Iowa Department of Public Health
Immunization Registry Information System (IRIS)
COVID-19 Mass Vaccination Instructions
March 10, 2021

IRIS allows users to enter immunizations for a large number of patients using the Mass Vaccination Entry functionality. These instructions provide examples of creating Mass Vaccination lists to enter COVID-19 doses administered. Contact the IRIS Help Desk at 800-374-3958 with questions regarding Mass Vaccination functionality.

To enter immunizations for a list of patients, use the following steps:

1. Select the 'Mass Vaccination Entry' link under the Mass Vaccination section in the menu panel.

2. On the Mass Vaccination List page, enter the name of a new list and select 'Save'. Once created, select the blue link under the List Name field to go to the list page.

Mass Vaccination List		
New List Name		Save

Patient List			
List Name	**Last Updated Date**	**Patient Count**	**Delete**
COVID Immunization Cinic October 2020	09/30/2020	0	Delete

3. The page will default to add immunizations from IRIS Inventory.
4. Enter a date in the Date Administered field using the MM/DD/YYYY format, or use the pop-up calendar by selecting the calendar icon.
5. Select the person immunizing patients from the 'Administered By' dropdown menu, or leave this field blank if the organization does not use this list.

List Immunization Information ▲		
From IRIS Inventory ☑	* Date Administered 08/27/2020	Activate Expired
	Administered By Zehner, Joey	
From IRIS Inventory		

6. Select an immunization from the 'Immunization' dropdown menu.
7. Select the appropriate vaccine from the Trade Name - Lot # - Exp Date dropdown menu.
8. Select the Not VFC eligible option from the Vaccine Eligibility dropdown menu. A popup window will display indicating a Public Dose was selected for a non-VFC eligible patient. Select the 'OK' button.
9. Select a Body Site from the dropdown menu.
10. Select a Route from the dropdown menu.

11. Once all immunization information has been entered, search for patients to add to the Patient List. Enter the search criteria (a few letters of last or first name and the date of birth) for the patient and select 'Find'. If only one patient is found, the patient will be added to the Patient List. If multiple patients are found, select the blue name hyperlink to view demographic information for patients. Select the '+' button to add the patient to the list.

a. If the patient does not exist in IRIS, a new record can be created from the Mass Vaccination page. IRIS will display the message 'No Matching Patients Found' in the search results if no match was found based on the search criteria entered. To create a new record for the patient, enter the patient's last name, first name, birth date, and zip code and select the 'Add Patient' button.

Search and Add Patient to List ▲

Search to Add Patient to List

(Exact Birth Date is mandatory when searching by patient.)

Last Name	Zehner	Mother's First Name	
First Name	Joseph	Phone	
Middle Name		* Zip Code	50311
* Birth Date	01/01/1942		

[Find]
[Clear]
[Add Patient]

Search By Patient Id

* Patient Id [ ]

Search By IRIS ID

* IRIS ID [ ]

Search Results

Possible Matches:

	Last Name	First Name	Middle Name	Birth Date	Gender
	No Matching Patients Found.				

b. The screen will update, the message 'Patient Added to IRIS IIS and list' will appear, and the patient will be added to the list below.

	Last Name	First Name	Middle Name	Birth Date	Gender
	Patient Added to IRIS IIS and list.				

Patient List(4) ▲

Patient List

[Select All] [Immunize Selected] [Remove Selected] [Clear List Status] Organization Status [Inactive - One Time Only ▼] [Apply All] Page 1 of 1

A-Z	Last Name	First Name	Middle Name	Birth Date	Immunization Status	Organization Status
☐	TEST	PATIENT		01/01/2010		Active
☐	TEST	PEDIATRIC		01/01/2010		Inactive-Other
☐	TESTING	CHESTER	R	01/01/2010	Immunized	Inactive-One Time Only
☐	ZEHNER	JOSEPH		01/01/1942		Active

12. When patients are added to the list, the patient's name, birth date, and organization status will display. If the patient has a previous status with the organization, the status will display and cannot be changed. If the patient does not have an existing relationship with the organization, the status will default to 'Inactive - One Time Only' but can be changed to Active if desired.

13. Once all patients are added to the Patient List, immunizations can be recorded. Select the check mark box next to any patient being immunized, then select the 'Immunize Selected' button.

14. After selecting 'Immunize Selected', the Immunization Status will display 'Immunized' for all patients whose records were selected.