Entering Immunization Data

Navigation

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<td>1.</td>
<td>From the Campus Solutions menu, click the <strong>Campus Community</strong> link.</td>
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<td>2.</td>
<td>Click the <strong>Personal Information (Student)</strong> link.</td>
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<td>3.</td>
<td>Click the <strong>Health Information (Student)</strong> link.</td>
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<td>4.</td>
<td>Click on the <strong>Immunizations and Health</strong> link.</td>
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## Procedure

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<td>5.</td>
<td>On the <strong>Immunizations and Health</strong> page, enter look up criteria for the student.</td>
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6. | On the **Immunization** page, you will enter information regarding the student's immunization data. In the **Immunization** section of the page, enter or lookup and select **SHOTS** in the **Immunization** field.
7. | Select the **Enter** key to enter the description.
### Step 8

In the **Immunization Criteria** section of the page, notice that you are viewing row 1 of 10 rows. On row 1, you will enter information about the **MMR** immunization.

Select the **Test Taken** radio button.
Step | Action
---|---
9. | In the *Date Taken* field, enter or look up and select the date the **MMR** immunization was taken.
10. | Press the *Enter* key to fill the field.
### Step 11

Click the **Show next row** arrow to view the next row of data for immunizations.
12. On row 2, you will enter information about the MMR-w immunization.

   Select the **Test Taken** radio button.

13. Enter or look up and select the date the **MMR-2** immunization was taken.

14. Press [Enter].

15. Click the **Show next row** arrow to view row 3.
16. On row 3, you will enter information about the **Tetanus/Diptheria** immunization.

   Select the **Test Taken** radio button.

17. Enter the date the **Tetanus/Diptheria** immunization was taken in the **Date Taken** field.

18. Press **[Enter]**.

19. It is not required to enter immunization data on the remaining rows 4 - 10.

   Click the **Health Test** tab.
20. If the student has taken the Titre test, you will enter that information on the Health Test page.

   If appropriate, click on the look up icon or enter titre in the Health Test field.

   For this example, we’ll click the Health Test look up icon.

   TITRE

21. Click on TITRE to select it.

22. Click the Immunization Compliance tab.
Step 23. The **Immunization Compliance** page is where you will enter the student's compliance status. By default, the **Compliance Status** is initially set to "Not in Compliance." To change the compliance status, you must add a new row.

Click the **Add a new row** button.
Step 24. By default, today's date enters in the **Effective Date** field on the new row.

To change the compliance status, click on the drop-down arrow in the **Compliance Status** field.
Step | Action
---|---
25. | Click on the appropriate compliance status to select it.

   In this example, the student submitted their immunization record, so we will click on **Shots/Titres** to select it.

26. | When finished, click the **Save** button.
Step | Action
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27. | End of Procedure.