Manual Entry of New Shots
(for sites NOT using the CAIR Vaccine Inventory feature)

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For additional support, the following resources are available:

CAIR Help Desk
  Hours: Monday - Friday 8:00AM - 5:00PM
  Phone: 800-578-7889
  Email: CAIRHelpDesk@cdph.ca.gov

Local CAIR Representatives (LCRs): [http://cairweb.org/lcrs/](http://cairweb.org/lcrs/)

CAIR Website: [www.cairweb.org](http://www.cairweb.org)
  CAIR User Guides and Videos: [http://cairweb.org/cair2-training-resources/](http://cairweb.org/cair2-training-resources/)
PURPOSE OF THIS GUIDE
This Guide describes how to enter new vaccinations (i.e., shots given by your site) into CAIR if your site is NOT using CAIR’s Vaccine Inventory feature. If your site does not use the Vaccine Inventory feature, then the information about the shot given, such as Vaccine Type and Lot Number, must be selected and/or manually entered into CAIR.

For information about using other features of CAIR (e.g., documenting risks and reactions, running patient reports, etc.) refer to the resources listed on the cover page of this Guide.

IMPORTANT NOTE
When entering vaccines manually in CAIR, some fields do not automatically populate and/or are not required. A key example is Vaccine Lot Number. Although not required, it is HIGHLY recommended that Vaccine Lot Number be entered into the patient’s record in CAIR. This is a vaccination documentation standard and is critical for patient care (e.g., in the event of a vaccine recall).

To manually enter an immunization into CAIR, you will first need to:
1. Log into CAIR
2. Search for your patient
3. Open the patient’s record

For more information on these steps, refer to the CAIR2 Regular User Guide on the CAIRWEB website: http://cairweb.org/cair2-training-resources/

Once you have opened the Patient’s record in CAIR, click the History/Recommend button to open the Patient’s History/Recommend page.
Entering Routinely-recommended vaccines

On the History/Recommend screen (see below):

1. Check the boxes in the Select column for the vaccines you are giving.
   Note: This section only lists routinely-recommended vaccines. See Page 5 for instructions on how to enter non-routinely recommended vaccines (e.g., a travel vaccine).

2. Once you have selected the vaccines you want to record, click the ‘Add Selected’ button.

History/Recommend screen

On the next screen that appears (see next page):

1. Make sure the ‘From CAIR Inventory’ checkbox is NOT checked. If it is checked, then uncheck it.
   You should only have to uncheck this box the first time you log in. After that, it should automatically remain unchecked every time you log in.

2. The vaccines that you had selected to give on the History/Recommend screen will appear in the Immunization field (see Influenza example below).
3. For each vaccine you selected to give, select/enter the following information in each field:
   - **Date Administered**: Enter/select the date the vaccine(s) was administered to the patient.
   - **Trade Name**: Select the Trade Name of the vaccine (e.g., Pediarix).
   - **Lot Number**: Manually enter the Lot Number of the vaccine. Note: Lot Number is not required, but it is HIGHLY recommended that this information be entered for documentation purposes and in the event of a vaccine recall.
   - **Administered By**: Select the name of the staff member who administered the vaccine to the patient. Note: this field is not required, but recommended as a vaccine documentation standard. You can select this information only if you have requested to have the staff at your site who give vaccinations added to this dropdown in CAIR (called ‘Clinicians’ in CAIR).
   - **Body Site**: Select the anatomical site the vaccine was administered (e.g., Left Deltoid).
   - **Route**: Select the route the vaccine was administered (e.g., Intramuscular, intranasal). Note: this field is not required, but recommended as vaccine documentation standard.
   - **Dose**: Defaults to Full dose (the standard dose based the age of the patient and type of vaccine). You can select a different amount if more or less than the full dose was given.

Once you have entered all of the vaccine information, click the ‘Save’ button at the bottom of the section. The Patient’s History/Recommend screen will then display and the new shot(s) you entered will display in the Immunization Record section of the screen. The Recommendations for future vaccination will update based on the shots you recorded.
**Entering Non-routinely recommended vaccines**

If the vaccine you are giving is not routinely recommended (e.g., a travel vaccine), it will not be listed in the Vaccine Recommendation section on the Patient’s History/Recommend screen.

To enter these vaccines, click the ‘Add New Imms’ button on the Patient’s History/Recommend screen (see below).

**History/Recommend screen**
On the screen that appears (see below):

1. In the Enter New Immunization section of this screen, fields will display for entering up to six vaccinations that you have given.

2. Make sure the ‘From CAIR Inventory’ checkbox is NOT checked. If it is checked, then uncheck it.

3. **Date Administered**: Enter/select the date the vaccine(s) was administered to the patient.

4. **Immunization**: Select the Immunization you want to record from the dropdown menu.

5. Follow Step #3 on Page 4 for instructions on entering the rest of the information for each shot.

3. click the ‘Save’ button once you have entered all of the vaccine information.

The Patient’s History/Recommend screen will then display and the new shot(s) you entered will display in the Immunization Record section of the screen. The Recommendations for future vaccination will update based on the shots you recorded.

For information about using other features of CAIR (e.g., documenting risks and reactions, entering historical shots, running patient reports, etc.), refer to the resources listed on the cover page of this Guide.