



Paper Vaccination Records

IMPORTANT Paper forms **MUST** be a last resort – Do not use unless absolutely necessary **AND** after permission from a clinical lead after a risk-benefit analysis.



The risks of paper forms include:

1. Improper screening, no checks on vaccination status
2. Improper recording, misspellings and bad handwriting lead to incorrect patient documents

When using a paper vaccine record, **after approval by the clinical lead and site management:**

- Print all written text in block capitals
- Store records safely and securely
- **ALWAYS** add the records to pinnacle online ASAP
- **ALWAYS** search within pinnacle for each form to check you are not making a duplicate form
- The user who wrote the documents **MUST** be the user to add the records online, to avoid mistakes
- **ALWAYS** check the details on each online form after completion.

If in doubt refer to pinnacle process notes on:
www.improvingaccessservices.co.uk

Recording vaccines with Paper forms may result in a patient receiving an **UNSAFE** vaccine course, having a vaccination recorded in error, or not having a **vaccination recorded at all.**