



**Health Services
Vaccination Details Maintenance
User Manual**



The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

Copyright © 1996 - 2019

The Baldwin Group, Inc.

ALL RIGHTS RESERVED

HDIS are trademarks of The Baldwin Group, Inc.

No part of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic, or other record, without the prior agreement and written permission of The Baldwin Group, Inc.

Windows® and MS-DOS® are registered trademarks of Microsoft Corporation.

Other trademarks are owned by their respective companies.

Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.

Contents

Introduction	1
Diseases/Vaccines	3
Diseases / Services	3
Fields specified for each Disease / Services:	4
View details for different Diseases / Services	5
Edit a Disease / Service definition	6
Delete a Disease / Service definition	6
Vaccines / Activities	7
Fields specified for each Vaccine / Activity:	8
Viewing Vaccines / Activities for different Diseases / Services	11
Adding a new Vaccine / Activity definition	11
Look up for CPT and ICD codes	13
Notes per Look Up of CPT codes	14
Classification	15
System Classification Definitions	16
Selecting specifications for Activity and Application	17
Vaccine Inventory	18
Fields specified for each lot in the vaccine inventory are:	19
Notes on Vaccine Inventory Details	23
Details required in definition of vaccine lot	25
Inventory Transactions	28
Entering Details in Vaccine Inventory Transaction screen	31
Notes about Details of Inventory Transactions	33
On-Hand Procedures	36
Maintenance Screens	45
Vaccine Purchase Fund Sources	46
Vaccines Schedule	48
CPT / CVX Codes	51
Clinic Sites	55
Injection Sites	57

VFC Status Codes.....	59
VFC Eligibility Codes	61
Vaccine Manufacturer.....	63

Introduction

The Health Services module in HDIS is the next result of the evolution from Childhood Immunizations, which had an Adults Immunizations component added, to general Immunizations for all clients. The primary design of each of the previous versions was for tracking of vaccinations for many diseases, including all vaccinations suggested by the CDC.

The ability to enter and process details for non-vaccination services was implemented by defining a disease definition of 'Health Services' with the definition for the non-vaccine service entered in the 'vaccine' definition details. This resulted in requiring custom programming to handle such data details properly and difficult in maintaining the program code.

The HDIS Immunizations has been redesigned to simplify entering and managing details for both vaccinations and non-vaccination services. Hereafter, the non-vaccination services will be referred to as Clinical Services.

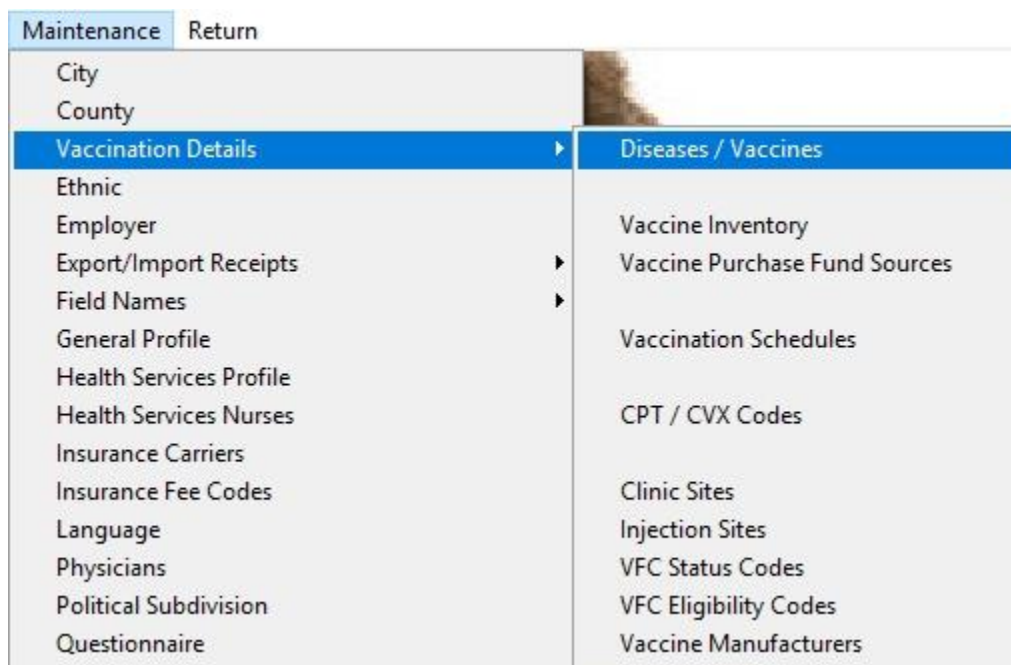
Specifying whether a detail definition pertains to **Vaccinations** or **Clinical Services** is achieved by specifying a classification for the record definition. The following table displays the terminology comparable between Vaccinations and Clinical Services:

Classification	Associations	
Vaccinations	Disease	Vaccine
Clinical Services	Service	Activity

The reference of **Diseases / Vaccines** will be used throughout this document as the majority of definitions entered in all the maintenance screens will pertain to vaccinations.

The **Vaccination Details** maintenance component of the **Health Services** Maintenance menu is where the user manages the details for values that are referenced throughout the Health Services module.

The menu selection for the Vaccination Details Maintenance is shown below:



The menu items and the description are as follows:

Menu Item	Description
Diseases / Vaccines	Definition of diseases and the vaccines associated to each disease which immunizations can be administered.
Vaccine Inventory	Details about vaccines active in inventory.
Vaccine Fund Source	Details to describe sources of funds used to acquire the vaccine inventory
Vaccination Schedules	Details of when the series of vaccination shots are to be administered
CPT / CVX Codes	Details per reporting vaccination activity to other agencies
Clinic Sites	Details of locations where clients can receive vaccinations
Injection Sites	Details of where vaccinations are administered on the patient.
VFC Status Codes	Description of client's status in participating in VFC program
VFC Eligibility Codes	Classification describing a patients eligibility in participating in the VFC program
Vaccine Manufacturers	Details of drug manufacturers

Diseases/Vaccines

The **Diseases / Vaccines Maintenance** screen is where we define the diseases for which vaccinations can pertain to, the name/description of vaccines which can be administered for each disease, and a classification about the definition of the disease and vaccines.

The **Disease / Vaccine Maintenance** screen contains three pages for editing the details, which are discussed on the following pages.

Diseases / Services

The **Diseases / Services** tab is where we define which diseases and services the vaccines / activities details pertain to.

The screenshot shows the 'Health Services Disease/Vaccine Maintenance' window with the 'Diseases / Services' tab selected. On the left, a list of diseases is shown, with 'DIPHTHERIA, TETANUS, ACELLULAR PERTUSSIS' highlighted. On the right, the details for this disease are displayed:

- Disease: DIPHTHERIA, TETANUS, ACELLULAR PERTUSSIS
- Short Name: DTAP
- Classification: Vaccinations
- CPT: 90700
- CVX: 20
- Forecast Schedule: ☒ Include in Schedule, 30 # Days Advance Notice
- System Definition: ☒ Actively in Use
- Last Modified: 12/26/2018 12:13:44 PM
- Modified by: _MigrateImmunizations

At the bottom, there are buttons for Print, Add, Edit, Delete, CPT Look-up, Save, Cancel, and Exit.

Display of **Diseases / Services** defined in the system and details pertaining to them.

The screenshot shows the main details for a service definition:

- Service: TOBACCO CESSATION
- Short Name: TOBCESS
- Classification: Clinical Services

Display of main details for **Services** definition.

Fields specified for each Disease / Services:

Description	Notes
Name	Name of disease or service which the definition pertains to.
Short Name	Abbreviated text used in display on screen when space for full name not available.
Classification	Selection of how the data records with current disease/service specified are processed in the system.
CPT CVX	Default CPT and CVX code values to use for new Vaccines / Activities definitions. The CVX value is only pertinent for Vaccination related services. While entry of values in these fields are optional, it is strongly encouraged that they are specified so that such values are populated accurately when new records are created.
Forecast Schedule	Specify whether or not the disease is to be included in the processes pertaining to Vaccination Schedules. When included, the # Days Advance Notice field is available for user to specify the default lead time to be used in determining when to notify patient about upcoming vaccination events.
System Definition	Flag specifying the record to be a system defined record which cannot be deleted.
Active	Flag specifying that the disease / service definition is actively in use and made available to user when entering new data details.
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Disease / Services page:

Description	Notes
Print	Generate a report listing the disease / service definitions and the details entered.
Add	Create a new disease / service definition
Edit	Edit an existing disease / service definition
Delete	Deletes an existing disease / service definition
CPT Lookup	Search the CPT Codes table for the appropriate CPT code value to specify for the record.
Save	Save details which have been modified for current disease / service.
Cancel	Cancel any modifications which have been entered for the current disease / service. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

View details for different Diseases / Services

To view the details entered for a **Disease / Service** definition, simply arrow up and down through the list to the desired disease or service.

You may also **select** the desired disease or service by clicking the mouse on such definition.

With the selection of a different disease or service, the details of that definition are displayed in the fields **on the right** side of the screen.

Edit a Disease / Service definition

To **add** a new disease or service definition, click the Add button at the bottom of the screen.

To **edit** an existing disease or service definition, select the disease or service in the list and click the Edit button at the bottom of the screen.

Upon entering the desired details, click the **Save** button to create the new detail record or update the existing detail record with new values.

Delete a Disease / Service definition

The deletion of a disease or service definition is done by selecting the disease or service definition which is to be deleted and clicking the **Delete** button.

Notes about deleting Disease / Service definitions:

Disease / Service definitions designated as System Definitions cannot be deleted.

Disease / Service definitions specified as system definitions cannot be deleted.

A **non-system Disease / Service** definition can be deleted only when it has not been used anywhere in the **HDIS** system.

To remove a disease or service from use in the system, edit the details and uncheck the **Actively In Use** checkbox.

Vaccines / Activities

The Vaccines / Activities tab is where we define vaccines / activities associated with each disease / service.

The screenshot shows the 'Health Services Disease/Vaccine Maintenance' application. The 'Vaccines / Activities' tab is selected. The 'Select Disease / Service' dropdown is set to 'DIPHTHERIA, TETANUS, ACELLULAR PERTUSSIS'. The main grid displays a list of vaccines with columns for Vaccine, Abbreviation, View Add, Add Order, View History, and History Order. The vaccines listed are DTaP-Hib-IPV, DTaP-IPV, DTaP, DTaP-IPV-HepB, Td, Tdap, DTaP-DECLINED *, Tdap-DECLINED *, DTaP-NOT ELIGIBLE *, Tdap-NOT ELIGIBLE *, DTP, DT(Ped), DTP-Hib, and DTaP-Hib. The right side of the screen shows the details for the selected vaccine, DTaP-Hib-IPV, including its classification (Vaccinations), abbreviation (DHI), display order, compound status, age groups, and last modified date.

