

## Entering Immunizations

This document provides instructions to schools on entering student immunization information.

### Adding Immunization Data

To add a student's immunization data:

**Navigation:** Start page > Select Student > Health

HOME BASE NC STUDENT INFORMATION SYSTEM

Welcome, [Name] | Help | Sign Out

School: [School] Term: 13-14 Semester 2

Start Page > Student Selection > Health

Health

DOB: [DOB]

Immunizations | Screenings | Office Visits | Grade Level Entry Certifications | Medicine Logs | Accident Logs | Health Plans

Vaccine	1st	2nd	3rd	4th	5th	6th	7th	8th
DTP (Diphtheria, Tetanus, Whole cell Pertussis)								

1. Click in the appropriate box for the Vaccine and Dose.
  - a. Enter the date using the format mm/dd/yyyy, or use the calendar widget to select the date.

**Note:** Date errors may be displayed in red if invalid date is entered, for e.g.: future date, date prior to student's Date of birth, etc.

Health

Immunizations | Screenings | Office Visits | Grade Level Entry Certifications

Vaccine	1st	2nd	3rd
DTP (Diphtheria, Tetanus, Whole cell Pertussis)	08/05/2014 08/05/2014 Invalid (future date)		
HPV (Human Papillomavirus)			
DTap			

Certificate Type:  
DO NOT USE

- b. Click out of the date menu to continue to the next step.
    - c. Repeat the previous step to continue entering immunization data by clicking in another vaccine/dose field.

**Important:** Do not use the **Certificate Type** field. This field is not used in NC.

## Entering Immunizations

2. If an exemption (waiver) needs to be entered for a vaccine, click the name of the vaccine.

The screenshot shows the 'Health' application window with the 'Immunizations' tab selected. A table lists vaccines and their administration dates. The 'DTP (Diphtheria, Tetanus, Whole cell Pertussis)' vaccine is highlighted, and a dropdown menu for 'Exemption Type' is open. The 'None' option is selected. The background table shows the following data:

Vaccine	1st	2nd	3rd
DTP (Diphtheria, Tetanus, Whole cell Pertussis)	07/28/2014		
HPV (Human Papillomavirus)			

- a. At the **Exemption Type** drop down menu, select the exemption type.
- b. Enter a comment in the **Comment** field as needed.
- c. Click out of the **Exemption Type** menu to enter the next vaccine data or proceed to [Step 3](#).

**Note:** The **EX** icon in a vaccine cell indicates an exemption type was set for that vaccine within that student's immunization record.

The screenshot shows the 'Health' application window with the 'Immunizations' tab selected. A table lists vaccines and their administration dates. The 'DTap' vaccine cell has a red 'EX' icon next to it, indicating an exemption. The background table shows the following data:

Vaccine	1st	2nd	3rd	4th
DTP (Diphtheria, Tetanus, Whole cell Pertussis)	06/12/2001	08/14/2001	10/12/2001	07/15/2001
DTap				
HPV (Human Papillomavirus)				
Hepatitis A				
DT (Diphtheria, Tetanus)				

## Entering Immunizations

3. Enter a description in the **Description of Change \*** field. This is a required field. Data will not be saved if this field is left blank.

**Description Of Change \***

Use this field to record rationale for the changes being made.

initial immunization entry

View Change History

Submit

4. Click the **Submit** button to save the immunization data.

**Health** DOB: 02/11/1998

Address: 11111 11111 11111

⚠ Your changes have not yet been saved. Click the Submit button.

Immunizations | Screenings | Office Visits | Grade Level Entry Certifications | Medicine Logs | Accident Logs | Health Plans

**Immunizations**

Vaccine	Date each dose was given							
	1st	2nd	3rd	4th	5th	6th	7th	8th
DTP (Diphtheria, Tetanus, Whole cell Pertussis)	07/28/2014							
HPV (Human Papillomavirus)								
Polio	02/20/1997	05/08/1997	03/27/1998	08/30/2001				
Var (Varicella [Chicken pox])	08/30/2001	03/13/2002						

⚠ Vaccine out of compliance ⚠ Doses out of compliance 🚫 Vaccination exempted 📄 Optional

**Description Of Change \***

Use this field to record rationale for the changes being made.

