Immunizing a Patient

1. Login into system
   a. Make sure you are logged into the correct provider/clinic
2. Search for patient
   a. You can click on "Patient Search" at the top of the screen or
   b. You can click on "Patients" and then "Search" on the left side of the screen
3. Enter at the least the first 3 letters of the last and first name and DOB
   a. Click Search
4. Select the patient by clicking the arrow next to Demographics
5. Select Demographics
   a. Complete all information provided by patient
   b. Patient Eligibility should be "Not VFC Eligible" for all patients over 18 years of age
   c. Check information to ensure this is the correct patient
   d. Enter cell phone/email address (this helps the patient retrieve their own shot record later from the public portal)
   e. Input Ethnicity and Race of patient
6. Select Immunizations
7. Recommended immunizations for today will be displayed
   a. Deselect "Auto-Populate Add Vaccines Screen"
8. Click the arrow next to Select Action
9. Click Add Vaccines
10. Enter the vaccination date (double click to enter today's date)
11. Select Prescribed by in the dropdown
12. Under Vaccine click on the dropdown button on the first blank field
    a. Select the appropriate COVID vaccine being given
    b. You should see a green checkmark under On-Hand
13. If vaccine is refused notate the reason under If Vaccine Refused, Reason
14. Click Create and Administer
15. Enter the vaccination time (double click to enter the current time)
16. Select Administered By from the dropdown
17. If the vaccine is refused at this level enter the refusal reason
18. Select the vaccine from the dropdown (Make sure you are selecting the correct lot number)
19. Make necessary changes to Body Site and Route
20. Once all shots have been administered click Update

Note: If any of the vaccines are not administered at this point and no refusal is recorded the vaccine will have to be removed or there will be issues with inventory reconciliation. You will know the vaccine wasn't administered when you see this symbol   next to the vaccine on the screen. You will need to delete that vaccine by clicking on Delete on the right side next to the ?.