Vaccine	Abbreviation	View Add	Add Order	View History	History Order
DTaP-Hib-IPV	DHI	<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>	A
DTaP-IPV	DI	<input checked="" type="checkbox"/>	B	<input checked="" type="checkbox"/>	B
DTaP	DTAP	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	C
DTaP-IPV-HepB	DIH	<input checked="" type="checkbox"/>	D	<input checked="" type="checkbox"/>	D
Td	TD	<input checked="" type="checkbox"/>	E	<input checked="" type="checkbox"/>	E
Tdap	TDAP	<input checked="" type="checkbox"/>	F	<input checked="" type="checkbox"/>	F
DTaP-DECLINED *	DEC	<input checked="" type="checkbox"/>	G	<input checked="" type="checkbox"/>	K
Tdap-DECLINED *	DEC	<input checked="" type="checkbox"/>	H	<input checked="" type="checkbox"/>	L
DTaP-NOT ELIGIBLE *	NE	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>	M
Tdap-NOT ELIGIBLE *	NE	<input checked="" type="checkbox"/>	J	<input checked="" type="checkbox"/>	N
DTP	DTP	<input checked="" type="checkbox"/>	K	<input checked="" type="checkbox"/>	G
DT(Ped)	DT	<input type="checkbox"/>		<input checked="" type="checkbox"/>	J
DTP-Hib	DH	<input type="checkbox"/>		<input checked="" type="checkbox"/>	H
DTaP-Hib	DHA	<input type="checkbox"/>		<input checked="" type="checkbox"/>	I

Billing Details

CPT	CPT >= 19	Medicare	CVX	ICD	VIS Date	Charge	# Antigens
90698	90698		120	Z23	05/17/07	105.00	5

Buttons: CPT Look-Up, ICD Lookup, Print, Add, Edit, Delete, Save, Cancel, Exit.

Display of vaccine or activity defined and the details pertaining to them.

When the user selects a Disease / Service from the selection list, the labels for the main details of the Vaccine / Activity definition, displayed on the right side of the screen and in the heading of the grid displaying the activity definitions, are updated accordingly. Below is the display upon selecting the Clinical Service of Tobacco Cessation.

The screenshot shows the 'Health Services Disease/Vaccine Maintenance' application. The 'Activities' tab is selected. The 'Select Disease / Service' dropdown is set to 'TOBACCO CESSATION'. The main grid displays a list of activities with columns for Activity, Abbreviation, View Add, Add Order, View History, and History Order. The activities listed are Tobacco Counselling (3-10 mins) and Tobacco Counselling (10+ mins). The right side of the screen shows the details for the selected activity, Tobacco Counselling (3-10 mins), including its classification (Clinical Services) and abbreviation (TOB310).

Activity	Abbreviation	View Add	Add Order	View History	History Order
Tobacco Counselling (3-10 mins)	TOB310	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	
Tobacco Counselling (10+ mins)	TOB10	<input checked="" type="checkbox"/>	B	<input type="checkbox"/>	

Buttons: Save, Cancel, Exit.

Display of main details when viewing activities defined for Clinical Services.

Fields specified for each Vaccine / Activity:

Description	Notes
Vaccine Name Activity Name	Name of Vaccine or Activity which the definition pertains to.
Classification	Selection of how the data records with current disease/service specified are processed in HDIS.
Abbreviation	Short text used in display on screen and reports. The abbreviation was original value used to classify which vaccine a vaccine lot pertained to.
Display Order	Specify whether or not the vaccine / activity gets displayed in lists when entering new clinical service events and/or historical events. Add Vaccine – Pertains to entry of new, current events Add History – Pertains to entry of historical events. Add Order / History Order – The placement in the list of selections for which the vaccine / activity is displayed (A, B, C,...)
Compound	Indicate whether or not the vaccine is a compound vaccine.
Age Groups	Indicate which age groups qualify to receive the vaccine.
Actively in Use	Flag specifying that the vaccine / activity definition is actively in use and made available to user when entering new data details.

Fields Specified for Each Vaccine / Activity (continued)

Description	Notes
Billing Details	Details pertinent to submitting claims to insurance carriers for payment.
CPT	Billing code used when vaccine / activity applies to any of the Infant/Children/Adolescents age groups.
CPT >= 19	Billing code used when vaccine / activity applies to Adults and Seniors not on Medicare
CPT Medicare	Billing code used when vaccine / activity applies to Seniors with Medicare
CVX	Code reference to the vaccine CVX codes are not relevant for Clinical Service activities
ICD	Diagnosis Code value
VIS DATE	Date of Visitor Information Sheet accompanying the vaccine
Charge	Default amount to charge for the vaccine / activity. This value is filled into the vaccine lot details when a new lot is being added. When the activity is selected in entry of clinical services activities, the charge for the activity defaults to the value specified in this field.
# Antigens	# Antigens contained in the vaccine. Pertinent to cases when vaccine is billed on basis of # Antigens rather than a flat charge.
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Vaccines / Activities page:

Description	Notes
Print	Generate a report listing the vaccines / activities defined and the details entered.
Add	Create a new vaccine / activity definition
Edit	Edit an existing vaccine / activity definition
Delete	Deletes an existing vaccine / activity definition
Save	Save details which have been modified for current vaccine / activity.
Cancel	Cancel any modifications which have been entered for the current vaccine / activity. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

Import of Vaccines / Activities Details to Other Health Services Data Details

Many of the details defined for Vaccines / Activities are also entered in the Health Services detail data. Therefore, a more complete and accurate entry of details the Vaccine / Activity definitions will result in less entry of data details for individual records and subsequently less chance of error in data entry.

The details entered in the Vaccines / Activities details are transferred to the following data:

Vaccines	Vaccine Inventory which are then passed on to vaccination details in Health Services
Activities	Clinical Services details in Health Services

Viewing Vaccines / Activities for different Diseases / Services

To view the definitions which already exist for a specific **Disease** or **Service**, simply select the desired **Disease / Service** from the list at the top of the screen.

When the current value for the field is highlighted, you can press a letter on the keyboard and the program will jump to the first disease / service defined with that letter.

You can also simply 'scroll' through the list using the Up Arrow / Down Arrow keys.

As the **Disease / Service** selection is changed, the list of vaccines / activities is updated to display the definitions associated with the selected disease / service.

Adding a new Vaccine / Activity definition

The details specified for a **Vaccine / Activity** are used to initialize values for new data details created subsequent to the creation or update of the vaccine / activity definition.

Details for vaccines are populated into the details for new vaccine lot definitions.

Details for activities are populated into the details for new clinical service events.

To ensure that the system functions properly, various details **MUST** be entered. These details are noted with the background color of yellow.

Until all required details have been entered, the button to save the new record will not be available for the user to select. Only upon being able to click the **save** button will the details for the new vaccine / activity definition be added to the system.

Initial assignment of detail values

When a new vaccine is defined, it will be initialized as follows:

- Specification of being actively in use
- Issued to all age groups
- CPT / CVX details as entered in the Disease / Services details.

An example of the initial display in adding a new vaccine for DTaP is displayed on the next page. The only values requiring entry by the user are the vaccine name, abbreviation, ICD Code and VIS date value. The user can update details such as the Age Group selection, CPT codes, charge for vaccine and # Antigens contained in the vaccine.

Display of required details upon selection to Add new Vaccine / Activity definition

When all required values have been entered, the **Save** button will be available for user to select. If the value for a required detail is cleared out, the **Save** button will be disabled and the field for that detail will be displayed in yellow to reflect the requirement to enter the detail.

No changes are committed until the **Save** button is selected. Thus, if the user want's to discard the entry of the new vaccine / activity definition entirely, he can select the **Cancel** button.

Editing an existing record:

All actions per required details as discussed when adding a new vaccine / activity definition are also enforced when editing an existing record.

If the value of a required field is cleared out, a message will be displayed to the user, and the original value is restored.

Upon modifying one or more details, the Save button will be enabled.

No changes are committed until the **Save** button is selected. Thus, if the user want's to discard any/all changes without saving them, he can select the **Cancel** button.

Look up for CPT and ICD codes

Amongst the details to be specified for a vaccine / activity are the CPT and ICD codes required for the purpose of insurance billing.

To perform a CPT or ICD lookup, simply click the appropriate command button. A screen like the following will be displayed:

CPT *	CVX	Description
90704	07	mumps
90705	05	measles
90706	06	rubella
90707	03	MMR
90708	04	M/R
90710	94	MMRV
90712	02	OPV
90713	10	IPV
90714	09	Td (adult), adsorbed
90714	113	Td (adult) preservative free
90714	91	typhoid, unspecified formulation
90715	115	Tdap
90716	21	varicella
90717	37	yellow fever
90718	09	Td (adult), adsorbed
90720	22	DTP-Hib

Search

When the vaccine / activity detail which the CPT code look up pertains to already contains a value, the entry for that current value will be pre-selected and displayed as highlighted.

The order in which the data is displayed can be selected by clicking the column heading shown in bold. The heading with an asterisk (*) indicates the order which the data is currently displayed.

To search for a record, using the currently selected order, simply click the mouse in the search text box, type the text to search and press enter. The search will find the first record detail matching the text to be searched for. If an exact match is not found, the screen will display the entry with the closest match.

To update the record in the main data of HDIS with the selected code, simply click the **Save & Exit** button. This will update the record in the vaccine / activity detail with the selected code value. Clicking the **Cancel** button will not update the vaccine / activity detail.

Notes per Look Up of CPT codes

Having up to three different CPT codes specified for a vaccination / activity detail, the system needs to know which CPT code the look up pertains to. Each CPT code specification pertains to a specific age group, as specified below:

Look Up for	Age Group(s)
CPT	Clients 18 years of age or younger
CPT >= 19	Clients 19 years of age and older This includes clients 65 years of age and older. This code is also used for seniors covered by Medicare when no code is defined in the Medicare value.
Medicare	Clients 65 years of age and older covered by Medicare This code is used when different than the code for CPT >= 19

The system determines which **CPT** code the lookup is about based on the **CPT** code field the cursor is currently in.

If the cursor is in the **CPT >= 19** field when the user clicks the **CPT** Look-Up command button, then upon selecting to save and exit from the look up screen, the **CPT >= 19** field will be updated with selected code.

The **CPT** (for adolescents) field will not be updated.

The **Medicare** CPT code will not be updated as that value is specified separately when the CPT code for Medicare is different than the code for CPT >= 19.

If the **CPT Look Up** button is selected when the cursor is NOT in one of the CPT code fields, the system defaults the look up to be for the **CPT** (for adolescents) field.

