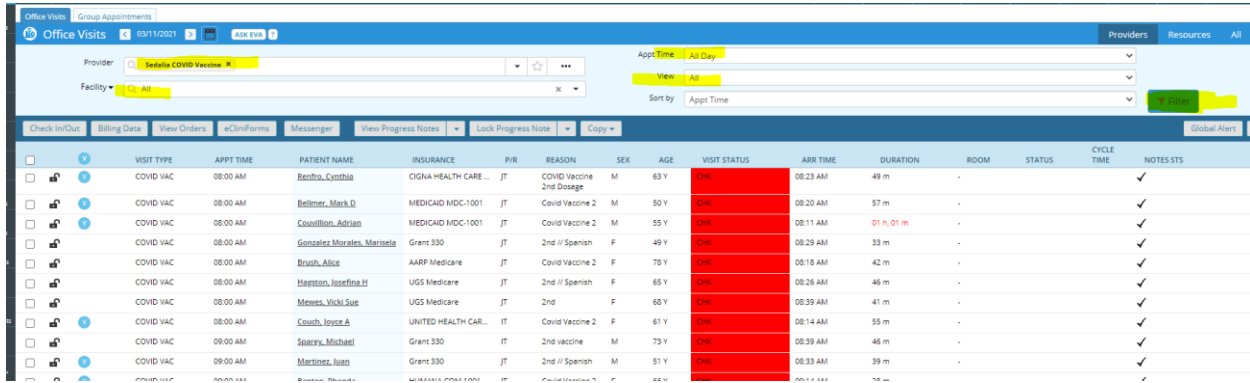


Workflow for Covid Vaccinator

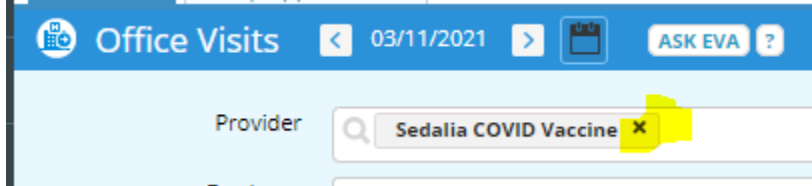
- Once you open your computer it should be on the office visit screen: Make sure your Provider is set to Sedalia Covid Vaccine or Marshall Covid Vaccine or Versailles Covid Vaccine or Warsaw Covid Vaccine – Depending upon where you are working for the day.



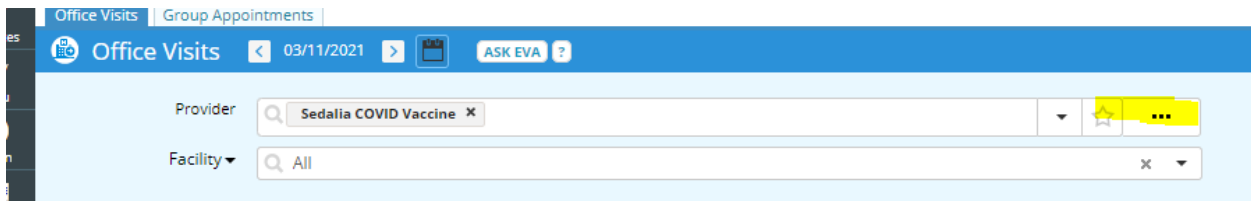
Check In/Out	Billing Data	View Orders	eClnForms	Messenger	View Progress Notes	Lock Progress Note	Copy	Global Alerts						
VISIT TYPE	APPT TIME	PATIENT NAME	INSURANCE	P/R	REASON	SEX	AGE	VISIT STATUS	ARR TIME	DURATION	ROOM	STATUS	CYCLE TIME	NOTES STS
COVID VAC	08:00 AM	Bentley, Cynthia	CIGNA-HEALTH CARE...	JT	COVID Vaccine 2nd Dosage	M	63 Y	CHK	08:23 AM	49 m	-			✓
COVID VAC	08:00 AM	Bellmer, Mark D	MEDICAD MDC-1001	JT	Covid Vaccine 2	M	50 Y	CHK	08:20 AM	57 m	-			✓
COVID VAC	08:00 AM	Coussillon, Adrian	MEDICAD MDC-1001	JT	Covid Vaccine 2	M	55 Y	CHK	08:11 AM	01 h, 01 m	-			✓
COVID VAC	08:00 AM	Gonzalez Morales, Marisela	Grant 330	JT	2nd // Spanish	F	49 Y	CHK	08:29 AM	33 m	-			✓
COVID VAC	08:00 AM	Brusch, Alice	AARP Medicare	JT	Covid Vaccine 2	F	70 Y	CHK	08:18 AM	42 m	-			✓
COVID VAC	08:00 AM	Hartono, Josefina H	UGS Medicare	JT	2nd // Spanish	F	65 Y	CHK	08:26 AM	46 m	-			✓
COVID VAC	08:00 AM	Meneses, Vicki Sue	UGS Medicare	JT	2nd	F	60 Y	CHK	08:39 AM	41 m	-			✓
COVID VAC	08:00 AM	Cough, Joyce A	UNITED HEALTH CAR...	IT	Covid Vaccine 2	F	61 Y	CHK	08:14 AM	55 m	-			✓
COVID VAC	09:00 AM	Spacary, Michael	Grant 330	IT	2nd vaccine	M	73 Y	CHK	08:39 AM	46 m	-			✓
COVID VAC	09:00 AM	Martinez, Juan	Grant 330	JT	2nd // Spanish	M	51 Y	CHK	08:33 AM	39 m	-			✓

