

PhilaVax 101 : Data Entry Guide

Follow the instructions below to input immunization data into PhilaVax. If you have any questions reach out to philavax@phila.gov.

Part 1: Patient Search

1. Log in to PhilaVax using your personal username and password.
2. Click on *Patients* in the lefthand blue navigation panel, then click *Search*.
3. Enter the first three letters of the patient's last name, first three letters of the first name, and date of birth (DOB), then click *Search*.
4. Verify that the name and DOB are correct, then click *demographics* to view the patient's chart.

*If you are unfamiliar with the patient search process, please go back and view the **"PhilaVax 101: Patient Search Guide"** for a more detailed explanation and visual guide*

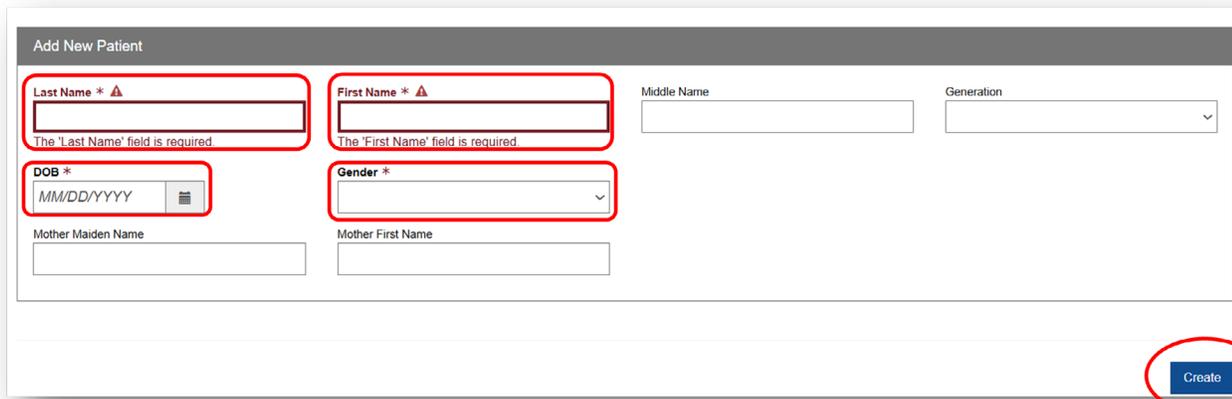
Part 2: Adding a Patient

Sometimes, a patient may not be in the PhilaVax database when you search for them. If this happens, you will need to add the patient.

1. Click *New Patient* at the bottom of the patient search screen.



2. Fill in the required information.
Click *Create* to save information.



Add New Patient

Last Name * 
The 'Last Name' field is required.

First Name * 
The 'First Name' field is required.

Middle Name

Generation

DOB * 

Gender *

Mother Maiden Name

Mother First Name

Create

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Part 3: Confirm Patient Information

1. Once you have searched/added a new patient, review the search results and click *Demographics* to open the intended chart and confirm the patient's information.

ID	Name	Phone	Insurance	VFC	Gender	DOB	Patient Icons	Audit	Actions
2694324	TEST, PATIENT 123 E MAIN ST LANSDALE, PA 19446	215-555-1212		5	FEMALE	12/16/2001			DEMOGRAPHICS

2. If the address on file is different from what the patient provided, input the new address and click *update*.

Patient Demographics

Cancel Links Update

Addresses

Address History Address is Unavailable or Temporary

Primary Address

Address Line 1 *
123 E MAIN ST

Address Line 2

Search by City, County, State or Zip code

City *
LANSDALE x
Begin typing city

Out of State City

County *
MONTGOMERY x
Begin typing county

Out of State County

State *
PENNSYLVANIA

Country
UNITED STATES

Zip Code *
19446

Address validated on 02/16/2024 09:16 PM

3. Review patient eligibility and update if needed then, click *update*.

Patient Demographics

Cancel Links Update

Addresses | Health Insurance | Ethnicity/Race | Patient Details | Birth Information | Tags

Patient Information

Last Name *
TEST

First Name *
PATIENT

Middle Name

Generation

Title / Credential

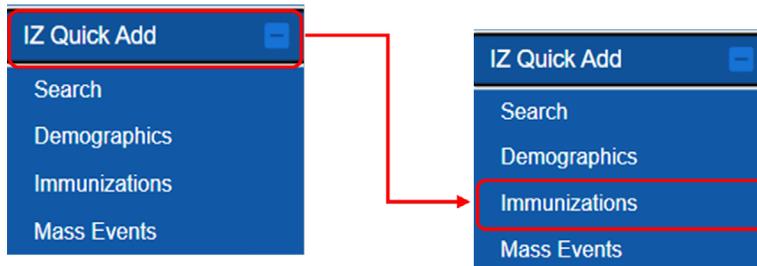
Patient Level Eligibility *
(1) IS ENROLLED IN MEDICAID

