

Immunise an adult

Version: 1.01 | Last Modified on 21/11/2025 2:54 pm AEDT

Use the Immunisations module to record a vaccination. This article includes how to add and remove vaccination records and how to enter a patient recall.

Record an adult vaccination

Vaccines stock is updated when the vaccine information is entered in the Immunisations module. This process is important as the use of the vaccines needs to be correctly recorded and the stock updated as it's used.

Important update for Zedmed v38.8.1: Antenatal is no longer a vaccine type, so Clinical's Immunisation screen now includes an Antenatal checkbox that will be ticked and transmitted to the AIR if the patient has an open pregnancy record.

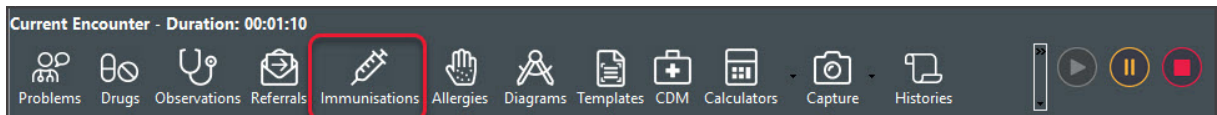
To record the vaccination:

1. Start an encounter with the patient.

For a detailed explanation of how to do this, see the [Start an encounter article](#).

When the encounter starts, the **Current Encounter** section will open and display the clinical modules.

2. Select **Immunisations** from the **Current Encounter** menu.



The **Administered Immunisations** screen will open.

From here, you **Add** new vaccinations and **Delete** or **Modify** vaccinations, as explained below.

- Select and **Delete** a vaccination. A dialogue will be displayed asking you to confirm that you wish to delete the immunisation.
- Select and **Modify** a vaccination. The dose cannot be modified. If it's incorrect, the immunisation must be deleted and added to the correct part of the schedule.

Note: If a combination vaccine is modified or deleted, the changes will apply to all immunisations the vaccine has been recorded against, which is especially relevant for childhood immunisations that form part of the ACIR schedule.

3. Select **Add**.

The **Immunisation** screen will open.

4. Select the **Not Given Here** box if you're recording a vaccination that has already been given somewhere else.
5. In the **Name** field, check the correct name is selected.
6. In the **Brand/Vaccine** field, use the drop-down list to select the vaccine.

Typing the vaccine's name helps locate it, and if the vaccine has a linked sub-product, it will appear beside the

product name.

Selecting **Manual** allows you to enter a vaccine that's not on the list.

If the clinic is using Zedmed **Stock Management**

The vaccine selected must have an entry in the right column, as shown in the screenshot below. This is the product's name in the Stock Management system. Stock will be adjusted as vaccines are dispensed when this option is selected. Once you have selected the **Vaccine**, use the **Batch Number** drop-down to select the batch that matches the number on the vial.

| Immunisation Details | |
|------------------------|--------------------------------------|
| Brand/Vaccine: | AstraZeneca COVISHIELD |
| Manual... | |
| Agrippal | |
| AstraZeneca COVISHIELD | |
| AstraZeneca COVISHIELD | Astra Zeneca - Single Dose 1 (Split) |
| AstraZeneca Vaxzevria | |
| Avaxim | |

7. If applicable, select **Include non-ACIR coded vaccinations**.

8. Fill in the vaccination details:

- Enter the **Date**.
- In **Dose**, enter 1 or 2 to indicate if it was the 1st or 2nd vaccine dose. This information will be passed to AIR.
- Enter the **School ID** if vaccinations are being administered at an **ACARA school**.
- In the **Batch Number** field, use the drop-down to select the correct batch.

Important: Always check the vial label to make sure the batch number you selected is correct.

- In the **Site** field, select where the vaccination was given.
- Antenatal:** If the patient has an open pregnancy record the box will be ticked and transmitted to the AIR.

The practitioner can also manually select it.

Important: This is required by Medicare when transmitting a claim for an immunisation and applies to female patients aged 10 to 65 inclusive who are pregnant at the time of the immunisation for immunisations given after 01/03/2025.

- Select the **Route** from the options provided.
- Select the **Vaccine Type**. This must match the vaccine selected. A mismatch will require the vaccine to be re-selected.

Note: From March 31, 2023, this field is mandatory for government conformance and requires Zedmed v36.5 or later.

- Enter information into the **Comment** field if required.

For example, you could use the **Comment** field to enter the batch number and expiry date for additional verification.

9. Use the **Add Recall** button to set up a reminder for the patient's next vaccine.

To learn how to do this, see the **Add Recall section** below.

10. Select **OK** to save the vaccination record.

The record will appear in the **Administered Vaccinations** screen, the **History View** and the **Summary View**.

When you end the encounter, remember to **Bill for the vaccine** used.

The practice will **upload the immunisation to AIR**.

Note: If a mistake is made, you can delete the product from the Administered Vaccinations screens by selecting the item then selecting Delete. This will put 1 of that item back into stock.

The screenshot shows the 'Administered Immunisations' window. On the left is a list of 'Brand/Vaccine' items: 'Adacel Polio' and 'AstraZeneca COVISH'. The main area is the 'Immunisation' form. It includes fields for 'Doctor' (Branch: 'Branch 1', Name: 'Augustus Eason'), checkboxes for 'Not Given Here' and 'Administered Overseas', and an 'Immunisation Details' section. This section has a 'Brand/Vaccine' dropdown, a 'Manual...' button, a checkbox for 'Include non-AIR vaccinations', a 'Date Given' field (21/11/2025), 'Dose' and 'Batch Number' fields, a 'School ID' field, a checkbox for 'Store Batch No.', a 'Site' dropdown, and checkboxes for 'Antenatal', 'Route' (Intramuscular, Subcutaneous, Oral, Intradermal), and 'Vaccine Type' (NIP or Commonwealth, Other). There is also a 'Comment' text area. At the bottom of the form are 'Add Recall', 'OK', and 'Cancel' buttons. To the right of the form are 'Add...', 'Modify...', and 'Delete...' buttons. At the bottom of the window are 'View Report...' and 'Close' buttons.

Add a Recall

Add a recall for the patient to come back for their next vaccination. These steps explain how to add a recall from the **Immunisation** screen, as referenced in step 9 in the section above.

To add a recall:

1. Select the **Add Recall** button.

The **Recalls** screen will open.

2. Select **New**.

The **Recall Property - New** screen will open

3. Select the **Recall Type** from the list.

This will automatically add a **Maturity Date** for the patient's next vaccination.

- The **Recall Type** is set up for the practice. To learn more, see [Recall Management](#).
- The **Attendance Date** will be filled in when the patient returns for their next vaccination.
- The **First Letter** and **Second Letter** fields show reminders sent by the practice.

4. Add any **Recall Notes**.

Recalls

Show: Active | **New** | Details | Next Appointment: None scheduled

| | Description | Entered | Maturity | Dr | Br | L# | Letter Date | Attd. Date | On Going | Notes |
|---|-------------|------------|------------|----|----|-----|-------------|------------|----------|-------|
| 1 | | 23/09/2021 | | | | MED | | | Y | |
| 2 | Flu | 23/09/2021 | 23/09/2022 | PD | | MED | | | Y | |

Recall Property - New

Properties

Recall was created at **23/09/2021** ☐ Repeated

Doctor: Davis, Dr Phillip (PD)

Recall Type: **Flu**

Maturity Date: 23/09/2022 First Letter:

Attendance Date: Second Letter:

Recall Notes: ☒ Active

5. Select **OK** to save and exit.

The recall will be added to the **Recalls** screen

A notification will appear in the **Reference View**, and the icon will open the **Recalls** screens. From the **Recalls** screen, you can right-click a recall when the patient comes in and set the current day's date for the attendance.

Reference View

Allergies: Amoxicillin

Warnings:

Recalls: 1 active recall(s)

Opens Recalls screen