

VACCINATION FORM 2009 (FORMTRAN)
COMPLETION INSTRUCTIONS FOR SEASONAL FLU OFF-SITE CLINICS & PODS
10/21/2009

*****Thousands of blank copies of the forms will be delivered to AND picked up from
the PODs *****

The form is available in multiple languages on <http://www.publichealth.lacounty.gov/>

- ✓ Use only BLACK ink (no pencil, colored ink OR marker) to complete handwritten sections of the form.
- ✓ Print neatly in CAPITAL letters in the center of the boxes on the form.
- ✓ Ensure most of the area in any circles/bubbles are shaded. Do not put an X or check mark in the bubbles. However, if this does happen and there isn't time to shade, leave the form as is.
- ✓ Do NOT mark up or write any notes on the front of the form. Keep the form clean (no smudges, marks, stains, etc.)
 - Exception: You may write around the boxed border of the form. Do NOT write over or cover up the form number and bar codes on the top left and bottom right of the form.
- ✓ Do NOT fold the forms
- ✓ To correct errors in the client completed/"Personal Information" section of the form:
 - For the boxes, white-out the letters and write over exactly the same area. Ensure you write within the original area of the box.
 - For the circles/bubbles, white-out any shading errors. Ensure you shade within the original area of the bubble.
 - As long as the form is legible and the handwritten information is in the appropriate boxes, the patient does NOT need to complete the form more than once even if more than one mistake was made – just cross out or white out the mistake.
 - Age does not need to be entered perfectly. It is more important that Date of Birth is completed accurately.
 - If patient's last name is written as the first name and vice versa, don't be concerned with the clean up.
 - If different parts of the street name do not have a space in between them when handwritten, don't be concerned with the clean up.
- ✓ If you need to make copies of OR print the form:
 - Before the clinic/outreach session, go to the website listed above and click on the pdf form
 - Type in the areas of the form that will not change across clients:
 - Date Administered
 - VFC PIN (of sponsoring clinic)
 - Street Number of Outreach Site
 - Print the partially completed form on a laser jet
 - ONLY use white paper
 - Make clean copies. If any toner lines or smudges appear, discard these copies and start from a clean printed fillable pdf form available on the internet.
 - You can copy an English form on one page and a Spanish copy/screening questionnaire on the reverse side of the page. ONLY use one page per patient (i.e., Do NOT consent one patient on one side of the page and a different patient on the reverse side of the page.)