**New Patients**

Enter vaccine history into EHR with correct codes, indicate that it is a history by selecting the appropriate code stored in your system.

For those practices who have an EHR that does not send historical records; make a copy of the child’s immunization record as well as their demographics.

Mail corrections/additions to KIDSNET for data entry using a pre-paid envelope supplied by KIDSNET. Please list your practice’s name in the return address! For supplies, see contact information listed below.

**Entering Vaccines**

Ensure that correct codes/products are available for selection in your EHR, (matching state supplied) <https://health.ri.gov/publications/guidelines/PediatricAndAdultStateSuppliedVaccine.pdf>

Record required data elements for HL7 transmission for each vaccine into EHR, (CVX, DOA, VFC, lot #, manufacturer, site given, person administrating, etc.)

Follow the criteria that your EHR has provided for transmitting records to KIDSNET such as closing the record to allow the HL7 transaction to successfully send, and/ or checking the send to registry box. etc.,

**Data Quality**

Check daily e-mail from KIDSNET for verification of # of messages (vaccines) sent. If there is a question or disagreement in data, please contact KIDSNET. (jeff.goggin@health.ri.gov)

If the vaccine message reaches KIDSNET but does not have the required information, a message is returned indicating what is missing and whether the message needs to be resent. Check with your EHR regarding these messages. Your EHR may also have a report that indicates the messages that failed to send because information was missing.

The record may end up on hold if there is more than one child who “matches” the information submitted. Data Management will review; however, delays may occur.

**Refusal of Vaccine**

Refusal of vaccine is not indicated in KIDSNET. The child will appear to be behind in vaccine, some providers are successful with vaccine hesitant parent when the topic is revisited often.

**History of Disease**

KIDSNET will record evidence of Varicella disease. A vaccine record with date of disease must be submitted on paper for data entry.

**Immunity**

KIDSNET will record serologic evidence of immunity for: Varicella, Hep A, Hep B, Measles, Mumps and Rubella.

**Patient List**

A patient becomes part of a Practice’s panel when they are the last practice or physician to immunize the individual.

Or

The parent selects the practice as the PCP from birth\* (the child will remain listed under the practice and will only change PCPs if immunized by another practice.)

A Practice may discharge a patient from their PCP affiliation by removing them from their patient list. A practice determines timeframe based on the practice guidelines.

Contact Information:

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