

Purpose: This guide will help you chart for an immunization only visit.

Goal: Provide a quick 5-10 minute appointment – especially during flu season.

I. Before Appointment

- A. Book an Immunization Only (IMZ) appointment in the EPM. *See EPM How-to Guide 2*
- B. Check in the appointment to create an encounter. *See EPM How-to Guide 3*

II. During Appointment

- A. Perform the 6-Point check.
- B. Click on the *Template*  button and choose *Immunizations-Pediatric*.
- C. Order the vaccine. *See EHR How-to Guide 5*
- D. Perform the Immunization. *See EHR How-to Guide 5*
- E. Show the VIS to the patient that automatically pops up in the system.

III. After Appointment

- A. If additional medical attention or education was given, open *Intake-OV* and add additional charting. *See EHR How-to Guide 3*
- B. Open the *Superbill*.
- C. Enter the correct handling fees and verify the immunization CPT and Dx codes are correct. *See EHR How-to Guide 3*
- D. Click on the *Save* button on the EHR toolbar.
- E. **Click on *File* and select *Close Patient***

Congrats! You are done with this How-to Quickie!