# Vaccinating Adults: A Step-by-Step Guide

## Step 1: Getting Started

### The Basics 1–6
- Why the emphasis on adult vaccination? 3
- How do I determine which vaccines adults need? 5
- The *Guide* does not discuss vaccines for children or travelers 6
- Concluding thoughts 6

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- Immunizing Adult Patients: Standards for Practice 10
- Strategies to Improve Adult Vaccination Coverage 11
- *Epidemiology and Prevention of Vaccine-Preventable Diseases* (“The Pink Book”) 12

## Step 2: Setting Up for Vaccination Services

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- Seek out community resources 16
- Assign a vaccination coordinator and back-up for that person 16
- Plan workflow and workspace 17
- Determine how and where vaccines will be stored, and purchase appropriate vaccine storage and temperature monitoring equipment 17
- Purchase vaccine administration supplies 17
- Purchase emergency response supplies 18
- Determine who can provide vaccinations in your setting 18
- Arrange for staff training 18
- Organize vaccination paperwork and reference materials 19
- Create standing orders documents for times when a supervising clinician is not available to write orders 20
- Order vaccines – Yes, do this last! 21

*Step 2 continues on next page*
**STEP 3: VACCINE STORAGE AND HANDLING**

**Step-by-Step**

- Receive vaccine shipments
  - Open package immediately
  - Assess for proper storage conditions of the vaccine shipment upon arrival
  - Store vaccines immediately at the recommended storage temperature
  - Know where to place vaccines within the refrigerator or freezer

- Monitor and record temperatures at least twice each day
  - Choosing thermometers

- If there’s a problem, take appropriate action right away; report power failures or other storage issues immediately!

- Transport vaccines properly (and only when absolutely necessary)
  - Transporting frozen varicella-containing vaccines to an offsite clinic location

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**Key Resources**

- Step 3 – Materials and Resources for You to Use (websites) 36
- Vaccine Storage and Handling Toolkit 37
- Temperature Logs 38
- Checklist for Safe Vaccine Storage and Handling 39
- Don’t Be Guilty of These Preventable Errors in Vaccine Storage and Handling! 40
- Vaccine Handling Tips 41
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- Screen for contraindications and precautions to vaccines 45
- Advise the patient if he or she should be vaccinated 46
- Educate your patients about diseases for which they may be at risk and the vaccines that can prevent them 46

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- People who may be immunosuppressed because of disease or treatment of disease 48
- People with anatomic or functional asplenia 49
- People without a vaccination record 50
- People vaccinated outside the United States 50
- Healthcare personnel (HCP) 51
- Childcare, home health care, and long-term care providers 52
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#### Key Resources 53–65

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- Recommended Adult Immunization Schedule, United States 55
- Summary of Recommendations for Adult Immunization 56
- Before You Vaccinate Adults, Consider Their “H-A-L-O”! 57
- Ask the Experts: Experts from CDC Answer Questions About Vaccines 58
- Guide to Contraindications and Precautions to Commonly Used Vaccines in Adults 59
- Screening Checklist for Contraindications to Vaccines for Adults 60
- Screening Checklist for Contraindications to Inactivated Injectable Influenza Vaccination 61
- Using Standing Orders for Administering Vaccines: What You Should Know 62
- Vaccinations for Adults (suite of patient-friendly schedules for adults with specific health conditions) 63
- Questions and Answers on Vaccines (for patients) 64
- Vaccine Fact Sheets: Protect Yourself from... 65
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**Step-by-Step**

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  - Use the proper needle gauge and length 70
  - Administer injections by the correct route – intramuscular (IM) or subcutaneous (Subcut) 72
  - Intramuscular (IM) injections 72
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  - Know how to deliver nasal spray vaccine (when recommended) 73
  - Administer all needed vaccines at the same visit 73
  - Safely dispose of the needle and syringe and nasal sprayer 74
  - Avoid vaccine administration errors 75
- Prepare and watch for an allergic reaction (anaphylaxis) after vaccination 76
- Always report anaphylaxis and other adverse events after vaccination to VAERS 77
- Prepare and watch for syncope (fainting) 77
- Communicate about appointments for subsequent doses 77
- Understand proper spacing of doses 77

**Key Resources**

- Step 5 – Materials and Resources for You to Use (websites) 79
- Administering Vaccines to Adults: Dose, Route, Site, and Needle Size 80
- How to Administer Intramuscular and Subcutaneous Vaccine Injections to Adults 81
- How to Administer Intramuscular, Intradermal, and Intranasal Influenza Vaccines 82
- Vaccines with Diluents: How to Use Them 83
- Medical Management of Vaccine Reactions in Adult Patients 84
- Vaccine Administration Record for Adults 85
- Vaccine Administration e-Learn (CDC) 86
**STEP 6: DOCUMENTATION AND RELATED ISSUES**

**Step-by-Step**

- Record federally required information about your patient’s vaccinations in the patient’s permanent medical record or in an office log
  - Follow CDC guidelines for documenting that you gave the patient current VISs
  - Record specific information about each administered vaccine in your clinic’s vaccine administration record
  - Report adverse events that occur after vaccination

- Update your patient’s personal vaccination record card or provide a record to your patient

- Update your patient’s vaccination record in your state or local Immunization Information System (IIS, or registry), if one is available

**Key Resources**

- Step 6 – Materials and Resources for You to Use (websites)
- It’s Federal Law! You Must Give Your Patients Current Vaccine Information Statements
- Vaccine Information Statements (VISs) and Translations
- Current Dates of Vaccine Information Statements (VISs)

**STEP 7: FINANCIAL CONSIDERATIONS**

**7A: Step-by-Step**

- Standards for Adult Immunization Practice: How it should work
- Finding free or discounted vaccines
  - Vaccines For Children (VFC) program
  - Health departments
  - Other organizations
  - Bulk purchasing
Investigating possible third-party coverage for the cost of vaccines and/or vaccine administration

- Private insurance
- Medicare (Part B and Part D)
- Medicaid

Finding your way through the billing maze

- Coding your work for billing purposes
- More resources

### Key Resources

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Health insurance coverage of adult vaccines

Billing Medicare for immunizations

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- Roster billing
- **TABLE 1: CMS-1500 form**
- Providing free immunizations
- **TABLE 2: Medicare Billing Policy**
- Centralized billing
- Additional Medicare information
- **TABLE 3: Immunization Codes Used to Bill Medicare**

Billing third-party payers for immunizations (*not Medicare*)

- **TABLE 4: Immunization Codes Used to Bill Third-Party Payers**

### Appendices

**Appendix A:** Frequently Used Acronyms and Abbreviations

**Appendix B:** Glossary