



Manual Entry of New Shots

(for sites NOT using the CAIR Vaccine Inventory feature)

Revised: 1/2018

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/>

CAIR Website: www.cairweb.org

CAIR User Guides and Videos: <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.

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Patients
patient search
Reports
reminder / recall
check reminder status
check reminder list
manage custom letters
cocasa extract
check request status
vaccine eligibility
check vaccine elig status
group patients
check group status
assessment report
check assessment
benchmark report
check benchmark
ad hoc list report
ad hoc count report
ad hoc report status
accountability report
request
check vaccine accountability
state supplied flu report
state supplied vaccine report
Inventory
manage inventory

Update Patient

Personal Information

* Last Name LOU * Gender Female

* First Name LIZA Medi-Cal ID

Middle Name Birth Order (for multiple births)

Suffix Birth Country UNITED STATES

* Birth Date 10/18/2004 Birth State CA

Mother's Maiden Last REED Birth County

Mother's First Name MARY Medical Record Number

Last Updated by Pharmacy 1 on 12/18/2017

Patient AKA (1)

Organization Information

Patient Information

Address Information

Responsible Persons (2)

Patient Comments (1)

Patient Notes (1)

Save
History/Recommend
Reports
Cancel

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

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check assessment
benchmark report
check benchmark
ad hoc list report
ad hoc count report
ad hoc report status
accountability report
request
check vaccine
accountability
state supplied flu report
state supplied vaccine
report

Inventory
manage inventory
manage transfers
doses administered
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transaction summary

Mass Vaccination
patient quick entry

Patient Information								
Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number	CAIR ID			
LIZA LOU	10/18/2004	F	ACIP		184			
Address: 111 MAIN ST, SACRAMENTO, CA								
Home Phone/Cell Phone: /								
Comments: {1 of 1} .. 08/18/2010 ~ History of varicella (chicken pox)								
Current Age: 13 years, 2 months								
Patient Notes (1) view or update notes								
Immunization History TB Test History								
Add New Imms Add Historical Imms Edit Patient Reports Print Record Print Confidential Record								
Immunization Record								
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	02/10/2005	1 of 4	DTaP-HepB-IPV [Pediatrix ®]	Full	No			
	07/27/2005	2 of 4	DTaP-HepB-IPV [Pediatrix ®]	Full	No			
	11/03/2006	3 of 4	DTaP-HepB-IPV [Pediatrix ®]	Full	No			
HepA	04/27/2006	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ®]	Full	No			
	11/03/2006	2 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ®]	Full	No			
HepB	10/19/2004	1 of 3	HepB, NOS [HepB ®]		No		Yes	
	02/10/2005	2 of 3	DTaP-HepB-IPV [Pediatrix ®]	Full	No			
	07/27/2005	3 of 3	DTaP-HepB-IPV [Pediatrix ®]	Full	No			
MMR	11/03/2006	2 of 2	DTaP-HepB-IPV [Pediatrix ®]	Full	No			
	04/27/2006	1 of 2	MMR [MMR II ®]		No		Yes	
	11/03/2006	2 of 2	MMR [MMR II ®]		No		Yes	
Polio	02/10/2005	1 of 4	DTaP-HepB-IPV [Pediatrix ®]	Full	No			
	07/27/2005	2 of 4	DTaP-HepB-IPV [Pediatrix ®]	Full	No			
	11/03/2006	3 of 4	DTaP-HepB-IPV [Pediatrix ®]	Full	No			
	10/30/2008	4 of 4	Polio-Inject [IPOL ®]		No		Yes	
Td/Tdap	02/15/2015	1 of 1	DTaP,5 pertussis antigens [DAPTACEL ®]		No		Yes	
Vaccines Recommended by Selected Tracking Schedule								
Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date			
	DTP/aP	DTaP, NOS		Maximum Age Exceeded				
	HepA	HepA, NOS		Complete				
	HepB	HepB, NOS		Complete				
<input type="checkbox"/>	HPV	HPV, NOS	10/18/2013	10/18/2015	04/18/2017			
<input type="checkbox"/>	Influenza-seasonl	Flu NOS	10/18/2013	09/01/2017	10/18/2013			
<input type="checkbox"/>	Men ACWY	MCV4, NOS	10/18/2015	10/18/2015	10/18/2017			
	MMR	MMR		Complete				
	Polio	Polio, NOS		Complete				
<input type="checkbox"/>	Td/Tdap	Tdap	02/15/2020	02/15/2020	02/15/2025			
	Varicella	Varicella		Contraindicated				
							Add Selected	

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.