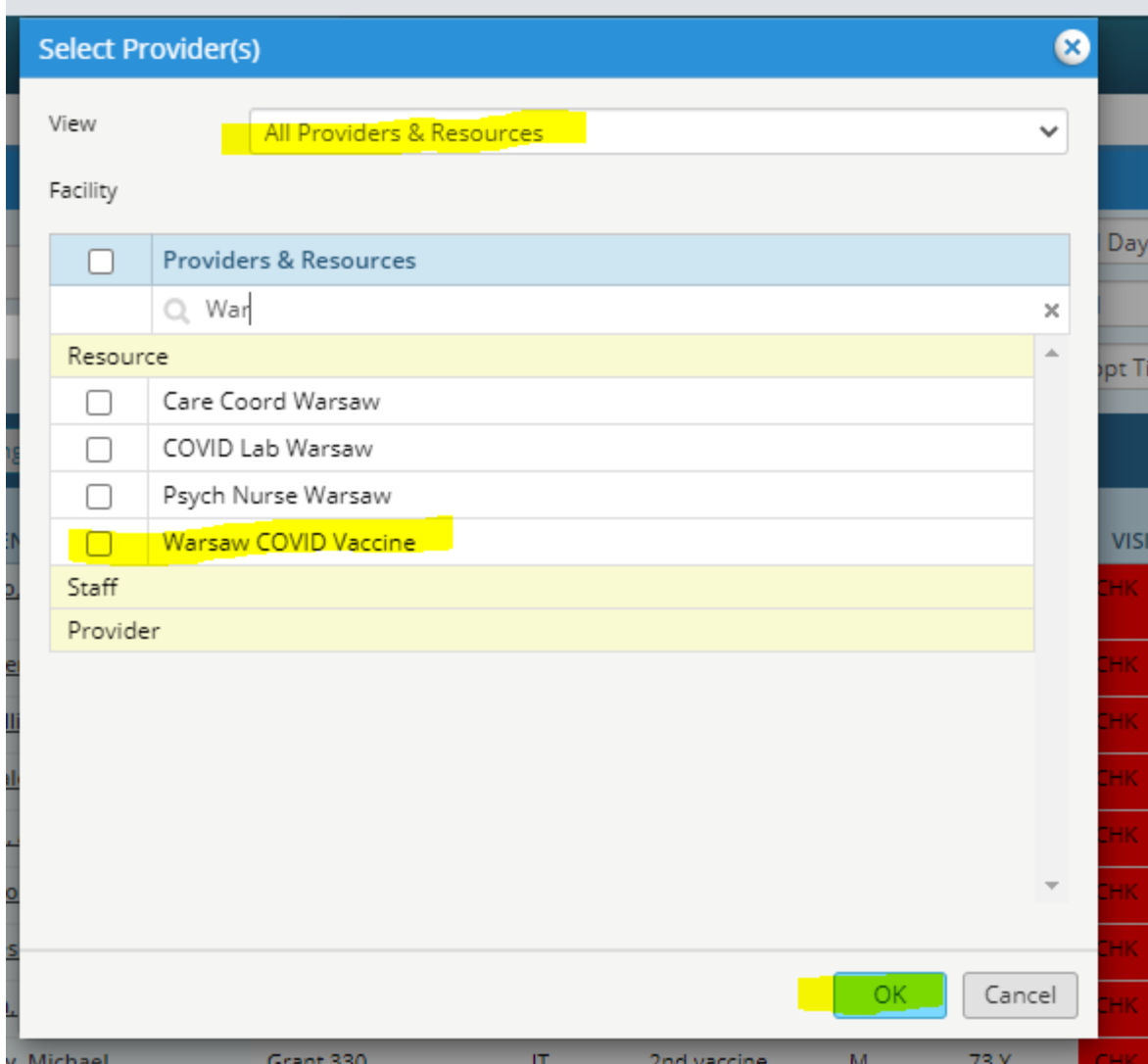
- If it is set to a certain location (ie Sedalia) and you will be working in Warsaw then you can change the office visit screen to the location you are working on that day:

