

Vaccine Administration

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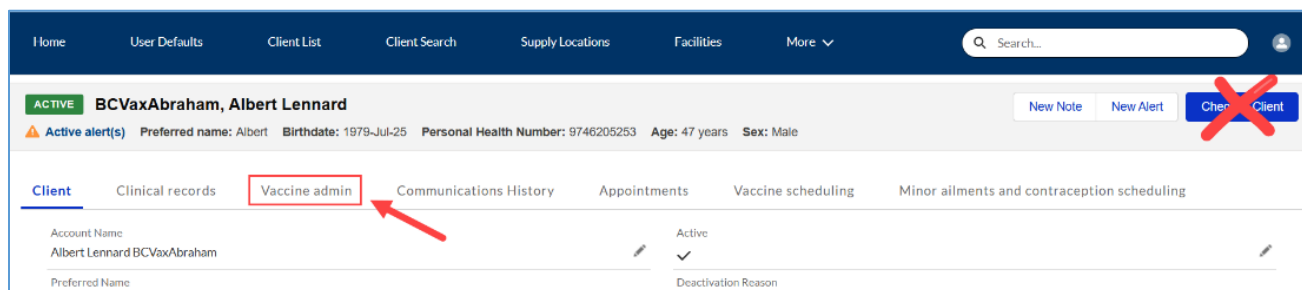
This document explains how clinicians should use the Vaccine admin workflow to document immunizations and client data in real time.

1. Vaccine admin

Add and save your clinic location in *User Defaults* tab. If you don't, you'll get an error message when you click the *Vaccine admin* tab.

Clinicians must review all clinical records in the *Client* section.

Click the **Vaccine admin** tab, seen in the screenshot below.

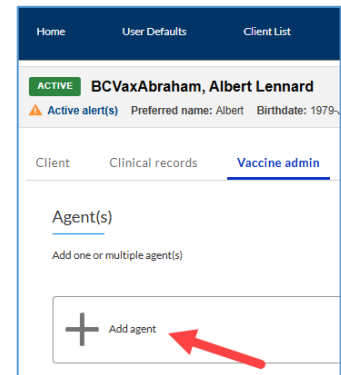
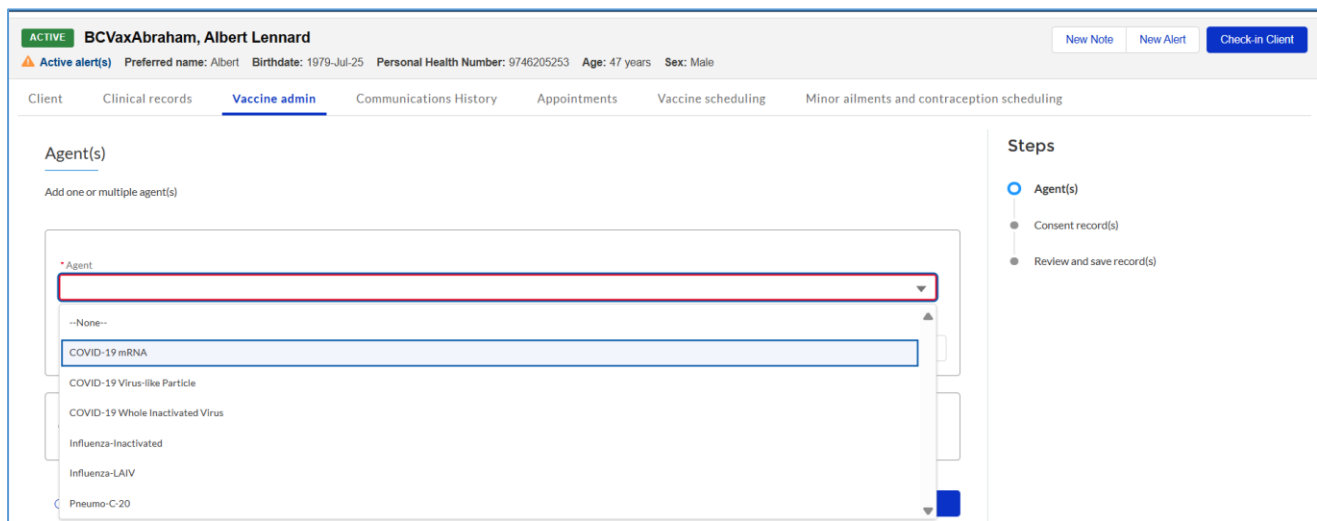


