Guide to Manual Entry of New Shots

(For sites **not** using the CAIR2 Vaccine Inventory feature)

Revised: 05/03/2023

The steps below only describe how to enter **new** shots (i.e., administered doses) given by your site. For information on entering historical immunizations, please refer to the CAIR2 Guide to Adding Historical Immunizations found on the [CAIR2 Training Guides Page](). For details on using other CAIR2 features (e.g., updating patient information, documenting reactions, running reports, etc.), refer to the CAIR2 Regular User Guide found on the [CAIR2 User Guides Page]().

Important Note:

When entering vaccines manually into CAIR2, some fields do not automatically populate and/or are not required. A key example is the vaccine's 'Lot Number'. Although not required, it is **highly** recommended that you enter the 'Lot Number' for each dose given. This is a vaccination documentation standard critical for patient care (e.g., in the event of a vaccine recall).

For additional support, the following resources are available:

[Local CAIR2 Representatives (LCRs)]()**:** (go.cdph.ca.gov/cair-lcr)

CAIR2 Help Desk:

Phone: 800-578-7889

Fax: 888-436-8320

Email: [CAIRHelpDesk@cdph.ca.gov]()

[CAIR Website](): (cdph.ca.gov/cair)

Table of Contents

Section 1: Accessing a Patient's CAIR2 History/Recommend Screen

To access a patient's record, you will need to:

1. Log into CAIR2: CAIR2 Login screen (cair.cdph.ca.gov).
2. Search for your patient and open the patient's record.
3. The 'Update Patient' screen will display (see screenshot below). Review the information carefully to ensure you have opened the correct patient's record.
4. Then click the **History/Recommend** button to access the patient's 'History/Recommend' screen.

Note: For more information on these steps, refer to the CAIR2 Regular User Guide found on the CAIR2 Training Guides Page.

Section 2: Entering Routinely Recommended Vaccines

The History/Recommend Screen

On the 'History/Recommend' screen (see screenshot below), you will see the shots the patient has already received in the 'Immunization Record' section.

To manually enter the immunization(s) your site gave a patient, you will first need to:

1. Go to the 'Vaccines Recommended by Selected Tracking Schedule' section of the screen (see screenshot below). **Note:** This section only lists routinely-recommended vaccines. See the Entering Non-Routinely Recommended Vaccines section below for instructions on how to enter non-routinely recommended vaccines (e.g., travel vaccines).
2. Check the boxes in the 'Select' column for all the vaccines you are giving. **Note:** If the vaccine is a combination vaccine (e.g., Pediarix), just choose one of the components (i.e., DTP/aP) on this screen. You will be able to record the 'Trade Name' on the next screen to document all the components of the combination vaccine.
3. Once you have checked the vaccines you want to record, click the **Add Selected** button.

In the example below, we selected to record a Flu shot we administered.

Patient Information

Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number	CAIR ID
LIZA LOU	10/18/2016	F	ACIP		5998985

Address	111 MAIN ST, VALENCIA, CA 91355
Home Phone/Cell Phone	(323) 222-0045 /
Comments	{1 of 3} .. 04/17/2019 ~ History of varicella (chicken pox)

Current Age: 6 years, 6 months, 7 days

Patient Notes (1)   *view or update notes*

Immunization History   **TB Test History**

Add New Imms	Add Historical Imms	Edit Patient	Reports	Print Record	Print Confidential Record

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	07/15/2021	1 of 5	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No			✎
HepB	07/15/2021	1 of 3	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No			✎
Hib	07/15/2021	NOT VALID	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No			✎
MMR	12/16/2017	1 of 2	MMR [MMR II ©]	Full	No			✎
Polio	07/15/2021	1 of 4	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No			✎

Vaccines Recommended by Selected Tracking Schedule

Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
☐	COVID-19	SARS-COV-2 (COVID-19) vacc, UNSPECIFIED	04/18/2017	04/18/2017	04/18/2017
☐	DTP/aP	DTaP, NOS	08/12/2021	08/12/2021	10/15/2021
	HepA	HepA, NOS	Contraindicated		
☐	HepB	HepB, NOS	08/12/2021	08/12/2021	09/15/2021
	Hib	Hib, NOS	Maximum Age Exceeded		
☑	Influenza-seasnl	Flu NOS	04/18/2022	08/01/2022	05/18/2023
☐	MMR	MMR	01/13/2018	10/18/2020	10/18/2022
☐	Polio	Polio, NOS	08/12/2021	08/12/2021	10/15/2021
	Varicella	Varicella	Contraindicated		

