

# Best Practices for Data Entry: Wisconsin Immunization Registry (WIR) User Interface

## Client records

- Search the WIR for a client record using the first four letters of the last name and the first three letters of the first name. If the patient's last name is hyphenated, search the WIR using the first four letters of the first last name; if that name is not found, search again using the first four letters of the second last name. Also use birth date or social security number when necessary.
- If a WIR client record cannot be found, create a new client record for the patient. Enter full names, not nicknames. Enter middle names if available. Fill in as much information as is known about the patient. For a patient to look up his or her own WIR record through the WIR public access website, the social security number, chart number, or Medicaid ID needs to be present in the record.

## Number of doses

- Verify the number of doses of each vaccine type that has been administered to the patient. Ensure all doses documented in the medical record have been entered into the WIR. Check in WIR that there are no duplicate doses of the same vaccine given on the same day.
- Enter any new or historical doses that have not already been entered.
- Fill in as much information on each dose as possible (e.g., trade name and lot number). If you have a question about an immunization given by another provider, identify and contact the provider who entered the immunization into the WIR.

## Dates of administration

- Double-check that you have entered the correct date of vaccine administration. When entering a dose given on a previous date, ensure you do not accidentally enter today's date as the date of administration. Dates should be entered into the WIR in the MMDDYYYY format. Keep in mind that some countries use different date formats, such as DDMMYYYY.
- Do **not** enter immunizations into the WIR for which you do not have a documented date of administration.

## Trade names

- For some vaccine series, such as DTaP, Hep A, Hib and rotavirus, having a trade name documented in the WIR is necessary for accurate forecasting of future doses.
- Double-check that you have entered the correct trade name. There are several products with similar vaccine trade names (e.g., Menactra, Menveo, Menomune).
- When entering a pneumococcal immunization, keep in mind the following: Prevnar (PCV7) and Prevnar 13 (PCV13) are different vaccine products. Currently, only Prevnar 13 is available for use, but historical doses of PCV7 may need to be entered into the WIR.
- When your organization switches vaccine products, ensure that your organization immediately updates its in-house documentation so that the correct vaccine product administered is documented in the patient medical record and in the WIR.

## Lot numbers

- Lot numbers are essential for tracking immunizations in the event of a vaccine recall.
- Enter lot numbers in all capital letters. Do not truncate lot numbers; instead, enter all letters and numbers. Do not add additional spaces, words or symbols.

## Validity of doses entered

- After you have entered a dose, check to see if the WIR has labeled it as 'not valid.' If so, click on the administration date of the 'not valid' dose and read the 'explanation of status' in the pop-up window. In some instances, revaccination is warranted.

## Questions

If you have questions, please contact the WIR Help Desk: 608-266-9691, [dhswirhelp@wisconsin.gov](mailto:dhswirhelp@wisconsin.gov).