

**Points to Remember:**

An immunization record can be modified in the following ways. Always ensure the reason for modification is clearly documented.

Page 2: Override Immunization status revises the status of an immunization from valid to invalid, or invalid to valid.

Page 3: Update an immunization record updates some or all fields as selected. If the immunization record was originally documented as:

- Historical – Update will allow users to modify all fields
- Non-Provider Recorded – Update will allow users to modify all fields except the Date Administered, Holding Point Name & Holding Point Location
- Provider Recorded – Update will allow users to modify all fields except the Date Administered, Provider, Holding Point Name & Holding Point Location

Page 4: Copy/Replace an immunization record offers the option of retaining all previously entered data but editing only the incorrectly entered information, some or all fields as selected. If the immunization record was originally documented as:

- Historical – Copy/Replace will allow users to modify all fields
- Non-Provider Recorded – Copy/Replace will allow users to modify all fields
- Provider Recorded – Copy/Replace will allow users to modify all fields except the Provider's name

Page 5: Delete an immunization record deletes an immunization record that has been incorrectly recorded.

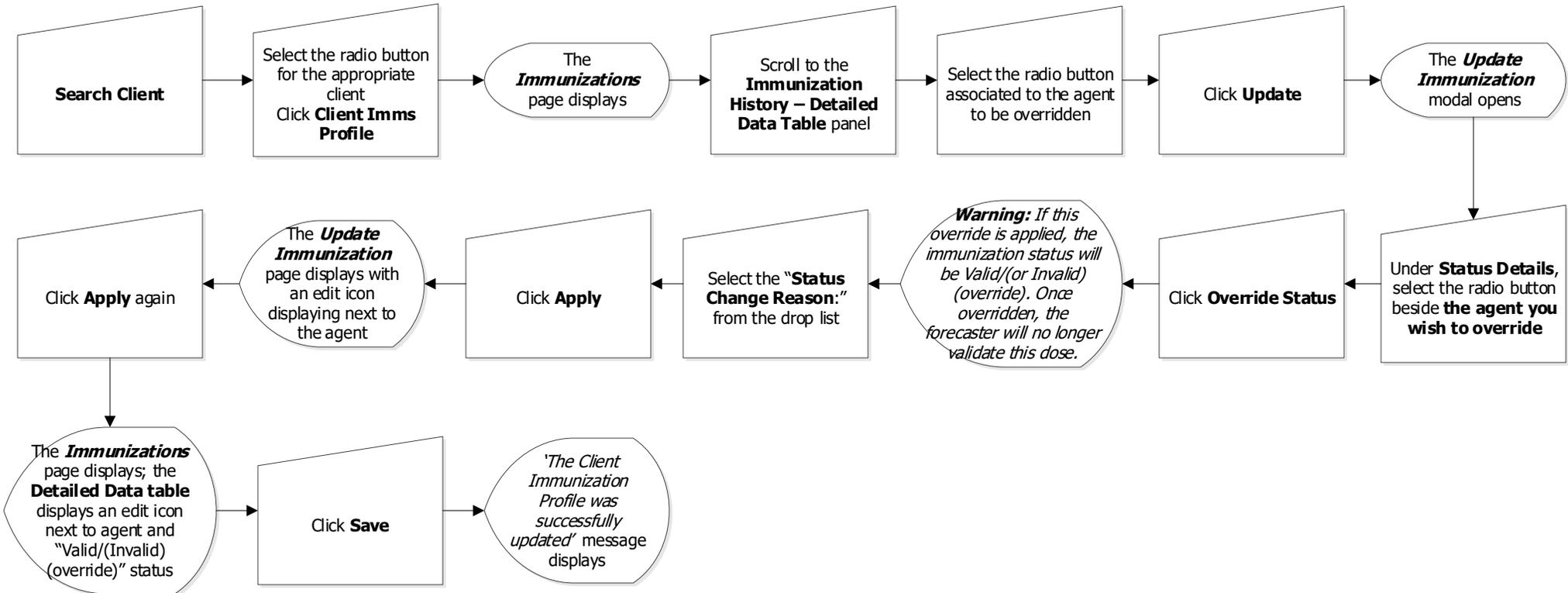
Possible reasons for updating, copy/replacing an immunization error may include: wrong dose, wrong site, wrong route, wrong provider etc. In all scenarios, a reason for modifying the record must be selected, or a comment must be entered.



