Provider Visit Vaccine Administration Process Nurse/MA Nurse/MA Nurse/MA Review EPIC for historical Review vaccine Receptionist Review Health immunizations (including history during Patient arrives for Maintenance Topics and Nurse/MA Scheduler vaccine registry data); if needed, huddle with visit and checks in. Nurse/MA Room patient. Log vaccines due today with Scheduled Provider If VFC, check KCHIP Call for patient: Patient request outside vaccination provider prior to into Epic and verify patient/parent. If Office Visit scheduled for records 1 week prior to visit. If patient visit. level eligibility. verify name and updates to immunization patient name and visit. non VFC administering office. Discuss what Scan eligibility date of birth. date of birth. history are made, click call neighboring site and patient is eligible documentation to "Update HM" in health schedule nurse only visit. (see for and order in premedia in Epic. maintenance. list of sites for more details). visit charting. NO or Patient/Parent has questions MD/APP Place additional vaccine orders as Nurse/MA MD/APP needed. Complete visit Obtain vaccine Nurse/MA Nurse/MA Nurse/MA Provider reviews with patient. consent for patients Nurse/MA Provide Vaccine Nurse/MA Patient/Parent Pend Order for vaccines due Sign all vaccine orders. <18 yo. Instruct nfo Statement (VIS) Does Patient Does patient have decides if they want YES Provider if not today and patient/parent of 15 to patient/parent Parent Decline a contraindication to receive the already placed in discusses risks/ VFC Patient in Non-VFC Office minute wait time for for vaccines due vaccine(s)? to the vaccine? vaccine. pre-visit charting. benefits with Refer patient to VFC office and HPV, Tdap, and today. patient/parent. refer to Non-Provider Visit Vaccine Meningococcal NO Admin Process (appointment vaccines. should already be scheduled) YES YES-Parent Nurse/MA Sign vaccine declination form if patient is <18 yo. Document Nurse/MA **END PROCESS** Nurse/MA contraindication and Document patient declination in Epic (all ages). Review order(s) under consult with provider. Scan declination form into media if patient is minor. "Immunizations" in EPIC. Pull vaccines and gather all administration supplies. Nurse/MA Nurse/MA Nurse/MA Nurse/MA Perform hand Nurse/MA Perform hand Scan vaccine container with Prepare vaccine Nurse/MA hygiene, surface Click accept as hygiene, surface Nurse/MA Document vaccine medication scanner to populate using aseptic disinfection, and 7 incomplete for the disinfection, and LOT number, NDC number, and technique following Pull up patient in site in EPIC and Rights on order and immunization in 7 Rights on order EPIC at location package insert expiration date or enter them click accept. vaccine- Right Drug, and vaccine-Right EPIC. Repeat for all manually ONLY if there is no instructions. Label where Nurse/MA Repeat for all Right Dose, Right Drug, Right Dose, vaccines. Administer vaccine. scanner. Click YES for "VIS containers immunization(s) will vaccines. Complete Patient, Right Route, Right Patient, be given to patient. Provided Today". Answer VFC according to charge capture for Right Time. Take vaccines Right Route, Right questions if applicable. Review labeling criteria with Verify name and vaccines Expiration Date, directly to the Time, Expiration KCHIP eligibility in media labeled approved labels. date of birth. administered (if not Medication Allergies. Date, Medication patient to as if applicable. Repeat for all Repeat for all already done). Allergies. Repeat Repeat for all administer. vaccines vaccines. vaccines. for all vaccines. Receptionist Nurse/MA Nurse/MA Nurse/MA Nurse/MA Schedule next If applicable: Remind Provide specific Give updated Assess patient's reaction post appointment or patient/parent of 15 administration. If patient has patient education immunization next immunization **END PROCESS** minute wait time for HPV. adverse reaction, notify provider (ex: peds tylenol certificate to appointment. Updated: Tdap, and Meningococcal and document adverse reaction in dosing) to the parent/patient (if Provide AVS (if not vaccines-patient waits. patient/parent. indicated). Epic note. 3/26/18 already done).