Guide to Manual Entry of New Shots
(for sites NOT using the CAIR2 Vaccine Inventory feature)

(Updated: 12/05/2022)

This Guide describes how to enter new vaccinations (i.e., shots given by your site) into CAIR2 if your site is NOT using the CAIR2 Vaccine Inventory feature.

For information on how to enter Historical Immunizations please refer to the CAIR2 Guide to Adding Historical Immunizations. For information about using other CAIR2 features (e.g., updating patient information, documenting reactions, running reports, etc.) refer to the CAIR2 Regular User Guide.

For additional support, the following resources are available:

Local CAIR2 Representatives (LCRs) page (go.cdph.ca.gov/cair-lcr)

CAIR2 Help Desk:
  Phone: 800-578-7889
  Fax: 888-436-8320
  Email: CAIRHelpDesk@cdph.ca.gov

CAIR2 Website (cdph.ca.gov/cair)

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IMPORTANT NOTE
When entering vaccines manually into CAIR2, some fields do not automatically populate and/or are not required. A key example is Vaccine Lot Number. Although not required, it is HIGHLY recommended that you enter the Vaccine Lot Number for each dose given. This is a vaccination documentation standard and is critical for patient care (e.g., in the event of a vaccine recall).
**Reminder:** The steps below describe how to enter NEW shots given by your site only (i.e., administered doses). For information on how to enter Historical Immunizations and use other CAIR2 features, please refer to the guides listed on the cover page above.

**Section I: Accessing a Patient’s CAIR2 History/Recommend Screen**

To access a patient’s record, you will need to:

1. Go to the [CAIR2 Login screen](https://cair.cdph.ca.gov).
2. Search for your patient
3. Open the patient’s record

For more information on these steps, refer to the [CAIR Regular User Guide](#).

Review the information carefully to make sure you have opened the correct patient’s record.

Once you have opened the Patient’s record in CAIR2, click the **History/Recommend** button to access the Patient’s History/Recommend screen.

![Image of CAIR2 screen](#)

**Section II: Entering Routinely-recommended Vaccines**

On the History/Recommend screen (see next page) you will see the shots the patient has already received in the section labeled ‘Immunization Record’.

To manually enter the immunization(s) your site gave a patient, you will first need to:

1. Go to the ‘Vaccines Recommended by Selected Tracking Schedule’ section of the screen.
2. Check the boxes in the **Select** column for all of the vaccines you are giving.

**Note:** This section only lists routinely-recommended vaccines. See Page 5 for instructions on how to enter non-routinely recommended vaccines (e.g., travel vaccines).

3. Once you have checked the vaccines you want to record, click the ‘**Add Selected**’ button.
**Note:** If the vaccine is a combination vaccine (e.g., Pediarix), just choose one of the components (i.e., DTaP) on this screen. You will be able to record the Trade Name on the next screen to document all of the components of the combination vaccine.

In the example below we have selected to record a Flu shot that we gave.

On the screen that appears (see next page):

1. Make sure the ‘From CAIR Inventory’ checkbox is **NOT** checked. If it is checked, then uncheck it. When you uncheck the box, you will see a pop-up message saying ‘Switching inventory types will cause all data fields to reset.’ Click ‘OK’ on the pop-up message. You should only have to uncheck this box the first time you log in; it should automatically remain unchecked after that.

2. The vaccines that you selected to give on the History/Recommend screen will appear in the Immunization field (see Influenza example below).

3. For each vaccine you selected to give, select/enter the following information in each field:
   - **Date Administered:** The Date will default to today’s date. Make sure to change the date if the shot was given on a different date.
   - **Trade Name:** Select the Trade Name of the vaccine (e.g., Pediarix).
     **Note:** If your site receives VFC, State General Fund (SGF) and/or 317 vaccine you will also see a field called **Vaccine Eligibility** and will be required to select the patient’s eligibility.
   - **Lot Number:** Manually enter the Lot Number of the vaccine.
     **Note:** Lot Number is not required, but entering it is **HIGHLY recommended** for documentation purposes and in the event of a vaccine recall.
   - **Administered By:** Select the name of your staff member who administered the vaccine to the patient.
Note: This field is not required, but recommended as a vaccine documentation standard. You can select this information only if you have requested to have the staff at your site who give vaccinations added to this dropdown in CAIR2.

- **Body Site**: Select the anatomical site the vaccine was administered (e.g., Left Deltoid).
- **Route**: Select the route the vaccine was administered (e.g., Intramuscular, Intranasal).
  
  **Note**: this field is not required, but recommended as vaccine documentation standard.
- **Dose**: Defaults to **Full** dose (the standard dose based on the age of the patient and type of vaccine). You can select a different amount if more or less than the full dose was given.

4. Once you have entered the vaccine information for all of the shots you are recording, click the ‘Save’ button at the bottom of the section.

The Patient’s History/Recommend screen will then display again and the shot(s) you recorded will show in the **Immunization Record** section and future recommendations will also be updated.

**Section III: Entering Non-routinely recommended Vaccines**

If the vaccine you are giving is **not** routinely recommended (e.g., a travel vaccine), it will **NOT** be listed in the Vaccine Recommendation section on the Patient’s History/Recommend screen.

To enter these vaccines, click the ‘Add New Imms’ button on the Patient’s History/Recommend screen.
On the screen that displays (see below), you can enter up to six immunizations you have given.

1. **Make sure the ‘From CAIR Inventory’ checkbox is NOT checked.** If it is checked, then uncheck it.
2. **Immunization:** Select the Immunization you want to record from the dropdown menu.
3. Follow Step #3 on Page 3 for instructions on entering the rest of the information for each shot.
4. **Click the ‘Save’ button at the bottom of the screen once you are finished.** Make sure you review all your information before saving.

![Image of the Immunization Record section](image)

The Patient’s ‘History/Recommend’ screen will display again and the shot(s) you recorded will show in the ‘Immunization Record’ section and future recommendations will also be updated.