Immunizations: Modify an Immunization Record - Override

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Points to Remember:

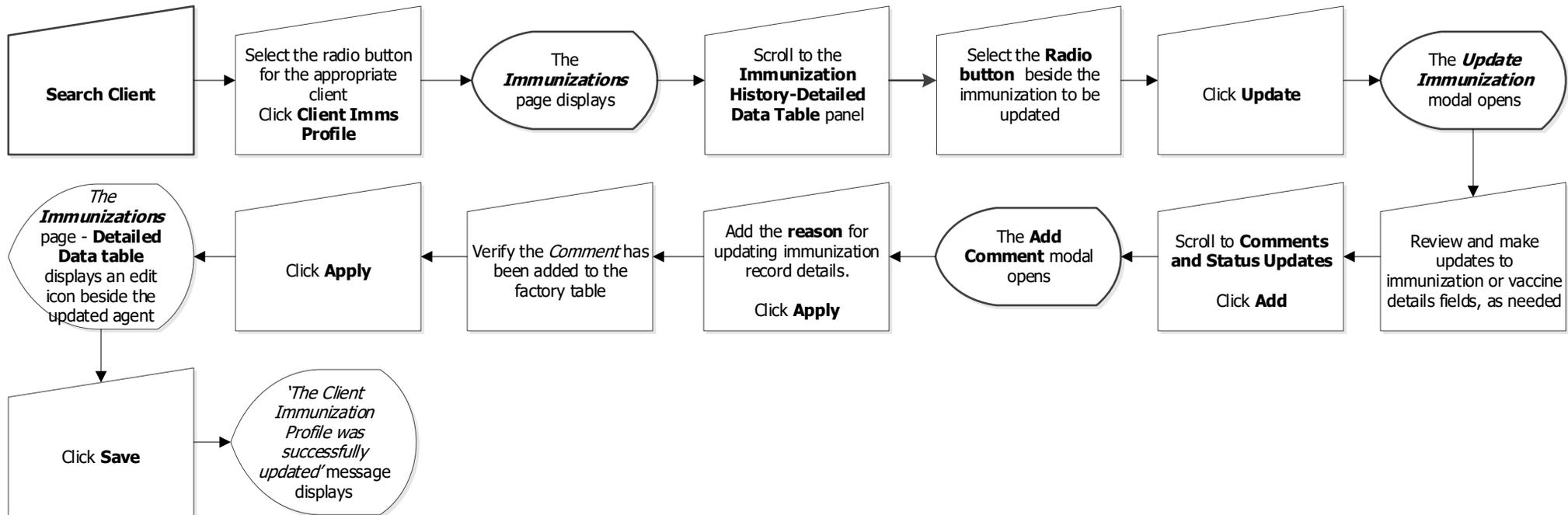
- Clearly document the explanation for overriding the rules to change the vaccine from invalid to valid (or vice versa). The reason for status change displays in the 'Comments and Status Updates' section after saving the changes.



Immunizations: Modify an Immunization Record - Update

Page 3

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Points to Remember:

Update an immunization record updates some or all fields as selected. If the immunization record was originally documented as:

- Record Historical – Update will allow users to modify all fields
- Non-Provider Recorded – Update will allow users to modify all fields except the Date Administered, Holding Point Name & Holding Point Location
- Provider Recorded – Update will allow users to modify all fields except the Date Administered, Provider, Holding Point Name & Holding Point Location

Some reasons for updating an immunization error may include: incorrect dose, site, route, provider, etc

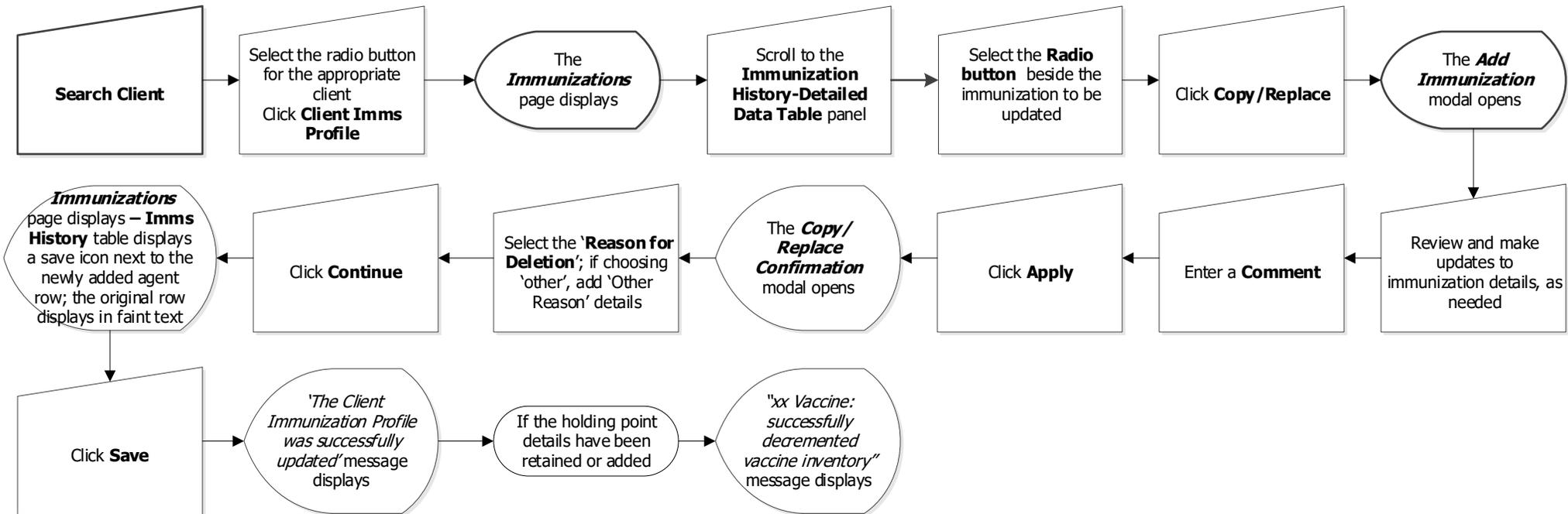
Entering a reason for updating the immunization record is required within the **Comments** field.



