How to enter vaccination details into Medical Director

This document is designed to assist staff when entering vaccination details into Medical Director
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1 Introduction

This document was developed by the North Coast Public Health Unit in conjunction with North Coast Primary Health Network and has been compiled to assist General Practice staff to manage vaccination records in Medical Director.

It is intended as a guide for practice staff to make the data sent to ACIR more accurate. Along with a step by step guide, there is also some other useful resources included.

Thank you to Rachelle Deaker who was responsible for the coordination of the project along with the compiling of the guides for practice staff.

2 Opening the immunisation window in Medical Director (MD)

Immunisations are recorded in the Immunisation window of MD, showing the Australian Standard Vaccination Schedule. This window can be opened two ways.

1. In the patients file, select the ‘imm’ (immunisation) tab (highlighted by the red circle in screenshot 1). This will display the history of vaccines recorded at the practice. Whilst on the immunisation page, select the red plus sign + (top left corner, screenshot 1) to open the MD National Immunisation schedule window (screenshot 3).

Screenshot 1 - opening immunisation history-select add vaccine

2. Alternatively, if the child is overdue for vaccinations, MD will automatically prompt the user when the Childs file is opened, that the child is overdue for vaccination and ask if you wish to update immunisation record now (screenshot 2).

Selecting “yes” will open the MD National Immunisation schedule window (screenshot 3). NOTE: This will only display vaccines in the National Immunisation Schedule and may not be a full list of vaccines administered, especially if they are given outside the National Immunisation Schedule or entered in other vaccines e.g. flu or travel, or privately purchased vaccines (MenB) (screenshot 1). To view vaccines administered to person, the “imm” file needs to open as instruction 1 above.
How to enter vaccination details into Medical Director – November 2015

**Screenshot 2- child overdue-update immunisation prompt**

![Screenshot 2](image)

3 Entering vaccines in the Medical Director National Immunisation Schedule

The National Immunisation Program Schedule is displayed in MD after you select add or update vaccines as in Step 1 above.

**Screenshot 3 - the MD National Immunisation Program Schedule, selecting combination vaccines**

![Screenshot 3](image)

Vaccines are recorded by selecting the vaccines administered as appropriate for the age schedule of the child or in delayed or catch-up vaccination schedule, by the dose that is administrated (See below Important notes on dose below).

Combination vaccines (e.g. Infanrix-Hexa) are displayed by selecting the green plus sign (+) within the combo column (**screenshot 3**). Vaccine options will vary depending which age schedule the green plus sign was selected (**screenshot 4**).
Combination vaccines should be entered first as it will automatically fill the boxes of antigens within the combination vaccine. Other combination vaccines can be selected by selecting the box under the antigen given.

Vaccines or appropriate dose not listed in the National Immunisation Schedule can be entered under ‘another type of vaccine’ explained later.

**Screenshot 4 - selecting combination vaccines, immunisation recording fields**

4 Enter the required fields to record the vaccination

Screenshots 4, 7a,7b, and 9.

**Vaccine given elsewhere**: select this when updating patients files with vaccines given elsewhere e.g. overseas, hospital, other immunisation provider. If this is selected the information will NOT transmit to ACIR (*screenshot 10*).

**Vaccinator**: has to be the billing provider i.e. the GP, AMS, practice registered at ACIR. Vaccinator does not refer to the person administering the vaccine. Practices Nurses should not enter their own name here as this will not be accepted by ACIR. Names entered here that do not have a billing number will result in the immunisation information NOT being recorded at ACIR.

**Consent**: the person consenting on behalf of the child.
**Date:** The date is automatically placed in the field with either the current date OR the date vaccine was recommended. If the child is due for the vaccination, the current date will be autofilled. If the child is delayed or you are entering a history of vaccination, the date field is often filled by the date the vaccination was recommended **NOT** current date. **PLEASE CHECK that date** is the correct date required for recording vaccine given. This will have to be checked for each vaccine.

