Viewing, Adding and Updating Patient Eligibility Status

Why Would I Document a Patient's Eligibility Status?

Providers enrolled in the Washington State Childhood Vaccine Program are required to screen and document patient eligibility status for every vaccine administered to patients under age 19. Providers may document the eligibility status of their pediatric patients in an electronic health record, the IIS, or a paper chart. The eligibility status appears in the **VFC Status** row of the **Patient Demographics** screen and the **Vaccination Detail** screen in the IIS. You can find more information about each of the patient eligibility status options at the end of this guide.

How Can I View a Patient's Eligibility Status?

To view the patient's status on the **Patient Demographics** screen:

1. Select **Search/Add** under the **Patient** heading in the left navigation menu.
2. Enter patient search criteria and click **Search.**
3. Select the patient from **Patient Search Results**.
4. View the patient's status in the **VFC Status** row.

Sex:	FEMALE
Mother Maiden Nm:	
VFC status:	VFC eligible— Medicaid/Medicaid Managed Care

To view the patient's status on the **Vaccination/Medicine Detail** screen, follow the steps above to search for a patient, then:

1. Click on either **View/Add** or **Summary** under the **Vaccinations** heading in the left menu.
2. Click on the date next to a vaccine name to open the **Vaccination/Medicine Detail** screen.
3. The **VFC Status** row appears near the middle of the screen.

Vaccination/Medicine Detail	
Vaccine:	Influ split 6-35 mos pres free (Fluzone PF 0.25 mL)
Date Administered:	03/01/2018
Historical:	No
Confidential:	No
Manufacturer:	
Lot Number:	
Lot Facility:	
Funding Source:	
Vaccinator:	
Organization (IRMS):	100034 - IMPROVING COVERAGE ORG
Facility:	NICOLE'S CLINIC 2
Anatomical Site:	
Anatomical Route:	
Dose Size:	Full
Volume (CC):	
VFC Status:	VFC eligible— Medicaid/Medicaid Managed Care
Revaccination Reason:	

Tip: Patient eligibility status is a confidential field in the IIS. If your organization or facility views the status entered by another provider, you will only see "eligible," "ineligible," or "Not VFC eligible."
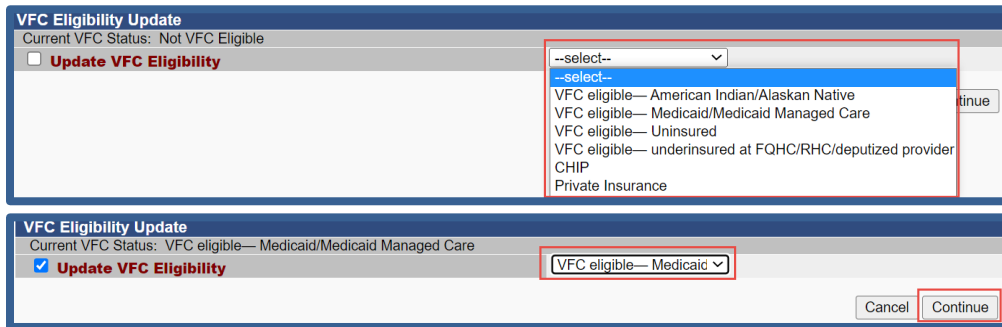
How Can I Document Patient Eligibility Status?

When Entering a Vaccine:

1. After searching for a patient, click on either **View/Add** under the **Vaccinations** heading in the left menu.
2. Identify the vaccine name you wish to report and then double click in the date field next to that vaccine to enter today's date, or type in a different date.
3. Click the **Add Administered** button on the bottom left of the screen.

4. This will open the **VFC Eligibility Update** screen. Select the appropriate eligibility status from the drop down box, then select **Continue**.

VFC Eligibility Update
Current VFC Status: Not VFC Eligible
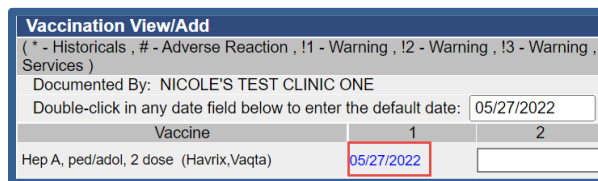☐ **Update VFC Eligibility**

--select-- ▼
--select--
VFC eligible— American Indian/Alaskan Native
VFC eligible— Medicaid/Medicaid Managed Care
VFC eligible— Uninsured
VFC eligible— underinsured at FQHC/RHC/deputized provider
CHIP
Private Insurance

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VFC Eligibility Update
Current VFC Status: VFC eligible— Medicaid/Medicaid Managed Care
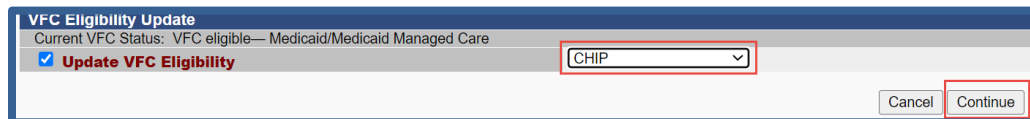☑ **Update VFC Eligibility**   VFC eligible— Medicaid ▼

Cancel   Continue

5. After selecting the patient's eligibility status, the **Vaccination Detail Add** screen will open and you will need to enter additional details for the administered vaccine. You will also be able to view the patient's eligibility status that you selected.