2. Agent(s)

IMPORTANT In ImmsBC 2.0, you can document the administration of more than one *Agent* at a time.

The *Agent(s)* screen will display. If you selected *Product* details in *User Defaults*, your selections will populate here. If not, click **+Add agent** as in the screenshot on the right.

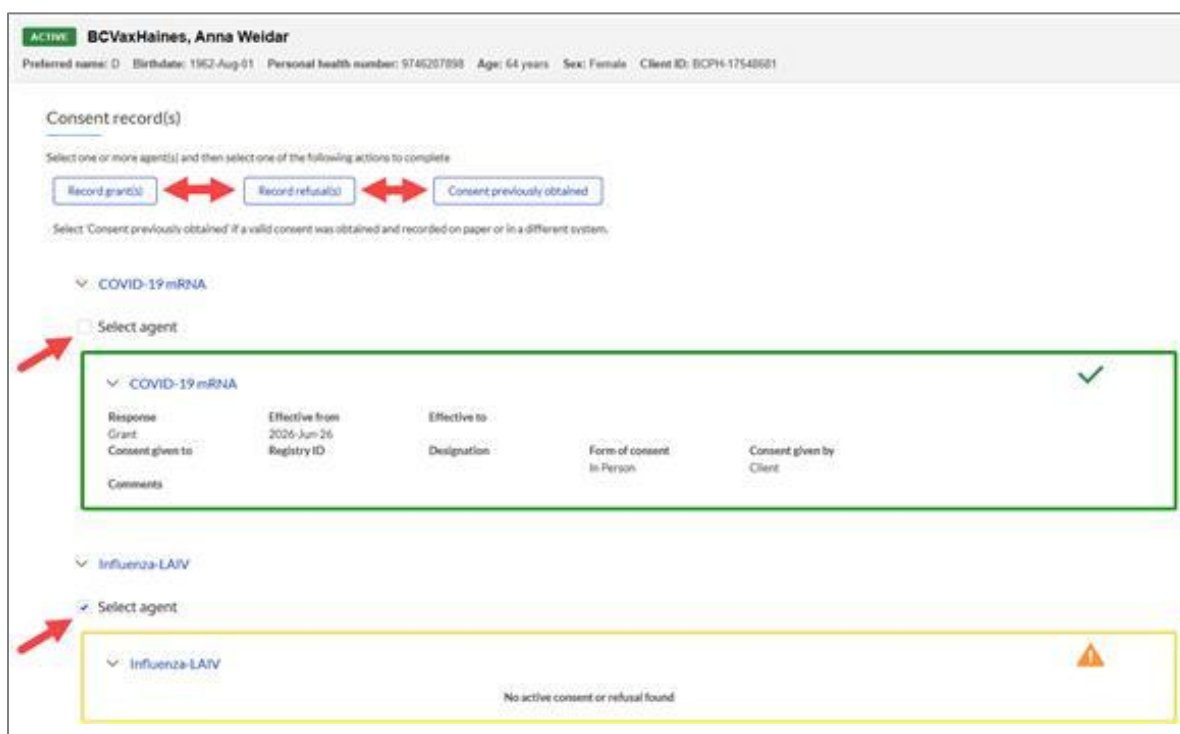
Agents will display as in the screenshot below. Select the **Agent**. Click **Save**. To select another *Agent*, click the **Add agent** field below the saved *Agent*. Click **Next**.

