Wyoming Department of Health
Division of Community and Rural Health
Public Health Nursing

Clinical: C-000130

Effective Date: 12/12/07

Policy Title: Documentation of Immunization Record

Authorized By:

State Health Officer

Chief Nurse Executive

Purpose

Proper documentation of patient immunization record ensures that patient receives correct vaccinations and over vaccination does not occur.

Policy

1. As required by federal law (42 US Code 300aa-25), health care professionals should assure that records contain the following information for each vaccination:
   - The date of administration
   - Vaccine manufacture and lot number
   - Signature and title of person administering vaccine
   - Address of where vaccine was given

2. A Vaccine Information Statement (VIS) must be given with every National Childhood Vaccine Injury Act (NCVIA) vaccine and at every visit. The VIS publication date for every vaccine must be documented on the patient's record. It is each office responsibility to make sure the most current VIS sheet is given. To obtain a complete set of current VIS sheets visit www.immunize.org/vis

3. Basic Record Requirements:
    - Full Name
    - DOB
    - Parent /Guardian Name
    - Current address
    - Current Phone number
    - Allergies or NKDA
    - Primary Physician

4. Patient's Personal Record: No patient should leave the clinic without a record of the immunizations received. A personal immunization record must be given to each patient and updated on each visit. Exception would be the annual adult influenza vaccine. An *Official Wyoming Immunization* record (also referred to as the School Record) may serve as the personal record. This form is located on the Wyoming Registry. The wallet sized immunization card can be updated at each visit but does not serve as an official record for school immunizations.
    a. International Travel: Use the yellow "International Certificate of Vaccination" record. Document visit and education on the Clinical Pathway for International Travel. The pathway is located on the PHN website. Refer to the International Travel Policy #000100 on the PHN website for more information. http://wdh.state.wy.us/familyhealth/nursing/administration_manual

5. Systems will be used to remind parent/guardians, patients, and clinics when vaccinations are due and to recall those who are overdue. The Wyoming Immunization Registry Reminder/Recall function is available to assist in recalling patients.

6. With permission, other approved immunization software may be used (e.g., Health Master). PHN agencies using software other than STC will be responsible for the cost of updates and other maintenance. Offices are responsible to attend updates and keep informed of Wyoming Immunization Registry changes.

References

Centers for Disease Control and Prevention. Epidemiology and Prevention of Vaccine-Preventable Diseases. Atkinson, W, Hamborsky, J, McIntyre, L, Wolfe, S, eds. 10th ed. Washington DC: Public Health Foundation, 2007.

Replaces

Documentation 04/2004.