

PRE-EVENT VACCINATION SYSTEM TRAINING FOR LOCAL ADMINISTRATORS

PART 5



XII. Function 3: Patient Information

- A. The "Patient Information" form consists of three sections:
1. "Patient Demographics",
 2. "Vaccination History", and
 3. "Patient Vaccinations"
 4. When entering a new patient, all three sections (patient demographic, vaccination history, and current vaccination information) must be entered, with the exception of vaccination take response that is read and entered 6-8 days after vaccination.
- B. You can add additional vaccinations and vaccination history information using the Vaccination and Vaccination History forms, which you can access through the "Edit Patient" link in the Navigation panel.

C. Add Patient Information

1. Using the Navigation panel to the left, click "Add Patient"
2. Patient Information may be identified or non-identified.
 - a) Identified patient information will include personal information such as last and first names, birth date (mm/dd/yyyy), home phone number, gender, state, and occupation. (This the preferred method). Information that is required will have an asterisk next to the field.
 - 1) If you want the patient to be identified by name, select YES next to "Will this person be identified?" The default is yes.
 - b) Non-Identification patient information includes non-personal information such as Patient Vaccination Number (PVN), birth year, state of residence, gender and occupation. It should be noted that the PVS reports will be limited if you use non-identified data. Information that is required will have an asterisk next to the field.
 - 1) If you do not want the patient to be identified by name, select No next to "Will this person be identified?"
3. Note: Depending upon your selection, PVS will display the appropriate screen and the required fields.
3. Type the patient's first vaccination number in the INITIAL PVN box.
 - a) The Patient Vaccination Number (PVN) is composed of 'PVN' followed by ten numeric digits (e.g., PVN1234567890). PVN numbers will be given to clinics prior to clinic setup. Remember that the initial PVN is also the patient's unique identifier.
4. Type the patient's title in the TITLE box (e.g., Mr., Ms., Dr.).
5. Type the patient's first name in the FIRST NAME box.
6. Type the patient's middle name in the MIDDLE NAME box.
7. Type the patient's last name in the LAST NAME box.
8. Type the patient's suffix in the NAME SUFFIX box (e.g., Jr., III, MD, RN).
9. Type the patient's social security number in the SOCIAL SECURITY NUMBER box. Do not use dashes (e.g., 123456789).
10. Enter the patient's date of birth in the BIRTH DATE box (ex. mm/dd/yyyy).

11. Select the patient's gender from the GENDER drop-down list.
12. Enter the patient's address in the ADDRESS LINE 1 box.
13. Enter additional patient address information in the ADDRESS LINE 2 box.
14. Enter the patient's city in the CITY box.
15. Select the patient's state from the STATE drop-down list.
16. Enter the patient's zip in the ZIP box.
17. Enter the patient's county in the COUNTY box.
18. Enter the patient's home phone number in the HOME PHONE boxes.
 - a) It is very important that the patient's phone number is recorded on the Patient Medical History Form and entered into the system. Contact information is listed on the Call-Back list.
19. Enter the patient's work phone number in the WORK PHONE boxes. Include extension, if applicable.
20. Enter the patient's cell phone number in the CELL PHONE boxes.
21. Enter the patient's fax number in the FAX NUMBER boxes.
22. Type the patient's email in the EMAIL box.
23. Select the patient's occupation from the OCCUPATION drop-down list (Source: Department of Labor.)
 - a) You may request addition occupations to be added to the drop-list by e-mailing the PVS help desk (pvsinfo@cdc.gov)
 - b) The list of PVS occupation is provided in the appendix of this document.
24. Select the patient's ethnicity check box from the available choices. Mark all that apply. The choices for ethnicity and race are:
 - a) Hispanic or Latino Ethnicity
 - b) Asian
 - c) African-American
 - d) Hawaiian
 - e) American Indian or Alaskan
 - f) White

D. Add Vaccination History – The "Vaccination History" form allows you to add information for multiple previous vaccinations. Previous is defined as any vaccine that a patient received before the Pre-Event Vaccination Campaign.

1. Following the "Patient Demographic" form is the "Vaccination History" form

2. Select the vaccine type from the VACCINE TYPE drop-down list. Select Smallpox.
3. In the Patient History form, select the patient's applicable vaccination history. If the patient has been vaccinated multiple times, add the most recent record.
 - a) If the patient was vaccinated in the past and he or she has documented

proof of the vaccination, enter the vaccination date in the VACCINATION DATE box and select DOCUMENT.

- b) If the patient was vaccinated in the past and he or she does not have documented proof of vaccination, enter the vaccination date in the VACCINATION DATE box and select RECALL.
- c) If the patient was vaccinated during childhood, and DOCUMENT and RECALL do not apply, select CHILDHOOD.
- d) If the patient has never been vaccinated, select NEVER.

4. Select the patient's vaccination reaction from the TAKE RESPONSE option check boxes (mark all that apply)
 - Normal - Patient's vaccination reaction was normal.
 - No Take - Patient did not have any vaccination reaction.
 - Scar - Vaccination left a scar on the patient's body.
 - Adverse Event - Patient had an unpleasant reaction to the vaccination.
 - Equivocal - Patient's reaction to the vaccination is unclear
- E. Add Patient Vaccination – The "Patient Vaccination" form allows you to add information about the current vaccination. Current is defined as any vaccine received during the Pre-Event Vaccination Campaign.
1. Following the "Vaccination History" form is the "Patient Vaccination" form.
 2. Select the name of your vaccination clinic from the ORGANIZATION NAME drop-down list. It should be noted that the screen will refresh in order to load the appropriate batch, referring organization, and Administered By information.

3. Select the Batch ID from the BATCH drop-down list.
4. From the REFERRING ORGANIZATION drop-down list, select the organization that referred the patient to your clinic.
5. Type the patient's current vaccination date in the VACCINATION DATE box (e.g., mm/dd/yyyy)
6. Select the person who administered the vaccination from the ADMINISTERED BY drop-down list.
7. If the patient agrees to take his/her photograph, select the CONSENT TO PHOTOGRAPH check box; otherwise, leave it blank. The default is blank.
8. If the patient agrees to participate in the smallpox vaccination survey, select the CONSENT TO SURVEY check box; otherwise, leave it blank. The default is blank.
9. CONSENT TO PHOTOGRAPH and CONSENT TO SURVEY are for active surveillance purposes. Some public health entities will enter non-identified data for all individuals, except those that consent to active surveillance.
10. Note: The take response is read 6-8 days after vaccination. Although the boxes in this section have asterisks next to them, they are not required at this point. Refer to Edit Patient Vaccination section for instructions on entering take response information.
11. Click SAVE and CONTINUE. A message will be displayed to confirm that the information has been saved.

- F. Edit Patient Information – The "Search Patients" form allows you to search and edit patient contact and demographic information only. Note: The buttons at the bottom of the "Patient Demographics" form let you navigate to the "Add/Edit Patient Vaccination" and "Add/Edit Vaccination History" forms.

1. Using the navigation panel to the left, click "Search Patients".
2. In the "Patient Search" form, enter one or more search criteria:

The screenshot shows the 'Patient Search' form within the CDC Pre-Event Vaccination System. The form has a blue header with the CDC logo and the text 'Information Resources Management Office Pre-Event Vaccination System'. Below the header is a 'Patient Search' section with the following fields: 'Initial PVN' (text box), 'Last Name' (text box), 'First Name' (text box), 'Social Security Number' (text box), 'Birth Date' (text box with '(mm/dd/yyyy)' hint), 'Gender' (drop-down menu with '-Select-' selected), and 'State' (drop-down menu with '-Select-' selected). A 'Search' button is positioned below these fields. On the left side, there is a navigation panel with sections: 'Activities' (Search, Occupations, Add Program Staff, Search Program Staff, Add Patient, Search Patients, Add Vaccine Batch, Search Vaccine Batches, Help, Logout), 'Forms' (Patient Medical History Form, Take Response Form), and 'Reports' (Clinic Daily Activity, Reports).