3. Consent record(s)

The *Consent record(s)* screen will open. *Agent(s) with an active consent* will be in a green box. *Agent(s) without active consent* will be in a yellow box. *Agent(s) with an active refusal* will be in a red box.

Agent(s) without an active *Consent* will have the *Select agent* box checked (e.g. Influenza-LAIV in the screenshot below). For these *Agents*, select from *Record grant(s)*, *Record refusal(s)* and *Consent previously obtained* (near the top of the screen in the screenshot below).



ACTIVE: BCVaxHaines, Anna Weidar
 Preferred name: D Birthdate: 1962-Aug-01 Personal health number: 9746207898 Age: 64 years Sex: Female Client ID: BCPH-17548681

Consent record(s)
 Select one or more agent(s) and then select one of the following actions to complete:
 [Record grant(s)] ↔ [Record refusal(s)] ↔ [Consent previously obtained]
 *Select 'Consent previously obtained' if a valid consent was obtained and recorded on paper or in a different system.

☒ COVID-19 mRNA

☐ Select agent

Response	Effective from	Effective to	Form of consent	Consent given by
Grant	2026-Jun-26		In Person	Client
Consent given to	Registry ID	Designation		
Comments				

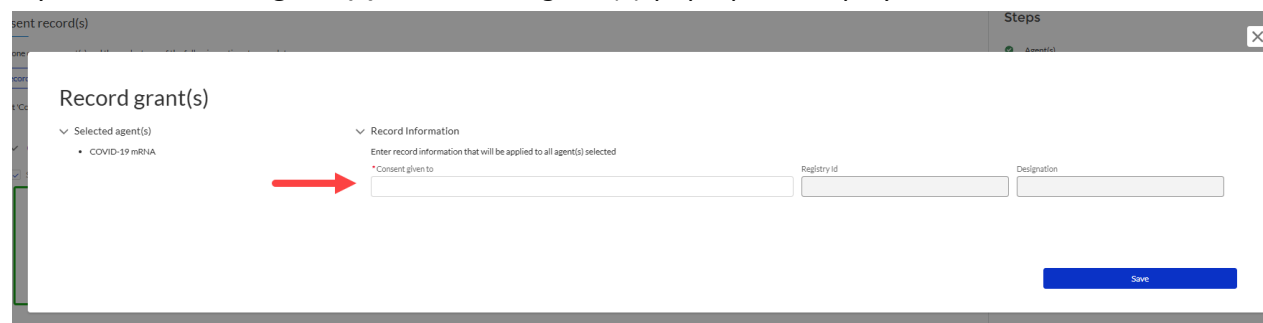
☒ Influenza-LAIV

☒ Select agent

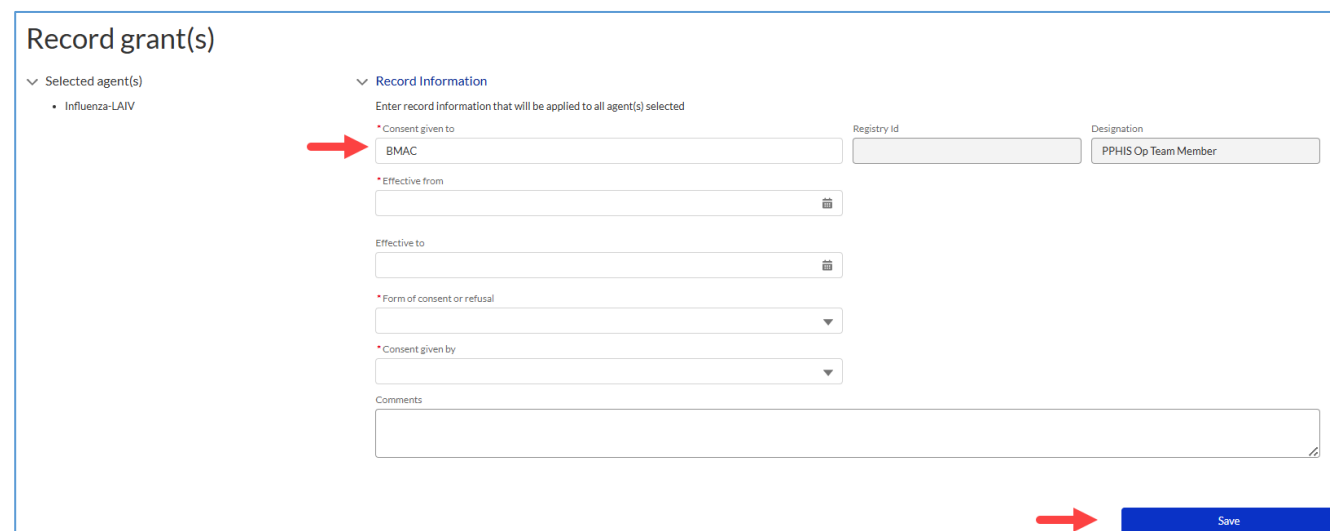
Response	Effective from	Effective to	Form of consent	Consent given by
No active consent or refusal found				

3.1 Record grant(s)

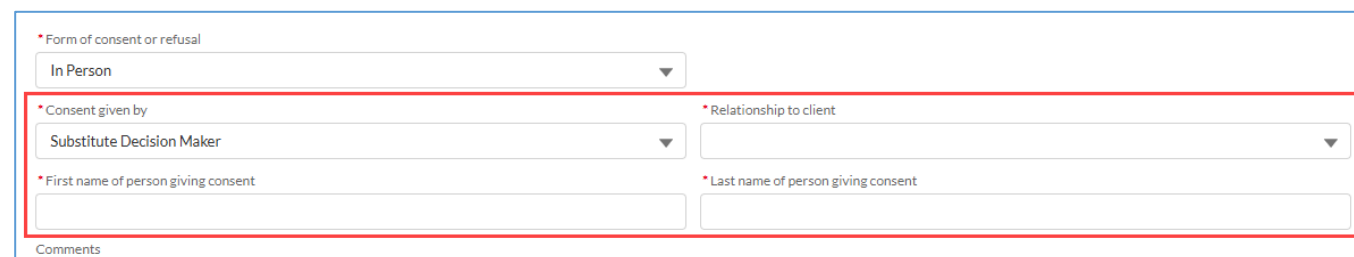
If you select **Record grant(s)**, the *Record grant(s)* pop-up will display.



Enter **Consent given to**. More fields will display, as in the screenshot below. Complete the mandatory fields and others as appropriate.

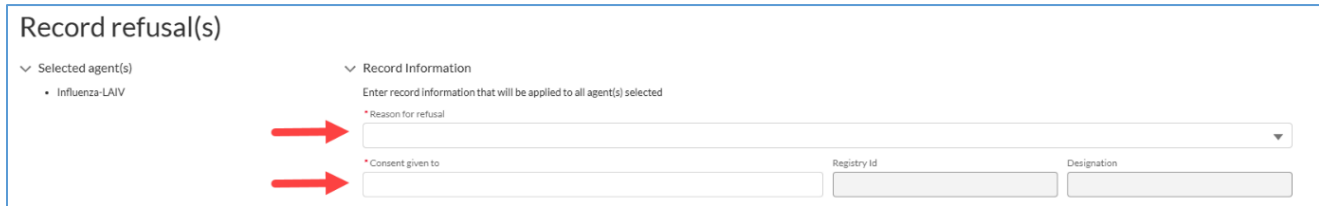


If for *Consent given by*, you select **Substitute decision maker**, three more mandatory fields will display: *Relationship to client*, *First name of person giving consent* and *Last name of person giving consent*. See screenshot below. Complete them and click **Save**.



