LETTERHEAD

To: All Medical Assistants

From: Dr.

RE: Immunization Updates

Well Child Visits

Standing order procedures for vaccine administration and well child exams.

Obtain data from MCIR regarding immunization status and determine what vaccinations are due. If the parent presents with additional immunization information this is to be updated in the MCIR system and copied for the medical record.

1. Well child visits

TO BE COMPLETED BEFORE CHILD SEES THE DOCTOR

1. All non-invasive testing (ht., wt. vision, hearing, UA, vitals)
2. Immunizations – can be administered under providers direction only.
3. Child should then be gowned for physical portion of exam.

After exam is complete and the provider’s orders are received the child should be taken to the lab for blood work and PPD if ordered.

1. Immunization only

Review immunization status with provider. If vaccinations are needed yu will check the child’s temperature and proceed to administer the vaccine (if there are no contraindications) as ordered by the physician. There is no need for provider to examine/see the patient. Provider will complete the appropriate areas of the chart

c. Sick visit

1. All vital signs (hgt., wgt., temp, BP) should be performed at every visit.

2. Immunizations are only to be administered if ordered by the physician after the child’s examination.

Signature Date