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| <b>HEALTH PLAN OF SAN JOAQUIN</b>                           |                              |   |
| <b>Subject: Immunization Schedule</b>                       |                              |   |
| <b>Department:</b> Utilization Management                   |                              | <b>Policy #:</b> UM47                       |
| <b>Applies to:</b> Medi-Cal, Healthy Families, Healthy Kids |                              | <b>Scope:</b> Medical Management            |
| <b>Effective Date:</b><br>2/1996                            | <b>Revised Date:</b><br>2/06 | <b>Approved by:</b><br><br>Medical Director |

**PURPOSE**

- A. To provide immunizations to HPSJ members within the timeframes specified by the American Academy of Pediatrics.

**POLICY**

- A. The Health Plan of San Joaquin (HPSJ) providers will follow the Advisory Committee on Immunization Practices and the American Academy of Pediatrics and immunize their members within the timeframes specified.
- B. HPSJ encourages utilization of Public Health Services' electronic immunization registry (RIDE), which provides convenient access to immunization information for their patients. Providers and HPSJ shall provide, upon request, information on the status of a member's immunization to the local Public Health Department.
- C. Primary Care Provider's (PCP)'s will follow the most current immunization table put out by HPSJ or located on the internet at, [www.cdc.gov/nip/acip](http://www.cdc.gov/nip/acip), and immunize the children within the timeframes noted. (See attachment A) During each scheduled exam with a child, the PCP will evaluate the immunization status and immunize accordingly.
  - 1. If the immunization cannot be given at that time, the member (if emancipated), parent(s) or guardian must be instructed in scheduling and keeping an appointment. Documentation of the instructions should be entered into the medical record.
- D. Documentation of the immunization will be entered into the members medical record immunization sheet, the member's immunization card and the PM160 for Medi-Cal.
  - 1. PM160's are submitted to DHS, the local CHDP office and HPSJ for encounter data tracking
- E. Refusal by the member (if emancipated), parent(s) or guardian will be documented in the member medical record.

- F.** Appropriate documentation shall be entered into the members medical record that indicates:
  - 1.** All attempts to provide immunizations;
  - 2.** Instructions as to how to obtain necessary immunizations;
  - 3.** The receipt of vaccines or proof of prior immunizations;
  - 4.** Proof of voluntary refusal or vaccines in the form of a signed statement by the member (if emancipated), parent(s) or guardian. If the responsible party refuses to sign this statement, the refusal shall be noted in the member’s medical record.
- G.** Annually HPSJ’s Quality Improvement Department conducts HEDIS reporting on the immunization rating to determine compliance with the standards.
- H.** HPSJ will annually send out to all members, copies of the most current immunization schedule and preventive health exam.
- I.** HPSJ will send to the provider offices a supply of the most current immunization schedule and preventive health exam to post in their offices and hand out to members.
- J.** PCP’s are responsible to report any vaccine-preventable disease to the Public Health Department.
- K.** All new vaccines, for childhood immunization, approved for use by the federal Food and Drug Administration (FDA) will be administered.
- L.** Providers will utilize the Vaccine for Children (VFC) program when necessary to obtain vaccine.

**REFERENCE**

- A** Advisory Committee on Immunization Practices [www.cdc.gov/nip/acip.com](http://www.cdc.gov/nip/acip.com)
- B** American Academy of Pediatrics at- [www.aap.org](http://www.aap.org)

| Created by/Date | Revised by/Date | Revised by/Date                            | Revised by/Date | Revised by/Date | Revised by/Date |
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| 2/1/96          | 6/02            | 7-20-05, 2-06<br>per DHS<br>Mary Jordan RN |                 |                 |                 |