

# Completing Vaccination Record on IT Systems

### Eligibility Check

- It is best practice to always check a client's eligibility and vaccination record prior to administering any vaccines. Use the Vaccination History Search application to check vaccination status and interval since last vaccination, to avoid administering a duplicate vaccine.
- The 'Vaccination History Search' application is accessed as follows:
  - Pharmacies via PharmaVax
  - GP's via the HSE's '[Health Provider Portal](#)'For further information or to enquire about access to the HSE Vaccination History Search Application contact the A2I HIDS support team via [Healthmail: \[a2ihids.support@healthmail.ie\]\(mailto:a2ihids.support@healthmail.ie\)](#) Email: [a2ihids.support@hse.ie](mailto:a2ihids.support@hse.ie) or phone 01 778 4998.
- Always carry out a search for a client:
  - Either PPSN or mobile number must be completed.
  - Patient first name, last name, DOB and gender are mandatory.

### Data Entry

- Ensure accurate recording of first name, surname, DOB, Gender, PPSN and address.
- Always verify correct spelling of name.
- Select the correct vaccine type from the dropdown.
- Enter vaccination date.
- Enter vaccination status, Dose 1 or vaccination completed for Flu.
- Ensure that all Vaccinator details are accurately documented on the form, including the professional registration MCRN/NMBI/PSI.
- Vaccination records should be recorded in a timely manner, where possible at the time of the event, rather than at some time later and ensuring that when entering past events, they are dated as accurately as possible.

### Claims

- Complete all of the relevant fields accurately. Incomplete or inaccurate data may result in non-payment.
- All vaccine records and claims relating to products must be entered prior to the removal of the vaccine batches from the IT systems, as it will not be possible to submit after this date.

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#### Data Quality

- Avoid entering records in advance of vaccination clinics as the client may not attend, resulting in a vaccine record in error, which may prevent them from receiving a vaccine.
- The Individual Health Identifier (IHI) number is used to safely identify the individual and enable the linking of their correct health records. In order to avoid creating duplicate records note the identifying particulars for the purposes of matching IHI with client record:

Essential Fields:	Plus minimum one of the following:
<ul style="list-style-type: none"><li>• Surname</li><li>• Forename</li><li>• Gender</li><li>• Date of Birth</li></ul>	<ul style="list-style-type: none"><li>• Mothers Birth Surname</li><li>• Home Address Line 1</li><li>• Eircode</li><li>• Mobile Phone</li><li>• PPSN</li></ul>

#### Data Corrections

- GP Practice Management Systems and HSE GPVax system have been updated, to enable vaccination corrections functionality.
- If a mistake has been made recording a vaccination dose, there is an option to go into an existing vaccination record, update it and re-submit it.
- If further support is required, please contact GP PMS, GPVax/PharmaVax Technical Support team.
- If the query can't be resolved then the user can contact the GP Pharmacy Direct Line 01 2408786 (Monday to Friday 9am to 5pm) for vaccinator support.

#### Potential Risks associated with incomplete, inaccurate records

- Mismatch of vaccination on vaccination record.
- Two doses are administered in error.
- Possible delay in processing payment for vaccination.
- Incorrect reporting.
- Incorrect or inaccurate information made available to client via the HSE Health App.