

Sutter/Yuba Will Use PrepMod To:

- Implement vaccine clinics
- Manage inventory
- Upload data to CAIR
- Collect clinic data/Generate reports



How can I enroll as a Provider?

Online Enrollment: *coming soon!*

If you need assistance with enrollment, please contact the IZ Coordinator for your respective County:

Jinder Nagra PHN

530-822-5967

DNagra@co.sutter.ca.us



Atom Vaughn BSN, PHN

530-749-6401

aevaughn@co.yuba.ca.us



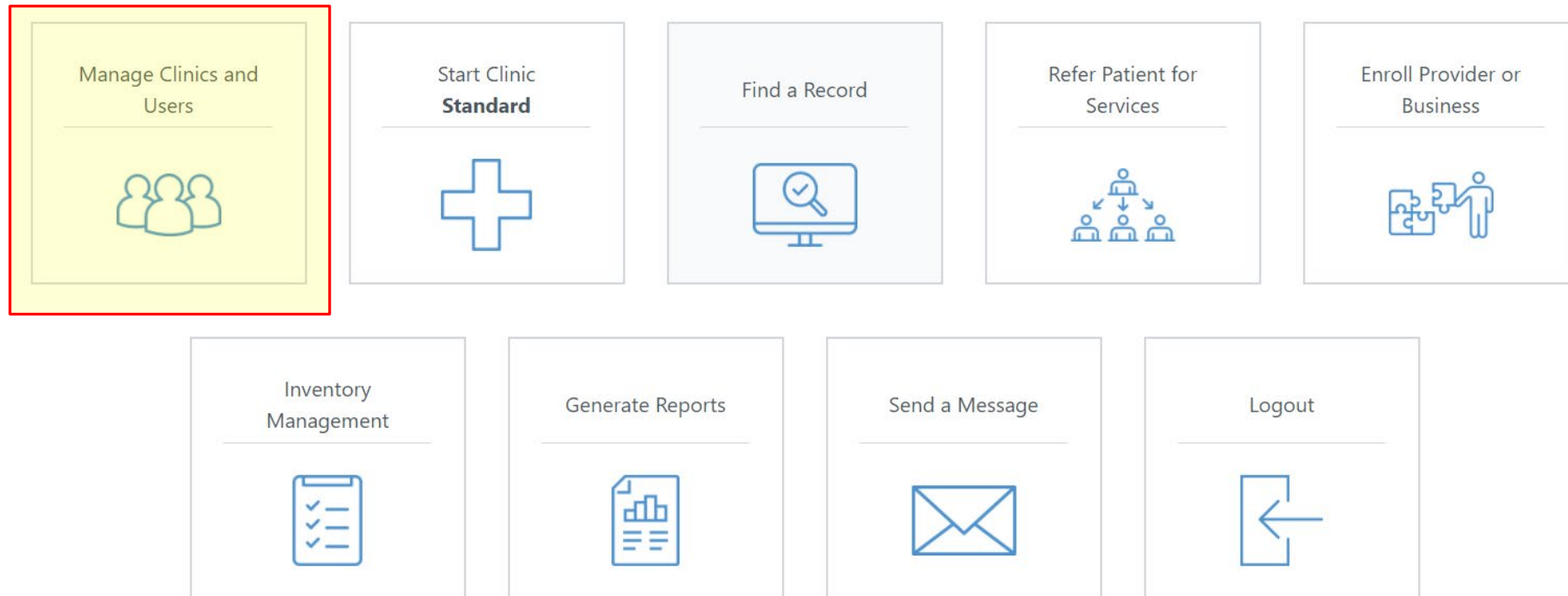
What functionality can I expect?

The remaining slides outline how the clinic and inventory functions work

Creating a Clinic



Step 1:
From main menu, select
Manage Clinics and Users



Creating a Clinic

Step 2: Select **Create Clinic**

- Home
- Clinics**
- Records Search
- Data Transfer
- Inventory Management
- Item Type
- Manufacturer
- Message Board
- Create New User
- Change Password
- Counties
- Customized Reports

Clinics Listing

Search: All Upcoming Past Closed

Date ↕	County	Venue Name	Registered ↕	Menu	Action
09/01/2020	Carroll	Elmer Wolfe Elem.	16	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report <input type="button" value="Delete"/>
09/01/2020	Carroll	Westminster West Middle	81	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report <input type="button" value="Delete"/>
09/03/2020	Carroll	Northwest Middle	31	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report <input type="button" value="Delete"/>
09/03/2020	Carroll	South Carroll High	29	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report <input type="button" value="Delete"/>

Creating a Clinic

Step 3: Select **Clinic Type**

Create Clinic

Number of Patients Registered: 0

Clinic Type *

- General
- General
- Childhood
- Flu
- School Flu Children & Adults

Public Private

Collect Insurance Information?

