



**Add/Edit** can be used to add COVID-19 vaccine administered by another facility. Historical doses will be marked as “Given by another practice”. If a patient asks you to report their immunizations to the CIR, check that the doses have not already been reported before adding them.

**Note:** You do not need the lot number to report a historical dose. Your inventory will not be affected.

1. Search for the existing patient record. If the patient belongs to your practice, you can use the **MyList** screen to search for the patient. If your facility has never looked up the patient in the Online Registry, use the **Search** screen to locate the patient’s record.

To search for a patient from **MyList**:

- Click on the **MyList** icon.
- Search for the patient by first and last name.
- Select the patient record by clicking on the patient’s name in the list below.

To search for a patient from **Search**:

- Click on the **Search** icon.
- Complete all search fields, then click Continue.
- You can also perform an advanced search on this screen using the “Advanced Search” tab.

2. Select the patient whose record you would like to add a historical COVID-19 immunization event to.

3. From the current screen, click on the **Add/Edit** icon on the navigation bar.

Next, click the “Add History” tab.



4. Scroll down to the bottom of the patient record to the COVID-19 immunization event history.

Confirm that any dose(s) already reported to the CIR match your copy of the patient’s record.

Event	1	2	3
COVID-19	<b>COVID-19, mRNA, 0.5 mL dose (Moderna)</b> Date: 05/19/2021 66y 5m Given by this practice Lot No: 001A21A Exp. Date: 12/31/2069 Manufact: Moderna Fund Type: PUBLIC	Date: / / (mm/dd/yyyy) Choose Vaccine <input type="radio"/> Given by this practice? <input type="radio"/> Another? Lot: --Select Lot--	Date: / / (mm/dd/yyyy) Choose Vaccine <input type="radio"/> Given by this practice? <input type="radio"/> Another? Lot: --Select Lot--

5. Enter the historical immunization in the first available space in the row titled “COVID-19”.

- Enter the administration date.
- Choose the vaccine type from the dropdown list.
- Select “Another practice”.
- Click “Continue” when finished.

Event	1	2	3
COVID-19	<b>COVID-19, mRNA, 0.5 mL dose (Moderna)</b> Date: 05/19/2021 66y 5m Given by this practice Lot No: 001A21A Exp. Date: 12/31/2069 Manufact: Moderna Fund Type: PUBLIC	Date: 04 / 19 / 2021 (mm/dd/yyyy) COVID-19, mRNA, 0.5 mL dose (Moderna) <input checked="" type="radio"/> Another practice Lot: --Select Lot--	Date: / / (mm/dd/yyyy) Choose Vaccine <input type="radio"/> Given by this practice? <input type="radio"/> Another? Lot: --Select Lot--



6. A confirmation screen will appear asking you to verify that the information is correct. If correct, click “Confirm”.

Vaccine Series	Event Information	Lot Information
COVID-19	Date: 04/19/2021 Vaccine Name: COVID-19, mRNA, 0.5 mL dose (Moderna) Given by: Another Practice	Lot Number: Not reported Manufacturer: Not reported Expiration Date: Not reported Vaccine Fund Type: Not reported

Patient's Current VFC Eligibility Status: Not Reported

Change Cancel Confirm

7. You can navigate back to the patient’s record to confirm the historical dose was successfully added.