3.2 Record refusal(s)

If you select **Record refusal(s)**, the *Record refusal(s)* screen will open. Click **Reason for refusal**. Select the reason. For *Consent given to*, enter your name or the name of the *Provider*. Click **Save**.



3.3 Consent previously obtained

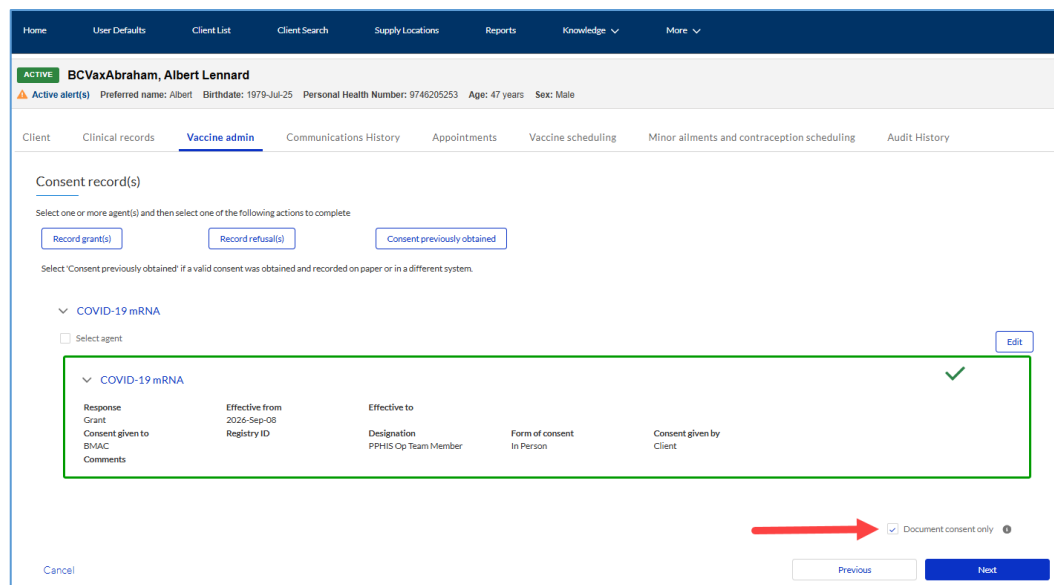
If consent for the corresponding agent has been previously obtained and recorded on paper or in a different system, select **Consent previously obtained**.

Once the consent directive has been documented for all the Agents, click Next.

3.4 Document consent only

To skip immunization documentation and only document consent, check the **Document consent only** checkbox at the bottom of the *Consent Record(s)* screen (see screenshot right).

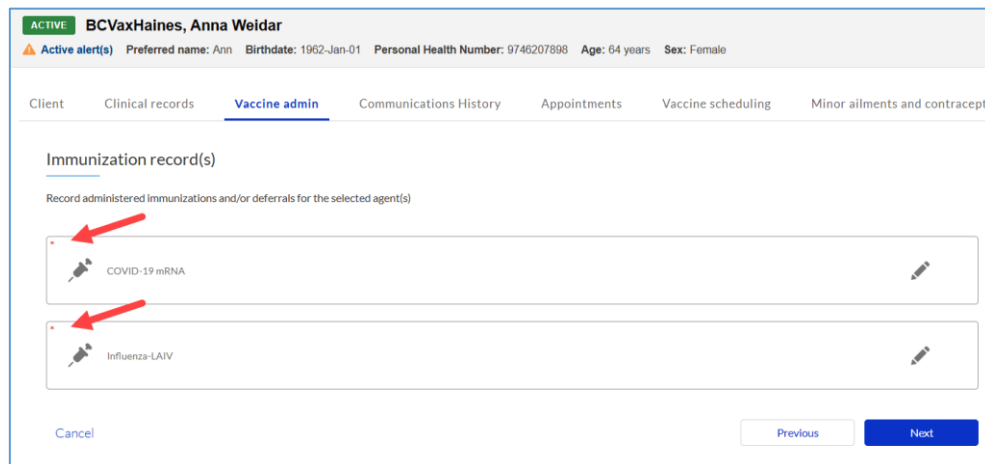
Click **Next**.