Yes No

Services Provided *

Testing Vaccination Screening

Anti-Viral Distribution

Open to *

All Ages Children Ad

Seniors Other

County *

Organization *

Venue *

Setting

Date, Time, Location

Clinic Date *

Start Time *

End Time *

Address *

Zip Code *

City *

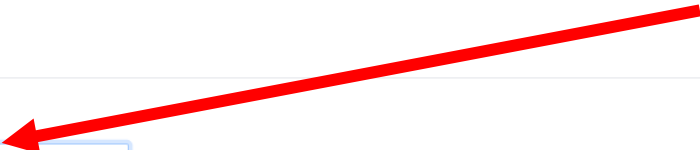
State *

General – All types of vaccines for people of all ages

Childhood – All childhood vaccines

Flu – Flu vaccinations for all ages

School Flu – School-located clinics. Free vaccines for children, insurance information **required** for school staff



Creating a Clinic

Step 4: Select **Clinic Details**

Public Clinics appear in the Find a Clinic search at

www.marylandvax.org

Private Clinics get a unique link you can send to targeted patients. You will be emailed the link. You also can get it by going into View/Edit Clinic—the link will appear next to where you selected Private Clinic.

Is clinic public or private? *
 Public Private

Collect Insurance Information? *
 Yes No

Services Provided *
 Testing Vaccination Screening
 Anti-Viral Distribution

Open to *
 All Ages Children Adults
 Seniors Other

County * Organization * Venue *

Setting

Date, Time, Location

Clinic Date * Start Time * End Time *

Add Another Date

Address *

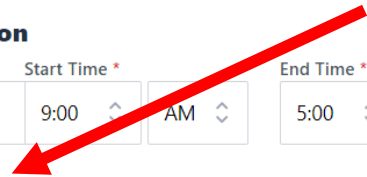
Zip Code * City * State *

Appointment Information

Appointments available *
 Yes, required Yes, optional No (Walk-In)

Social Distancing Capacity Registration Deadline *

Click here to add multiple clinic dates at the same location.



Creating a Clinic

Step 5: Select **Appointment Details**

Appointment Information

Appointments available *

Yes, required Yes, optional No (Walk-In)

Social Distancing Capacity: Select

Registration Deadline *

Allow registration on the same day (This will re-open registrations on the date of the clinic even if registration deadline has passed).

Appointment Frequency (in minutes): Every *

1

Appointment Slots *

-- Select --

How long will each vaccination appointment take?

How many vaccinators will you have?

Contact Information

Contact Person: Contact Person

Contact Phone Number: Contact Number

Contact E-mail: Contact Email Address

Back-Up Contact Person: Back-Up Contact Person

Back-Up Contact Phone Number: Back-Up Contact Number

Back-Up Contact E-mail: Back-Up Contact Email Address

Additional Clinic Details

Incidents Comments (This information will be displayed publicly in the clinics listings)

Enter Details Here

These details display--exactly as written-- with the public clinic listing.

Creating a Clinic

Step 6: Select **Staffing and Vaccinations Offered**

Registration and Staff

Lead Tester's Name

Lead Tester's Name

If you know who's working, enter their names here.

Clinic Staff

Clinic Staff Person's Name

[Add more staff](#)

Vaccinations

Measles, Mumps, Rubella

DTaP

MenB

Varicella (chickenpox)

Hepatitis A

Hib

Pneumococcal Pneumonia (PCV13)

Rotavirus

Td

Influenza (IIV)

Type or select the vaccines being offered. This appears on the last page of the consent form for patient selection.

Submit

Cancel

Editing a Clinic

Editing a Clinic

Step 1: Go to **Clinic Listings**



- Home
- Clinics**
- Records Search
- Data Transfer
- Inventory Management
- Item Type
- Manufacturer
- Message Board
- Create New User
- Change Password
- Counties
- Customized Reports

Clinics Listing

Search: All Upcoming Past Closed

Date ↓↑	County	Venue Name	Registered ↓↑	Menu	Action
09/30/2020	Howard	Hammond Middle School	1	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report <input type="button" value="Delete"/>
10/02/2020	Howard	Hammond Elementary School	7	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report <input type="button" value="Delete"/>
10/08/2020	Howard	Hammond High School	129	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report <input type="button" value="Delete"/>
10/09/2020	Howard	Hammond Middle School	126	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report <input type="button" value="Delete"/>

Scroll or search for your clinic.

Click on View/Edit Clinic

Editing a Clinic

Step 2: Entering **Staff and Vaccines**

Registration and Staff

Lead Tester's Name

Enter the names of clinic staff.

Clinic Staff



Click here to add more staff

[Add more staff](#)

Vaccinations

Polio x Measles, Mumps, Rubella x Meningococcal Meningitis (MCV4) x

Clinic Inventory

Type or select the vaccines being offered. Check Lot# to be sure it is the right product before pressing **Add Item**.