The hierarchy for filling in the CPT code fields is as follows:

Look Up for	Codes updated (if blank and age group specified)
CPT	CPT, CPT >= 19
CPT >= 19	CPT >= 19
Medicare	Medicare

If one of the other code(s) is already specified but needs to be changed, the user needs to tab to that specific **CPT** code field and enter the new code or perform the look up for that code.

Classification

The Classification page is where we specify how the system manages data for each disease / vaccine and service / activity specification as well as the vaccination / clinical service details entered in Health Services.

Display of Classifications defined and details pertaining to them.

The fields specified for each classification definition are:

Description	Name or description of what the classification definition is about.
System Definition	Flag indicating the classification is an HDIS system definition
Actively in Use	Setting to indicate that the classification is available for selection when editing disease/activity and vaccine/services definitions.
Activity	Specify which aspect of the clinical functions the classification applies to
Application	Specify the processes in Health Services relevant for a record with the specified classification.
Last Modified Modified By	Details of when the record was most recently modified and the name of the user who entered and saved the modification(s)

Classification (continued)

Functions in the Classification page:

Print	Generate a report listing the classifications defined and the details entered.
Add	Create a new classification definition
Edit	Edit an existing classification definition
Delete	Deletes an existing classification definition
Save	Save details for current classification which have been modified.
Cancel	Cancel any modifications which have been entered for the current classification. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

System Classification Definitions

Upon implementing Health Services, there will be three classification definitions already defined. Those definitions are:

Vaccinations	Current vaccinations administered by the local Health Department
Vaccinations – Historical	Historical vaccinations received by the client at another facility
Clinical Services	Non-vaccination Clinical Services.

These are system definitions which cannot be deleted.

Additional classifications can be defined by the user for other classifications specific to the services provided by the health department.

Selecting specifications for Activity and Application

The specification of Activity and Application for each classification will determine how each clinical service data record is to be handled. Therefore, it is important to make the proper specifications for a classification.

Activity

The activity setting is used to indicate what type of medical service the data in each record pertains to.

Available selections include:

Vaccinations	Pertains to administering vaccines to the patients
Clinical Service	Pertains to providing non-vaccination services to the patient.

One additional detail available is the specification that the activity pertains to **historical** events.

The purpose of the specification is to segregate previous vaccination details administered elsewhere from current/recent vaccination activity which are administered by the health department.

Additionally, vaccination detail entries specifying 'Declined' are treated as historical events as details of entry are for purpose of documentation that the client declined the vaccination.

For a classification in which there will be data entered for both current, non-historical activity and historical activity, there should be two separate classifications defined, one with the Historical referenced checked, the other unchecked.

A pair of such definitions will already be defined for vaccinations, with the system definition checked.

Application

The application setting is used to indicate what processes in HDIS will apply to the data in each record.

Available selections include:

Vaccine Reports	Record is included when generating Vaccine related reports.
Bill to Insurance	Record is included when generating claims to be submitted to the insurance carriers.
Upload to Impact	Record is included when extracting data to be uploaded to the ImpactSiis system.

Vaccine Inventory

The **Vaccine Inventory** Maintenance screen is where we enter the details about the inventory of vaccines that are administered to clients.

In addition to production related details such as Lot #, Date the inventory was received, Expiration Date, etc., additional details about the lot which are used throughout Health Services are entered in this screen. These include billing details and on-hand inventory tracking.

Health Services - Vaccine Inventory

Vaccine Inventory Maintenance

Select Disease: **DIPHTHERIA, TETANUS, ACELLULAR PER**

☒ Active Lots Only

Vaccine	Lot #
DTaP	MC5102AA
DTaP	MC5157AA
DTaP	PC5065AA
DTaP	PC5171AA
DTaP-Hib-IPV	AUJ013AAA
DTaP-Hib-IPV	MC5298AA
DTaP-Hib-IPV	PC5336AA
DTaP-IPV	MAF543
DTaP-IPV	P7574T
DTaP-IPV	PC5656AA
Td	M123456
Td	MU5541AA
Td	P123456
Tdap	MC5212AA
Tdap	MU5596AA
Tdap	PC5220AA
Tdap	PC5228AA

Print Add Edit Delete

Vaccine Name DTaP **Abbreviation** DTAP **Lot #** MC5102AA **Manufacturer** Sanofi Pasteur

Dates
Received: 05/03/2017 Expiration: 12/04/2018

Dosage Details
0.50 ML Vial/Syringe: 49281-0286-10

NDC #'s 49281-0286-10 **National Vaccine Abbrev**

☒ Exclude from Data Entry **Purchase From** ☐ Public / State ☒ Private

Funding Source

☒ Active in Current Inventory **Issued To**
☒ Infant ☒ Child ☒ Adolescent
☒ Adults ☒ Seniors

Billing Details
CPT: 90700 CPT >= 19: 90700 Medicare: CVX: 20 ICD: Z23 VIS Date: 05/17/2007 # Antigens: 3 Charge: 21.25 Swap Charge: 0.00

On-Hand Details
Beginning: 20 As Of: 06/29/2017 Actual Inventory: 20
History Calculated: 20 Last Calculated: 04/03/2019 As Of: 07/05/2017

Doses Incoming
From State: From Other HD: From non-HD: Purchased:

Doses Outgoing
To Other HD/State: To non-HD: Expired: Wasted: Administered:

CPT Look-Up Transactions Save Cancel Exit
ICD Lookup On-Hand Procedures

Last Modified: 04/03/2019 02:36:11 PM
Modified By: CHC SOFTWARE

Display of Vaccine Inventory Maintenance screen.

Fields specified for each lot in the vaccine inventory

Description	Name or description of what the classification definition is about.
Vaccine Name	Name of vaccine
Abbreviation	Abbreviation used to reference the vaccine
Lot #	Lot # printed on packaging by manufacture (See note on page 23 about value entered in this field)
Manufacturer	Name of company to manufacture the vaccine
Received Date	Date which an inventory of vaccine was first received
Expiration Date	Date which vaccine is to expire (as specified by manufacturer)
Dosage Details	Specification of dosage amount for vaccine
NDC #	National Drug Code # See note on page 23 about NDC # values
Vial/Syringe Packaging	The NDC # specified on the vial or syringe The NDC # specified on the packaging which the vial/syringe was in.
National Vaccine Abbreviation	
Exclude from Data Entry	Flag indicating to exclude the lot from selection in the health services entry screen, even if the lot is still in active inventory.
Active in Current Inventory	Specify that the vaccine lot definition is actively in use and made available to user when entering new data details.

Fields specified for vaccine lots (cont'd)

Description	Name or description of what the classification definition is about.
Funding Details	Details about how the Health Department acquired the vaccine lot.
Purchase From	Purchased / Received from ODH or a private party.
Funding Source	Specify how the funds used to acquire the inventory were obtained.

Issued To	Indicate which age groups qualify to receive the vaccine.
-----------	---

Billing Details	Details pertinent to submitting claims to insurance carriers for payment.
CPT	Billing code used when vaccine is administered to any of the Infant/Children/Adolescents age groups.
CPT >= 19	Billing code used when vaccine is administered to Adults and Seniors not on Medicare
CPT Medicare	Billing code used when vaccine is administered to Seniors with Medicare
CVX	Code reference to the vaccine
ICD	Diagnosis Code value
VIS DATE	Date of Visitor Information Sheet accompanying the vaccine
Charge	Default amount to charge for the vaccine. This value is filled into the vaccine lot details, from values specified in the vaccine definition, when a new lot is being added.
# Antigens	# Antigens contained in the vaccine. Pertinent to cases when vaccine is billed on basis of # Antigens rather than a flat charge.

Fields specified for vaccine lots (cont'd)

Description	Name or description of what the classification definition is about.
On-Hand Details	Information about quantity of vaccine lot inventory available (See note on page 23 about On-hand details)
Beginning	Quantity of inventory available at beginning of current inventory cycle
As Of	Date which the beginning inventory level was updated.
Calculated	Quantity of inventory calculated to be available based on quantities that have been received and quantities disbursed since beginning of cycle.
Last Calculated	As-of date which the inventory level was calculated.
Actual Inventory	Quantity in actual inventory (obtained from manual audit)
As Of	Date which actual inventory level was counted.

Incoming Info	
From State	Quantity of inventory received from State HD since beginning of cycle
From Other HD	Quantity of inventory received from Other HD since beginning of cycle
From non-HD	Quantity of inventory received from non-HD since beginning of cycle
Purchased	Quantity of inventory privately purchased since beginning of cycle

Fields specified for vaccine lots (cont'd)

Outgoing Info	
To Other HD / State	Quantity of inventory disbursed to State or Other HD since beginning of cycle
To Non-HD	Quantity of inventory disbursed to non-HD since beginning of cycle
Expired	Quantity of inventory expired since beginning of cycle
Wasted	Quantity of inventory wasted since beginning of cycle
Administered	Quantity of inventory administered to patients since beginning of cycle

Last Modified	Details of date/time and who last saved modifications entered to the record.
Modified By	

Notes on Vaccine Inventory Details

Field	Description
Lot #	<p>As vaccine lots with the same lot # per manufacturing can be received from multiple sources and/or different manner of funding, the value entered for the lot # is prefixed with a letter pertaining to the manner which the inventory was received.</p> <p>The Purchase From / Funding Source details specify how the lot was acquired.</p>
NDC #	<p>The National Drug Code value is determined as a combination of numbers assigned by the FDA and the manufacturer.</p> <p>The NDC # consists of three sets of numbers in any of the following formats:</p> <p style="text-align: center;">4-4-2 5-3-2 5-4-1 5-4-2</p> <p>Where the numbers shown represent the number of digits in each segment.</p>
On-Hand Details	<p>The details for tracking the quantity of doses acquired (incoming) or disbursed (outgoing) as entered in the Transactions screen and updated by the Vaccine Accountability or On-Hand procedures.</p>

Combination Vaccines

Vaccine lots which are combination vaccines should only be defined under the disease which the vaccination is typically entered under. Such disease will typically be the first disease name specified by the vaccine name / abbreviation.

For example,

Pentacel, Kinrix, and Pediarix vaccine lots will typically be defined under DTaP.

Twinrix vaccine lots will typically be defined under HepA

MMRV vaccines will typically be defined under Measles, Mumps, and Rubella.

DO NOT define such lots under each disease which the vaccine pertains to. This will cause confusion when it comes to balancing the inventory levels in HDIS against actual inventory.

Functions in the Vaccine Inventory screen:

Print	Generate a report listing the lots defined and the details entered.
Add	Create a new vaccine lot definition
Edit	Edit an existing vaccine lot definition
Delete	Deletes an existing vaccine lot definition
Save	Save details for current vaccine lot definition which have been modified.
Cancel	Cancel any modifications which have been entered for the current vaccination. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

CPT Look-Up	Branch to screen for looking up CPT and ICD codes.
ICD Lookup	
Transactions	Branch to screen to enter details of transactions leading to inventory being received or disbursed.
On-Hand Procedures	Branch to screen for performing maintenance of On-Hand details.

