



# Guide to Adding Historical Immunizations in CAIR2

Revised: 01/31/2023

**Purpose of this guide:** This guide describes how to manually enter historical immunizations into CAIR2, including combination shots and vaccine Trade Names.

**For additional support, the following resources are available:**

[Local CAIR Representatives \(LCR\): \(go.cdph.ca.gov/cair-lcr\)](http://go.cdph.ca.gov/cair-lcr)

**CAIR Help Desk:**

Phone: 800-578-7889; Email: [CAIRHelpDesk@cdph.ca.gov](mailto:CAIRHelpDesk@cdph.ca.gov)

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## Introduction

This guide describes how to access the Historical Immunizations Entry screen in CAIR2 and the steps for adding historical immunizations including combo shots and documenting the vaccine Trade Name and other information about the immunization.

**Historical Immunizations** are doses that were administered in the past. These are often brought in by the patient/parent on an immunization record (e.g., Yellow Card, Immunization History Report) or are in your EHR/EMR and should be entered into CAIR2 if they are not already in there.

Per CDC, providers should only accept written, dated records as evidence of vaccination. With the exception of influenza and pneumococcal polysaccharide vaccines, self-reported doses of vaccine without written documentation should not be accepted.

Entering historical immunizations into CAIR2 is important to ensure that the recommendations for current and future shots due are accurate.

## Section I: Accessing and Viewing the Enter Historical Immunizations Screen

To enter historical immunizations:

1. Go to the 'Update Patient' screen in CAIR2 (this is the first screen that displays when you open a patient's record) and click the '**History/Recommend**' tab.

**Update Patient**

**Personal Information**

\* Last Name: SMITH  
\* First Name: JOHN  
Middle Name:   
Suffix:   
\* Birth Date: 08/21/2018  
Mother's Maiden Last:   
Mother's First Name: DONNA

\* Gender: Male  
Medi-Cal ID:   
Birth Order:  (for multiple births)  
Birth Country: UNITED STATES  
Birth State:   
Birth County:   
Medical Record Number:

Save  
**History/Recommend**  
Reports  
Cancel

2. On the screen that displays, select the '**Add Historical Imms**' tab.

**Patient Information**

Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number	CAIR ID
JOHN SMITH	08/21/2018	M	ACIP		5236921

Address: 123 MEMORY LANE, TESTVILLE, CA 99999  
Home Phone/Cell Phone: (555) 555-5555 /  
Comments:

**Current Age: 4 years, 4 months, 20 days**  
**Patient Notes (0)** [view or update notes](#)

[Immunization History](#) [TB Test History](#)

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

3. On the screen that displays you will find:

- A. The **Immunization Record** section: Shows the immunizations the patient has received and that have already been entered into CAIR2 (see section 'A' on the screenshot below).
- B. The **Enter Historical Immunizations** section: This is where you add historical doses the patient has received that are not yet in CAIR2. This section lists many of the most common vaccines for you to enter the date the vaccines were given (see section 'B' on the screenshot below).
- C. A **dropdown menu of additional vaccines**: This dropdown lists other less-common vaccines that are not in Section B (see section 'C' on the screenshot below). You can select a vaccine in this list, and it will add it to the list in Section B for you to record the date the vaccine was given.

**Immunization Record** A

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
DTP/aP	<a href="#">08/21/2019</a>	1 of 4	DTaP, NOS [DTaP, NOS ©]		No		Yes
	<a href="#">09/18/2019</a>	2 of 4	DTaP,5 pertussis antigens [DAPTACEL ©]		No		Yes
	<a href="#">11/13/2019</a>	3 of 4	DTaP-HepB-IPV [Pediatrix ©]		No		Yes
HepA	<a href="#">08/21/2019</a>	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]		No		Yes
HepB	<a href="#">11/13/2019</a>	1 of 3	DTaP-HepB-IPV [Pediatrix ©]		No		Yes
	<a href="#">12/11/2019</a>	2 of 3	HepB-Peds [Engerix-B Peds ©]		No		Yes
	<a href="#">06/29/2020</a>	3 of 3	HepB-Hib [Comvax ©]	Full	No		
Hib	<a href="#">06/29/2020</a>	1 of 1	HepB-Hib [Comvax ©]	Full	No		
MMR	<a href="#">08/21/2019</a>	1 of 2	MMR [MMR II ©]		No		Yes
Polio	<a href="#">11/13/2019</a>	1 of 4	DTaP-HepB-IPV [Pediatrix ©]		No		Yes

**Enter Historical Immunizations** B

Immunization	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
DTP/aP					
HepA					
HepB					
Hib					
HPV					
Influenza-seasnI					
Influenza-H1N1					
Men ACWY					
MMR					
PneumoConjugate					
PneumoPoly 23					
Polio					
Rotavirus					
Td/Tdap					
Varicella					
Zoster					
COVID-19					
DENGUE					

C

✓

- Adeno
- Anthrax

Add Details Save Cancel

## Section II: Entering Historical Shots

This section describes how to enter historical shots, including adding a single dose, multiple doses at one time, and combination vaccines.