6. Once the vaccine has been added to the patient's record, you can view the patient's updated eligibility status by selecting **Patient Demographics** under the **Patient** heading in the left menu.

7. If the incorrect eligibility status was selected when adding the vaccine, you can edit this information.

   a. Return to the **Vaccinations View/Add** screen and click on the date of the vaccine you need to edit.

   Vaccination View/Add
   (* - Historicals , # - Adverse Reaction , !1 - Warning , !2 - Warning , !3 - Warning , Services)
   Documented By: NICOLE'S TEST CLINIC ONE
   Double-click in any date field below to enter the default date: 05/27/2022

Vaccine	1	2
Hep A, ped/adol, 2 dose (Havrix,Vaqta)	05/27/2022	

   b. Select the **Edit Record** button at the bottom right of the screen.

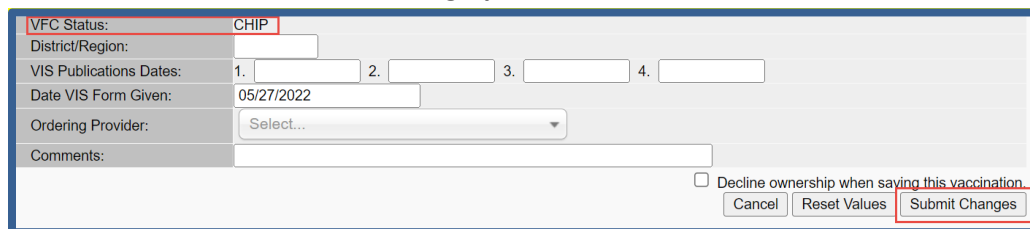   c. Select the correct eligibility status from the drop down and click **Continue**.

   VFC Eligibility Update
   Current VFC Status: VFC eligible— Medicaid/Medicaid Managed Care
   ☑ **Update VFC Eligibility**   CHIP ▼

   Cancel   Continue

   d. The new eligibility status will display in the **Vaccination Detail Edit** screen. Select the **Submit Changes** button to save your changes. This will update the eligibility status for the vaccine and in the **Patient Demographics** screen.

VFC Status:	CHIP			
District/Region:				
VIS Publications Dates:	1.	2.	3.	4.
Date VIS Form Given:	05/27/2022			
Ordering Provider:	Select... ▼			
Comments:				

   ☐ Decline ownership when saving this vaccination
   Cancel   Reset Values   Submit Changes

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When editing Patient Demographics:

1. From the **Patient Demographics** screen, click the **Edit** button.

2. Select the appropriate **VFC status** from the drop down box.

3. Click the **Save** button at the bottom of the screen to update the patient's status and return to the **Patient Demographics** screen. Confirm the status saved correctly.

Patient	
First Name:	NICOLE
Middle Name:	
Last Name:	TEST
Suffix:	
Birth Date:	12/26/2012
Birth File #:	
Age:	9 yrs
Reminder/Recall Publicity Code	
Sex:	FEMALE
Mother Maiden Nm:	
VFC status:	CHIP

Tip: Find more information **here** about choosing the most appropriate patient eligibility status and the corresponding IIS codes to use in electronic health record systems.

Patient Eligibility Status Options in the IIS

Status	Description
VFC Eligible – American Indian/Alaskan Native	• Child is less than 19 years old • As defined by the Indian Health Care Improvement Act (25 U.S.C. 1603-13)
VFC Eligible – Medicaid/Medicaid Managed Care	• Child is less than 19 years old • Enrolled in Medicaid or Medicaid Managed Care
VFC Eligible – Uninsured	• Child is less than 19 years old • Does not have health insurance or participates in a health sharing plan
VFC Eligible – Underinsured at FQHC/RHC/deputized provider	• Child is less than 19 years old • Has insurance but does not cover vaccine • Served at a Federally Qualified Health Center/Rural Health Center (FQHC/RHC)
CHIP	• Child is less than 19 years old • Enrolled in the Children's Health Insurance Program (CHIP) or Children's Health Plan (CHP)
Private Insurance	• Child is less than 19 years old • Has insurance that covers vaccine • Has insurance that does not cover vaccine and is served at a non-FQHC/RHC provider

Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov