

# Recording Guidelines



September 2024

# Vaccine recording

Information required to be recorded on all clients includes:

- Client demographic information
  - Full name, personal health number/unique lifetime identifier (ULI), date of birth, gender, address including postal code
- Reason code for immunization
- Dose number
- Vaccine name & lot number
- Dosage administered
- Site of injection
- Route of administration
- Date of immunization
- Immunizer's first initial and last name, designation & signature

# Vaccine recording

- Direct data entry will be done into Connect Care by all zone Public Health
- Downtime procedures should be followed when sites have problems with connectivity
- Client Immunization Record and Care After Immunization documents are available for public health and community providers to provide to clients after immunization

# Vaccine recording

- **As of January 1, 2021**, the Alberta Health Immunization Regulation requires health practitioners to ensure a report respecting all immunizations and assessments are electronically submitted to Alberta Health within 7 days.
- There is a free vendor independent web application that will allow for reporting called the Immunization Direct Submission Mechanism (IDSM).
- The IDSM will facilitate the electronic submission of immunization and assessment event information into the Alberta Provincial Repository (Imm/ARI) for health practitioners that do not have an Electronic Medical Record (EMR) system capable of integrating with Imm/ARI.
- If there is no EMR that communicates with Imm/ARI, then immunizers must register for this program as soon as possible using this link: [https://www.albertanetcare.ca/learningcentre/documents/IDSM\\_User\\_Registration\\_Form.pdf](https://www.albertanetcare.ca/learningcentre/documents/IDSM_User_Registration_Form.pdf)
- Alberta Health Services sites will document immunization into Connect Care; sites not on Connect Care will use IDSM as outlined above.

# Vaccine Reconciliation

- All immunization providers are required to account for vaccine doses administered, vaccine doses wasted and vaccine doses on hand. The rationale for requiring reconciliation is:
  - ❖ To determine immunization rates
  - ❖ To be accountable for doses administered and meet requirements of government auditing processes
  - ❖ To monitor vaccine safety
  - ❖ For planning and operational decisions for subsequent seasonal programs
- This will be monitored through the Alberta Vaccine Inventory System (VIMS-AVI)

# QUESTIONS & THANKS

Email [CDCIMM@ahs.ca](mailto:CDCIMM@ahs.ca) or call 1-855-444-2324