

PROCEDURE	
SUBJECT/TITLE:	Immunization Clinic – Triage
SCOPE:	Registered Nurse
CONTACT PERSON & DIVISION:	Vaccine Coordinator or Director of Nursing
ORIGINAL DATE ADOPTED:	11/14/17
LATEST EFFECTIVE DATE:	2/5/19, 06/22/2023
REVIEW/REVISION DATE(S):	2/4/19, 06/22/2023, 06/01/2026
REVIEW FREQUENCY:	Every 3 years or as needed
TOTAL # OF PAGES:	3
BOH APPROVAL DATE:	11/14/17, 7/11/2023

PURPOSE

The intent of this document is to provide Galion City Health Department (GCHD) clients with education regarding immunizations and vaccine-preventable diseases. Adherence to this standard will:

1. Ensure clients will receive information on scheduled vaccines and vaccines that are recommended.
2. Allow clients to ask questions and be provided with a Vaccine Information Statement (VIS) for all required and recommended vaccines; and
3. Providing necessary immunizations will decrease the incidence of vaccine-preventable diseases.

PROCEDURES & STANDARD OPERATING GUIDELINES

1. Prior to an immunization clinic this process must be followed:
 - a. Sign into CureMD EMR (Notify the Director of Nursing or Health Commissioner if access to CureMD EMR has not been established) click on Scheduler to the left of the screen to open the schedule for the clinic day. At the top of the screen click on print, click on the report, and print the schedule for that day. It is recommended to print a copy as a reference for clinic staff and place one in the immunization vaccine room.
 - b. After printing the appointment list. Log onto ImpactSIIS (Notify the Director of Nursing or Health Commissioner if access to ImpactSIIS has not been established). Look up each client and print a vaccine summary for each client. Some clients may not be in ImpactSIIS, in this case, have the client bring their immunization record (as should be routinely requested for all clients.) The ImpactSIIS record should state which vaccines are "due," or "past due." On the printed ImpactSIIS vaccine summary, write a column for "Required" and "Recommended" for children that are receiving vaccines for school/daycare or other entities by which vaccinations are required. If the client is an adult, it is still important to offer vaccinations as needed. For both children and adults refer to the *Recommended Immunization Schedule (Current year)* issued by the CDC. This can be found on the CDC website, in the Clinic Reference Book, or easily found when searched online using a search engine such as Google.
 - c. Go back to the schedule in CureMD EMR and verify all immunization for each client has been entered into the client Immunization record. Go to the Patient Demographics, go to the left of the screen and click on Clinical, click on Immunization, click into the Vaccine you would like to enter, click on Record History Dose, click into the Search vaccine by keyword or NDC use the vaccine that is typed as blue enter the Date the vaccine was given to the clients on their shot record, go-to Source of Information and click on other registry and click on SAVE. Repeat until all client's vaccines that are on the schedule have been verified.

- d. Complete a private or VFC Superbill sheet depending on what type of insurance the client has for each client on the appointment schedule. Write on the Superbill sheet the client's name, DOB, and date of service. Place the Superbill sheet and Impact shot record together and place in folder for upcoming clinic in filing cabinet.
 - e. Each client will receive a text reminder through the CureMD text application two days before their appointment as a reminder of the appointment.
2. On the day of an immunization clinic, this process must be followed:
- a. Set up the clinic room and the vaccine room.
 - b. Log into CureMD EMR.
 - c. Clients will check in at the front desk and sign all required paperwork along with any billing needs. At this time the client will show up in today's patient as a sign-in and is ready to be processed to the triage area.
 - d. Triage nurses will go over the screening form and have the parent/client answer yes or no to all the questions on the form and enter them into the patient record in ERM.
 - e. Triage nurse will go over all required and recommended vaccines due for each client and review the Vaccine Information Statements (VIS) with the client, explaining each vaccine both required and recommended. If the client chooses not to receive any of the required or recommended vaccines this will be entered into the client's EMR as a refused vaccine.
 - f. If the client is under 18, a parent or legal guardian must accompany the client. It is appropriate for an adult (18 years or older) to be present with the client with signed, written consent from a parent or legal guardian if the parent or legal guardian cannot be present.
 - g. If the client brought a personal immunization record, update the record with the immunization to be given.
 - h. If the client needs to make a return appointment, make the appointment now, if the client is unsure of their schedule, remind them that the appointment can be changed at any time by calling the office. Enter the appointment into CureMD scheduler. Filled out the appointment reminder card to give to the patient be sure that there is a cell phone number and not a home phone in the patient demographic. Remind the patient there will receive a text message two days before their scheduled appointment as another reminder.
 - i. Place Superbill in the Immunization billing folder in the nursing office.

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Emily Miller RN, BSN, Director of Nursing, (former DON) primary author
2. Kim Ponziani, RN Immunization Coordinator
3. Lynn Corwin, RN, DON, contributor
4. Brandi Riddlebaugh, BSN, RN, Director of Nursing

REFERENCE FORMS

CDC Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger, United States, 2025
CDC Recommended Immunization Schedule for Adults Ages 19 Years or Older, United States, 2025

SIGNATURES


Andrea Cinadr, RHES
Health Commissioner

06 / 01 / 2026
Date