### Section II A: Entering a Single Shot

To add a single dose (e.g., a DTaP shot-):

1. Enter the date the vaccine was given in the 'Dose 1' box next to the vaccine (see DTaP example below).  
Note: The date requires MM/DD/YYYY format. **You can put the date into the 'Dose 1' column even if this isn't the first dose of that vaccine the patient has received. CAIR2 will automatically insert it as the correct dose in the series.** For example, if the patient already had the first dose of DTaP recorded in CAIR2 and you are recording the second dose, you can enter it in the Dose 1 field; CAIR2 will automatically count it as the second dose in the series based on the date the patient received the vaccine.
2. If you have additional doses of the same vaccine to record (e.g., more than one DTaP), enter them in the columns listed (Dose 2, 3, etc.).
3. **Important:** If you know the Trade Name of the vaccine (e.g., Daptacel), you should add it using the 'Add Details' button before saving the vaccine dates (see Section III below). This is very important, especially for combo shots and vaccines that have different schedules.
4. Click the 'Save' button at the bottom of the screen when you are finished.

Enter Historical Immunizations screen highlighting Dose date format MM/DD/YYYY and the save button

**Note:** If you need to enter a combination shot, see [Section II C](#) below.

### Section II B: Entering Multiple Shots at One Time

If multiple shots need to be entered, you can save time by entering them at the same time.

The process is similar to adding a single shot as described in Section II A above. The steps for adding multiple shots at one time are:

1. Enter the dates for each of the immunizations that were given in the 'Dose' box next to the vaccines (see example below for multiple shots). Note: The date requires MM/DD/YYYY format. **You can put the date into the 'Dose 1' column even if this isn't the first dose of that vaccine the patient has received. CAIR will automatically insert it as the correct dose in the series.** For example, if the patient already had the first dose of DTaP recorded in CAIR2 and you are recording the second dose, you can enter it in the Dose 1 field; CAIR2 will automatically count it as the second dose in the series based on the date the patient received the vaccine.
2. If you have additional doses of the same vaccine to record (e.g., more than one DTaP), enter them in the columns listed (Dose 2, 3, etc.).
3. **Important:** If you know the Trade Name of the vaccine (e.g., Daptacel), you should add it using the 'Add Details' button before saving the vaccine dates (see Section III below). This is very important, especially for combo shots and vaccines that have different schedules.
4. Click the 'Save' button at the bottom of the screen when you are finished.

In the example below, three different shots were added at the same time (DTaP, Hep A and MMR).

**Enter Historical Immunizations**

Immunization	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
DTP/aP	09/18/2019				
HepA	08/21/2019				
HepB					
Hib					
HPV					
Influenza-seasnl					
Influenza-H1N1					
Men ACWY					
MMR	08/21/2019				
PneumoConjugate					
PneumoPoly 23					
Polio					
Rotavirus					
Td/Tdap					
Varicella					
Zoster					
COVID-19					
DENGUE					

**Note:** If you need to enter a combination shot, see [Section II C](#) below.

## Section II C: Entering Combination Shots

When entering a historical combination shot (e.g., Pediarix, Pentacel) it is very important to add the **Trade Name** if you know it. This is important because different vaccines have different series (for example Pediarix is a 3-dose series, whereas Pentacel is a 4-dose series).

To add a combination shot (e.g., Pediarix):

1. Enter the date of the shot in the 'Dose 1' box for **only one of the components of the vaccine**. For example, Pediarix is a combination of DTaP, HepB and Polio. You can enter the date of the shot in just the DTaP box (see screenshot below).
2. Next, select the **'Add Details'** button at the bottom of the screen (see Section III below on how to use the 'Add Details' tab).

**Note:** If you enter dates for all the components in Step 1 and then add the Trade Name in Step 2, you will get an error message that you are entering duplicate vaccines. Therefore, it is important to only enter the date for one component of the group when you are entering the Trade Name for the combo shot.