**Batch number:** enter batch number with only alpha numeric characters. No spaces, no punctuation marks should be entered as this will cause vaccine to be rejected at ACIR. Batch number can be stored for future entry of the same vaccine by selecting store batch number. **PLEASE CHECK batch number is correct.**

**Vaccine:** Select brand name.

**Site:** select site and method (SC or MI) in which vaccine was administered.

**Dose:** The dose number will automatically be recorded as to the age schedule vaccination is recorded under eg 2 months is Dose 1, 4 months is dose 2, 12 months dose one MMR, 18 months Dose 2 MMR. NOTE: if child’s vaccination is delayed or they are on a catch-up schedule, the vaccine needs to be recorded as the vaccine dose being administered not age e.g. a child receiving their first vaccines at 6 months will need to have their vaccines entered under 2 months NOT 6 months as they are receiving their first dose of vaccines. Entering the vaccines under 6 months in MD will be recorded as dose 3 and electronically notified as such to ACIR. ACIR will assume the child has received dose 1 and dose 2 and therefore up to date with vaccination.

**Comment:** Any relevant comment can be entered e.g. child on catch-up schedule, previous vaccines given overseas.

**Dollar Sign:** Vaccines not funded under the selected age schedule are indicated by a dollar sign ($). This is only recommended as a guide. NOTE: This is not always accurate e.g. Infanrix –Hexa is the recommended vaccine at 2 mths, Infanrix-IPV is also funded but appears with a dollar sign (not funded) in the 2 months age schedule as it’s not the recommended vaccine for this age schedule (see screenshot 4). To view vaccine currently funded check NSW Health web site. Vaccines supplied BY NSW state vaccine centre are considered available for catch up or as selected vaccines to all children up to the age of 10 [http://www.health.nsw.gov.au/immunisation/pages/default.aspx](http://www.health.nsw.gov.au/immunisation/pages/default.aspx)
5 Delayed vaccinations – Record by dose administered

If a child’s vaccination is delayed or they are on a catch-up schedule, these vaccinations should be entered as per dose given and not by age, e.g. a child 6 months of age receiving their first dose of vaccinations, should be still entered at 2 months so that the vaccination encounter transmits to ACIR as dose 1 and NOT under their age of 6 months as this will result in dose 3 being recorded and transmitted. If the encounter is recorded at current age of 6 months (dose 3), ACIR will consider that the child has received the other 2 doses and the child will not appear to require further vaccinations i.e. they will be considered up to date.

Recording delayed vaccinations in the MD National Immunisation Schedule sometimes are not transferred to ACIR. If the vaccination isn’t recorded against the current age, it may not be transmitted to ACIR (see ‘why vaccines don’t transmit to practsoft to transmit to ACIR page). You may need to check if this information is electronically transferred to ACIR.

Delayed vaccinations entered into MD via the “enter another type of vaccination” (screenshot 5) maybe displayed in the MD National Immunisation Schedule depending on the circumstance, e.g. A six month old child receiving 1st dose on infanrix-hexa entered in MD via ‘enter another type of vaccination’ will have the 2 month infanrix-hexa marked as given in the MD National Immunisation Schedule. Recording the vaccination this way appears to transmit to ACIR. You need to check that this information is electronically transferred to ACIR.

Catch – up Doses tab: Selecting this tab takes you to the catch-up section of the Immunisation handbook and a link to the SA immunisation catch-up schedule web site.

6 Entering vaccines NOT LISTED within the Australian Standard Vaccination Schedule

Occasionally vaccines are administered that are not listed or provided by the National Immunisation Program. These might include flu vaccines, catch-up vaccinations, vaccines not provided on the National immunisation Program, travel vaccinations, or extra doses of vaccines. It can also occur when you are updating a person’s vaccine history where vaccinations were given overseas.

Where possible enter the vaccine within the MD immunisation schedule window. If the vaccine is not within the MD immunisation schedule window, or the correct dose can’t be recorded, the vaccination will need to be entered via the tab ‘Enter another type of vaccination’ located at the bottom left of the immunisation MD National Immunisation window (screenshot 5).