4. Immunization information

The *Immunization record(s)* screen will open. Red asterisks (as seen in the screenshot right) mean an immunization has not been recorded for that **Agent**. Select an **Agent** with a red asterisk.

The *Immunization* information screen will display.



ACTIVE BCVaxHaines, Anna Weidar
 Active alert(s) Preferred name: Ann Birthdate: 1962-Jan-01 Personal Health Number: 9746207898 Age: 64 years Sex: Female

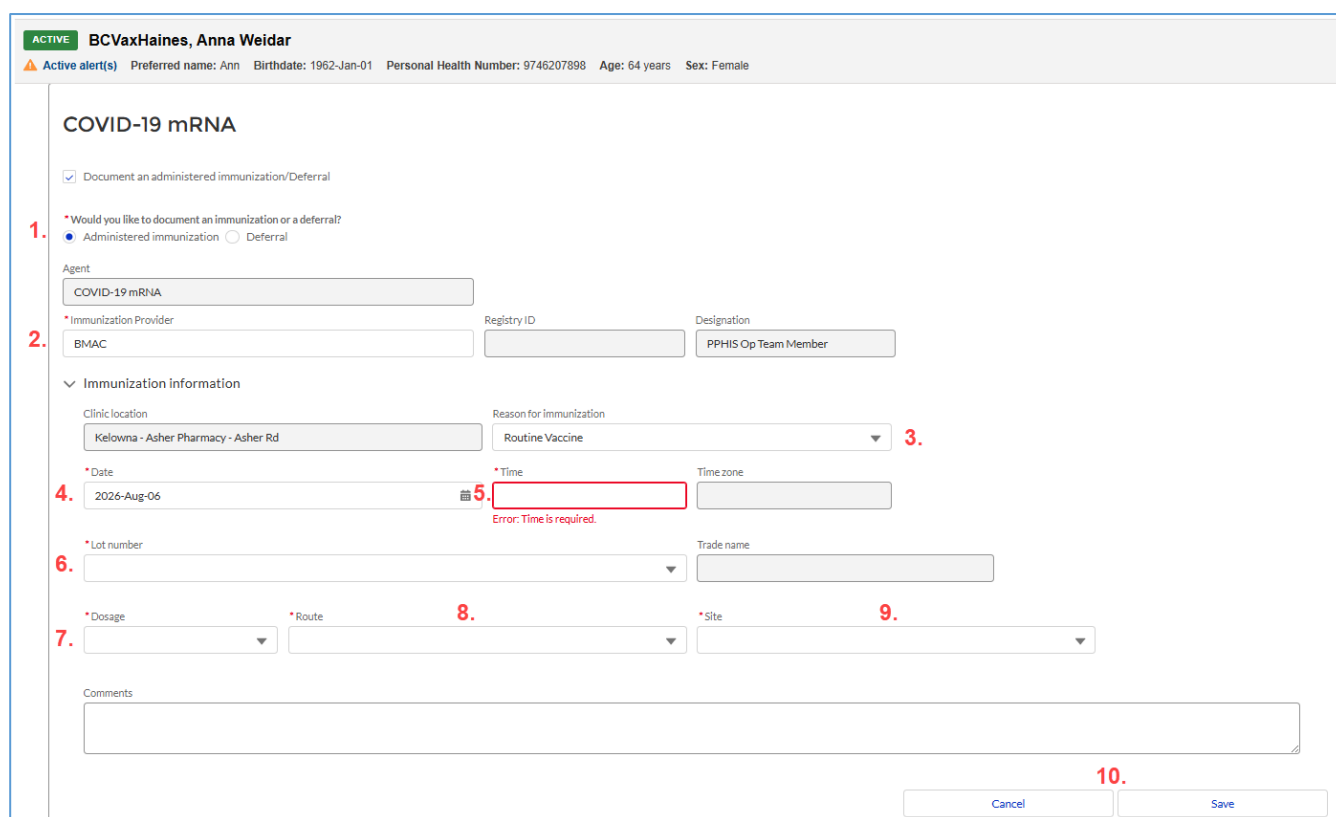
Client Clinical records **Vaccine admin** Communications History Appointments Vaccine scheduling Minor ailments and contraceptive

