

Rabies tags and certificates

The Cornerstone* Rabies Tag feature saves the rabies tag information for each patient and offers several ways to print a rabies certificate. Assigning the Vaccine Tag special action to the vaccine invoice item will speed up the process.

IMPORTANT: Vaccination invoice items must be set up to initiate the Vaccine Tag special action, which displays the Vaccine Tag window during invoicing or on the Patient Visit List (PVL). This is the only way to issue a new rabies vaccine tag and rabies certificate for a patient. Refer to the Cornerstone Help [?](#) for recommended ways to set up vaccine service items linked to inventory tracking items.

Tip: Use this feature for all vaccines, so you can use the Vaccine Tag report to search by lot number for vaccines given, and so you can create an electronic vaccine sticker visible under the Tags/Microchip ID tab  of the Patient Clipboard*.

Create a vaccine tag

1. With the client's record open on the Patient Clipboard, right-click the patient's name and select Patient Visit List.
2. In the **Item ID** box, type the ID for the vaccine or press **F2** to search for the ID. Then complete the rest of the information in the row as necessary.
3. If the Vaccine Tag window does not appear automatically, click the **Special** button on the PVL window or at the bottom of the Client Invoice window, select the **Vaccine Tag** special action, and click **Process**.
4. To add the next available tag number, click  next to the **Tag number** box or type the number in the box. Alternatively, if the tag is to be dispensed at the time of invoice, you can leave the field blank. The person posting the invoice will then be prompted to enter the tag number and can print the certificate at the same time.

Tip: If using vaccine tags for all vaccines, use the vaccine initials for the tag number of nonrabies vaccines, for example, FELV, DA2PP.

The Producer/Mfr, Brand, and Type boxes are completed automatically, and the **Print certificate** checkbox is selected. However, if this information is **not** displayed, you can enter the information.

5. In the **Given** box, verify the date and update it if necessary.
6. Verify or select the **Manner of administration** and **Number of years** details.
7. In the **Lot number** and **Drug expires** boxes, select the lot number and expiration date, or manually enter new lot and expiration information. You will be prompted to add these new details to the vaccine's information list. **Note:** If you track expiration/lot information through the inventory module, you will need to verify the information in the Inventory Details window.
8. In the **Qty/Doses** box, verify the quantity/number of doses, and update them if necessary.
9. (Optional) In the **Location of injection** box, enter information about where the injection was given.
10. In the **Performed by** box, type the staff ID of the person administering the injection or press **F2** to search.

11. Ensure the **Print certificate** checkbox is selected if you want Cornerstone to print a certificate when this tag is completed. If your practice prints custom certificates, when the tag is completed, the certificate document opens for printing in the Cornerstone Editor.

12. Click **OK**.

When you close all the windows and return to the Patient Clipboard, you can view the rabies tag and vaccine information on the Tags/Microchip ID tab in the Patient Information area.

Other rabies tag/certificate actions

To...	On the Tags/Microchip ID tab of the Patient Clipboard...
View or reprint	Double-click the vaccine tag to view vaccine information and/or reprint the certificate.
Update	Right-click the item and select Update . In the Vaccine Tag window, make any changes. Make sure to select the Print certificate checkbox if a new certificate is needed. Note: This option is available only if vaccine information was started, but a tag number was not entered.
Correct the information	Right-click the vaccine tag, select Correct , and then modify the information as needed. Only staff with the appropriate security access can correct vaccine tags. Note: You cannot change tag numbers. If you need to change a tag number, you must void the tag and create a new tag.
Void a tag	Right-click the vaccine tag and select Void . In the Void Vaccine Tag window, in the Requested by box, type the staff ID or press F2 to select the staff member. Add a comment in the Comment box explaining why the tag is being voided.
Reissue (replace) a tag	Right-click the vaccine tag and select Update . In the Reissue Vaccine Tag window, enter a new tag number. Note: Vaccine information cannot be changed. Be sure to select the Print certificate checkbox if you need a new certificate.
Add an existing tag number	Right-click the vaccine tag and select Add existing . In the Add Existing Vaccine Tag window, add the existing tag number, expiration date, and the staff ID for the staff member recording the tag. Note: These tag numbers are available for patient searches, but they will not appear on tag reports.

Keyboard shortcuts

F1	Display on-screen Help for the current window.
F2	Look up values for a list, such as ID fields.
Tab	Move the cursor to the next field.
Shift+Tab	Move the cursor to the previous field.
Ctrl+Enter	Move cursor to the next line in note areas.

Right-click menus

Use the right-click menu on the **Tags/Microchip ID** tab of the Patient Clipboard to manage rabies tags and certificates.

Tip: Double-click in ID fields to search for an item.

For more information

For rabies tags and certificates setup and detailed instructions, see the “Vaccine/Rabies Tags” section of the Cornerstone Help [?](#).

Go to idexxlearningcenter.com to view snippet videos about many other Cornerstone features.

Find this document at idexx.com/cornerstonehelp.