NOTE: entering vaccinations in the ‘Enter another type of vaccination’ usually results in vaccination only being displayed in the patients’ immunisation history page. It may not appear in MD National Immunisation window.

Selecting tab ‘Enter another type of vaccination’ will display a vaccination window.
Screenshot 5 - enter another type of vaccine

Screenshot 6 - enter another vaccine, vaccination window, vaccine drop down list
To record information: *(Screenshot 7 and 8).*

If you are updating child vaccine history and vaccine was given elsewhere, select the vaccine given elsewhere box. If ‘given elsewhere’ is selected the information will not be electronically transferred to ACIR.

Select vaccinator (billing Provider, usually GP provider or AMS provider registered at ACIR). Vaccinator does not refer to the person administrating the vaccine. NOTE screenshot 7 is an example of where the administrator has been selected as the vaccinator NOT a Billing Provider. This vaccination will not be transmitted to ACIR. Check that the date is correct.

To record the vaccine, use the drop down bar for vaccine type and select brand name if available. Vaccines listed in the drop down have a code attached for electronic transmission to ACIR. If vaccine brand is not available it can be free typed. Free typing the vaccine will not transmit to ACIR as there will be no vaccine code attached for ACIR. This vaccine will have to be manually notified to ACIR. Select the site the vaccine was administered.

Select “sequence” which indicates dose number. ACIR requires a dose number for the vaccination. If vaccine brand is not available generic antigen may be selected. This is used when updating vaccine information where vaccines are given elsewhere and the brand of vaccine may not be known.

**NOTE:** Recording vaccines in this section may not record vaccine components (antigens) as given within the MD Immunisation schedule window.

**NOTE:** recording DTPa vaccination administered at 18 months. Can be recorded here as dose 4.

*Screenshot 7 a – recording other vaccine, selecting vaccine, sequence*  
*Screenshot 7b.*
7 Why vaccines don’t transmit to PracSoft – to be transmitted to ACIR

- Vaccines entered in the immunisation window, but not in the age schedule current for the child as indicated by the red arrow in MDs National Immunisation schedule will not transmit to ACIR (screenshot 9).
- ‘Vaccine given elsewhere’ is selected.
- Vaccinator is not recorded as a billing provider.
- Some vaccines recorded under the section ‘enter another type of vaccination’.

1. In MDs National Immunisation program schedule, a red arrow indicates the recommended vaccines for the child current age (screenshot 9). Only vaccines in line with MDs red arrow are transmitted to PracSoft to be transmitted to ACIR. Vaccines entered in other age schedules, not indicated by the red arrow will **NOT** transmit to PracSoft to transmit to ACIR. This occurs when child vaccination is delayed.

**Screenshot 8 - recommended vaccines according to child age**

![Screenshot 8](image)

2. ‘vaccine given elsewhere’ selected will not transmit to ACIR. Users would use this section when there is evidence of vaccinations given by another immunisation provider in Australia or Overseas (screenshot 10). Vaccines given elsewhere in Australia should have been notified to ACIR by the immunisation provider that administrated the vaccine. Vaccines given overseas need to be notified to ACIR via the ACIR immunisation history form or via ACIR online.

3. **Vaccinator:** has to be the billing provider i.e. the GP, AMS, practice registered at ACIR. Vaccinator does not refer to the person administrating the vaccine. Practices Nurses should not enter their own name here as this will not be accepted by ACIR. Names entered here that do not have a billing number will result in the immunisation information NOT being recorded at ACIR. Screenshot 7 shows administrator is selected as the vaccinator, this will not transmit to ACIR.
4. **Enter another type of vaccination.** Vaccines in the drop down list of the enter another type of vaccination will be accepted by ACIR as they will have a code attached to them. If the vaccine does not appear in the drop down list and is free type, this information will not transmit to ACIR as there will be no vaccine code for ACIR. This occurs when new vaccines are available and the MD software is updated to include new vaccine. Update MD software as soon as updates are available.