Immunization record(s)
 Record administered immunizations and/or deferrals for the selected agent(s)

COVID-19 mRNA *

Influenza-LAIV *

Cancel Previous Next



ACTIVE BCVaxHaines, Anna Weidar
 Active alert(s) Preferred name: Ann Birthdate: 1962-Jan-01 Personal Health Number: 9746207898 Age: 64 years Sex: Female

COVID-19 mRNA

☒ Document an administered immunization/Deferral

1. *Would you like to document an immunization or a deferral?
☒ Administered immunization ☐ Deferral

Agent
 COVID-19 mRNA

2. *Immunization Provider Registry ID Designation
 BMAC [] PPHIS Op Team Member

Immunization information

Clinic location Reason for immunization
 Kelowna - Asher Pharmacy - Asher Rd Routine Vaccine 3.

4. *Date 2026-Aug-06 5. *Time [] Time zone []
 Error: Time is required.

6. *Lot number [] Trade name []

7. *Dosage [] 8. *Route [] 9. *Site []

Comments []

10. Cancel Save

1. The *Administered immunization* box defaults to selected. Select **Deferral** to document a deferral.
2. *Immunization provider* defaults to the *User defaults* settings. To change it, delete the default and use the type-ahead field to select another *Provider*. The *Registry ID* and *Designation* will populate.

3. *Reason for immunization* defaults to the *User defaults* settings. To change it, click the drop-down button and select another *Reason*.
4. *Date* defaults to *User defaults* settings. You can change the date to a future date. You can't change it to a past date.
5. For *Time*, enter the time of immunization in HH:mm format, then click outside the field. Or select from the drop-down, set in 5 minute increments.
6. The *Lot Number* field is type ahead and has a drop-down of active *Lot Numbers* for the selected *Agent* at the selected *Clinic*. If you select an expired *Lot Number*, an error message will display.
7. *Dosage* populates based on the selected *Lot number*. If the *Lot Number* only has one possible dose, accept the default. If it has more than one, select the ***Dosage*** from the drop-down.
8. Select the ***Route***. The *Site* drop-down will populate based on your selection. For example, nares will not display when intramuscular is selected as the route.
9. Select the ***Site***.
10. Click ***Save***. Repeat the process for any other *Agents*. Once all agents have been documented, click ***Next***.

1. Deferrals

IMPORTANT Before ImmsBC 2.0, you could enter a deferral from the *Client* record, outside the vaccine admin workflow. Deferral documentation now happens in the vaccine admin workflow.

To enter a *Deferral*, on the *Immunization information* page, click ***Deferral***. Enter the ***Reason for deferral***, the ***Effective from*** date, and any ***Comments***. Click ***Save*** and ***Next***.

2. Review and save record(s)

Once all immunization information is documented, the *Review and save record(s)* screen will display. Ensure the information is correct, including *Client details*, *Consent*, and *Administered immunizations and deferrals*. To correct a field, click ***Previous***. If it's correct, click ***Confirm and Save***.

To see the information you just documented, click the ***Clinical Record*** tab.

Revision history

DATE	#	AUTHOR(S)	CHANGES/COMMENTS
2026SEP09	1.0	D. Bartoszewski, B. Coles, C. Smith	Created.