

Partners in improving local health

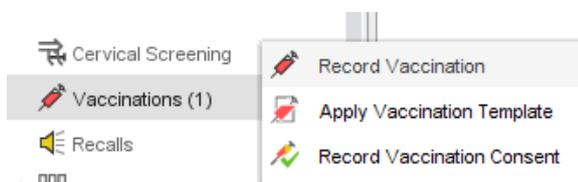
NECS Clinical Systems Specialist Team

SystemOne - Recording Vaccinations

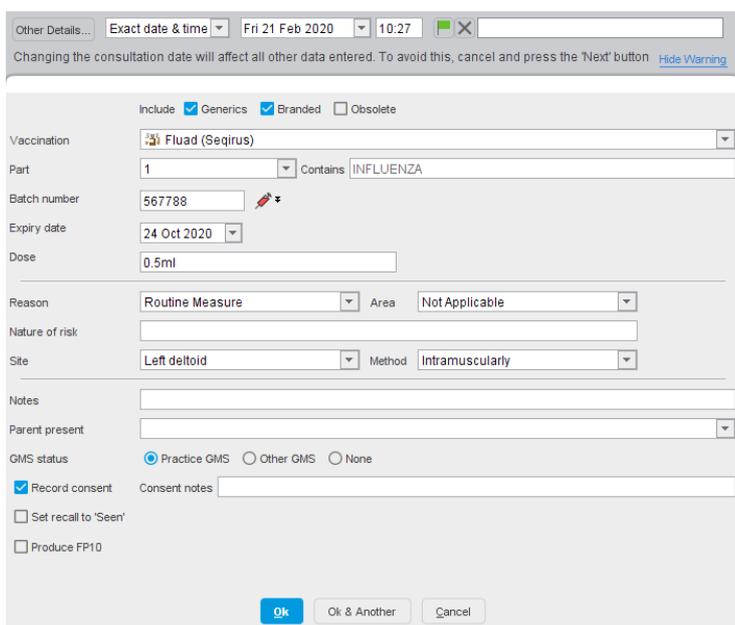
Recording a Vaccination

In this guide we will add a vaccination from the clinical tree, but vaccinations can also be added through clinical templates.

1. From the **Clinical Tree**, right click on the **Vaccinations** node and select **Record Vaccination**.



2. From the **Vaccination** drop down menu, select the vaccination you have administered.
3. If applicable, select the **Part** number from the drop down menu.
4. Enter the **Batch Number** – previous batch numbers used will display in the downward arrow vaccination button.
5. Enter the **Expiry Date**.
 - Enter the **Dose** if it is different to what is there.
 - Using the drop down menus, enter the **Reason** and **Area** if applicable. You can also type in the **Nature of Risk** if applicable.



6. Using the drop down menus, enter the injection **Site** and **Method**.

7. Enter any notes and record if **Parent Present** if applicable.

8. Select the **GMS** status of the vaccination if required.

Note: if a vaccination has been given elsewhere, you should change the GMS status to none. This way the vaccinations given elsewhere are still recorded on the same screen, rather than just as a coded entry.

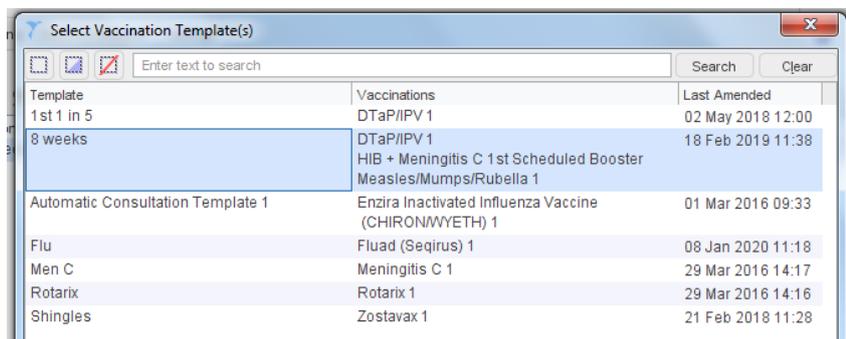
9. Using the tick boxes, you can **Record consent**, **set recall to 'Seen'** if a vaccination recall existed and **Produce FP10** if one is required.

10. Click **Ok** to close the template.

Using a Vaccination Template

1. From the **Clinical Tree**, right click on the **Vaccinations** node and select **Apply Vaccination Template**.

2. Select a Vaccination template from the list available at your practice and click **Ok**.



3. Check and add to the data on the record vaccination screen as before. Click **Ok**.

Adding a Vaccination Refusal

You can record vaccination consent at the same time as a vaccination by ticking the consent box at the bottom of the screen.

You can record refusals through a clinical template, and also from the clinical tree.

1. From the **Clinical Tree**, right click on the **Vaccinations** node and select **Record Vaccination Refusal**.

2. Select the vaccination and click **Ok**.

Selecting quick vaccination refusals allows you to add a vaccination refusal for more than one vaccination at the same time.