Legacy HIDS ID

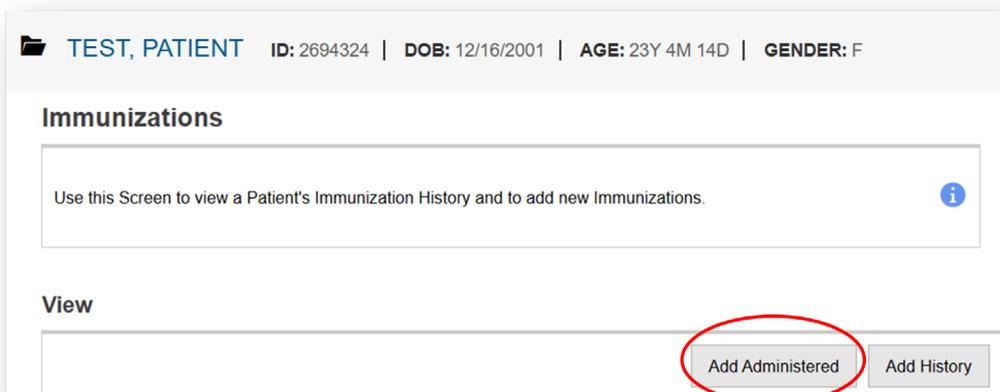
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Part 4: Add Immunization

1. While remaining in the patient's chart, go over to the lefthand blue navigation panel and *click IZ Quick Add*, then *click Immunizations*.



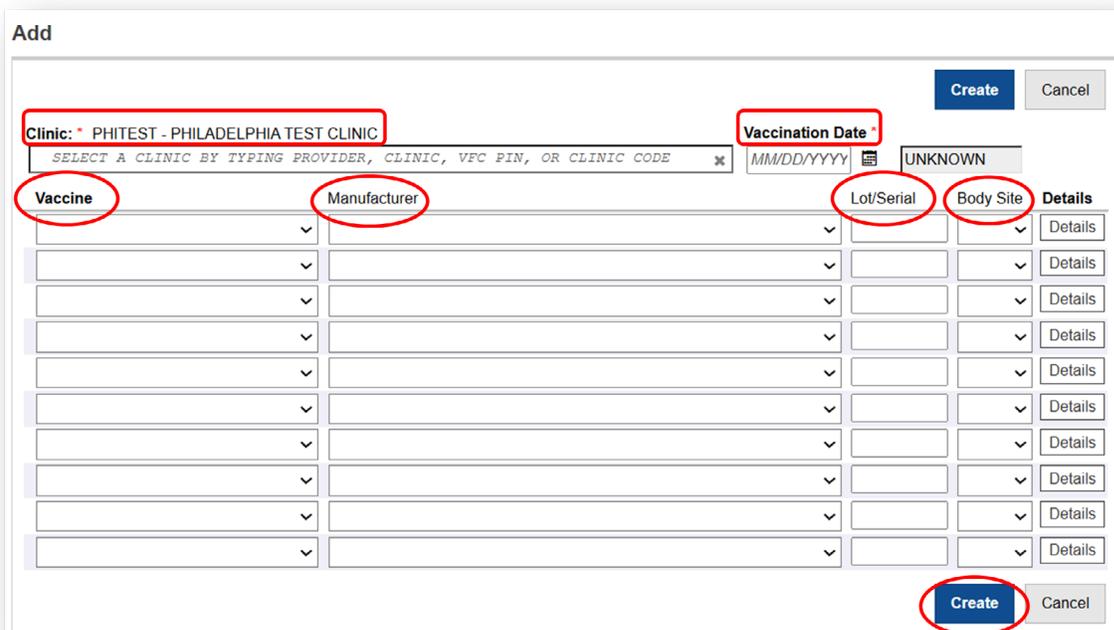
2. Click *Add Administered*.



3. Confirm that the clinic is correct, then enter the Vaccination Date.

4. Next, enter :
 - a. Vaccine
 - b. Manufacturer
 - c. Lot/Serial Number
 - d. Body Site

5. Click *Create*.
The immunization data has been saved to PhilaVax!



The screenshot shows the 'Add' immunization form. The 'Clinic' field is set to 'PHITEST - PHILADELPHIA TEST CLINIC' and the 'Vaccination Date' field is set to 'UNKNOWN'. The 'Vaccine', 'Manufacturer', 'Lot/Serial', and 'Body Site' fields are circled in red. The 'Create' button is also circled in red.