



Winnipeg Regional Health Authority
Office régional de la santé de Winnipeg
Caring for Health À l'écoute de notre santé

WRHA Immunization Program Clinical Practice Guidelines

TITLE: Documentation and Record Keeping of Immunizations

CODE

APPROVED BY:

Sept 2015

PAGE

Program	Date	Program	Date
<input checked="" type="checkbox"/> Population and Public Health	Oct.6,2010	<input type="checkbox"/> Primary Care	
<input type="checkbox"/> Occupational Health		<input type="checkbox"/> Home Care	
<input type="checkbox"/> Infection Prevention and Control		<input type="checkbox"/> Personal Care Home	
<input type="checkbox"/> Community Health Services Leadership Team		<input type="checkbox"/> Pharmacy	

Reviewed
May 2023

1.0 **PURPOSE**

- 1.1 To ensure all vaccinations are accurately and completely recorded.
- 1.2 To ensure there is documentation of immunizations on the individual's health record in accordance with regional policies and/ or program/ site/ facility guidelines.

2.0 **DEFINITIONS**

- 2.1 **Health records:** Personal health information compiled by individuals authorized to make entries on approved health record forms and maintained by facilities, sites or programs of the WRHA as the official record of health care provided to a patient. Health records, including electronic records and paper-based health records are the physical property of a facility, site or program of the WRHA.¹
- 2.2 **Non-insured immunization:** is any immunization that is not part of the Manitoba Immunization Schedule e.g. Occupational Health or Travel related immunizations
- 2.3 **Insured immunization:** is any immunization that is part of the Manitoba Immunization Schedule. This includes recommended vaccines for high risk groups such as RIG/rabies vaccine, Hepatitis A vaccine for hepatitis A contacts.

3.0 **SCOPE & GOAL**

- 3.1 All immunizations shall be documented on the individual health record in accordance with regional policies and/ or program/ site/ facility guidelines.
 - 3.1.1 <http://home.wrha.mb.ca/corp/policy/files/75.00.060.pdf>
- 3.2 Documentation is required for each medication, treatment, assessment, procedure, phone call, or situation pertaining to a client¹ including each service interaction with the individual, on behalf of the individual, and attempts to contact the individual.
 - 3.2.1 The service plan, the service provided and the individuals response to the service need to be accurately reflected in the record.¹



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- 3.3** Immunization Providers shall follow the documentation guidelines as outlined according to regional policies and program/ site/ facility guidelines.
- 3.4** The immunization consent form is considered to be a health record.
- 3.5** All vaccinations administered by an immunization provider shall be recorded:
- 3.5.1** on the consent form of the individual being immunized and/or
 - 3.5.2** in the individuals medical/health record
 - 3.5.3** on an immunization card, or notice of immunization (if applicable)
 - 3.5.4** in the Manitoba immunization registry.

4.0 PROCEDURE

- 4.1** Immediately after the injection, the immunization provider will record the immunization information on the appropriate forms/and/or electronic record (consent form, individuals' health record, immunization card and /or notice of immunization).
- 4.2** Documentation of an immunization on the health record will include:
- Name of person
 - Date of birth
 - PHIN #
 - Trade name of the product
 - Manufacturer
 - Vaccine and/or antigen(s)
 - Date given
 - Dose
 - Route
 - Site
 - Lot #
 - Time (if immune globulin)
 - Any untoward occurrences at the time of immunization (e.g. client afraid)
 - Signature of the immunization provider



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- 4.3** All interventions related to the administration of the vaccine shall be recorded on the client record.
- 4.4** Progress notes or continuation sheets shall be added to the record as necessary.
- 4.5** Documentation of adverse events following immunization shall also be added to the client health record. (Refer to CPG adverse events following immunization.)
- 4.6** The immunization provider should:
- Encourage individuals to keep a copy of their immunization record and present it at each clinic.
 - Encourage parents to maintain records on behalf of their children and to pass them on to the children at an appropriate time.
 - Instruct individuals to keep the record in a safe place and to bring the record to immunization visits.
 - Provide the information for the individual so that the record can be updated by the individual.
 - If a copy of the record is not brought to the visit, the immunization provider will provide a new immunization record with information as indicated in 4.1.
- 4.7** When the immunization provider is the person who does not routinely vaccinate the client, measures should be taken to encourage the individual to inform the regular immunization provider about the vaccine(s) given.
- 4.8** All immunization providers must ensure that immunization records are forwarded, according to established site/facility procedures, for entry into the provincial immunization registry. (MIMS - Manitoba Immunization Monitoring System or Panorama).
- 4.8.1** Insured immunizations records are entered into the immunization registry through multiple mechanisms.
- 4.8.1.1** Provider “fee for service” or shadow billings are automatically transferred into the immunization registry when submitted for billing.



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4.8.1.2 Immunizations provided by Public Health or other regional programs are entered directly into the immunization registry. Each program/site will work with the Population and Public Health program to develop and maintain a specific process for immunizations to be entered into the registry.

4.8.2 Uninsured Immunizations (e.g. travel or occupational health vaccines) all require direct entry into the immunization registry.

4.8.2.1 Each program/site will work with Population and Public Health program to develop and maintain a specific process for these immunizations to be entered into the immunization registry.

4.8.2.2 The Manitoba Immunization Monitoring System Immunization Input Form for Facilities and Clinics is the designated form for submitting immunization records for entry into the immunization registry.

[Immunization Input Form for Health Care Providers \(gov.mb.ca\)](http://gov.mb.ca)

[Vaccine Administration Reporting Form for Clients With No PHIN or Not Found in PHIMS \(gov.mb.ca\)](http://gov.mb.ca)

[COVID-19 Vaccine Inputting Form for Independent Immunization Partners for Clients without a Manitoba PHIN](http://gov.mb.ca)

5.0 VALIDATION

5.1 WRHA Policy Manual, Operational Guidelines, Entries into the Health Record, May 2013

5.2 Canadian Immunization Guide Evergreen version
<http://www.phac-aspc.gc.ca/publicat/cig-gci/index-eng.php>

6.0 RECOMMENDED READING