The following are instructions to enter COVID-19 vaccines administered from IRIS inventory. Contact the IRIS Help Desk at 800-374-3958 with questions regarding how to add immunizations.

1. Select Manage Immunizations link from the menu panel.

2. When searching for a patient, the patient’s exact date of birth is required, along with one additional field such as the patient’s last name or first name. It is recommended when searching for a patient to use the birth date and the first two letters of the patient first or last name. The more information entered when searching for the patient narrows the search result, and ensures the correct patient displays.

3. If multiple patients match the search criteria, information will display in the search results. The search results will show the patient’s first, last and middle names, birth date, and if on the record, the patient identifier, mother’s first name and patient gender. This additional information will help determine the patient being immunized. Select the last name link of the patient to be immunized.
4. The patient’s immunization record will display. If there was only one patient who matched the search criteria, the patient’s immunization record will display automatically. To add a new immunization, select the ‘Add New Imms’ button.

5. The ‘From IRIS Inventory’ checkbox will automatically be selected. **This is critical to ensure vaccine doses administered are deducted from the organization’s vaccine inventory.**

6. Enter the date the vaccine(s) were administered using the MM/DD/YYYY format.

7. From the Immunization dropdown menu, select the COVID19 option.
All COVID-19 vaccines will be accepted into the organization’s VFC/Public Vaccine Inventory.

8. From the ‘Trade Name-Lot # Exp Date’ dropdown menu, select the specific vaccine lot number administered. This will display when COVID-19 vaccines have been accepted in the organization’s VFC publicly supplied vaccine inventory. These lot numbers are indicated with VFC following the trade name and lot number. From the Vaccine Eligibility dropdown menu, select the appropriate vaccine eligibility for the patient.

   a. When a VFC dose is given to a non-VFC Eligible patient, IRIS will display a popup window, indicating a Public Dose was selected for a non-eligible patient. Select the ‘OK’ button. This popup occurs because all COVID-19 vaccines are included as part of the organization’s VFC publicly supplied vaccine inventory. COVID-19 vaccine may be administered to anyone regardless of eligibility criteria.

9. Select the person administering the vaccine from the ‘Administered By’ dropdown menu. This is an optional field, and the Administered By dropdown is managed by the administrative user for the organization.

10. From the ‘Body Site’ dropdown menu, select the appropriate body site where the vaccine was administered.

11. From the ‘Route’ dropdown menu, select the route used to administer the vaccine.
12. Select the ‘Save’ button to add the new immunization(s) to the patient record.

13. The page will refresh, and the immunization will appear on the patient’s record.