

DOCUMENTATION REQUIRED AT EACH IMMUNIZATION VISIT

(Required by 42 US Code 300aa-25 and CDC, unless otherwise noted)

It is important to know the federal requirements for documenting the vaccines administered to your patients. The requirements are defined in the National Childhood Vaccine Injury Act enacted in 1986. The law applies to all routinely recommended childhood vaccines, regardless of the age of the patient receiving the vaccines. The only vaccines not included in this law are pneumococcal polysaccharide, zoster, and certain infrequently used vaccines, such as rabies and Japanese encephalitis.

- Ensure the documentation record (EMR or Paper Chart) includes the six* required elements of documentation
 - Date vaccine dose given
 - Date Vaccine Information Statement (VIS) given
 - VIS publication date; when administering combination vaccines, all applicable VISs should be given and the individual VFC publication date recorded.
 - Vaccine manufacturer
 - Vaccine lot number
 - Signature & title of person administering the vaccine (may be electronic)
- The federally required information should be both permanent and accessible.
- Federal law does not require a parent, patient, or guardian to sign a consent form in order to receive a vaccination; providing them with the appropriate VIS(s) and answering their questions is sufficient under federal law.
- Best practice: Record the site and route
- Document all vaccines administered in MCIR
 - By direct entry or by EMR data transfer
 - Electronic Medical Records (EMRs) are becoming the future of medical documentation. Providers with EMRs must assure all required fields are contained in their EMR.
- Give an updated MCIR record or vaccine record card
 - Vaccine Administration Record can be found at http://www.michigan.gov/documents/mdch/VAR_Childhood_Final_081911_361439_7.pdf
- VFC eligibility must be recorded on the immunization record or somewhere in the chart.

**State law (*Public Health Act 540 of 1996*)
requires documenting immunizations in
the MCIR within 72 hours of vaccination
regardless of whether the child receives
VFC or private stock vaccine.**