Details required in definition of vaccine lot

In order to obtain the most benefits in managing / tracking the inventory of vaccines, the system requires that many detail values be entered.

- The fields with mandatory entry will be shaded in yellow until a value has been entered.
- The ability to save the inventory record will not be available until all required values are entered.
- As many of the required details are initially populated with values from the vaccine definition, not all of the required fields will be displayed with the yellow shade.

The fields this behavior applies to include:

Issued To	At least one age group must be specified
Billing Details	<p>CPT, CPT>=19, Medicare, CVX</p> <p>Values associated with the specified age group(s) are required. CVX code associated with specified CPT code is automatically populated</p> <p>ICD Required in all lot definitions for insurance billing purposes.</p> <p>VIS Date Required for Upload to Impact and insurance billing.</p>

These details are required for the following reasons:

1. They are required in the details transmitted to other organizations. This includes ImpactSiis and submission of claims to Insurance carriers.
 2. Insure that the entry of details in HDIS is error free, preventing issues caused by incorrect / incomplete data details.
 3. Specify how HDIS manages the data details for data entry, processing, reporting, etc.
- An additional group of values which detail specification is required pertains to the method of funding used in acquiring the vaccine lot inventory.

These details are required for the details provided to ImpactSiis.

The required fields are displayed with a background color of yellow. Once a value has been entered, the background color will change to white. If a value in these fields is cleared out, a message of the requirement is displayed and the background color will change to yellow.

The Vaccine Inventory Maintenance screen, as displayed upon selection to Add a new inventory definition, is displayed on the next page. In this example, we have selected to add a vaccine lot for the Hepatitis A vaccine issued to children and adolescents.

Health Services - Vaccine Inventory

Vaccine Inventory Maintenance

Select Disease: **HEPATITIS A**

Fields Require Values to be Entered

☒ Active Lots Only

Vaccine	Lot #
HepA(adult)	M3PJ73
HepA(adult)	P3PJ73
HepA(adult)	PN005605
HepA(ped)	PZT5K4
HepA(ped/adol)	M3R7C4
HepA(ped/adol)	M9N33Z
HepA(ped/adol)	MN005274
HepA(ped/adol)	PM047658
HepA(ped/adol)	PN005796
HepA-HepB	MEF773
HepA-HepB	P2PR9A
HepA-HepB	PA4XD4
HepA-HepB	PB9H95

Vaccine Name: HepA(ped/adol) **Abbreviation:** HEPA **Lot #:** **Manufacturer:**

Dates: Received: **Expiration:** **Dosage Details:** **NDC #'s:** **National Vaccine Abbrev:**

☐ Exclude from Data Entry **Purchase From:** ☐ Public / State ☐ Private **Funding Source:**

☒ Active in Current Inventory **Issued To:** ☒ Infant ☒ Child ☒ Adolescent ☐ Adults ☐ Seniors

Billing Details: CPT: 90633 **CPT >= 19:** **Medicare:** **CVX:** 85 **ICD:** Z23 **VIS Date:** 07/20/2016 **# Antigens:** 1 **Charge:** 50.00 **Swap Charge:** 0.00

On-Hand Details: Beginning: **As Of:** **Actual Inventory:** **Calculated:** **Last Calculated:** **As Of:**

Doses Incoming: From State: **From Other HD:** **From non-HD:** **Purchased:** **Doses Outgoing:** To Other HD/State: **To non-Hd:** **Expired:** **Wasted:** **Administered:**

Buttons: Print, Add, Edit, Delete, CPT Look-Up, ICD Look-Up, Transactions, On-Hand Procedures, Save, Cancel, Exit

Last Modified: 12/26/2018 12:13:44 PM **Modified By:** _MigrateImmunizations

Details for the definition of a new vaccine lot in inventory.

Upon selecting the name of the vaccine which applies to the current lot detail, the details entered in the vaccine definition (in the Disease / Vaccines Maintenance screen) are imported and assigned to the associated detail values for the new lot detail.

You can see, although required, the Billing Details values are not shown in yellow because those values have been filled in from the vaccine definition details.

You will also notice that the **Issued To** specification for Adults and Seniors are not checked and the CPT billing codes pertaining to Adults and Seniors are disabled, as they will not apply for the vaccine lot. This assures us

that the vaccine lot is available for selection in the Health Services details screen only when the client is less than 19 years of age.

A discussion about entry of CPT / CVX & ICD codes in the Billing Details can be found on Page 13 where entering of vaccine definitions is discussed.

Notes on Entry of Vaccine Lot Details

Lot # specification

Prior to Health Services, the specification of how the inventory for a vaccine lot was obtained was achieved by prefixing the lot # assigned by the manufacturer with a letter. The letter 'P' was used to designate private funding while any other letter was used to designate public funding, which includes ODH.

An additional function in the use of the letter prefix was to allow tracking vaccine inventory levels separately per the case that inventory for the same lot is obtained in two or more ways.

With the implementation of Funding Specification, the use of the prefix letter remains only for the purpose of separating the tracking of inventory for the different methods of funding. Thus, any letter can be used as the prefix for lots obtained with private funds.

NDC #'s

Although not displayed with the yellow background per requirement, it is strongly suggested that the NDC # on the Vial/Syringe containing the vaccine be entered. This detail is required to be included in the data transferred to ImpactSiis and some Insurance Carriers.

Active in Current Inventory / Exclude from Data Entry

In the process of entering vaccination details in the Health Services screen, the list of lot #'s provided to the user for selection is based on the specification that the vaccine lot is still available in current inventory. Upon administering the entire inventory of the vaccine lot and assurance that the health department will not be receiving any additional inventory for that production lot, the **Active in Current Inventory** specification can be unchecked and the lot will no longer appear in the list for selection in the Health Services screen.

If there is inventory for a vaccine lot still in circulation, but is to not be available for selection in the Health Services screen, simply check the **Exclude from Data Entry** specification. When it is ok to include the lot for selection simply uncheck the Exclude from Data Entry specification.

Inventory Transactions

The Inventory Transaction screen is where the details to document the inflow / outflow of vaccine inventory are maintained.

This **does not apply** to tracking outflow of vaccine dosages which have been administered to patients.

Vaccine Inventory Transactions

Vaccine Inventory Transactions - DIPHTHERIA, TETANUS, ACELLULAR PERTUSSIS

☒ Include Historical Transactions

Date *	Vaccine	Lot #	Quantity	Transaction Description	Posted
04/01/2019	Td	M123456	20	Incoming from State	<input type="checkbox"/>
04/02/2019	Td	P123456	10	Purchased	<input type="checkbox"/>
04/02/2019	Td	MU5541AA	4	Incoming from Other HD	<input type="checkbox"/>
11/01/2019	DTaP-Hib-IPV	AUJ013AAA	15	Incoming from State	<input type="checkbox"/>
11/11/2019	DTaP-IPV	PC5656AA	10	Purchased	<input type="checkbox"/>
01/14/2020	Td	M123456	5	Wasted	<input type="checkbox"/>

Print Add Edit Delete

Last Modified 04/02/2019 12:53:18 PM Modified By CHC SOFTWARE

Transaction Date 04/01/2019

Lot # M123456

Quantity of Doses 20

Transaction Description Incoming from State

Provider Info

From 39000000001

Name ODH

Comments

Posted to Historical Vaccine Accountability

Save Cancel Exit

Details for a vaccine inventory transaction

Entry for Individual Lot or All Lots of Disease

The scope of vaccine lots for which entry of Vaccine Inventory Transaction details can be entered is determined by the mode of working with the current lot in the Vaccine Inventory screen at the time of clicking the Transactions button – Browse or Edit.

Browse	Transaction details may be entered for any vaccine lot for the current disease selected
Edit	Transaction details may only be entered for the vaccine lot currently being edited

The fields specified for each transaction are:

Transaction Date	Date of transaction per the acquisition or disbursement of inventory occurred.
Lot #	Lot # of vaccine inventory which transaction pertains to. Transactions may only be entered for vaccine lots which are still in active circulation. A list of such lots is provided for selection
Quantity of Doses	Quantity of inventory involved in the transaction
Transaction Description	Specification of what type of transaction occurred. The list of transaction descriptions include: <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">Inflow</div> <div style="width: 85%;"> Incoming from State Incoming from Other Health Department Incoming from non-Health Department Purchased </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">Outflow</div> <div style="width: 85%;"> Outgoing to State/Other Health Department Outgoing to non-Health Department Expired Wasted </div> </div>
Provider Info To/From Name	Details about other party for the transaction Id # for other party in the transaction Description of other party in the transaction
Comments	Notes about the transaction
Posted to Historical Vaccine Accountability	Date which transaction record was processed in the posting of vaccine accountability details to the historical data.
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Transactions page:

Print	Generate report listing the transactions for desired lots.
Add	Create a new transaction record
Edit	Edit an existing transaction record Only transactions not yet posted to the historical vaccine accountability data can be edited
Delete	Deletes an existing transaction record Only transactions not yet posted to the historical vaccine accountability data can be deleted
Save	Save details for transaction record
Cancel	Cancel any modifications which have been entered for the transaction record. The modifications will be discarded
Exit	Exit the screen and return to the Vaccine Inventory Maintenance screen

On Hand figures in Vaccine Inventory screen will be updated

Upon selecting to save the details of the transaction record being edited, either an existing record or a newly added transaction, the on-hand inventory figures at the bottom of the main inventory screen will be updated for the specified lot.

Entering Details in Vaccine Inventory Transaction screen

Upon clicking the Transaction button to branch to the Vaccine Inventory Transaction screen to enter details about the inflow / outflow of vaccine inventory, transaction screen display will show all transactions for vaccine lots previously entered for the scope which applies.

The Vaccine Inventory Transaction screen display when the scope is for the Disease.

[illegible]

The Vaccine Inventory Transaction screen display when the scope is for the Lot.

[illegible]

As you can see, the display by Disease shows the transaction details amongst all lots for Hepatitis A vaccines, whereas the Display by Lot shows the details specific for lot M3PJ73 for which one transaction exists.

You can specify whether or not to show historical transactions on lot inventory. Historical transactions are those which have been processed and posted by the Vaccine Accountability process.

Add / Edit of Transactions for Inventory

Click the Add button to enter the details of a new transaction to document the inflow / outflow of inventory for a vaccine lot.

Click the Edit button to edit the details of an existing transaction detail.

For a transaction detail record which has been processed in the Vaccine Accountability process and details posted into the Historical Vaccine Accountability data details, only the name of the provider involved with the transaction and comments about the transaction can be edited.