First hit the x to delete the location you are not working at:

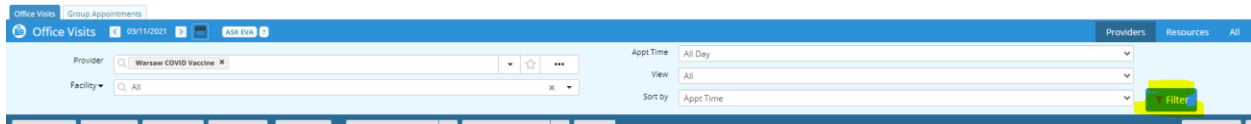


Then click on the three dots ... (ellipsis) and choose all providers and resources and search Warsaw etc. hit ok.





Make sure to hit Filter after hitting ok.



Covid Vaccinator Workflow

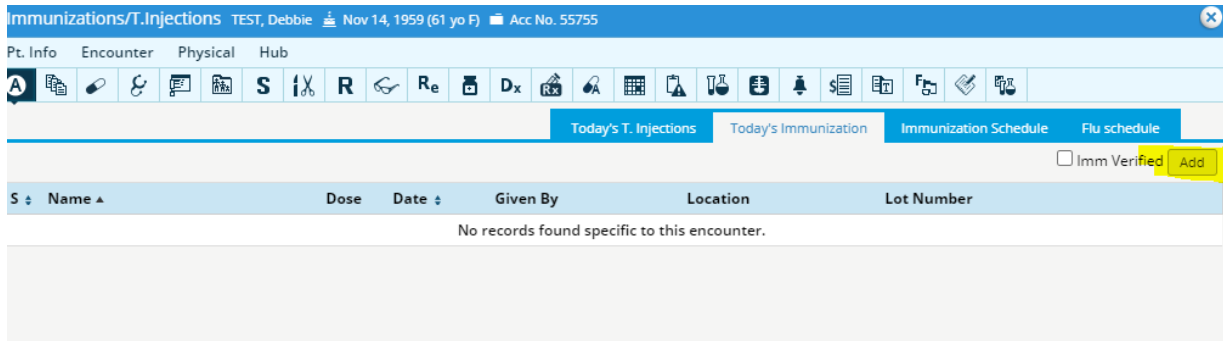
- Once you have the correct Office visit screen open then you should see your patient and they should have a green ARR in the visit status box. Click on their name. It may give you a pop up asking to move over medications just say yes.



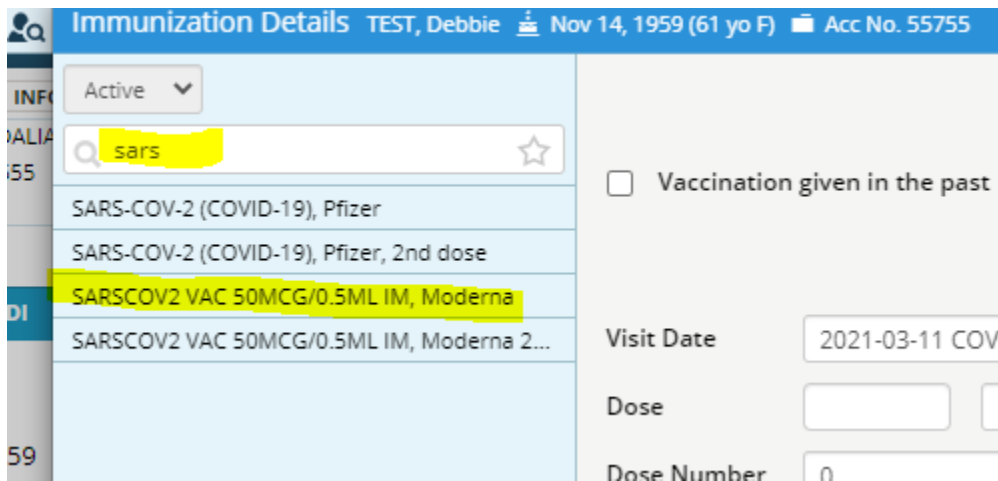
- Once you click on their name it opens the progress note. Click on the orange word Immunizations:

Immunizations:

- Click on Add button on right upper corner and check Imm Verified Box as well.





