



<b>Policy and Procedure</b>	
<b>Number:</b>	
<b>Subject:</b>	Standing Orders for Immunizations
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<b>Origination Date:</b>	<b>Review/Revision Date:</b> 08-23-2018
<b>Originating Department:</b>	
<b>Vice President and Chief Quality Officer Approval:</b>	

- I. **Policy:** To provide a standardized approach to providing immunizations and preventative services to patients at Prevea Health.
  
- II. **Purpose:** To improve the overall health of patients by facilitating immunizations to all eligible patients by streamlining the assessment and delivery process of orders; thereby reducing the burden of diseases, which provides improved care, reduced morbidity and mortality and reduce the cost of healthcare for the patient.
  
- III. **Criteria:**
  - a. Any patient that presents to Prevea may receive immunizations according to the procedure outlined.
  - b. If patient is not a current Prevea patient, proceed with registering and assigning MRN.
  
- IV. **Procedure:**
  - a. Immunizations
    1. In EPIC, the vaccine administrator will need to list a provider. The following provider should be listed if the patient does not have a Prevea Primary Care Provider.
      - a. Green Bay region—Vice President and Chief Quality Officer
      - b. Sheboygan region—Chief Medical Officer for Sheboygan region
      - c. St. Clare locations—Family Medicine Department Chair
      - d. Western region—Chief Medical Officer for Western region
    - ii. For all other immunizations, the CDC Guidelines are to be followed for patients (<https://www.cdc.gov/vaccines/schedules/index.html> ). The Prevea Standard Immunization schedule may also be referenced for more information (this can be found on the clinical info page/immunization section on SharePoint)
      1. For patients with an active PCP at Prevea, the appropriate vaccines as determined by the CDC guidelines, will be ordered under the name of the PCP by the department RN, LPN, or CMA/RMA.
      2. Patients not established with a Prevea PCP:
        - a. If seeing a Physician or APP in a specialty, that provider may place an order(s) for immunization(s) based on CDC guidelines on a case by case basis. Clinical staff shall help coordinate the facilitation of the vaccine (ie: sending the patient to a primary care department for vaccination, obtaining the vaccine from another department, or ordering the vaccine from Supply Chain to be stocked within the department).

- b. Patients requesting immunizations through a Prevea Health clinic without a relationship with a Prevea PCP or specialist, may receive immunizations if the following criteria are met:
  - i. A Prevea provider has agreed to order/authorize the immunization(s) and manage any adverse events should they occur.
    - 1. The patient must have an up to date allergy record in EPIC which includes assessing the patient's history of allergies prior to administering the immunization.
    - 2. Prior vaccination record should be assessed through Care Everywhere and Immunization Registry before administering the vaccine.
    - 3. Ordering/Authorizing provider must be immediately available on site.
  - ii. If a pediatric patient does not have a PCP at Prevea or an outside PCP, strong consideration/recommendation should be given to have the patient establish care for well-child visits.
  - iii. CDC guidelines must be followed.
    - 1. If the requested immunizations are from an outside provider's office, and the orders are outside of routine guidelines, documentation/guidelines from that provider's office should be received and reviewed prior to ordering, authorizing, and administering the immunizations (Example: transplant patients).

V. **Responsible Department:** This guideline is to be followed by Registered Nurses, Licensed Practical Nurses, Certified Medical Assistants, and any other trained clinical staff under the direction of the Vice President and Chief Quality Officer.

VI. **Attachment(s):**

VII. **References:**

VIII. **Applicable Departments:**