

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# _____

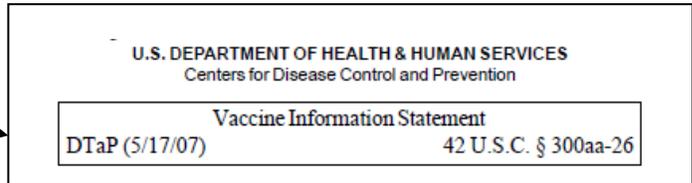
Clinic Name/Address

Vaccine	1 Date Vaccine & Vaccine Information Statement Given	2 Type of Vaccine	3 Date on Vaccine Information Statement (VIS)	3 Vaccine Manf.	Vaccine Lot Number	Site ² Given	Route ³	4 Signature of Vaccine Administrator	Client VFC Status ⁴
Diphtheria, Tetanus, Pertussis 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). VISs 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 that do not have their own VIS (e.g., DTaP/IPV-Hib or HepB/Hib), 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

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



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 at 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 age 19 years) to MCIR within 72 hours of administration.
- ◆ Michigan Department of Community Health (MDCH) strongly recommends that all immunizations administered to persons aged 20 years and older are recorded in MCIR.