







Edit Body Sites/Routes	Add/Update/Edit Vaccine Information Sheets
<p>1. Access: Utilities> Manage Codes> Vaccine Body Sites/Routes/VIS.</p> <p>2. The page will open up to the Body Sites. To archive a body site place a checkmark in the archive box.</p> <p>3. To make a body site available for the office to use verify that there is no check mark in the archive box. (The body sites and/or routes that are checked off are not visible while documenting vaccines.)</p> <p>4. Click  to save all changes.</p> <p><i>Note: Your practice should not edit or add to the body site or admin route codes. The standard codes for sites and routes in OP is the standard set for transmitting data to and from Immunization Registries.</i></p> <p>5. Click on the Admin Routes tab to archive and unarchive administration routes that the office uses. As a reminder, if there is a checkmark in the archive box the office will not see this as a choice.</p> <p>Note: The standard codes for sites and routes in OP is the standard set for transmitting data to and from Immunization Registries.</p>	<p>1. Access: Utilities> Manage Codes> Vaccine Body Sites/Routes/VIS.</p> <p>Add: Click , type in description of VIS (HepA), type in publication date (7/20/16), give it a sort# (where it will be positioned in the list) and click  to save.</p> <p>Update/Edit: Just simply edit the description or the publication date. Click  to save.</p> <p>Delete: Highlight the line item that you would like to delete, and click  to delete.</p> <p>Archive: Place a checkmark in the Archive box and click  to save your changes.</p> <p>Note: cdc.gov website has all of the most updated VIS sheets available. You can sign up for email alerts so that you are notified each time a VIS is updated.</p>




Vaccine Code Table




1. Access Utilities> Manage Codes> Vaccine Products. This will open up the Vaccine Code Table.


2. To edit a vaccine click the ellipsis . This will open the vaccine code table details.

- a. Vaccine Name cannot be changed.
- b. Inventory Name can be changed.
- c. CPT and CVX codes are populated from OP (these can be updated if needed).
- d. ICD 10 code is populated from OP and built to use Z23 for all vaccines given.
- e. Admin Route: defaulted and can be changed if needed.
- f. Default VIS: this VIS publication date will be reported each time the vaccine is administered.
- g. Typical VFC Eligibility: any vaccine that is strictly VFC or private can be set so that the VFC eligibility is pre-filled when entering in new lots. Otherwise leave this blank as the proper VFC status will pull based on the patient's insurance.
- h. Archived: mark a vaccine as archived if you do not give it in the office. This will make the vaccine list shorter when creating the vaccine inventory
- i. Typical body site and Infant body site: OP recommends leaving this blank so that your staff will have to input the body site a shot was given in during the visit. This helps to cut down error entry.


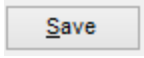
Note: If you are reviewing the list to ensure that the VIS sheets are attached to the vaccines that you give in the office, you may scroll through the list and click on the Default VIS box for that line item and update it from here (see screenshot).

	DTaP+	DTAP+	90700	106	Z23	5 pertussis antigens	IM	DTaP VIS (05/17/2007)		<input type="checkbox"/>
	DTaP, NOS	DTAP-NOS		107	Z23		IM			<input type="checkbox"/>

Update Vaccine CPT to have NDC#	Entering New Lots and Marking as Active/Inactive
<p>1. Utilities> Manage Codes> Procedure (CPT) Codes.</p> <p>2. Either select the category of Vaccine or pull each CPT code individually.</p> <p>A. Highlight the CPT code and click .</p> <p>B. Enter in the 11 digit NDC without hyphens (you can include the ML but it is not mandatory. Should be entered like this: 12345678901 ML10).</p> <p>C. Click  to save.</p> <p>Note: If your practice is live with OP, using the PM/Billing and EHR, the NDC ID number for vaccines will pull from Vaccine Inventory for claims. If your practice will implement a Split Go-Live, meaning PM/Billing will be implemented first and choosing not to use the vaccine inventory in OP, you will need to add the NDC ID numbers for vaccines in the CPT Code table. Once the practice goes live with vaccine inventory the NDC ID number will be entered for each vaccine lot. The NDC ID number in your vaccine inventory will supersede the CPT Code table when pulling an NDC number on to the claim.</p>	<p>1. Activities > Maintain Vaccine Inventory.</p> <p>2. Click  and Enter the following information.</p> <p>3. Inventory name: Click on the drop down arrow to select your inventory (can reflect the Brand name [Daptacel]. You can also start typing in the vaccine name).</p> <p>4. Vaccine Name: Click on the drop down (only one name will show here).</p> <p>5. NDC ID: Type in the 11 digit NDC#.</p> <p>6. GTIN: Global Trade Identification Number: will be populated with Barcode scanner; not on current packaging; will be with 2D barcodes. You do not need to enter this in manually. This will eventually take over the NDC.</p> <p>6. Manufacturer: Select from list.</p> <p>7. Enter Lot#.</p> <p>8. Enter Expiration Date.</p> <p>9. Funding Source: Private or VFC.</p> <p>10. VFC Eligibility usage: Select All pats if the vaccine is available to both VFC and Private.</p> <p>11. Practice Location will auto populate based on the location you are logged into. Ensure that this is the proper location.</p> <p>12. Total Doses: Total number received. Remember to enter in all doses here i.e. if you get 5 vials and it equals 10 doses make sure that you enter in the total doses of 10. If you enter in only 5 you will find that you have remaining inventory in your fridge.</p> <p>13. Availability: Mark as Active.</p> <p>Note: If you have 10 vials of a vaccine that you want the staff to use first you will mark the second piece of inventory as Inactive. Once you use those 10 vials or</p>

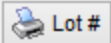
want the staff to see the second lot#, you will come into vaccine inventory, click  and mark it as Active. It will now be visible for your staff to use.

Retiring Vaccines

1. Activities> Maintain Vaccine Inventory> Lot#.
2. Click  on the vaccine that needs to be retired.
3. Under Availability select ☐ Retired .
4. Click  .

Note: Before Go-Live verify that any Test Lots are Retired.

Lot# Report

1. Activities> Maintain Vaccine Inventory> Lot#.
2. Highlight the vaccine to run a single report and click  .
3. Choose the report parameters:
 - A. All Dates or enter a specific date range.
 - B. For Manufacturer Lot Number will have the lot# that you highlighted. To pull the report for all lots given for a specific time frame, place a checkmark in All Lots used in this period

Include vaccines administered on:

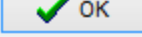
☒ All Dates

From: To:

☒ For Manufacturer Lot Number:

☐ For OP-assigned Lot ID:

☐ All Lots used in this period

4. Click  to pull the report.