

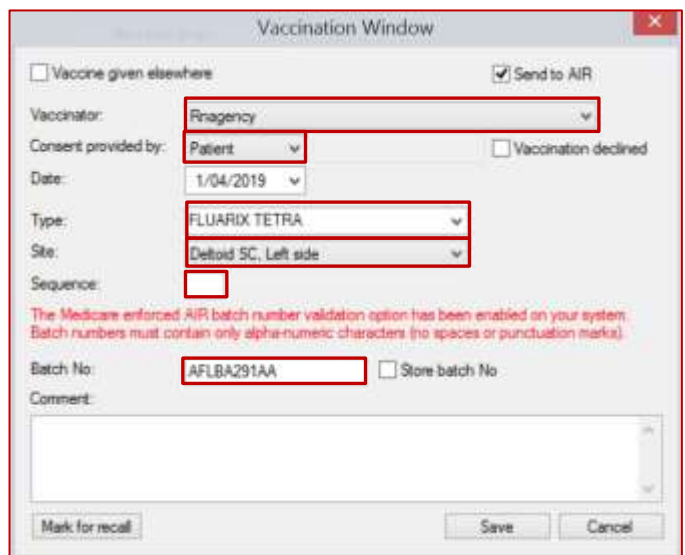
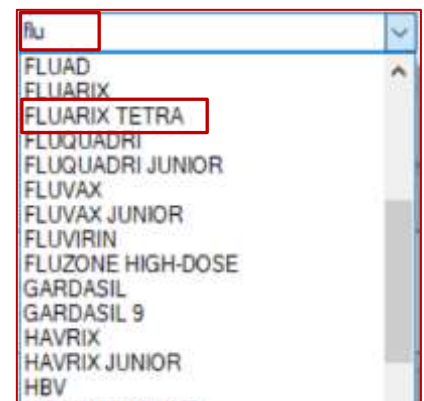
Summary Sheet

Adding an immunisation

Immunisations can be entered on the patient record using the Immunisations tab. The option to add immunisations given at other clinics and to record declined vaccinations is available to improve the completeness and accuracy of the data recorded in MedicalDirector.

Adding an immunisation:

1. **Open** a patient record (**F2**).
2. **Click on the Immunisation tab.**
3. Select the **Add** button.
4. Select a **Vaccinator** (must have a provider number).
5. Indicate who gave **consent** for the vaccination.
6. Select a **Type**. Click on the drop-down arrow and enter the first few letters of the vaccine.
7. Select a **Site** where the vaccine was administered.
8. Enter the **Sequence** number (if the vaccination requires multiple doses).
9. Enter the **Batch No.** (and tick Store batch No. if the batch is new)
10. Enter a **comment** (if applicable).
11. Add a **Recall** (to have the patient recalled for another immunisation in the future).
12. **Save.**

Note: Immunisation records will automatically be ticked to send to the Australian Immunisation Register (AIR) if the vaccine is approved for submission by AIR and it is administered at the surgery (not marked as 'given elsewhere').