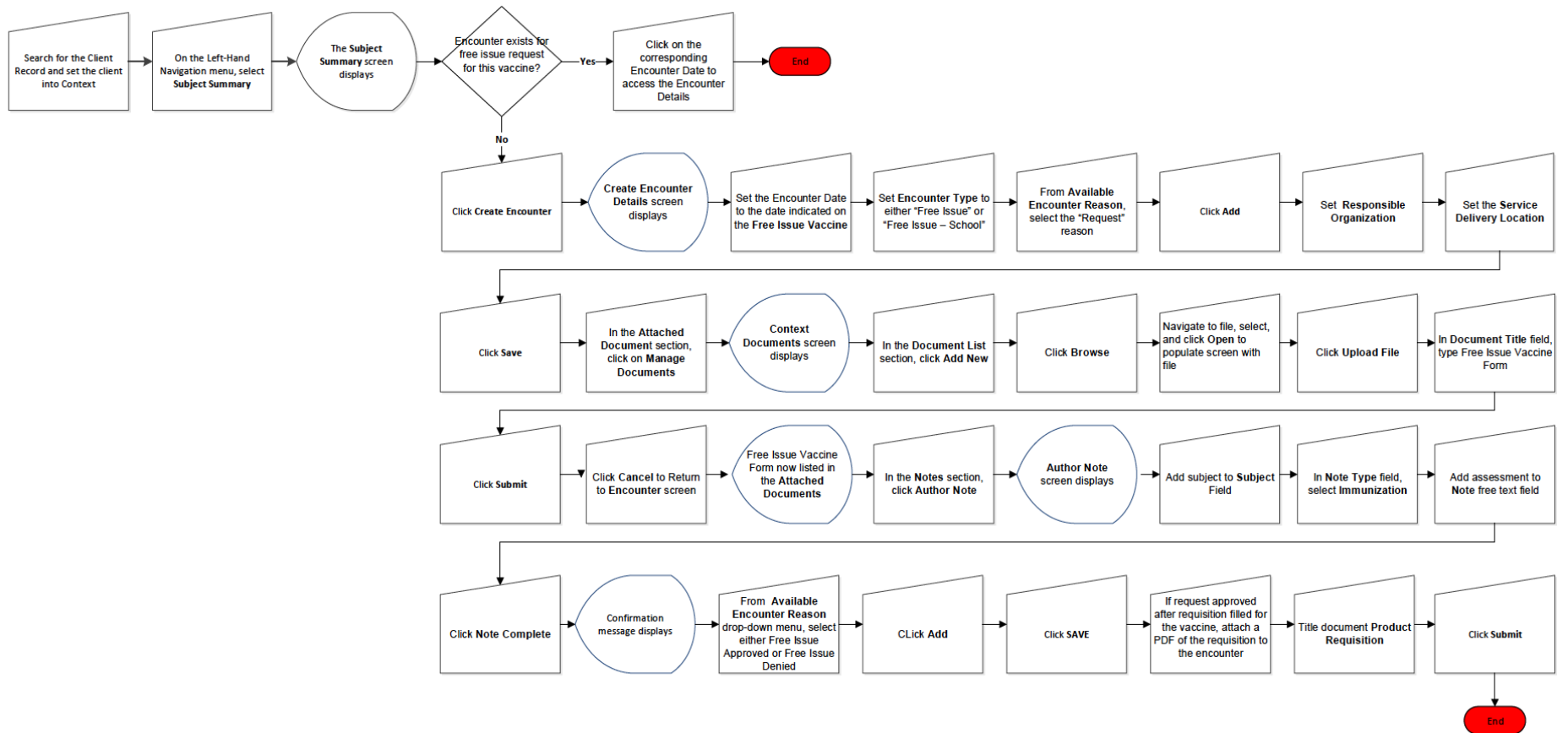


Free Issue Vaccine Approval and Tracking – QRC 2.4





Panorama Quick Reference Card



Points to Remember

- For some medical and social reasons, e.g., HIV infection or extreme anxiety that prevents immunization in regular settings, free vaccine is issued for a client. The trigger for this process is the receipt of a completed **Free Issue Vaccine** form for a High-Risk client.
- To ensure proper tracking, if more than one vaccine is requested on the form, a separate Encounter should be created for each vaccine requested. This is necessary to ensure accurate statistics for reporting purposes, and is also the only way to properly document cases where some vaccines are approved and others denied from a single form containing multiple requests.
- Set the Responsible Organization to the Public Health Office in charge of evaluating the free issue request.
- Set the Service Delivery Location to the location where the vaccine is expected to be delivered (if unknown, set to the primary SDL for the requestor).
- If waiting for more information to complete an assessment, you may click **Save as Draft**, and come back to the note later to finalize.
- Scan and attach a PDF version of the completed request form.
- If the request was approved, after the requisition has been filled for the vaccine, attach a PDF of the requisition to the encounter: Ask your Biological Coordinator to email you a PDF print out of the requisition.