3.3.2

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 summary
 ation
 entry

Patient Information

Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number	CAIR ID
LIZA LOU	10/18/2004	F	ACIP		184
Address: 111 MAIN ST, SACRAMENTO, CA					
Home Phone/Cell Phone: /					
Comments: {1 of 1} .. 08/18/2010 ~ History of varicella (chicken pox)					

Current Age: 13 years, 2 months, 18 days

Patient Notes (1) [view or update notes](#)

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
DTP/aP	02/10/2005	1 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	07/27/2005	2 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	11/03/2006	3 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
HepA	04/27/2006	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]	Full	No		
	11/03/2006	2 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]	Full	No		
HepB	10/19/2004	1 of 3	HepB, NOS [HepB ©]		No		Yes
	02/10/2005	2 of 3	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	07/27/2005	3 of 3	DTaP-HepB-IPV [Pediarix ©]	Full	No		
MMR	11/03/2006		DTaP-HepB-IPV [Pediarix ©]	Full	No		
	04/27/2006	1 of 2	MMR [MMR II ©]		No		Yes
	11/03/2006	2 of 2	MMR [MMR II ©]		No		Yes
Polio	02/10/2005	1 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	07/27/2005	2 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	11/03/2006	3 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	10/30/2008	4 of 4	Polio-Inject [IPOL ©]		No		Yes
Td/Tdap	02/15/2015	1 of 1	DTaP,5 pertussis antigens [DAPTACEL ©]		No		Yes

Enter New Immunization

From CAIR Inventory ← * Date Administered 01/05/2018

Remove	Immunization	* Trade Name	Lot #	Administered By
<input checked="" type="checkbox"/>	Influenza-seasn1			

* Body Site Route Dose

Save ← Cancel

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

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.....

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Patient Information

Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number	CAIR ID
LIZA LOU	10/18/2004	F	ACIP		184
Address 111 MAIN ST, SACRAMENTO, CA					
Home Phone/Cell /					
Phone /					
Comments {1 of 1} .. 08/18/2010 ~ History of varicella (chicken pox)					

Current Age: 13 years, 2 months

Patient Notes (1) [view or update notes](#)

[Immunization History](#) [TB Test History](#)

Add New Imms
Add Historical Imms
Edit Patient
Reports
Print Record
Print Confidential Record

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	02/10/2005	1 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	07/27/2005	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	11/03/2006	3 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
HepA	04/27/2006	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ®]	Full	No			
	11/03/2006	2 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ®]	Full	No			
HepB	10/19/2004	1 of 3	HepB, NOS [HepB ®]		No		Yes	
	02/10/2005	2 of 3	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	07/27/2005	3 of 3	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	11/03/2006		DTaP-HepB-IPV [Pediarix ®]	Full	No			
MMR	04/27/2006	1 of 2	MMR [MMR II ®]		No		Yes	
	11/03/2006	2 of 2	MMR [MMR II ®]		No		Yes	
Polio	02/10/2005	1 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	07/27/2005	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	11/03/2006	3 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	10/30/2008	4 of 4	Polio-Inject [IPOL ®]		No		Yes	
Td/Tdap	02/15/2015	1 of 1	DTaP,5 pertussis antigens [DAPTACEL ®]		No		Yes	

Vaccines Recommended by Selected Tracking Schedule

Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
	DTP/aP	DTaP, NOS		Maximum Age Exceeded	
	HepA	HepA, NOS		Complete	
	HepB	HepB, NOS		Complete	
<input type="checkbox"/>	HPV	HPV, NOS	10/18/2013	10/18/2015	04/18/2017
<input type="checkbox"/>	Influenza-seasonl	Flu NOS	10/18/2013	09/01/2017	10/18/2013
<input type="checkbox"/>	Men ACWY	MCV4, NOS	10/18/2015	10/18/2015	10/18/2017
	MMR	MMR		Complete	

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 screenshot displays the CAIR system interface for a patient named LIZA LOU. The top section shows patient details: Patient Name (First - MI - Last), DOB (10/18/2004), Gender (F), Tracking Schedule (ACIP), Medical Record Number, and CAIR ID (184). The address is 111 MAIN ST, SACRAMENTO, CA. A comment indicates a history of varicella (chicken pox) as of 08/18/2010.

The 'Immunization Record' table lists various vaccines administered to the patient:

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
DTP/aP	02/10/2005	1 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	07/27/2005	2 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	11/03/2006	3 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
HepA	04/27/2006	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]	Full	No		
	11/03/2006	2 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]	Full	No		
HepB	10/19/2004	1 of 3	HepB, NOS [HepB ©]		No		Yes
	02/10/2005	2 of 3	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	07/27/2005	3 of 3	DTaP-HepB-IPV [Pediarix ©]	Full	No		
MMR	11/03/2006	1 of 2	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	04/27/2006	1 of 2	MMR [MMR II ©]		No		Yes
	11/03/2006	2 of 2	MMR [MMR II ©]		No		Yes
Polio	02/10/2005	1 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	07/27/2005	2 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	11/03/2006	3 of 4	DTaP-HepB-IPV [Pediarix ©]	Full	No		
	10/30/2008	4 of 4	Polio-Inject [IPOL ©]		No		Yes
Td/Tdap	02/15/2015	1 of 1	DTaP,5 pertussis antigens [DAPTACEL ©]		No		Yes

The 'Enter New Immunization' section is highlighted with a red box. It includes a 'From CAIR Inventory' checkbox (unchecked), a 'Date Administered' field set to 01/05/2018, and a table for entering new immunizations. The table has columns for 'Remove', 'Immunization', '* Trade Name', 'Lot #', and 'Administered By'. Each row includes a 'Body Site' dropdown, a 'Route' dropdown, and a 'Dose' dropdown (set to 'Full'). A red arrow points to the 'Save' button at the bottom right.

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.