

Vaccine Procedure Suggested Best Practice

1. The process for vaccines should be initiated by the Nurses. The provider would get involved only upon refusal.
2. Prior to patient's appointment, research patient's chart/WebIZ.
 - Look for any missing vaccines that the patient may be needing.
 - This prepares you to be able to discuss the missing vaccines with the patient.
 - Check with billing to see if it will be covered by patient's insurance.
 - Make sure that the chart and WebIZ have matching documentation IF we have signed consents in their chart.
 - When researching patient's vaccine history, make sure to follow administration protocol.
3. Check-in process:
 - Nurse to ensure that the vaccines are available to administer.
 - Have consent forms printed and ready for the patient to sign.
 - Take the vaccine in the room with you (DO NOT OPEN). If the patient refuses, leave the consent form(s) and notify the provider of refusal.
 - The provider should then discuss with the patient again to maybe change their mind.
4. Documentation:
 - If patient continues to refuse, need to document:
 - Make a note in the alert with a date of refusal.
 - Provider needs to put documentation in the note.
 - If patient receives vaccine, need to document:
 - In the chart
 - In the shot icon
 - WebIZ
 - Clipboard
 - Scan consent to chart.
5. If patient has refused vaccines at past appointments, keep asking at each visit.