Add Selected

The Enter New Immunization Section

On the screen that displays, scroll down to the 'Enter New Immunization' section (see screenshot below):

1. Make sure the 'From CAIR Inventory' checkbox is **not** checked. If it is checked, then uncheck it. When you uncheck the box, you will see a pop-up message stating, "Switching inventory types will cause all data fields to reset." Click **OK** on the pop-up message. **Note:** You should only have to uncheck this box the first time you log in; it should automatically remain unchecked afterward.
2. The vaccines that you selected to give on the 'History/Recommend' screen will appear in the 'Immunization' field (see Influenza example below).

3. For each vaccine you selected to give, select/enter the following information in each field:
   - **Date Administered:** Will default to today's date. Make sure to change the date if the shot was given on a different date.
   - **Trade Name:** Select the 'Trade Name' of the vaccine (e.g., Pediarix). **Note:** If your site receives VFC, State General Fund (SGF), and/or 317 vaccines, you will also see a field called 'Vaccine Eligibility' and must select the patient's eligibility.
   - **Lot #:** Manually enter the lot number of the vaccine. **Note:** 'Lot #' is not required, but entering it is **highly recommended** for documentation purposes and in case of a vaccine recall.
   - **Administered By:** Select the name of your staff member who administered the vaccine to the patient. **Note:** This field is not required but recommended as a vaccine documentation standard. You can select this information only if you have requested that the staff who administer vaccines at your site be added to this dropdown in CAIR2.
   - **Body Site:** Select the anatomical site the vaccine was administered (e.g., Left Deltoid).
   - **Route:** Select the route the vaccine was administered (e.g., Intramuscular). **Note:** This field is not required but recommended as a vaccine documentation standard.
   - **Dose:** Defaults to 'Full' dose (the standard dose based on the patient's age and type of vaccine).You can select a different amount if more or less than the standard dose was given.
4. Once you have entered the vaccine information for all the shots you are recording, review all the information before saving and then click the **Save** button at the bottom of the section.

Patient Information						
Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number		CAIR ID
LIZA LOU	10/18/2016	F	ACIP			5998985
Address	111 MAIN ST, VALENCIA, CA 91355					
Home Phone/Cell Phone	(323) 222-0045 /					
Comments	{1 of 3} .. 04/17/2019 ~ History of varicella (chicken pox)					

Current Age: 6 years, 6 months, 10 days

Patient Notes (1) *view or update notes*

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
DTP/aP	07/15/2021	1 of 5	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No		
HepB	07/15/2021	1 of 3	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No		
Hib	07/15/2021	NOT VALID	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No		
MMR	12/16/2017	1 of 2	MMR [MMR II ©]	Full	No		
Polio	07/15/2021	1 of 4	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No		

Enter New Immunization

From CAIR Inventory ☐   * Date Administered [04/25/20]   Ordering Authority [▽]

Remove	Immunization	* Trade Name	Lot #	Administered By
☑	Influenza-seasnl ▽	▽		▽

* Body Site [▽]   Route [▽]   Dose [Full ▽]

[Save] [Cancel]

5. The patient's 'History/Recommend' screen will then display again, and the shot(s) you recorded will show in the 'Immunization Record' section, and future recommendations will also be updated.

Section 3: Entering Non-Routinely Recommended Vaccines

If the vaccine you are giving is **not** routinely recommended (e.g., a travel vaccine), it will **not** be listed in the 'Vaccines Recommended by Selected Tracking Schedule' section on the patient's 'History/Recommend' screen.

To manually enter non-routine vaccines:

1. Click the **Add New Imms** button on the patient's 'History/Recommend' screen.

2. Follow the steps in The Enter New Immunization Section above. **Note:** You can enter up to six immunizations you have given, and you will need to select the vaccine you want to record from the 'Immunization' dropdown menu.