

Recording and Documentation

One of the most important aspects of vaccine administration is accurate documentation of the immunizations a child receives. Providers should maintain accurate, up to date and easily retrievable records of a patient's immunization history. The reasons are obvious. Accurate records make sure that under immunized children will receive the correct vaccine in a timely fashion and immunizations are not duplicated. Not only is this good medical practice, but the law requires that:

“Health-care providers who administer vaccines covered by the National Childhood Vaccine Injury Act are required to ensure that the permanent medical record of the recipient (or a permanent office log or file) indicates the date the vaccine was administered, the vaccine manufacturer, the vaccine lot number, and the name, address, and title of the person administering the vaccine. In addition, the provider is required to record the edition date of the VIS distributed and the date those materials were provided” (MMWR; vol. 60, #2).

A number of sources including MDCH and the AAP have one page standardized forms that include all of the necessary information and are included in this manual (Immunization Administration Chart). Providers with EHRs need to make sure their systems have this information also included.

Physicians should also include documentation of signed informed consent, screening questions, and receipt of VIS statements. Again there are forms that include all of these on a single sheet and samples are included in this manual (Vaccine Documentation/ Consent Form).

Parents and guardians should also be provided a copy of the immunization records either in a booklet or standardized form. This should be updated at each visit. The importance of these records needs to be impressed upon the caregiver.

IMMUNIZATION REGISTRY – MCIR

Immunization registries, now known as Immunization Information Systems (IIS), are computerized systems that collect immunization information from multiple sources into a state-wide database. These databases are confidential, but allow access of an individual's immunization information to health care providers, public health entities, and schools. These systems help prevent duplicate vaccinations, limit missed appointments, reduce vaccine waste, and reduce staff time required to produce or locate vaccination records or certificates. In Michigan, the IIS is known as MCIR. MCIR has been functional since 1998. Since that time, MCIR has been steadily expanding the number of providers who are part of the system. For information on how to become a part of MCIR contact the program at: www.mcir.org