

POLICY

SUBJECT/TITLE:	Immunization Clinic –Client Immunization Records/ Preventing Missed Opportunities
SCOPE:	Nursing Division
CONTACT PERSON & DIVISION:	Director of Nursing
ORIGINAL DATE ADOPTED:	6/18
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PURPOSE

The intent of this document is to address standards of practice for vaccine administration regarding the client's ability to provide vaccine records. Adherence to this standard will:

1. Ensure effort is taken to produce client immunization history prior to receiving vaccinations;
2. Ensure clients are reminded to bring immunization records to appointments; and
3. Ensure all clients are offered age-appropriate vaccines and vaccinated to the fullest when presenting at the Galion City Health Department to prevent missed opportunities to vaccinate.

POLICY

The Immunization Clinic staff at the GCHD may encounter persons who do not have documentation of the vaccines they have received. Staff should only accept written, dated records as evidence of vaccination, except for the influenza and pneumococcal polysaccharide vaccine (PPSV23). Self-reported doses of these vaccines are acceptable. Vaccinations should not be postponed if records are not available, but staff should attempt to locate missing records by contacting the client's previous health care providers and/or the immunization program at the state or local health department, reviewing state or local IIS data, and asking clients to search for a personal vaccination record. If a record is unable to be produced at the visit, staff are to offer all age-appropriate vaccines and vaccinated to the fullest. The client should also be instructed submit immunization records when possible to update GCHD records and the Statewide Immunization Information System, ImpactSIIS.

CONTRIBUTORS

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REFERENCE FORMS

(2019, May 7). Healthcare Providers/Professionals. *Review Immunization History*. Retrieved February 29, 2024, from <https://www.cdc.gov/vaccines/hcp/admin/review-immunization-history.html>

SIGNATURES

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03 / 08 / 2024
Date