- Put Sars in search box – you will choose Moderna if first shot, Moderna 2 if second shot. If we get Pfizer then you would choose Pfizer for first shot and Pfizer, 2nd dose for second shot.



Covid Vaccinator Workflow

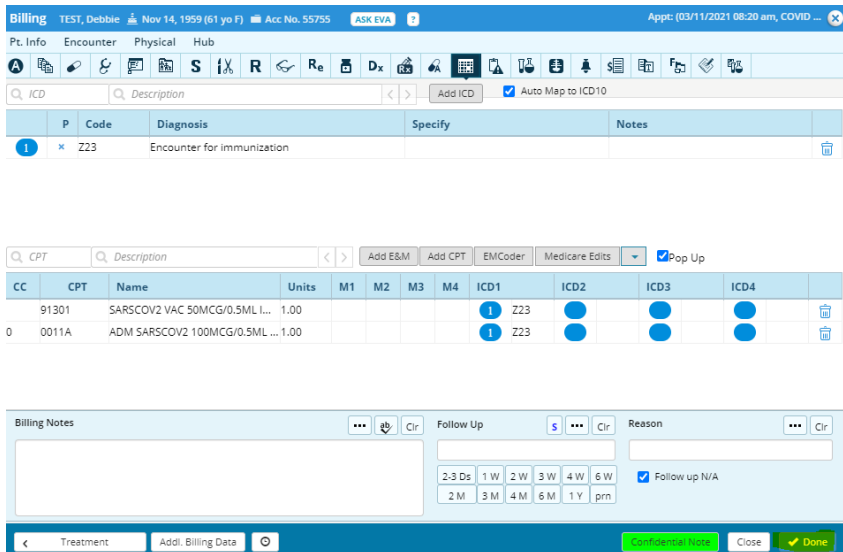
- The following window would pop up and you will fill out the following:
 - Dose number -1 first shot 2- 2nd shot
 - Route: Intramuscular
 - Location: Left arm, right arm or where shot is given.
 - Exp Date: whatever date is expiration on vaccine that day
 - VIS given date: check the box
 - Change status from pending to administered.
 - Given by: if given by you just click on ME and it will autofill otherwise put in first three letters of last name of vaccinator and choose that person.
 - Comments: Put the lot number in here
- Hit OK and close that window

- Click on orange Procedure code:

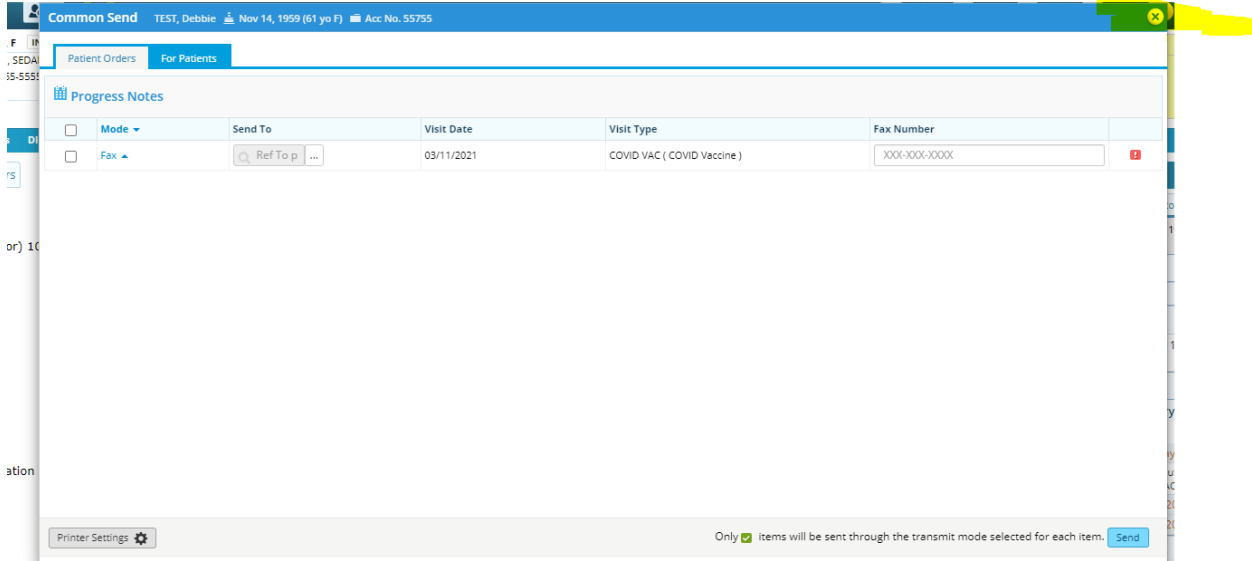
Procedure Codes:  

