Entering an Immunization in ECW 11

Any vaccine to be administered in your office needs to be set up by an ECW administrator – once it has been set up, it is available for documentation in ECW.

Recording an immunization given during an office visit:

Click on “Immunizations” in the progress note.

Make sure the “Hx” tab is selected, then click on “Add”.
In this case, I searched for “tdap”, then selected “Tdap” (purchased by my office – not “Tdap FFS” which stands for “free from state”). I then clicked on the ellipsis next to “Lot Number”, and this opened the screen showing all the immunizations in my pharmaceutical grade refrigerator. Clicking on the Tdap highlighted in this screen drops vaccine details into the immunization screen, and decrements the vaccine dose number by 1.

The lot number, route, expiration date, manufacturer, and the date on the Vaccine Information Statement (VIS) were all pulled in, once the Tdap was chosen from list of immunizations. The location, date the VIS was provided to the patient (or parent), name of the person administering the vaccination, and VFC eligibility all need to be entered at the time of the office visit. Clicking on the ellipsis next to “Given By” opens the Prima CARE staff list if “Me” isn't the appropriate choice. For patients under age 19, VFC (Vaccine for Children) eligibility needs to be determined and entered – this determination is beyond the scope of this document. No patient aged 19 or older is VFC eligible. Due to reporting requirements for the state of Massachusetts, all adults need to be reported as “Not VFC Eligible”. This is a ridiculous request in my view, but it is the rule as we understand it – so for adults, please report them as “Not VFC eligible”. Once all information is entered, click “OK”. 
The immunization drops into the note, and can also be found in the “Overview” tab of the right panel. The ICD10 and CPT codes are also dropped into the billing screen automatically.

To document refusal of a vaccine, click on the ellipsis next to “Reason”. Enter the reason for the refusal (most often, the reason is “Patient decision”). The suppress function here does not communicate with the Prima CARE alert system, so don't bother with this area.
Recording an immunization given elsewhere, or given in the past:

Go to the Hub and click on “Imm/T.Inj”, then click “Add”, using the same workflow described earlier. Click on the “Y” after “Vaccination Given in Past”, and then adjust the date to the date of administration. I also recommend adding a short explanation in the “Comments” box, like “Given at CVS”.

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