

This quick guide covers steps to modify and/or delete patient vaccine records in the Immunization Registry (IMR). It is intended for users with permissions to add and edit shots in the IMR, such as medical practices and hospitals.

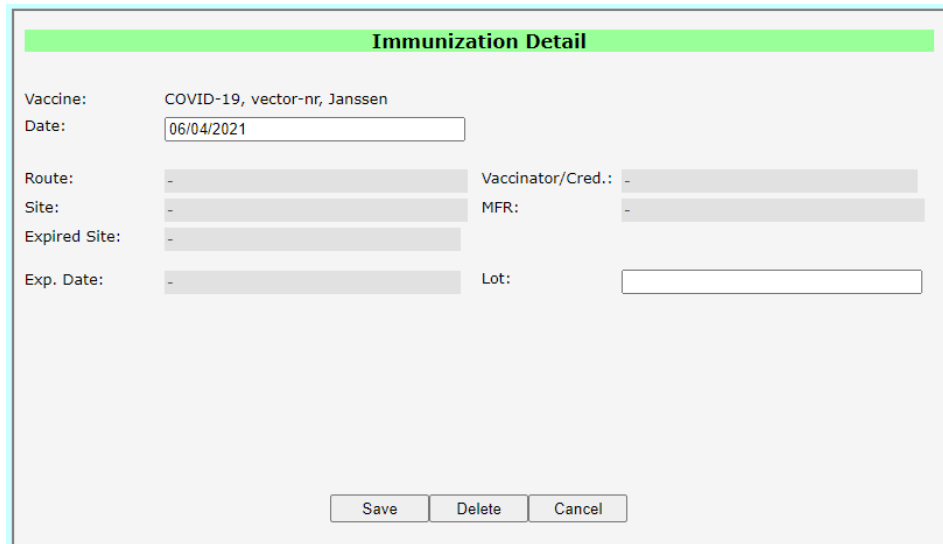
This guidance will not apply to users without vaccine adding and editing capabilities such as school users and elder care: if these users find a record that needs to be edited in the registry, it is best to contact the IMR team directly at [IMR@vermont.gov](mailto:IMR@vermont.gov).

## Quick Links

- The [Immunization Registry Page \(healthvermont.gov/health-statistics-vital-records/registries/immunization\)](https://healthvermont.gov/health-statistics-vital-records/registries/immunization) is where you will find the button to log in to the registry.

## Historical doses

Historical doses in the IMR are often doses administered elsewhere and, thus, do not include as much information as a current (or administered) dose. When historical doses are recorded, the administration date is required but the only other field available is lot number, which is optional.



The screenshot shows a web form titled "Immunization Detail". The form contains the following fields:

- Vaccine: COVID-19, vector-nr, Janssen
- Date: 06/04/2021
- Route: -
- Vaccinator/Cred.: -
- Site: -
- MFR: -
- Expired Site: -
- Exp. Date: -
- Lot: (empty text box)

At the bottom of the form are three buttons: Save, Delete, and Cancel.

Historical doses will not include the practice/source field and all other fields will be greyed out. While the IMR team does have the ability to look up the practice or user who added a historical shot, there is no front-end method for IMR users to view this information.

In the immunization detail window for a historical dose, users will be able to edit the date and add or edit the lot number for a vaccine, even if it was added by another user/practice. This is different from current (administered) doses. There will also be the option to delete a historical dose, but this should only be done under specific circumstances (see section "When to Edit vs. When to Delete")

## Current doses

Current doses are immunizations that are recorded by the administering practice and have more information than a historical dose. In addition to the administration date, a current dose will include the practice/source, administration details, and further detail about the vaccine.