Upon clicking to add a transaction, the screen will be displayed with transaction date default to current date and all required details highlighted in yellow, as shown below.

Vaccine Inventory Transactions - HEPATITIS A

☒ Include Historical Transactions

Date *	Vaccine	Lot #	Quantity	Transaction Description	Posted
06/14/2017	HepA(ped/adol)	MN005274	20	Outgoing to State/Other HD	<input checked="" type="checkbox"/>
07/02/2017	HepA(adult)	M3PJ73	20	Incoming from State	<input type="checkbox"/>

Transaction Date: 07/02/2017

Lot #:

Quantity of Doses:

Transaction Description:

Provider Info

To:

Name:

Comments:

Posted to Historical Vaccine Accountability:

Buttons: Print, Add, Edit, Delete, Save, Cancel, Exit

Last Modified: 12/26/2018 12:13:44 PM Modified By: _MigrateImmunizations

Upon completing entry of details for the Vaccine Inventory Transaction, click the save button. Upon saving the transaction details, the display of transactions will be updated to reflect the just entered transaction, as shown below.

Date *	Vaccine	Lot #	Quantity	Transaction Description	Posted
05/03/2017	HepA(adult)	M3PJ73	20	Incoming from State	<input checked="" type="checkbox"/>
06/14/2017	HepA(ped/adol)	MN005274	20	Outgoing to State/Other HD	<input checked="" type="checkbox"/>
07/02/2017	HepA(adult)	M3PJ73	10	Incoming from Other HD	<input type="checkbox"/>

Upon return to the Vaccine Inventory maintenance screen for this lot, you will see the following display of the On-Hand Details, reflecting tallies updated per the newly entered transaction.

On-Hand Details		Beginning	<input type="text" value="20"/>	As Of	<input type="text" value="07/01/2017"/>	Actual Inventory	<input type="text" value="20"/>
<input type="button" value="History"/>	Calculated	<input type="text" value="30"/>	Last Calculated	<input type="text" value="07/02/2017"/>	As Of	<input type="text" value="07/01/2017"/>	
Doses Incoming				Doses Outgoing			
From State	From Other HD	From non-HD	Purchased	To Other HD/State	To non-Hd	Expired	Wasted Administered
<input type="text"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Quantity received from Other HD now shows 10

Quantity as calculated on hand shows 30 as of 7/2/2017, the date the inventory was received.

Notes about Details of Inventory Transactions

- Transaction Description

When the Incoming from State (ODH) option is selected, the program automatically fills in the Provider Info details with the ODH specific values, as shown below.

- Provider Info

The provider info is for entering details documenting the outside party which the transfer of vaccine inventory occurred with. Below is the example per receiving inventory from the Ohio Department of Health.

Transaction Description	<input type="text" value="Incoming from State"/>
Provider Info	
From	<input type="text" value="39000000001"/>
Name	<input type="text" value="ODH"/>

- Posted to Historical Vaccine Accountability

Specifies the end date of the time period in the Vaccine Accountability process which the selected transaction record was processed and accounted in the inventory on-hand calculations.

Upon being processed by the Vaccine Accountability process, the only details which can be edited are the Provider Info Name and the Comments.

On-Hand Details Updated after Transaction

Upon saving a transaction entry, the On-Hand inventory figures in the inventory screen will be updated to reflect the change in inventory as result of the transaction entered. The update reflecting the transaction for inventory received from the state HD is shown below.

On-Hand Details	Beginning	<input type="text" value="20"/>	As Of	<input type="text" value="06/29/2017"/>	Actual Inventory	<input type="text" value="20"/>																											
	Calculated	<input type="text" value="40"/>	Last Calculated	<input type="text" value="07/02/2017"/>	As Of	<input type="text" value="06/28/2017"/>																											
<table border="1"> <thead> <tr> <th colspan="4">Doses Incoming</th> <th colspan="5">Doses Outgoing</th> </tr> <tr> <th>From State</th> <th>From Other HD</th> <th>From non-HD</th> <th>Purchased</th> <th>To Other HD/State</th> <th>To non-Hd</th> <th>Expired</th> <th>Wasted</th> <th>Administered</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="20"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>							Doses Incoming				Doses Outgoing					From State	From Other HD	From non-HD	Purchased	To Other HD/State	To non-Hd	Expired	Wasted	Administered	<input type="text" value="20"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Doses Incoming				Doses Outgoing																													
From State	From Other HD	From non-HD	Purchased	To Other HD/State	To non-Hd	Expired	Wasted	Administered																									
<input type="text" value="20"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																									

The figure per receiving inventory from state HD has been updated to reflect the 20 doses specified in the transaction. Additionally, the Calculated on hand details have been updated to reflect the 20 incoming doses per the transaction and the Last Calculated date was updated with the date of the transaction, which occurred after the previous Vaccine Accountability process was completed three days earlier.

Printing Report of Transactions

When you want a report of all the Vaccine Inventory Transactions entered, you can click the Print button below the list of vaccine lots.

The options for the transactions report is also determined by the scope of viewing the vaccine lot details at the time the Print button is selected.

Print Transactions options when browsing vaccine inventory details

The screenshot shows a window titled "Vaccine Inventory Print Screen". Inside, there is a section "Vaccine Transactions Report" with three radio button options: "Lot M3PJ73" (selected), "HepA(adult)", and "All Vaccines / All Lots" (which is underlined). Below these are two more radio button options: "HEPATITIS A" and "All Diseases". To the right, there is a checkbox "Include Inactive Lots" (unchecked), a "Lot Prefix" dropdown menu, and "Transaction Dates" with "Begin" and "End" date fields (both showing "//"). At the bottom right, there are two radio button options for ordering: "Order By Lot, By Date" (selected) and "Order By Date, By Lot". At the bottom center are two buttons: "Print" and "Exit".

User can specify to print transactions for a single lot (the lot selected in the transaction screen at time of clicking the Print button), all lots for the current vaccine, all lots for the current disease or all lots for all diseases.

Print Transactions options when editing vaccine inventory details for a specific lot.

This screenshot is identical to the one above, but the "Lot M3PJ73" radio button in the "Vaccine Transactions Report" section is highlighted with a dashed border, indicating it is the only available option for printing transactions when editing a specific lot.

When selecting to print the transactions while in edit mode for a vaccine lot, only the option to print the transactions for the current lot is available.

On-Hand Procedures

The On-Hand Balance Maintenance screen is for managing the data details used to verify that the on-hand quantities reflected in HDIS match to the on-hand quantities obtained when auditing inventory.

On-Hand Balance Process

Vaccine Inventory On-Hand / Balance Maintenance Screen

Vaccine Name	Type *	Lot #	Calculated On-Hand	Actual On-Hand Previous	Actual On-Hand Present
DTaP-Hib-IPV (Pentacel)	DHI	PC5515AA	0	3	3
DTaP-Hib-IPV (Pentacel)	DHI	PC5572AA	0	5	5
DTaP-Hib-IPV (Pentacel)	DHI	VC5462AA	0	6	6
DTaP-Hib-IPV (Pentacel)	DHI	VC5517AA	0	20	20
DTaP - IPV (Quadracel)	DI	PC5248AA	0	12	12
DTaP-IPV (Kinrix)	DI	VA73C4	0	3	3
DTaP - IPV (Quadracel)	DI	VC5248AA	0	10	10
DTaP-IPV (Kinrix)	DI	VC5325BA	0	20	20
DTaP	DTAP	PC5117AA	0	4	4
DTaP	DTAP	PC5171AA	0	10	10
DTaP	DTAP	VC5254AA	0	28	28
DTaP	DTAP	VT79X3	0	50	50
HepA(adult)	HEPA-A	PR012739	0	6	6
HepA(adult)	HEPA-A	SPZ353	0	38	38
HepA(ped/adol)	HEPA-P	PR012988	0	18	18
HepA(ped/adol)	HEPA-P	VR006210	0	4	4
HepB(adult)	HEPB-A	P5YY7T	0	20	20
HepB(adult)	HEPB-A	S943Y5	0	10	10

Lot Prefix (Blank for All)

☐ Move End-of-Month to Beginning-Of-Month Balance

☐ Calculate Current On-Hand Balances

Calculate On-Hand Move EOM Balance to BOM Balance

Print Update Actual On-Hand Exit

Details for the On-Hand Balance of vaccine inventory

On-Hand Inventory Data Details:

Description	Name or description of what the classification definition is about.
Vaccine Name	Name of vaccine which lot detail record pertains to.
Type	Abbreviation associated with the vaccine name
Lot #	Vaccine Lot # value for the record
Calculated On-Hand	The On-Hand inventory level calculated by either the Calculate On-Hand process or by the Vaccine Accountability process.
On-Hand Previous	The On-Hand inventory level value last entered in the On-Hand Present column.
On-Hand Present	The actual inventory level obtained from the manual count of actual inventory. Values are entered in this column to then update the system via the Update Actual On-Hand process.

Updating On-Hand Inventory details

Periodically, the on-hand inventory figures need to be updated to reflect the inflow / outflow of vaccine lot inventory.

Details per inflow / outflow resulting from transfer/exchange of inventory with another party, along with details for inventory which has expired or been wasted, are entered in the Transaction Screen. The process of entering these details is discussed in the previous section, beginning on page 31.

Details per outflow of inventory as result of vaccinations administered to patients are generated from the details of vaccination activity entered in the Health Services screen.

Once all data for activity pertaining to the inflow / outflow of inventory has been entered, we are ready to generate the updated inventory level figures based on data activities entered in Health Services. The sequence of actions to accomplish this is detailed below.

1. Get current actual on-hand inventory levels.

By default, as you enter the Vaccine Inventory On-Hand Maintenance screen, the on-hand figures for all vaccine lots will be displayed. If you wish to only view the details for lots with a specific prefix, you can do so by selecting the desired prefix in the Lot Prefix selection in the top right section of the screen.



When you take inventory, you will probably need to write down the inventory levels counted for each lot. You can generate a printout of all active vaccine lots which will show the previous inventory level and provide a space to write in the current inventory level. A small sample of the on-hand report is shown on the next page.

Updating On-Hand Inventory details (continued)

Vaccine Inventory On Hand Report						02/26/2019		
Type	Lot	Manufacturer	VIS	Expires	On Hand Inventory Details			
					Previous	As Of	Current	
DHI	MC5298AA	Sano# Pasteur	05-17-07	03/18/2018	19	06/28/2017		
DHI	PC5336AA	Sano# Pasteur	05-17-07	03/04/2018	7	06/28/2017		
DI	M43HB3	GlaxoSmithKline	05-17-07	05/19/2018	18	06/28/2017		
DI	MAF543	GlaxoSmithKline	05-17-07	11/10/2018	20	06/28/2017		

As the tallying of inventory is done, you can write the figures for current on-hand inventory levels, along with quantity of inventory that has expired and/or wasted.

