

DEPARTMENT OF SCHOOL HEALTH SERVICES

Multnomah Education Service District

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Immunization Process for RN/SHA

- 1) Parent transfers immunization information in chronological order onto a Certificate of Immunization Status (CIS) form. School secretary collects the CIS form from the parent.
- 2) The school enrollment secretary or SHA enters the student ID number, grade, and school name in the box labeled "for school/facility use only."
- 3) CIS forms are then put in a central location.
- 4) School enrollment secretary (or RN/SHA) will copy CIS forms, batch and pony to MESD immunization program for data entry. Identify number of records and school name on pony envelope.
- 5) The original CIS forms are now ready for filing into the student's cumulative (CUM) records by school staff.
- 6) At any time during school year an immunization status report may be run in Synergy (HLT 414). Any missing CIS records or discrepancies may be addressed at this time. To create report HLT 414: click on the tree icon, click on Synergy SIS, click on Health, click on Reports, click on List, click on HLT 414 (student immunization list). Choose options on screen (do not change date), click print. Synergy will run report printout.