### Immunization Detail

Vaccine: COVID-19, mRNA, bivalent, 6+ month:  
Date: 06/06/2023 Practice/Source: IMR Test 2  
Route: Intramuscular Vaccinator/Cred.: John Doe  
Site: Left Arm MFR: Moderna US, Inc.  
Exp. Date: 02/02/2024 Lot: AB12345

**Vaccines for Children Eligibility:**  
 Medicaid  
 American Indian or Alaska Native  
 Underinsured  
 No Insurance  
 Insured or age 19 and older (Not VFC Eligible)

**Vaccine Information Sheets**  
Date VIS Given:   
Please select VIS Publication Type and Date to record Vaccine Information Materials Given:

Save Delete Cancel

The ability to change or edit a current dose depends on the original source of the record: if the username matches the Practice/Source field, then all the fields will be available to edit and the buttons to save or delete the record will appear.

If the username does not match the Practice/Source field, the fields will be grey and not editable and only the cancel button will appear. This is because only the site that administered an immunization can delete or edit their record. If there is a confirmed mistake from another practice, contact the IMR team directly at [IMR@vermont.gov](mailto:IMR@vermont.gov).

Patient Profile

Practice: IMR Test 2

Logout

### Immunization Detail

Vaccine: COVID-19, mRNA, bivalent, 6+ month:  
Date: 06/06/2023 Practice/Source: IMR Test 2

Route: Intramuscular Vaccinator/Cred.: John Doe  
Site: Left Arm MFR: Moderna US, Inc.  
Exp. Date: 02/02/2024 Lot: AB12345

**Vaccines for Children Eligibility:**  
 Medicaid  
 American Indian or Alaska Native  
 Underinsured  
 No Insurance  
 Insured or age 19 and older (Not VFC Eligible)

**Vaccine Information Sheets**  
Date VIS Given:

Please select VIS Publication Type and Date to record Vaccine Information Materials Given:

Save Delete Cancel

In the first image, the user's practice matches the Practice/Source field.

Patient Profile

Practice: IMR Test5

Logout

### Immunization Detail

Vaccine: COVID-19, mRNA, bivalent, 6+ month:  
Date: 06/06/2023 Practice/Source: IMR Test 2

Route: Intramuscular Vaccinator/Cred.: John Doe  
Site: Left Arm MFR: Moderna US, Inc.  
Exp. Date: 02/02/2024 Lot: AB12345

**Vaccines for Children Eligibility:**  
 Medicaid  
 American Indian or Alaska Native  
 Underinsured  
 No Insurance  
 Insured or age 19 and older (Not VFC Eligible)

**Vaccine Information Sheets**  
Date VIS Given: -

Please select VIS Publication Type and Date to record Vaccine Information Materials Given:

Cancel

In the second image, the user's practice does not match the Practice/Source field.

## When to Edit vs. When to Delete

Immunization Registry business rules are in place to reduce the occurrence of duplicates. Because of this, there are rules built into the IMR that will prevent a user from re-entering a previously deleted shot. Therefore, **immunization records should only be deleted when the selected vaccine did not occur**, as opposed to when there are changes that need to be made.

- **If the wrong vaccine name was selected** (such as a Moderna COVID-19 record that was recorded as a Pfizer shot), add in the correct vaccine before you delete the incorrect shot. You will receive the message “There is another instance of an immunization containing the same antigen recorded within 24 days of this date. If you believe this is a duplicate, please go back and DELETE the extra immunization.”
- **Only if an immunization did not occur** should it be deleted.
- **If there are fields that are incorrect** for a historical record or your practice matches the practice/source field for a current record, correct the information by clicking on the date of the vaccine and then click save.
- **If there are fields that are incorrect for a current record** from another user or practice that need to be modified, contact the Registry team at [IMR@vermont.gov](mailto:IMR@vermont.gov).
- **If you delete a dose that should have been modified**, you will receive the message “Entry for \_\_\_\_ is a duplicate and will not be saved” if you attempt to re-enter the vaccine. If this occurs, you will need to contact the Registry team at [IMR@vermont.gov](mailto:IMR@vermont.gov).
- As always, the Registry Team is available to ensure the highest quality information is submitted to the IMR. If you are unsure of how to modify a record, please do not hesitate to reach out.