Enter the current on-hand inventory figures in the On-Hand Present column of the grid display. As the current on-hand inventory figures are entered, the color of the On-Hand Present entries which are changed will show in yellow, as shown here:

Vaccine Name	Type *	Lot #	Calculated On-Hand	Actual On-Hand Previous	Actual On-Hand Present
DTaP-Hib-IPV	DHI	MC5298AA	0	19	15
DTaP-Hib-IPV	DHI	PC5336AA	0	7	7
DTaP-IPV	DI	M43HB3	0	18	12
DTaP-IPV	DI	MAF543	0	20	20
DTaP-IPV	DI	P43HB3	0	10	10
DTaP-IPV	DI	P7574T	0	10	10

Upon entry to update the On-Hand Present figure, the cursor will automatically advance down to the cell for the next lot. Upon entering the figure for the last lot displayed, the screen display will automatically advance to display the next page of lots.

Updating On-Hand Inventory details (continued)

Once all figures are entered and verified to be correct, click the Update Current On-Hand button.

This process will update the value displayed in the On-Hand Previous column as well as in the Actual Inventory and As Of date values displayed in the main Vaccine Inventory screen. Examples of these updates are displayed below.

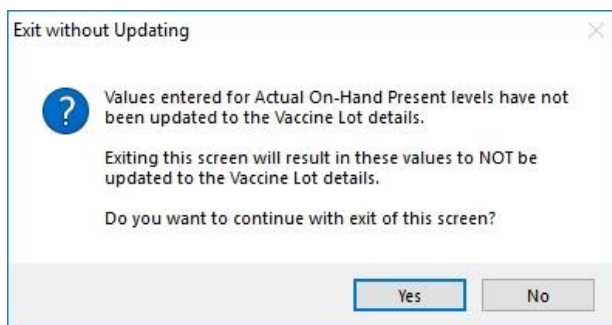
Vaccine Name	Type *	Lot #	Calculated On-Hand	Actual On-Hand Previous	Actual On-Hand Present
DTaP-Hib-IPV	DHI	MC5298AA	0	18	18
DTaP-Hib-IPV	DHI	PC5336AA	0	7	7
DTaP-IPV	DI	M43HB3	0	12	12
DTaP-IPV	DI	MAF543	0	20	20

On-Hand details after Update

On-Hand Details	Beginning	19	As Of	06/29/2017	Actual Inventory	18
	Calculated		Last Calculated		As Of	07/05/2017

On-Hand details Updated in Maintenance screen per lot # MC5298AA

When the user has entered new values in the On-Hand Present column for any lots and then clicks the Exit button, the message about not having updated such On-Hand Present levels will be displayed, as shown here:



Upon clicking Yes, all modifications to On-Hand Present levels will be discarded and not updated in the main inventory data details.

Details per expired / wasted inventory are to be entered in the Transactions screen accessed from the main Vaccine Inventory screen.

Updating On-Hand Inventory details (continued)

2. Generate system calculation of updated inventory levels.

The updating of inventory levels can be accomplished in either of the following manners:

- **Vaccine Accountability Process in Health Services Reports**

The Vaccine Accountability process is performed by generating the Vaccine Accountability Report located in the **Health Services -> Reports** menu.

This report extracts the details of the beginning on-hand inventory levels and generates tallies for all inflow / outflow of inventory, calculating the updated inventory figures.

The calculated inventory figures are compared to the actual on-hand inventory figures entered in step 1 above.

The report shows any inventory for which the calculated figures and the actual on-hand figures do not match. In the example below, the entry error of a vaccination detail where a private lot was selected when a public lot should have been selected is identified by the system calculating the public lot as having one unit more in inventory than actually is.

TYPE OF VACCINE	BAL LAST RPT AS OF	DOSES ADDED SINCE LAST REPORT					TOTAL DOSES AVAIL	DOSES SUBTRACTED SINCE LAST REPORT					TOTAL SUB- TRAC- TED DOSES	BOX 1 MINUS BOX 2	END OF REPORT INVEN- TORY (DOSES)	DOSES UNACC- COUN- TED	ACTUAL INVENTORY (LOT INFO)			
		IN FROM ODH	IN FRM OTHER HD'S	IN FRM NON-HD PROVID	FUR- CHASED	TOTAL DOSES ADMIN		OUT TO OTHER HD/ODH	OUT TO NON-HD PROVID	A)EXP. B)WAS.	# OF DOSES AS OF	LOT NUMBER					DATE EXPIRES	THOSE EXPIRE WITHIN 90 DAY		
		CODE	A	B	C	D		E	BOX 1	(*F)	G	H					I	BOX 2	BOX 3	
TDAP 907	7					7	4			a)		4	3	3	1	2	9L392	10/08/2021		
										b)										
TDAP	30					30				a)			30	30		30	FN742	11/28/2021		
										b)										

When the report is completed, the user will be prompted on whether or not to continue with updating the vaccine inventory records with new, updated figures generated.

If any inventory lots have inventory figures which do not balance, select 'No' to not have the vaccine inventory records updated.

Updating On-Hand Inventory details (continued)

Inventory lots showing a discrepancy is typically due to an error in data entry. Examples of data entry include:

- Vaccination(s) administered not being entered into the system
- Incorrect selection of lots per Adult/Adolescent specification (due to incorrect Age Group specification for the lot in the Inventory Maintenance screen)
- Incorrect lot # specified in a health services record.
- Incorrect details entered in one or more transaction records.
- No transaction detail entered.
- Incorrect On-Hand levels entered

Upon identifying and fixing the error(s), generate the Vaccine Accountability report again to verify that all discrepancies have been corrected.

When the On-Hand inventory figures for all inventory lots balance, select to continue the Vaccine Accountability process to have the vaccine inventory records updated with new figures.

This will result in the On-Hand details displayed on the main Vaccine Inventory screen being updated, as shown below.

TYPE OF VACCINE	BAL LAST RPT AS OF	DOSES ADDED SINCE LAST REPORT				TOTAL DOSES AVAIL	DOSES SUBTRACTED SINCE LAST REPORT				TOTAL SUB-TRACTED DOSES	BOX 1 MINUS BOX 2	END OF REPORT INVENTORY (DOSES)	DOSES UNACC-COUNTED	ACTUAL INVENTORY (LOT INFO)			
		IN FROM ODH	IN FRM OTHER HD'S	IN FRM NON-HD PROVID	PUR-CHASED		TOTAL DOSES ADMIN	OUT TO OTHER HD/ODH	OUT TO NON-HD PROVID	A)EXP. B)WAS.					# OF DOSES AS OF	LOT NUMBER	DATE EXPIRES	THOSE EXPIRE WITHIN 90 DAYS
CODE	A	B	C	D	E	BOX 1	(*F)	G	H	I	BOX 2	BOX 3						
SHGX					10	10		4		a) b)		4	6	6		6	T2CS3	12/01/2021

Vaccine Accountability Report details in balance

Updating On-Hand Inventory details (continued)

On-Hand Details		Beginning	<input type="text" value="0"/>	As Of	<input type="text" value="01/14/2020"/>	Actual Inventory	<input type="text" value="6"/>
History		Calculated	<input type="text" value="6"/>	Last Calculated	<input type="text" value="01/17/2020"/>	As Of	<input type="text" value="01/16/2020"/>
Doses Incoming				Doses Outgoing			
From State	From Other HD	From non-HD	Purchased	To Other HD/State	To non-Hd	Expired	Wasted Administered
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4"/>

Vaccine Inventory On Hand updated from Vaccine Accountability Report

You can see that the On-Hand details in the vaccine lot record have been updated to show the 10 units purchased and 4 units administered, as reported in the Vaccine Accountability report.

- **Calculate On-Hand in the On-Hand Maintenance screen.**

If you use the Vaccine Accountability process as discussed above, do not run this function.

This function performs the same calculation as the Vaccine Accountability. However, this function automatically updates the On-hand detail figures without generating a report and providing an opportunity to abort the process and not update the details.

Updating On-Hand Inventory details (continued)

3. Moving current / End of Month inventory figures to Beginning of Month

This is the process of ‘closing the books’ for the completed cycle.

When all the activities for a cycle have been entered and the on-hand inventory levels reflected in Health Services match those of the actual inventory, we are ready to run the procedures in preparation for the activities in the next cycle.

Remember,

The Move End of Month to Beginning of Month process simply copies the current data values, with no calculations, be sure that you clicked ‘Yes’ to the prompt for updating the vaccine inventory data with the figures generated by the Vaccine Accountability process once all discrepancies have been resolved. If you haven’t, return to the Vaccine Accountability report and (re)generate the report for the current cycle, click Yes to update the inventory records with the details generated.

The following tasks are carried out:

- Save a copy of the current On-Hand data details in a historical data file.
This will provide ability to generate the final report for a cycle anytime thereafter.
- Reset the on-hand detail figures.
The End of Month value for the just closed cycle is copied to Beginning of Month value for the next cycle. All figures per activities of inventory are reset to 0.
- Update records in main data files with values indicating that the record has been processed and posted per final detail values of cycle being closed.

Data files include Health Services details, Vaccine Inventory Transactions, etc.

This insures that the records are not included in the procedures for subsequent cycles. It also records which historical record the data pertains to so if any modifications to such data require rectifying the historical record, we will update the correct record(s).

Maintenance Screens

The maintenance screens is where we define data values to be available for selection when entering details for vaccine lot records and vaccination / clinical service details. Defining these data values also serves to prevent errors in data entry by defining the values approved for entry.

Two details displayed in the maintenance screens pertain to the definition of and use of details defined in the maintenance screens. Those details are:

System Code	Specifies that the definition is required in HDIS and cannot be deleted. Any additional definitions added by the user will not have this specification checked.
Actively In Use	Specifies that the definition is relevant for current health service activities. This setting is used to filter out the non-relevant definitions and only present the relevant definitions for user to select when entering details in vaccine inventory and health services data.

In the details for Purchase Fund Sources, Injection Sites, and VFC Eligibility definitions, there is a field for the contents to be specified when transmitting details to an outside party (primarily ImpactSiis). The details are sent using a special format called HL7. The detail contents for the HL7 format are displayed in the field labeled HL7 Specification. As the contents must adhere to the HL7 specification, this field cannot be edited. Any modifications to the HL7 Specification will be updated by the HDIS Upgrade application.

Vaccine Purchase Fund Sources

The Vaccine Purchase Fund Sources maintenance screen is for specifying the manners in which funds for purchase of vaccines are obtained.

Code	Description	Active
PVF	Private Funds	<input checked="" type="checkbox"/>
PUB	Public Funds	<input checked="" type="checkbox"/>
VXC51	Public VFC	<input checked="" type="checkbox"/>
VXC52	Public non-VFC (317)	<input checked="" type="checkbox"/>
VXC2	State Funds	<input checked="" type="checkbox"/>

Code: PVF
Description: Private Funds
HL7 Specification: PHC70^PRIVATE FUNDS^NIP008

☒ System Code
☒ Actively In Use

Last Modified: 12/26/2018 12:13:44 PM
Modified By: _MigrateImmunizations

Print Add Edit Delete Save Cancel Exit

The fields specified for each fund source are:

Code	Code representation for fund source definition
Description	Description for fund source definition
HL7 Specification	Contents formatted when details are transferred to outside agency.
System Code	Flag specifying the record to be a system defined detail
Actively in Use	Flag specifying that the funding source definition is actively in use
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Purchase Fund Source page:

Print	Generate a report listing the details of the fund sources defined.
Add	Create a new fund source definition
Edit	Edit an existing fund source definition
Delete	Deletes an existing fund source definition
Save	Save details for current fund source which have been edited.
Cancel	Cancel any modifications which have been entered for the current fund source. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

Vaccines Schedule

The Vaccines Schedule Maintenance screen is for maintaining the schedule / timeline of when a client is to receive the individual doses, amongst a series of doses, for the disease.

Health Services Vaccination Schedule Maintenance

Vaccination Schedule Maintenance Screen

Disease: **DIPHTHERIA, TETANUS, ACELLULAR PERTUSSIS**

Type	Dose	Age	Active
DTAP	1	2 Mos	<input checked="" type="checkbox"/>
DTAP	2	4 Mos	<input checked="" type="checkbox"/>
DTAP	3	6 Mos	<input checked="" type="checkbox"/>
DTAP	4	12 Mos	<input checked="" type="checkbox"/>
DTAP	5	5	<input checked="" type="checkbox"/>
TDAP	6	15	<input checked="" type="checkbox"/>

Vaccine Type: **DTAP**

Dose: **1**

Age: **2** Months

Details of when current dose occurs: **2** Months

Interval after previous dose: **2** Months

Forecast Alert Duration: **30** Days

☒ Actively in Use

Last Modified: 12/26/2018 12:13:44 PM

Modified By: _MigrateImmunizations

Print Add Edit Delete Save Cancel Exit

The details entered in the Vaccine Schedule definitions are used in generating a client's vaccination history, showing when they received vaccinations as compared to the defined schedules and show which vaccinations they are late for and those which are scheduled for the future and calculating the date each vaccination is due.

The fields specified for each Vaccination Schedule record are:

Vaccine Type	Abbreviation of vaccine which applies to the vaccination event.
Dose	Vaccination event counter
Details of when current dose occurs	Specification of when current vaccination event being displayed occurs.
Interval after previous dose	Duration of time which current vaccination event occurs after the previous event.
Forecast Alert Duration	Lead time which notify patient of upcoming vaccination event.
Actively in Use	Flag specifying that the schedule definition record is actively in use.
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Vaccination Schedule screen:

Print	Generate a report listing the vaccination schedules defined and the details entered.
Add	Create a new vaccination schedule definition
Edit	Edit an existing vaccination schedule definition
Delete	Deletes an existing vaccination schedule definition
Save	Save details for current vaccination schedule definition which have been modified.
Cancel	Cancel any modifications which have been entered for the current vaccination schedule definition. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

Notes per defining / editing vaccination schedule definitions:

Only the last schedule definition for a disease may be edited. All prior definitions are treated as read-only access.

This is necessary because the time related details of a schedule definition are based upon the previous schedule definition.

To discontinue use of a schedule definition, without deleting the record, simply edit the record and uncheck the Actively in Use specification.

Only the last schedule definition for a disease may be deleted. This will remove the definition from use by the system.

If there is a possibility that a schedule definition is to be revived, simply edit the definition to make it inactive.

If a schedule definition is deleted and then is revived at a later date, the schedule definition will need to be reentered entirely.

The timeframe for when a vaccination event is scheduled to occur can be specified in months or years.

Schedule definitions typically start out specifying the age in months. This can be changed to years at any time.

Once a schedule definition uses the years specification, all subsequent schedule definitions must also be specified in years.

Whereas the timeline per vaccination for most diseases is forward going, starting at the client's Date of Birth, the timeline entered per Flu vaccinations goes backwards. The calculation of dates clients are due for the next flu vaccination is based on the date of their most recent flu vaccination, if available.

Forecast Alert Duration

The forecast alert duration value is the lead time for when to notify the client about upcoming vaccination events via the Reminder / Recall feature of Health Services.

This value is initialized with the default value specified in the disease definition detail. It can be overridden in the schedule definition detail.

Alert durations can vary for each individual schedule definition.

CPT / CVX Codes

The CPT / CVX Codes maintenance screen is where the details pertaining to reporting type of vaccination activity to other agencies are maintained. These agencies include:

Agency	Functions
Ohio Department of Health	Reporting of immunization activities
Insurance Carriers	Submitting claims to be paid by insurance companies

The CPT / CVX Codes Maintenance screen contains two pages. The first page is for maintaining the CPT codes, the second page is for maintaining the CVX codes.

The details for each of these pages are discussed on the following pages.

Note per CPT / CVX Code Definitions

The standard set of CPT / CVX Code definitions are the vaccination related codes provided in details obtained from the CDC. The CPT / CVX definitions are to be considered system definitions and should not be deleted.

Additional CPT / CVX Code definitions for additional health services provided by the health department can be added by the user.

CPT Codes page

CPT Codes are used to identify the vaccine administered to the patient.

Health Services CVX/CPT Codes Maintenance

CPT / CVX Codes Maintenance Screen

☒ Active Codes Only ☒ Show System Codes

CPT	CVX	Name	Active
86580	96	Purified Protein Derivative	<input checked="" type="checkbox"/>
90281	86	IG	<input checked="" type="checkbox"/>
90283	87	IGIV	<input checked="" type="checkbox"/>
90287	27	botulinum antitoxin	<input checked="" type="checkbox"/>
90291	29	CMVIG	<input checked="" type="checkbox"/>
90296	12	diphtheria antitoxin	<input checked="" type="checkbox"/>
90371	30	HBIG	<input checked="" type="checkbox"/>
90375	34	RIG	<input checked="" type="checkbox"/>
90376	34	RIG	<input checked="" type="checkbox"/>
90378	93	RSV-Mab	<input checked="" type="checkbox"/>
90379	71	RSV-IGIV	<input checked="" type="checkbox"/>
90389	13	TIG	<input checked="" type="checkbox"/>
90393	79	vaccinia immune globulin	<input checked="" type="checkbox"/>
90396	36	VZIG	<input checked="" type="checkbox"/>
90470	128	Novel Influenza-H1N1-09, all formulations	<input checked="" type="checkbox"/>
90476	54	adenovirus, type 4	<input checked="" type="checkbox"/>
90477	55	adenovirus, type 7	<input checked="" type="checkbox"/>
90581	24	anthrax	<input checked="" type="checkbox"/>

Print Add Edit Delete Save Cancel Exit

CVX Codes

CPT Code: 86580 ☒ Vaccination Specific

CVX Code: 96

Name: Purified Protein Derivative

Description: Tuberculosis, Purified Protein Derivative

Status: Active

Last Update: 5/15/15

☒ Actively in Use

System: ☒

Last Modified: 08/13/2019 04:42:36 PM

Modified By:

The fields specified for CPT Codes are:

CPT Code	The code value used in identifying the vaccine
CVX code	The CVX value to identify the disease the code pertains to
Name	Name of the vaccine
Description	Description of the vaccine
Status	Indicate that the CPT code definition is actively used.
Last Update	Details of date/time and who last saved modifications entered to the record.

CVX Codes page

CVX Codes are used to identify the disease which the vaccine pertains to

Health Services CVX/CPT Codes Maintenance

CPT / CVX Codes Maintenance Screen

CPT Codes CVX Codes

☒ Active Codes Only

CVX	Description	Group	Active
88	influenza, unspecified formulation	FLU	<input checked="" type="checkbox"/>
89	polio, unspecified formulation	POLIO	<input checked="" type="checkbox"/>
90	rabies, unspecified formulation	RABIES	<input checked="" type="checkbox"/>
91	typhoid, unspecified formulation	TYPHOID	<input checked="" type="checkbox"/>
92	VEE, unspecified formulation	VEE	<input checked="" type="checkbox"/>
93	RSV-Mab		<input checked="" type="checkbox"/>
94	MMRV	MMR	<input checked="" type="checkbox"/>
94	MMRV	VARICELLA	<input checked="" type="checkbox"/>
95	TST-OT tine test		<input checked="" type="checkbox"/>
96	TST-PPD intradermal		<input checked="" type="checkbox"/>
97	TST-PPD tine test		<input checked="" type="checkbox"/>
98	TST, unspecified formulation		<input checked="" type="checkbox"/>
100	pneumococcal conjugate PCV 7	PneumoPCV	<input checked="" type="checkbox"/>
101	typhoid, ViCPs	TYPHOID	<input checked="" type="checkbox"/>
103	meningococcal C conjugate	MENING	<input checked="" type="checkbox"/>
104	Hep A-Hep B	HepA	<input checked="" type="checkbox"/>
104	Hep A-Hep B	HepB	<input checked="" type="checkbox"/>
105	vaccinia (smallpox) diluted	VACCINIA	<input checked="" type="checkbox"/>

CVX Code: 96
Description: TST-PPD intradermal
Group:
Status: Inactive
☒ Actively in Use
System: ☒
Last Modified: 08/13/2019 04:42:36 PM
Modified By:
Buttons: Print, Add, Edit, Delete, Save, Cancel, Exit

The fields specified for CVX Codes are:

CVX Code	The code value used in identifying the disease
Description	Description/name of the disease
Group	Category CVX code is designated to belong in
Status	Indicate that the CVX code definition is actively used.

Functions in the CPT and CVX Codes Maintenance Screens:

Print	Generate a report listing the CPT or CVX codes defined and the details entered.
Add	Create a new CPT or CVX code definition
Edit	Edit an existing CPT or CVX code definition
Delete	Deletes an existing CPT or CVX code definition
Save	Save details for current CPT or CVX code definition which has been modified.
Cancel	Cancel any modifications which have been entered for the current CPT or CVX code definition. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

As the CVX codes are associated with the CPT codes, when the user clicks on the CVX Codes tab, the system will automatically select the CVX code for the currently selected CPT code.

Clinic Sites

The Clinic Sites maintenance screen is where the details of locations which vaccinations and clinical services are provided.

Site Code	Site Name	Active
MCAU	BIONICVILLE	<input checked="" type="checkbox"/>
MC	CROOKED COUNTY HEALTH DEPT.	<input checked="" type="checkbox"/>

Clinic Site Code: MCAU
Clinic Site Name: BIONICVILLE

☒ Actively in Use

Last Modified: 12/27/2018 09:31:07 AM
Modified By: CHC SOFTWARE

Print Add Edit Delete Save Cancel Exit

The fields specified for each Clinic Site are:

Clinic Site Code	Abbreviation code displayed in HDIS
Clinic Site Name	Name of facility which clinical service is provided.
Actively In Use	Flag specifying that the Clinic Site definition is actively in use
Last Modified Modified By	Details of date/time and who last saved modifications entered in the record.

Functions in the Clinic Sites Maintenance page:

Print	Generate a report listing the Clinic Sites defined and the details entered.
Add	Create a new Clinic Site definition
Edit	Edit an existing Clinic Site definition
Delete	Deletes an existing Clinic Site definition
Save	Save details for current Clinic Site which have been modified.
Cancel	Cancel any modifications which have been entered for the Clinic Site. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

Note per Clinic Site Definitions

Although the health department may employ only a few of the clinic sites defined, any clinic sites specified in the vaccination details in any existing details of prior vaccinations must be retained.

The clinic sites not used can be excluded from the list displayed for selection when the details of a vaccination or clinical service are entered in the Health Services screen. That is achieved by editing such clinic site definitions and unchecking the '**Actively In Use**' specification.

Injection Sites

The Injection Sites maintenance screen is where the details of where, on the body, the vaccination is administered to the patient are maintained.

Health Services Codes Maintenance - Vaccine Injection Sites

Vaccine Injection Site Maintenance Screen

Code	Description	Active
IN	INTRANASAL	<input type="checkbox"/>
LA	LEFT ARM	<input checked="" type="checkbox"/>
LD	LEFT DELTOID	<input type="checkbox"/>
LG	LEFT GLUTEUS MEDIUS	<input type="checkbox"/>
LFA	LEFT LOWER FOREARM	<input type="checkbox"/>
LT	LEFT THIGH	<input checked="" type="checkbox"/>
LVL	LEFT VASTUS LATERALIS	<input type="checkbox"/>
PO	ORAL	<input type="checkbox"/>
RA	RIGHT ARM	<input type="checkbox"/>
RD	RIGHT DELTOID	<input type="checkbox"/>
RG	RIGHT GLUTEUS MEDIUS	<input type="checkbox"/>
RFA	RIGHT LOWER FOREARM	<input type="checkbox"/>
RT	RIGHT THIGH	<input checked="" type="checkbox"/>
RVL	RIGHT VASTUS LATERALIS	<input type="checkbox"/>
SCLA	SC LEFT ARM	<input type="checkbox"/>
SCLT	SC LEFT THIGH	<input type="checkbox"/>

Code:

Description:

HL7 Specification:

☒ System Code
☐ Actively In Use

Last Modified: 12/26/2018 12:13:44 PM
Modified By: _MigrateImmunizations

Print Add Edit Delete Save Cancel Exit

The fields specified for each Vaccine Injection Site definition are:

Code	Abbreviation for Injection Site specification
Description	Specifies area of body where the injection can be administered
HL7 Specification	Contents formatted for when details are transferred to outside agency.
System Code	Flag specifying the record to be a system defined record.
Actively in Use	Flag specifying that the injection site definition is actively in use.
Last Modified	Details of date/time and who last saved modifications entered to the record.
Modified By	

Functions in the Vaccine Injection Site Maintenance screen:

Print	Generate a report listing the Injection Sites defined and the details entered.
Add	Create a new Injection Sites definition
Edit	Edit an existing Injection Site definition
Delete	Deletes an existing Injection Site definition
Save	Save details for current Injection Site which have been modified.
Cancel	Cancel any modifications which have been entered for the current Injection Site. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

Note per Injection Site Definitions

Although the health department may employ only a few of the injection sites provided, the injection site definitions displayed are all the site definitions covered in the exchange of details with outside parties, including ImpactSis. The injection site definitions are specified to be system definitions and therefore cannot be deleted.

The injection sites not used regularly can be excluded from the list displayed for selection when the details of a vaccination are entered in the Health Services screen. That is achieved by editing each of these injection site definitions and unchecking the '**Actively In Use**' specification.

VFC Status Codes

The VFC Status codes are for indicating why a client is no longer active in the VFC program through the health department.

Health Services Codes Maintenance - VFC Status Codes

VFC Status Codes Maintenance Screen

Code	Description	Active
DEC	DEC	<input checked="" type="checkbox"/>
INA	INA	<input checked="" type="checkbox"/>
MOV	MOV	<input checked="" type="checkbox"/>
NOC	NOC	<input type="checkbox"/>
PCP	PCP	<input type="checkbox"/>

Code:

Description:

☒ System Code

☒ Actively In Use

Last Modified: 12/26/2018 12:13:44 PM

Modified By: _MigrateImmunizations

Buttons: Print, Add, Edit, Delete, Save, Cancel, Exit

The fields specified for each VFC Status are:

Code	Abbreviation for VFC Status specification
Description	Name or description of what the VFC Status
System Code	Flag specifying the record to be a system defined record.
Actively in Use	Flag specifying that the VFC Status is actively in use.
Last Modified	Details of date/time and who last saved modifications entered to the record.
Modified By	

The detail per being the primary provider of services for a client is replaced by the Responsibility of Patient designation entered on the Information page of the Health Services screen.

Functions in the VFC Status Maintenance screen:

Print	Generate a report listing the VFC Status' defined and the details entered.
Add	Create a new VFC Status definition
Edit	Edit an existing VFC Status definition
Delete	Deletes an existing VFC Status definition
Save	Save details for current VFC Status which have been modified.
Cancel	Cancel any modifications which have been entered for the current VFC Status. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

VFC Eligibility Codes

VFC Eligibility Codes are used to specify the client's participation in the VFC program.

Health Services Codes Maintenance - VFC Eligibility Codes

VFC Eligibility Codes Maintenance Screen

Code	Description	Active
I	DOES NOT HAVE HEALTH INSURANCE	<input type="checkbox"/>
M	ENROLLED IN MEDICAID	<input type="checkbox"/>
F	FQHC	<input type="checkbox"/>
N	NATIVE AMERICAN / ALASKA NATIVE	<input type="checkbox"/>
O	OTHER (NOT VFC)	<input type="checkbox"/>
U	UNDERINSURED	<input type="checkbox"/>
0	UNKNOWN	<input type="checkbox"/>

Code:

Description:

HL7 Specification:

☒ System Code
☐ Actively In Use

Last Modified: 12/26/2018 12:13:44 PM
Modified By: _MigrateImmunizations

The fields specified for each VFC Eligibility Code are:

Code	Abbreviation for VFC Eligibility specification
Description	Name / description for the Eligibility Code
HL7 Specification	Contents formatted for when details are transferred to outside agency.
System Code	Flag specifying the record to be a system defined record
Active	Flag specifying that the VFC Eligibility definition is actively in use
Last Modified	Details of date/time and who last saved modifications entered to the record.
Modified By	

Functions in the VFC Eligibility Code screen:

Print	Generate a report listing the VFC Eligibility Codes defined and the details entered.
Add	Create a new VFC Eligibility Code definition
Edit	Edit an existing VFC Eligibility Code definition
Delete	Deletes an existing VFC Eligibility Code definition
Save	Save details for current VFC Eligibility Code which have been modified.
Cancel	Cancel any modifications which have been entered for the current VFC Eligibility Code. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

Note per VFC Eligibility Definitions

Although the only a few of the VFC Eligibility specifications may apply to the clients of the health department, the eligibility definitions displayed are all the definitions covered in the exchange of details with outside parties, including ImpactSiis. The eligibility definitions are specified to be system definitions and therefore cannot be deleted.

The VFC Eligibility specifications not used regularly can be excluded from the list displayed for selection when the Immunization Detail record for a client is edited in the Health Services screen. That is achieved by editing each of these eligibility definitions and unchecking the '**Actively In Use**' specification.

Vaccine Manufacturer

The Vaccine Manufacturer maintenance screen is for managing details for the drug companies that manufacture the vaccines.

Health Services Drug Manufacturers Maintenance

Vaccine Manufacturer Maintenance Screen

Code	Manufacturer	Active
AB	Abbott Laboratories	<input type="checkbox"/>
ACA	Acambis, Inc	<input type="checkbox"/>
AD	Adams Laboratories Inc.	<input type="checkbox"/>
AKR	Akorn, Inc	<input type="checkbox"/>
ALP	Alpha Therapeutic Corporation	<input type="checkbox"/>
AR	Armour	<input type="checkbox"/>
AVB	Aventis Behring L.L.C.	<input checked="" type="checkbox"/>
AVI	Aviron	<input type="checkbox"/>
BRR	Barr Laboratories	<input type="checkbox"/>
BAH	Baxter Healthcare Corporation	<input type="checkbox"/>
BA	Baxter Healthcare Corporation - inactive	<input type="checkbox"/>
BAY	Bayer Corporation	<input type="checkbox"/>
BP	Berna Products	<input type="checkbox"/>

Code:

Manufacturer:

☒ System Code Definition

☐ Actively In Use

Last Modified: 12/26/2018 11:22:53 AM

Modified By: _Update

Buttons: Print, Add, Edit, Delete, Save, Cancel, Exit

The fields specified for each Vaccine Manufacture are:

Code	Abbreviation for vaccine manufacturer definition.
Manufacturer	Name of company which manufactures the vaccines.
System Code Definition	Flag specifying the record to be a system defined record.
Actively In Use	Flag specifying that the manufacturer definition is actively in use
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Vaccine Manufacturer screen:

Print	Generate a report listing the Vaccine Manufacturers defined and the details entered.
Add	Create a new Vaccine Manufacturer definition
Edit	Edit an existing Vaccine Manufacturer definition
Delete	Deletes an existing Vaccine Manufacturer definition
Save	Save details for current Vaccine Manufacturer which have been modified.
Cancel	Cancel any modifications which have been entered for the current Vaccine Manufacturer. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

Note per Vaccine Manufacturer Definitions

Although the only a few of the Vaccine Manufacturer definitions may apply in the acquisition of vaccine inventory for your health department, the vaccine manufacturer definitions displayed are all the manufacturers provided in details obtained from the CDC. The manufacturer definitions are specified to be system definitions and therefore cannot be deleted.

The Vaccine Manufacturer definitions not used regularly can be excluded from the list displayed for selection when details for a vaccine lot are edited in the Vaccine Inventory Maintenance screen. That is achieved by editing each of these vaccine manufacturer definitions and unchecking the '**Actively In Use**' specification.

Details of vaccine manufacturers obtained from the CDC are updated to reflect change in name of the manufacturers or change in active/inactive status (per acquisition / merge with other manufacturers) as well as definitions for new vaccine manufacturers.