IMMUNIZATIONS

D. Immunization Record Data Entry

1. Open the S:\Daisy\Daisy database.

2. Click on the 'Immunization Concerns' Button.

3. Click on the 'Open Immunization Form' Button.

4. Most of the immunization record data entry is self-explanatory. Delineated here are the special cases. For each shot, enter the **date** administered, whether the date was **est?** (for estimated), and the **type** of shot when required:

    a. **est?** If the exact date is available, key this field as 2=No. If there is only a month and a year or the shot was administered at "2 months", for example, you will need to estimate the shot day. Key the Est? field as 1=Yes. The procedure for estimating the shot day is described below.

    b. **Type** For DTP & Polio, you will need to indicate the type of shot. For DTP, the choices are 1=DTP, 2= DTaP and 3=Unknown. For Polio, the choices are 1=IVP, 2= OVP and 3=Unknown. If polio type is not specified as OVP/IVP, look at the injection site--if "O", "OP" or "PO" is listed, the type is 2=OVP.

    c. **Date** Enter the exact date if it is available. When immunization dates are listed in months, the birth "day" will be used. For example, if the 2nd DTP shot was given at "4 months" and the birth date was 1/25/98, you would key 5/25/98 for the 2nd DTP shot date (and would indicate in the est? field that this date was estimated).

    When a month/year combination is given in the record, use the 15th of the month. For example, if 6/97 is listed for the 1st MMR, key in 6/15/97.

    d. **Comments** Note in the Comments field if an entire series of immunizations is missing or intentionally not given. Use this field also if there is any other pertinent information on the immune record that cannot be filled in the other fields. For example, if there were more than the allotted shots for immunization dates given for a particular shot, note that fact, the shot, and the date in the comments field. E.g., if there were 5 HIB shots given, note that along with the 5th date in the comments field.

    e. **Misc.** Tetramune is a combo of HIB & DTP. Enter them separately.

    f. **New issues** When new issues arise (e.g., see 4.e.) please add to this protocol.