Immunizations: Modify an Immunization Record - Copy/Replace

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Points to Remember:

Copy/Replace an immunization record offers the option of retaining all previously entered data but editing only the incorrectly entered information, some or all fields as selected. This option also allows entering information that had previously been omitted. If new holding point details are added, this option **will autodecrement inventory*** from the holding point.

If the immunization record was originally documented as:

- Historical – Copy/Replace will allow users to modify all fields
- Non-Provider Recorded – Copy/Replace will allow users to modify all fields
- Provider Recorded – Copy/Replace will allow users to modify all fields except the Provider's name

Some reasons for updating, copy/replacing an immunization error may include: incorrect date, dose, site, route, provider, etc. Entering a reason for updating the immunization record is required within the **Comments** field.

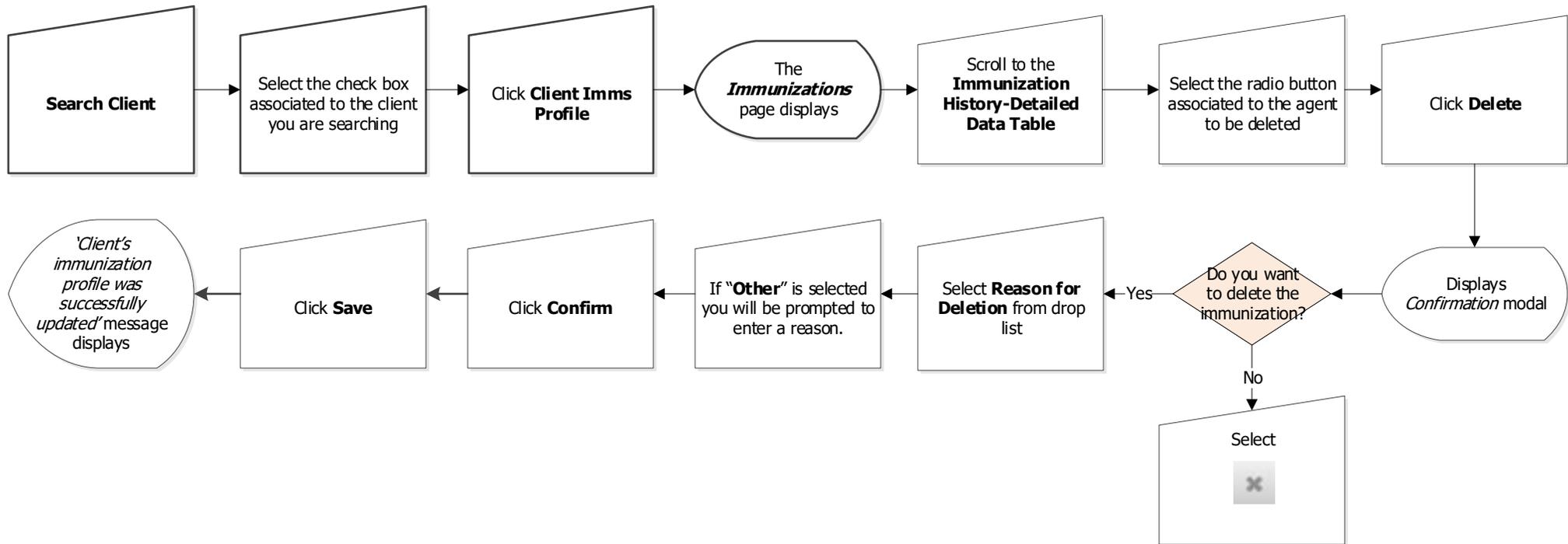
*To prevent vaccine inventory from autodecrementing, clear out the previously entered holding point name.



Immunizations: Modify an Immunization Record - Delete

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Points to Remember:

- Use care when deleting a recorded immunization as it will be permanently deleted, however the associated encounter will not be deleted.
- The need to delete a recorded immunization would most likely occur when an immunization is recorded in an incorrect client record.