Entering Immunizations and Lot Numbers in RPMS

Locate missing immunization records by accessing the state immunization information systems or immunization registries. Once you have located the historical immunization, you can enter the name of the vaccine and the date and location that the vaccine was given into the patient’s health record. Instructions on how to enter historical immunizations into RPMS are listed below.

The following RPMS screenshots show:
1. How to add immunization lot numbers;
2. Add immunizations for selected patients; and
3. Run immunization reports.

Enter ^IMM to jump to the Immunization Menu.

<table>
<thead>
<tr>
<th>Select IHS Core Option: ^imm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Immunization Menu  [BIMENU]</td>
</tr>
<tr>
<td>2  Immunization Reports  [APCL M IMMUNIZATION]</td>
</tr>
</tbody>
</table>

How to Enter Lot Numbers

1. Select MGR from the Immunization Menu.
2. Enter **LOT** to add and edit lot numbers.

```
IMMUNIZATION v8.5*13      * MANAGER MENU *

ERR  Edit Patient Errors
CMG  Add/Edit Case Manager
CMT  Transfer a Case Manager’s Patients
SCN  Scan For Patients

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ESP  Site Parameters Edit
LET  Form Letters Add/Edit
LOT  Lot Number Add/Edit
VAC  Vaccine Table Edit
ELI  Eligibility Table Edit
RES  Restandardize Vaccine Table
EXP  Export Immunizations
KEY  Allocate/Deallocate Imm Menu Keys
NDC  NDC Code Add/Edit
XVT  Export Vaccine Table to Excel File

You’ve got PRIORITY mail!

Select Manager Menu Option: 
```

3. Select **A** to add a lot number.

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IMMUNIZATION v8.5*13

EDIT LOT NUMBER TABLE
(Listed by Unused Doses)

<table>
<thead>
<tr>
<th>#</th>
<th>Lot Number</th>
<th>Vaccine</th>
<th>Status</th>
<th>Exp Date</th>
<th>Start Unused</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>U5216AA...</td>
<td>Tdap.....</td>
<td>Active</td>
<td>04/30/18</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>PVT14774AA</td>
<td>Tdap.....</td>
<td>Active</td>
<td>07/15/17</td>
<td>10</td>
<td>-4</td>
</tr>
<tr>
<td>3</td>
<td>M15143...</td>
<td>Menactra</td>
<td>Active</td>
<td>07/31/17</td>
<td>10</td>
<td>-1</td>
</tr>
<tr>
<td>4</td>
<td>F1327.....</td>
<td>DTaP.....</td>
<td>Active</td>
<td>10/16/16</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>S324E.....</td>
<td>MNP A PED</td>
<td>Active</td>
<td>10/16/16</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>K014191...</td>
<td>HPV-AV...</td>
<td>Active</td>
<td>05/17/17</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>2Ag24.....</td>
<td>KINRIX</td>
<td>Active</td>
<td>09/17</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>L019996...</td>
<td>MMRV</td>
<td>Active</td>
<td>12/16</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>M15078...</td>
<td>Mneveo</td>
<td>Active</td>
<td>04/17</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>U5241AA...</td>
<td>Tdap.....</td>
<td>Active</td>
<td>01/18</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

Select Action: quit// 
```
4. Enter all of the information that you have. This is very important for immunization inventories.
How to Enter Patient Immunizations

1. Select PAT from the Immunization Menu.

2. Select SGL to add immunizations for a single patient.
3. Enter the patient’s name: **LAST,FIRST**. If more than one patient is listed, enter the number for the correct patient.

4. The information on the left side show what vaccines the patient has received. The immunizations on the right are either due or past due. Select **A** to add immunizations to the selected patient.
Enter all available information into the immunization registry.

<table>
<thead>
<tr>
<th>Visit Date:</th>
<th>Feb 15, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category:</td>
<td>Ambulatory</td>
</tr>
<tr>
<td>Location Type:</td>
<td>IHS</td>
</tr>
<tr>
<td>Provider:</td>
<td>Present:</td>
</tr>
<tr>
<td>Vac Elig:</td>
<td>Not Eligible</td>
</tr>
</tbody>
</table>

Enter the date on which this immunization was given.
How to Run Immunization Reports

1. Select REP to run the different immunization reports.

2. Select the report you would like to print.
3. Select P to print the selected report.

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### INFLUENZA IMMUNIZATION REPORT

1. Report Year (Flu Season).............. 2016/2017 (07/01/16 - 12/31/16)
2. Community.................................. ALL
3. Health Care Facility...................... ALL
4. Case Manager.............................. ALL
5. Beneficiary Type......................... INDIAN/ALASKA NATIVE
6. Patient Population Group.............. Active Users (2+ visits, 3 yrs)
7. Report Type (Standard or H1N1)....... Standard Flu

Select a left column number to change an item.

V View Flu Report  P Print Flu Report  H Help

Select Action: Quit

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4. The report will be displayed on the screen or you can print to your slave printer.

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<table>
<thead>
<tr>
<th>Dose#</th>
<th>10-23m</th>
<th>2-4y</th>
<th>5-17y</th>
<th>18-49y</th>
<th>18-49hr</th>
<th>50-64y</th>
<th>65+yrs</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denominator</td>
<td>4</td>
<td>28</td>
<td>175</td>
<td>117</td>
<td>74</td>
<td>51</td>
<td>41</td>
<td>490</td>
</tr>
<tr>
<td>1-FLU 2016 Season</td>
<td>2</td>
<td>50%</td>
<td>2</td>
<td>7%</td>
<td>13</td>
<td>7%</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Fully Immuniized</td>
<td>2</td>
<td>50%</td>
<td>2</td>
<td>7%</td>
<td>13</td>
<td>7%</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Total Patients included who had Influenza Refusals on record</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: The 18-49hr column tallies patients who are High Risk in that Age Group. They are not included in the normal 18-49y column.*

Press ENTER/RETURN to continue or "^" to exit.