- 91301 SARSCOV2 VAC 50MCG/0.5ML IM, Moderna.
- 0011A ADM SARSCOV2 100MCG/0.5ML 1ST.

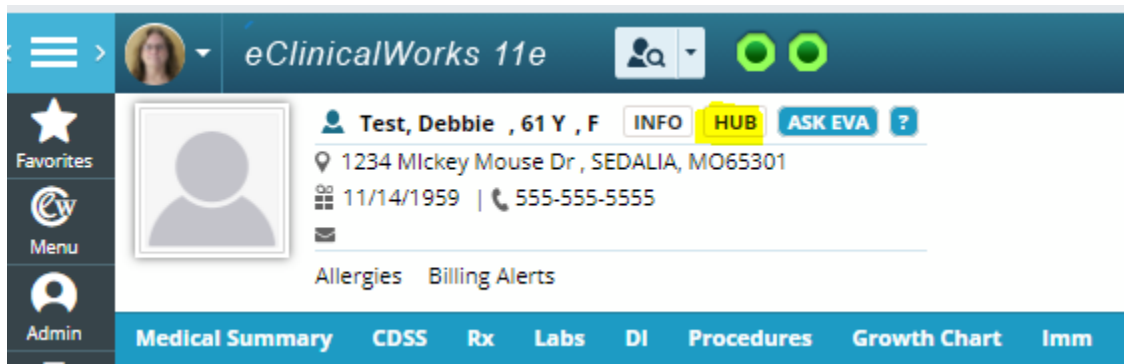
- When the window open check and see that it looks like this and click DONE.



- The following screen will show up just click on the X and close. **Do not hit send!**



- At this point you are done. If they are there for the first shot and you want to make sure the second shot is scheduled the hit the Hub button:



- Hit the encounters button on left side of hub:

Covid Vaccinator Workflow

Patient Hub TEST, Amy Feb 5, 1990 (31 yo F) Acc No. 55457

Test, Amy 31Y, F INFO 📧

821 WESTWOOD DR, SEDALIA, MO-65301-2102
 660-826-4774(P) | 660-826-4774 |
 02/05/1990
 Account No: 55457 | Messenger Enabled: Yes
 Web Enabled: No

Billing

Patient Balance : \$0.00
 Account Balance : \$0.00
 Collection Status :
 Assigned to :

Billing Alert Guarantor Balance
Account Inquiry Billing Logs

Appointments

Last Appointment : 03/01/2021 09:00 AM
 Facility : 01:Katy Trail Com He

Structure

- Veteran
- Seasonal
- Migrant
- Homeless
- Limited English Proficiency
- Public Housing
- Reason patient not qualified for sample (ACO)

Progress Notes

- You can see if the second shot has been scheduled. If not send them back to scheduler to make sure scheduled.

<input type="checkbox"/>	04/08/2021	11:50 am	COVID VAC	PEN	TEDROW, JE...	Sedalia COV...	Covid Vaccine 2	01	Katy Trail C...	0
<input type="checkbox"/>	03/11/2021	08:30 am	COVID VAC	CANC	TEDROW, JE...	Sedalia COV...	COVID Vaccine	01	Katy Trail C...	0

Once done then just close the window and click on the S jellybean to go back to Office Visit Schedule:

Navigation bar: 🔄 N 0 E 0 S 0 D 3

Dropdown menu:

- Review Progress Notes 0
- Office Visits
- Resource Schedule
- healow Appointments