8 **Recording immunisation administered elsewhere or overseas**

Vaccinations previously given elsewhere, can be record into the patients file by selecting ‘given elsewhere’. Vaccinations will **NOT** be transmitted to ACIR if ‘given elsewhere’ is selected. Vaccinations given within Australia should have been notified to ACIR by previous immunisation provider.

Vaccines given overseas will need to be notified to ACIR via the ACIR Immunisation history form, via ACIR online (if child is registered).

A child without a Medicare card can be set up on ACIR and have vaccinations recorded. Phone ACIR to set up a child without a Medicare Card. You will require the child’s name, date of birth, address, and gender.

**Screenshot 9 - vaccines given elsewhere**
9 Vaccines declined

Vaccines that are declined by parent or adults can be recorded in MD by selecting ‘vaccine declined’ in the immunisation window. You can provide a comment as to reason, e.g. “parent refused, may consider when child is older”. It can also be selected for adult vaccination, e.g. flu vaccine. A red cross will be recorded in the age schedule.

Recording vaccines declined indicates that you have offered the vaccination. It can be changed later if the vaccine is given (*screenshots 11a and b*).

**Screenshot 10a - vaccines declined**

![Screenshot 10a - vaccines declined](image)

**Screenshot 10b - vaccines declined as it appears in MD National Immunisation Schedule**

![Screenshot 10b - vaccines declined as it appears in MD National Immunisation Schedule](image)
10 Travel vaccinations

A travel recommendation section is available by selecting the aeroplane icon in the patients file. Once open you can select a country and it will provide advice including vaccinations recommended.

Select a leaving date and at the bottom of the advice it will give you a schedule for recommended vaccinations to obtain the best protection (screen shot 12).

**Screenshot 11a - travel vaccination**

![Screenshot 11a - travel vaccination](image)

**Screen shot 11b - travel vaccination fields**

![Screen shot 11b - travel vaccination fields](image)
11 Trouble Shooting

When vaccines are recorded in MD to be sent to ACIR via Prac Soft they must have:

- The ‘Vaccinator’ field of recording immunisation referring to the Billing provider. The vaccinator is the immunisation provider (usually GP provider number, AMS provider number, or practice provider number) that is registered with ACIR. The practice nurse’s name (not registered with ACIR) will not be accepted by ACIR as a provider.
- Correct Date that vaccine was administrated: The date automatically placed in MD can vary between current date and date of recommended administration of vaccine. Each vaccine entered into MD needs to have date checked and changed if necessary.
- Correct batch number. Batch numbers must not have spaces or punctuation marks (-)
- A vaccine code. MD vaccines that are provided in immunisation window or drop down bars have a code attached to them. Vaccines names that are free typed into ‘enter other vaccines here’ will not have a code attached.
- A vaccine dose. MD vaccines in the immunisation schedule window have a dose attached to them as to what dose is recommended at that age schedule. Vaccines entered in ‘enter other vaccines here’ will require a sequence number (dose number)
- A Medicare number allocated to the person. A child can have vaccine history recorded at ACIR without a Medicare card, but you will have to phone ACIR and give the child’s details to create a file at ACIR. This may be required for the child to have an ACIR vaccine history for child care.
- Childs name, date of birth and address

Vaccines that won’t be sent to ACIR if:

- They are entered in the immunisation window, but not in the age schedule indicated by the red arrow (screen shot 9).
- Vaccines recorded under the section ‘vaccines given elsewhere’ (screen shot 10). If these vaccines were administered elsewhere in Australia, the previous provider should have notified ACIR. Vaccines given overseas will have to notified to ACIR via Immunisation history form or ACIR online.
- Vaccines recorded by free typing name in the ‘enter other vaccines here’ in the MD Immunisation section (screen shot 6).
12 Appendices

Appendix 1 - Location of screen shots

Screenshot 1 - opening immunisation history-select add vaccine p3
Screenshot 2 - child overdue-update immunisation prompt p4
Screenshot 3 - the MD National Immunisation Program Schedule, selecting combination vaccines p4
Screenshot 4 - selecting combination vaccines, immunisation recording fields p5
Screenshot 5 - enter another type of vaccine p8
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