

# Documenting Immunizations- What You Need To Know

**Documenting vaccines is a critical part of immunization services.** Documentation requirements and guidelines are outlined in federal laws, state laws, and Standards of Immunization Practices for both children and adults.

## Vaccine Administration Record For Children and Teens

Patient Name \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 MCIR ID# \_\_\_\_\_

**Clinic Name/Address**

Vaccine	1 Date <sup>1</sup> Vaccine & Vaccine Information Statement Given	Type of Vaccine	2 Date on Vaccine (VIS)	3 Vaccine	Vaccine Lot Number	Site <sup>2</sup> Given	Route <sup>3</sup>	4 Signature of Vaccine Administrator	Client VFC Status <sup>4</sup>
<b>Diphtheria, Tetanus, Pertussis</b>  Types are: DTaP DT DTaP-Hib DTaP-HepB-IPV Td Tdap									

**1** The date the vaccine is administered and the date the Vaccine Information Statement (VIS) was given must be charted. Combination vaccines should be recorded under EACH of the antigens in the vaccine. If the vaccine was administered elsewhere, add an asterisk after the administration date.

**2** Federal law requires the health care provider to provide a copy of the most current version of the appropriate Vaccine Information Statement (VIS). VIS are updated when there are changes in the information. By noting the version date of the VIS in the patient's medical record, the provider is indicating that the patient or parent has received the most current information about the vaccine. For combination vaccines (except MMR and DTaP), a VIS for each antigen in the vaccine must be provided and documented. In Michigan, it is important to use VIS that includes information about the Michigan Care Improvement Registry (MCIR). These VIS are available free from your local health department or at [www.michigan.gov/immunize](http://www.michigan.gov/immunize)

The version date is located on the front and/or back of the VIS, towards the bottom.

**U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES**  
 Centers for Disease Control and Prevention  
 National Immunization Program

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Vaccine Information Statement  
 Hepatitis A (3/21/06) 42 U.S.C. § 300aa-26

Vaccines not administered due to true contraindications, supply, or parental refusal should be noted. A sample *Refusal to Consent to Vaccinations* form may be found in this section of the AIM Kit or [www.aimtoolkit.org](http://www.aimtoolkit.org)

**3** The lot number of the vaccine used and the manufacturer name must be documented for each immunization administered. This information will be needed in the case of an adverse event or vaccine recall.

**4** The name and title of the person who administered the vaccine must be charted. The clinic name and address should also be documented on the record.

### Documenting Vaccines in the Michigan Care Improvement Registry (MCIR)

Many people in Michigan receive immunizations from multiple providers. Without access to accurate patient immunization records, providers find it difficult to determine which vaccines are still needed.

- ◆ MCIR was created to collect reliable immunization information and make it accessible to authorized users online.
- ◆ Public Act 91 of 2006 requires that all immunization providers report childhood immunizations (birth thru 18 yrs of age) to MCIR within 72 hours of administration.
- ◆ Providers who enter documentation information into MCIR can print a vaccine administration clinical record for paper medical records. Call your MCIR region for information on the MCIR clinical record.