



Guidance Note 2

Completion of Vaccination Records on IT Systems

Points to remember

- It is best practice to always check a client's eligibility and vaccination record before commencing with vaccination. In addition to checking current immunisation with the client, a 'Vaccination History Search' facility is available to health professionals:
GP's via the HSE's '[Health Provider Portal](#)'
Pharmacies via Pharmavax <https://pharmax.ie/account/login>
- 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.
- 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
- Please ensure that all Vaccinator details are accurately documented on the form and that the professional registration MCRN/NMBI/PSI number is accurately documented.
- Please complete all of the relevant fields accurately. Incomplete or inaccurate data may result in non-payment.
- Data Entry, please ensure accurate recording of first name, surname, DOB, Gender, PPSN and address.
- 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.
- 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.
- If you have made a mistake recording a vaccination dose, call our GP Pharmacy Direct Line for guidance to remediate because otherwise this will create a duplicate record.
- 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">• Surname• Forename• Gender• Date of Birth	<ul style="list-style-type: none">• Mothers Birth Surname• Home Address Line 1• Eircode• Mobile Phone• PPSN

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

GP Pharmacy Direct Line 01 2408786 (Monday to Friday 9am to 5pm)