicated by the red bracket on the previous image) **Please Note**: These E-charts are the **screening questions** that accompany the consent NOT the consent itself. Please do not get confused by their name on the workflow, which is what M&M named them.
8. Complete the E-chart and sign with your Log-in at the bottom. **You do not need to print this page!** It will be saved under E-charts just like any other E-chart we do in other programs. There is not a need to have the patient or parent sign the screening questions, See the next step for the consent for service.

9. Once you have asked the screening Questions and have given the patient (or parent) time to ask questions, have them sign the Service slip that printed from the Front Desk. **THIS IS THE CONSENT FOR THE SERVICE.** ***If the patient has Medicare that was entered in at the Front Desk, the Medicare authorization will also print on the service slip for the patient to sign.

10. Use the blank space at the bottom of the signed service slip to list the vaccines received and lot numbers, either by peeling the labels off the vaccine and adhering or by hand writing. This will serve as a backup for inventory purposes.

11. The next item on the workflow is the **Immunization Page.** Vaccinate and enter your lot numbers as usual. ***You can also access Hearing, Vision, and Dental Page from here if done at the same visit or see the next item on the workflow (School Screening GA). Print your immunization History and 3231’s as usual and give to the patient. Once you have completed and exited from this page you will automatically return to the Encounter page.

12. The next item on the workflow is Problem List. You do not have to list any additional problems into the list, but it is there if you happen to need it. **Immunization Z23.** will automatically pull when you administer your vaccines in the previous Immunization page.

13. The next item on the workflow is Education: (see Next page for Image)
14. When your visit is complete, hand the patient the unsigned routing slip to take up front to check out. If you would like to indicate the number of vaccines given during the visit as a double check for the front desk you can do so on this slip. Close and sign the Encounter ***A warning box will pop saying there is no office visit for this Encounter, Click “OK.” You do not need an office visit for an Immunization Encounter.

15. The signed service slip should be scanned into VHN under the imported documents. Per your individual clinics, you can retain the hard copy until end of the month inventory is complete, then the hard copy may be shredded.