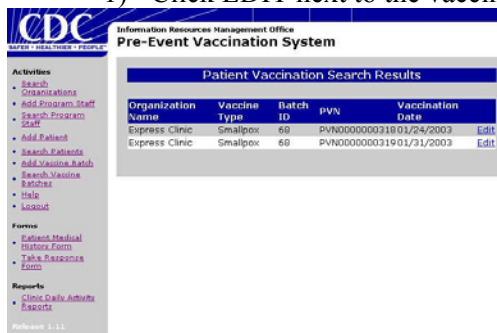
- a) Type the patient's vaccination number in the INITIAL PVN box.
- b) Type the patient's last name in the LAST NAME box.
- c) Type the patient's first name in the FIRST NAME box.
- d) Type the patient's social security number in the SOCIAL SECURITY NUMBER box (e.g., 123456789).
- e) Type the patient's birth date in the BIRTH DATE box (e.g., mm/dd/yyyy).

- f) Select the patient's gender from the GENDER drop-down list.
- g) Select the patient's state of residence from the STATE drop-down list.
3. Click SEARCH.
4. Note: If you cannot find the patient's name, click REFINE SEARCH or NEW SEARCH.
5. In the "Patient Search Results" form, click EDIT next to the patient name whose record you want to edit.
6. In the "Patient Demographics" form, edit the information as necessary.
7. When you have finished, click SAVE. A message will be displayed to confirm that the information has been saved.

- G. Edit Patient Vaccination or Add Additional Vaccinations – The "Patient Vaccination" form allows you to edit information about the current vaccination or add additional vaccinations for the same patient. Edits may include adding take response, correcting mistakes, etc. If a patient was vaccinated and he/she does not have a positive take response, the patient may volunteer to be re-vaccinated. You can use the "Patient Vaccination" form to create a re-vaccination record and associate it with the existing patient record.

1. Using the navigation panel to the left, select "Search Patients".
2. In the "Patient Search" form, enter one or more search criteria:
 - a) Type the patient's initial PVN in the INITIAL PVN box.
 - b) Type the patient's last name in the LAST NAME box.
 - c) Type the patient's first name in the FIRST NAME box.
 - d) Type the patient's social security number in the SOCIAL SECURITY NUMBER box (e.g., 123456789).
 - e) Type the patient's birth date in the BIRTH DATE box (e.g., mm/dd/yyyy).
 - f) Select the patient's gender from the GENDER drop-down list.
 - g) Select the patient's state of residence from the STATE drop-down list.
3. Click SEARCH.
4. Note: If you cannot find the patient name, click REFINE SEARCH or NEW SEARCH.
5. In the "Patient Search Results" form, click EDIT next to the patient whose vaccination record you want to edit.
6. This will take you to the "Patient Demographics" form for the Patient you have selected.
7. In the "Patient Demographics" form,

- a) EDIT VACCINATION button allows you to edit/update an existing vaccination or enter edit/update a take response for a vaccinated patient³.



- 1) Click EDIT next to the vaccination record that you want to edit.

- 2) In the "Patient Vaccination" form, modify the information as necessary

- i) Select the location where the patient had their take response read in the TAKE RESPONSE LOCATION drop-down list

1. The Take Response location must be either a

vaccination clinic or the referring organization

- ii) In the EXAM DATE field, enter the date on which the patient returned for the reading (ex. mm/dd/yyyy)
- iii) Select the person who examined the reading from the EXAMINER drop-down list. This drop down list is derived from the "Program Staff" form.
- iv) Select the patient's vaccination reaction from the TAKE RESPONSE option buttons (select only one response)
- Major - Vaccination reaction is significant
 - Equivocal - Vaccination reaction is unclear
 - No Take - Patient did not have any reaction – *In this scenario, a patient who has a NO TAKE after their first vaccination will have the choice to either forgo all further vaccinations or repeat the process and revaccinate. If they choose to become revaccinated, they will begin the entire process from the beginning. The information for the first vaccination will remain in the "Patient Vaccination" form and the second vaccination information will be entered under "Edit Patient - Add Vaccination" form. The patient's first PVN is both the patient's unique identifier and reference for their first vaccination. The second vaccination will be referenced by the PVN associated with the second vaccination, but the patient's ID will still be the initial PVN.*
- v) Type any adverse effects in the ADVERSE EFFECTS text box.
1. Adverse events include site-specific skin findings, and non-site specific skin findings. Adverse events may also include overall symptoms such as fever, fatigue, muscle pain, and others.
 2. It should be noted that adverse events entered here will not be monitored. VAERS must be used to record adverse events that will be used to monitor vaccine safety.
 - a. The program assumes that the Vaccine Adverse Events Reporting System (VAERS) will be used to collect routine adverse events information, as is the current practice for other licensed vaccines.
- vi) Type any comments that pertain to this patient in the COMMENTS text box
- vii) When you have finished, click SAVE. A message will be displayed to confirm that the information has been saved.
- viii) In order to return to the "Patient Demographic" form, click PATIENT DEMOGRAPHIC button at the bottom of the screen.