**Enter Historical Immunizations**

Immunization	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
DTP/aP	11/13/2019				
HepA					
HepB					
Hib					
HPV					
Influenza-seasn1					
Influenza-H1N1					
Men ACWY					
MMR					
PneumoConjugate					
PneumoPoly 23					
Polio					
Rotavirus					
Td/Tdap					
Varicella					
Zoster					
COVID-19					
DENGUE					

3. Select the 'Trade Name' (e.g., Pediarix) on the 'Enter Historical Immunizations Details' screen.
4. Click the 'Save' button.

**Enter Historical Immunization Details**

Immunization	* Date Admin	Trade Name	Lot Number	Provider Org	Source of Imm
DTP/aP	11/13/2019	<input type="text" value="Pediarix"/> <ul style="list-style-type: none"> <li>✓ <input type="text" value="Pediarix"/></li> <li>Acel-Imune</li> <li>Certiva</li> <li>DAPTACEL</li> <li>DT</li> <li>DTP</li> </ul>			Source Unspecified

**Note:** By entering the shot date in the DTaP section and then selecting Pediarix as the Trade Name, the other two components of the vaccine (Hep B and Polio) are automatically added to the patient's shot record and the vaccine will be recorded as Pediarix.

### Section III: Using the Add Details Feature

You can use the **'Add Details'** button to add the Trade Name as well as other info if you have it (e.g., Lot Number). As mentioned above, adding the Trade Name is very important because different vaccines have different series.

To add Trade Name and/or additional information about the vaccine(s):

1. Once you enter the shot dates next to the vaccines you want to enter (see Section II above), select **'Add Details'** at the bottom of the screen before saving the shot date information.

Enter Historical Immunizations					
Immunization	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
DTP/aP					
HepA					
HepB	12/11/2019				
Hib					
HPV					
Influenza-seasnl					
Influenza-H1N1					
Men ACWY					
MMR					
PneumoConjugate					
PneumoPoly 23					
Polio					
Rotavirus					
Td/Tdap					
Varicella					
Zoster					
COVID-19					
DENGUE					

The 'Enter Historical Immunization Details' screen will display. The vaccine(s) and dates you entered will display along with several blank fields for you to add the additional information if you have it. You can enter:

- **Trade Name:** This information is important for vaccines that have different schedules (e.g., **Engerix-B has a 3 dose series, whereas Heplisav-B has a 2 dose series**).
- **Lot Number:** Important for documentation and vaccine recall purposes.
- **Provider Org:** To identify the name of the clinic where the shot was given.
- **Source of Imm:** You can enter 'Source of Immunization' if you have it, but it does not currently display on any screen/report in CAIR2.

2. Click the 'Save' button when you are done.

Enter Historical Immunization Details					
Immunization	* Date Admin	Trade Name	Lot Number	Provider Org	Source of Imm
HepB	12/11/2019	Engerix-B Adult	JAT456	CAIR CLINIC	Other Provider

(\* required field)











## Section IV: Checking Your Entries in the Immunization Record

Once you have entered all of the historical shots, you will be taken back to the patient's **Immunization Record** screen. It is best practice to review the historical shots you entered to make sure the information is correct.

In the example below, the patient's Immunization Record screen includes all the historical shots that were entered in Section II above, including the Trade Names that were entered using the Add Details feature (see Section III above).

In the '**Hist?**' column you will see a '**Yes**' indicating that the dose was entered as a historical shot.

If you need to make changes to any of the historical shots you entered, click on the icon for that shot in the '**Edit**' column and a screen will appear allowing you to edit the information.

Immunization Record								
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	<a href="#">08/21/2019</a>	1 of 4	DTaP, NOS [DTaP, NOS ©]		No		Yes	
	<a href="#">09/18/2019</a>	2 of 4	DTaP,5 pertussis antigens [DAPTACEL ©]		No		Yes	
	<a href="#">11/13/2019</a>	3 of 4	DTaP-HepB-IPV [Pediarix ©]		No		Yes	
HepA	<a href="#">08/21/2019</a>	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]		No		Yes	
HepB	<a href="#">11/13/2019</a>	1 of 3	DTaP-HepB-IPV [Pediarix ©]		No		Yes	
	<a href="#">12/11/2019</a>	2 of 3	HepB-Peds [Engerix-B Peds ©]		No		Yes	
	<a href="#">06/29/2020</a>	3 of 3	HepB-Hib [Comvax ©]	Full	No			
Hib	<a href="#">06/29/2020</a>	1 of 1	HepB-Hib [Comvax ©]	Full	No			
MMR	<a href="#">08/21/2019</a>	1 of 2	MMR [MMR II ©]		No		Yes	
Polio	<a href="#">11/13/2019</a>	1 of 4	DTaP-HepB-IPV [Pediarix ©]		No		Yes	

### Vaccines Recommended by Selected Tracking Schedule