

# Suggestions to Consider to Help Improve Your Office's Adult Vaccination Program

Following are several ideas that health care professionals and practices can consider to help improve their adult vaccination programs. Read each idea and check the response that applies to your work setting.

**Yes** = We already practice this.

**No** = We don't like this idea, or it couldn't work in our practice setting.

**Partly** = We do some of this (or do it sometimes); we will consider it.

**New idea** = We hadn't thought of this or haven't tried incorporating, and we will consider it.

Assessing Patients' Vaccination Status	Yes	No	Partly	New Idea
We stay informed about the latest ACIP/CDC recommendations regarding vaccination of adults.				
We have vaccination processes set up in our office to help with vaccine assessment.				
We assess our patients' vaccination status at every visit.				
We give patients a vaccine assessment form at check-in.				
To help remind us about vaccinating appropriate patients, we use notes in client charts and prompts/alerts in electronic medical records (EMR) or state registries.				
We participate in our state or local registry to help assess the vaccination status of our patients.				
We print state registry vaccine assessments to determine vaccines due and attach this to the patient chart/router along with the corresponding Vaccine Information Statements (VISs).				
We send our patients reminders about vaccines that may be due/overdue.				
We are familiar with special vaccination recommendations for high-risk patients.				
We assess and flag our patients who are in extended or long-term care or who have been recently discharged from the hospital for recommended vaccines that may have been missed during their patient stay.				

ACIP=Advisory Committee on Immunization Practices; CDC=Centers for Disease Control and Prevention.

Making Recommendations	Yes	No	Partly	New Idea
We have active alerts/prompts set up in our EMRs or state registries for ACIP recommended vaccines based on patient age and disease state. These alerts prompt the HCP to discuss vaccination at time of visit.				
Our staff is trained to answer patients' questions and address their concerns about vaccines.				
Our staff explains vaccine benefits and risks to appropriate patients.				
We recommend and offer appropriate vaccines at the same visit.				
We tell our patients about Preventive Services Coverage under the Affordable Care Act, which allows coverage of ACIP recommended vaccines with no out-of-pocket costs under certain private insurance plans and expanded Medicaid plans.				

Administering Vaccines	Yes	No	Partly	New Idea
Our staff is trained on vaccine administration and proper vaccine storage and handling.				
For vaccines that we stock, we have a process in place for efficient administration.				
We follow standard infection control precautions.				
We are aware of and prepared for potential adverse reactions.				
We distribute VISs to our patients and have educational resources available.				
Our nurses can administer vaccines as appropriate under standing orders (ie, they can independently screen patients and administer vaccines under preexisting signed physician's orders).				

Referring Patients for Vaccinations	Yes	No	Partly	New Idea
For vaccines that we don't stock, we refer appropriate patients to providers in the area that offer vaccination services. (ie Health Departments, Travel Clinics, Pharmacies)				
If we see a patient in our office and can't administer a vaccine because it is a Medicare Part-D vaccination or we don't stock the vaccine, we document the reason why in the patient's chart and refer (e-prescribe or written script) to an in-network pharmacy.				
When referring a patient for a vaccine, we make sure the vaccine provider offers the recommended vaccines and we remind the patient to check with their insurance plan regarding which providers are included in their coverage.				
When referring a patient for a vaccine, we follow up to confirm that the patient received the recommended vaccine(s).				

Documenting Vaccinations	Yes	No	Partly	New Idea
We keep up-to-date records of the vaccines our patients have received. We document vaccinations in the patient's record and in the state or local registry.				
We provide a vaccination record card or printout to our patients for their personal records.				
We participate in our state or local registry to let our staff, our patients, and other health care providers know which vaccines the patient has had.				
If we see a patient in our office and don't administer a vaccine when it's due, we document the reason why in the patient's chart. If a patient refuses a vaccine, we note it in the chart and revisit the issue with the patient in the future.				

**Once you know where you stand on your office's vaccination practices, you can take steps that can help improve your vaccination rates.**



Provided as an educational resource by Merck