

IMMUNIZATIONS

A. Obtaining HIPAA Form

The HIPAA form is usually signed at the 15-month clinic appointment. If the child is older than 15 months and has either changed HCP's or has never filled out a HIPAA form, we request that a HIPAA form be completed during their next clinic visit. At the beginning of every month, a list of those that are due in clinic the following month and who require HIPAA forms will be printed out. To do this, follow these steps:

1. Open the DAISY database.
2. From the main menu, click on 'Immunization Concerns.'
3. Next, click on 'Who needs a HIPAA form to complete.'
4. Enter the date parameters (i.e. beginning the first day of next month and ending the first day of the following month).
5. Print the list.
6. For each child on the list, on the blank HIPAA form (S:\DAISY MOO\Immunizations\Appendix), fill in the child's first and last name, write the study ID in the top right corner of the form, and highlight the child's name, where the parents will fill in the HCP information, and where the legal guardian is asked to sign.
7. Place these forms in their appropriate charts to be signed during their next clinic visit.