

QUICK CHC IMMS ENTRY (updated March 5, 2015)

Log-in:

- Check your defaults under *my account*
- Select immunizations module from home page toolbar

Search Clients

- Search for client with HSN and select with check mark
- Click “Set In Context”
- Repeat these steps for each client in your clinic

Client Entries

1. Select first client from *Recent Work*
2. Review the following from tabs on the LHN
 - risk factors
3. Open Immunizations tab on LHN
4. Select Record & Update Imms
5. Review:
 - Client warnings if yellow warning triangle appears
 - Client Immunization Profile and Immunization Forecast (these first 6 steps you can do before client is in the room if you like)
6. Select imms agents from drop down menu (up to 4 @ a time)
7. Double click in box to add today's date
8. Click consent button (or alternatively prior to step 7 go to the Consent Directives tab on the LHN and complete step 9)
9. Consent directives:
 - insure all agents to be administered today are indicated and checked
 - **insure all agents that you are not getting consent for today are unchecked if appearing here**
 - If more than 4 agents need to be administered you can add the extra vaccine consents at this time
 - Complete client directives:
 - Status - *confirmed*
 - Instructions – *grant*
 - consent given by and (Last name, First name)
 - effective from date – *today's date*
 - form of consent- *verbal*
 - consent give to (Last name, First name)
 - click Apply
 - click ok (confirm consent received)
 - click cancel
10. On Record and Update Imms page click Add Provider Recorded button
11. Review and complete details for each vaccine administered:
 - imms agent
 - date administered
 - confirm holding point
 - confirm or select lot # (lot # will automatically complete trade name, manufacturer, dosage, dosage UOM, route, and will check publicly funded,)
 - confirm or select dosage, dosage UOM, site, and route
 - info sheet given- *today's date*
12. Click Save button
13. Click Profile Report to print

you did it!! 😊