View Change History

Submit

**Warning:** The yellow bar at top of the immunization record indicates that the record is not saved. You must click the **Submit** button to save the student immunization data.

### View a Student's Immunization Change History

To view a student's immunization data:

**Navigation:** Start page > Select Student > Health

**Health**

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Immunizations | Screenings | Office Visits | Grade Level Entry Certifications | Medications

**Immunizations**

⚠ 1 Vaccine Exempt

Vaccine	1st	2nd	3rd
DTP (Diphtheria, Tetanus, Whole cell Pertussis)	07/28/2014 EX		

**Note:** Any existing Exemption record(s) is indicated by a **Vaccine Exempt** notification as shown above.

1. Click the **View Change History** button to view the change history. The **Change History** screen shows:

- Type of screening changed, for e.g.: MMR
- Date & Timestamp of change, for e.g.: 07/25/2014 01:44:11 PM
- Changed by, for e.g.: Nurse or Staff ID number
- Change Reason

Polio 02/20/1997 05/08/1997

Var (Varicella [Chicken pox]) 08/30/2001 03/13/2002

⚠ Vaccine out of compliance ! Doses out of compliance EX Vaccination exempted OP Optional

**Description Of Change \***

Use this field to record rationale for the changes being made

**View Change History**

**Change History**

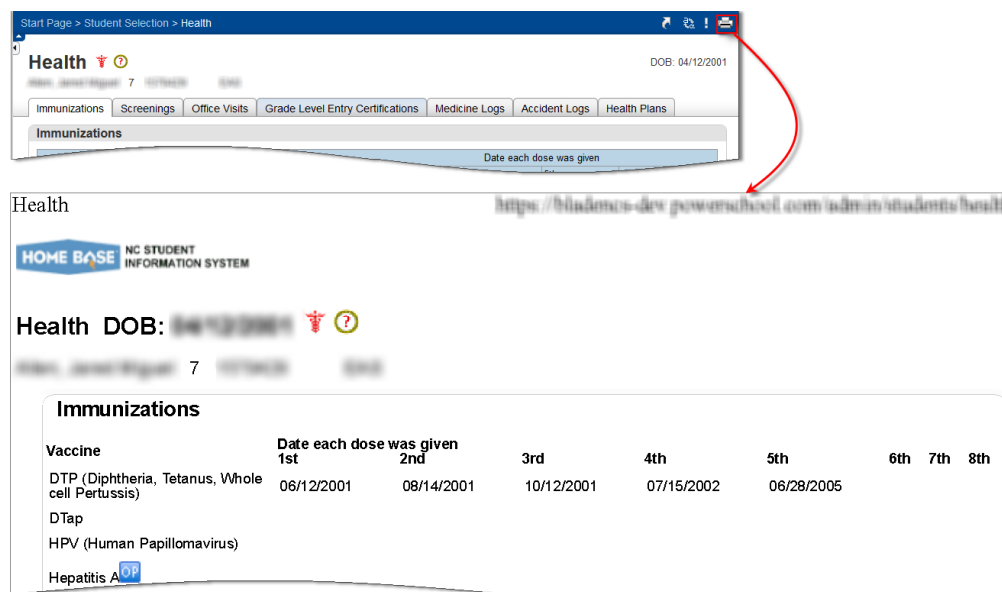
- 07/28/2014 12:47:16 PM  
Changed by: [User]  
Change Reason: Initial Personal Exemption
- 07/28/2014 11:29:33 AM  
Changed by: [User]  
Change Reason: Test
- 07/28/2014 11:07:25 AM

### Print a Student's Immunization record

To print a student's Immunization record:

1. At the student's main screening window, click the Print icon in the blue menu bar to print the student's report.

**Note:** Refer to your printer's configuration to adjust the layout of the printed report. This function is not configured in PowerSchool.



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