
DOCUMENTING VACCINES

Documenting vaccines is a critical part of immunization services. Immunization Standards of Care for both children and adults, along with federal and state laws outline documentation requirements and guidelines.

- ◆ Federal law requires immunization providers to give the patient a copy of the federal Vaccine Information Statement (VIS) for the vaccine(s) they are about to receive. If the patient is a minor, the VIS must be given to the parent or legal representative.

In the Medical Record: Federal law requires immunization providers to record certain information about the vaccine(s) administered in the patient's medical record or a permanent office log. This includes:

- ◆ Date the vaccine was given
- ◆ Verification a VIS was handed out
- ◆ Date on the VIS
- ◆ Vaccine lot number
- ◆ Vaccine manufacturer
- ◆ Signature of the vaccine administrator
- ◆ Clinic name and address where the vaccine was administered
- ◆ Best practices in immunization documentation would also include route, site, and type of vaccine

The **Vaccines for Children (VFC)** program provides federally purchased vaccines to private provider offices. VFC participating providers must document that they are giving VFC vaccines to eligible children. For more information on the Vaccines for Children Program, visit www.michigan.gov/immunize

Sample Vaccine Administration Records for children & adults are in the AIM Provider Tool Kit found at www.aimtoolkit.org

In the Michigan Care Improvement Registry (MCIR)

Many people in Michigan receive immunizations from multiple providers. Without access to accurate patient immunization records, providers find it difficult to determine which vaccines are still needed.

- ◆ MCIR was created to collect reliable immunization information and make it accessible to authorized users online.
- ◆ Public Act 91 of 2006 requires that all immunization providers report childhood immunizations (birth thru 18 yrs of age) to MCIR within 72 hours of administration.
- ◆ Reporting adult immunizations to MCIR is highly encouraged. For information on MCIR, visit www.mcir.org

For Parents and Patients

Michigan Public Health Code (Public Health Code Act 368 Section 333.9206) requires immunization providers to give a record of the vaccines administered to the patient/parent.

- ◆ This certificate should be in a form approved by the Michigan Dept of Community Health.
- ◆ Immunization record cards for children and adults can be obtained through your local health department.
- ◆ An official immunization record may also be printed from MCIR.

Documenting Adverse Events

The Vaccine Adverse Event Reporting System (VAERS) is a post-marketing safety surveillance program of the Centers for Disease Control and Prevention (CDC) and the Food and Drug Administration (FDA).

- ◆ The National Childhood Vaccine Injury Act of 1986 requires that health care providers report any event listed by the vaccine manufacturer as a contraindication to subsequent doses of the vaccine and those listed in the Reportable Events Table (included in the AIM Kit) that occurs within the specified time period after vaccination.
- ◆ Immunization providers are encouraged to report any events following vaccination, whether you think the vaccine caused the event or not, and vaccine administration errors, such as route, site, and timing errors to VAERS.
- ◆ For more information, visit www.vaers.hhs.gov

Documentation When Vaccines are Refused

It is important that immunization providers document when parents/patients refuse recommended vaccines. Provider liability has occurred when patients contract vaccine-preventable diseases.

- ◆ An example of a refusal to consent to vaccination form can be found in the Adult and Childhood sections of the AIM Provider Tool Kit, found at www.aimtoolkit.org