³ A vaccinated person is defined as a person who has received a vaccine as a result of the Pre-Event Vaccination System.

- b) ADD VACCINATION button allows you to add an additional vaccination to the patient's record (e.g., create a re-vaccination record for a revaccinated patient⁴.)

- 1) Select the vaccine type from the VACCINE TYPE drop-down list. Select Smallpox.
- 2) Select the name of your vaccination clinic from the ORGANIZATION NAME drop-down list. It should be noted that the screen will refresh in order to load the appropriate batch, referring organization, and Administered By information.
- 3) Select the Batch ID from the BATCH drop-down list.
- 4) From the REFERRING ORGANIZATION drop-down list, select the organization that referred the patient to your clinic.
- 5) This time enter the patient's new Patient Vaccination Number in the PVN box that is

associated with the re-vaccination effort.

- i) The patient's unique identifier is still their initial PVN.
- 6) Type the patient's current vaccination date in the VACCINATION DATE box (e.g., mm/dd/yyyy)
- 7) Select the person who administered the vaccination from the ADMINISTERED BY drop-down list.
- 8) Note: The take response is read 6-8 days after vaccination. Although the boxes in this section have asterisks next to them, they are not required at this point. Refer to Edit Patient Vaccinations section for instructions on entering take response information.
- 9) Click SAVE. A message will be displayed to confirm that the information has been saved.

H. Edit Patient Vaccination History or Add Additional Patient Vaccination Histories– The "Vaccination History" form allows you to edit information about previous vaccinations or add additional vaccination histories.

1. Using the navigation panel to the left, select "Search Patients"
2. In the "Patient Search" form, enter one or more search criteria:
 - a) Type the patient's last name in the LAST NAME box.
 - b) Type the patient's first name in the FIRST NAME box.
 - c) Type the patient's social security number in the SOCIAL SECURITY NUMBER box (e.g., 123456789).
 - d) Type the patient's birth date in the BIRTH DATE box (e.g., mm/dd/yyyy).
 - e) Select the patient's gender from the GENDER drop-down list.
 - f) Select the patient's state of residence from the STATE drop-down list.
3. Click SEARCH.
4. Note: If you cannot find the patient name, click REFINE SEARCH or NEW SEARCH.
5. In the "Patient Search Results" form, click EDIT next to the patient name whose vaccination history you want to edit.
 - a) EDIT VACCINATION HISTORY button allows you to modify an existing vaccination history.
 - b) ADD VACCINATION HISTORY button allows you to add additional vaccination histories.

⁴ A revaccinated person is defined as a person who has received a No Take on their first vaccination attempt and has chosen to become revaccinated through the Pre-Event Vaccination System.

6. Select EDIT VACCINATION HISTORY

a) Click EDIT next to the patient record that you want to edit.

The screenshot shows the CDC Information Resources Management Office Pre-Event Vaccination System. The main content area displays 'Vaccination History Search Results' with a table containing two rows of data. The first row shows a vaccine type of '04/16/1997' and a date of '05/05/1995', with an 'Edit' link next to the date. The second row shows a vaccine type of '05/05/1995' and a date of '05/05/1995', also with an 'Edit' link. The left sidebar contains a navigation menu with sections for Activities, Forms, and Reports.

Vaccine Type	Vaccination Date	
04/16/1997	05/05/1995	Edit
05/05/1995	05/05/1995	Edit

b) In the "Vaccination History" form, edit the vaccination history as necessary.

7. Select ADD VACCINATION HISTORY in order to add additional vaccination histories.

a) Enter the data fields as previously described in "Add Vaccination History" form.

8. When you have finished, click SAVE. A message will be displayed to confirm that the information has been saved.

9. Note: To return to the Patient Demographics form, click the PATIENT DEMOGRAPHICS button.