IPV (Polio)
pq
IPV (Polio)
IPV (Polio)

Lot #: R1D973M • Type: Polio • Exp. Date: 07/17/2021 •

Add Item

Manufacturer	Lot Number	Expiration Date	# of Items	Action
--------------	------------	-----------------	------------	--------

Editing a Clinic

Step 3: Entering **Vaccine Supply for Clinic**

Clinic Inventory

Items selected will appear in the table

Type in the number of each vaccine you have in clinic.

Add Item

Name (Type)	Manufacturer	Lot Number	Expiration Date	# of Items	Action
ActHib (Hib)	Sanofi Pasteur	UJ186AAA	05/31/2021	<input type="text" value="20"/>	<input type="button" value="Remove"/>
TDVax (Td)	Merck	A124A	02/14/2022	<input type="text" value="40"/>	<input type="button" value="Remove"/>
Varivax (Varicella (chickenpox))	Merck	T012552	04/10/2022	<input type="text" value="20"/>	<input type="button" value="Remove"/>
Adacel (Tdap)	Sanofi Pasteur	U6706AA	07/03/2022	<input type="text" value="30"/>	<input type="button" value="Remove"/>

Press Update when after you've updated the clinic staff and vaccine.

Conducting a Clinic

Conducting a Clinic

Step 1:
Find Clinic Activity Form in
Clinic Listings

Scroll or search
for your clinic.

Click on Clinic Activity

Clinics Listing

Search: All Upcoming Past Closed

Date ↑	County	Venue Name	Registered ↑	Menu
09/30/2020	Howard	Hammond Middle School	1	» Registration List » View/Edit Clinic » Clinic Activity » Customized Report
10/02/2020	Howard	Hammond Elementary School	7	» Registration List » View/Edit Clinic » Clinic Activity » Customized Report

Or
View/Edit Clinic

View/Edit Clinic

Hammond Elementary School

Clinic Status: Upcoming

[» Registration List](#) [» View/Edit Clinic](#) [» Activity Form](#) [» Activity Report](#)

Number of Patients Reaistered: 7

Conducting a Clinic

Clinic Activity Form

Hammond Elementary School

Clinic Status: Upcoming » Registration List » View/Edit Clinic » **Activity Form** » Activity Report

Fill these out
at the
END OF
CLINIC

Clinic Date: 10/02/2020 County: Reisterstown Venue Name: Hammond Elementary School

Lead Tester's Name: Patients Registered: 7

Clinic Start Time: Clinic End Time:

Clinic Length (in minutes):

Clinic Incidents or Comments:

Make sure all vaccines
selected in Edit Clinic
appear here.

Vaccine Name	Vaccine Lot Number	# of Starting Kits	# of Vaccines Administered	# Unusable Vaccines	# Vaccines Returned	Default
ActHib(Hib) #54	UJ186AAA	1	0	0	0	<input type="radio"/>
TDVax(Td) #56	A124A	1	0	0	0	<input type="radio"/>
Varivax(Varicella (chik	T012552	1	0	0	0	<input type="radio"/>
Adacel(Tdap) #76	U6706AA	1	0	0	0	<input type="radio"/>
Totals:		4	0	0	0	

Conducting a Clinic

Step 2: Enter Vaccine Encounters

Vaccinated: Joseph Austin

Select	Vaccine	Route	Site	Reaction
<input type="checkbox"/>	ActHib (Hib)	IM		None
<input checked="" type="checkbox"/>	Adacel (Tdap)	IM	RA LA	No
<input type="checkbox"/>	TDVax (Td)	IM		None
<input type="checkbox"/>	Varivax (Varicella (chickenpox))	IM		None

General Reaction: None

Vaccinator: Please Select

Select the vaccine(s) administered

Select Route and Site

Vaccinated: Joseph Austin

Select	Vaccine	Route	Site	Reaction
<input type="checkbox"/>				None
<input type="checkbox"/>				None
<input type="checkbox"/>				None
<input type="checkbox"/>	Varivax (Varicella (chickenpox))	IM		None

General Reaction: None

Vaccinator: Please Select

- Beyonce
- Jay Z
- Mickey Mouse
- Elton John

Select Individual or General Reaction

Select Vaccinator

UPDATE
when done

Adding a Patient

Click here to access a consent form for this clinic

Save Save and Submit

Search:

Add More Patients +

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
Joseph Austin	01/06/2005	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
Tiffany Tate	04/04/1904	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
Gregory Tascoe	06/07/1905	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
Tiffany Branch	04/16/1917	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
Charles County Department	03/02/2012	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
Rising Sun School	03/04/2011	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>

< Prev 1 Next >

Closing a Clinic

Clinic Activity Form
Hammond Elementary School

Clinic Status: Upcoming » Registration List » View/Edit Clinic » **Activity Form** » Activity Report

Clinic Date: 10/02/2020

County: Reisterstown

Venue Name: Hammond Elementary School

Lead Tester's Name:

Patients Registered: 7

Clinic Start Time:

09:00 AM

Clinic End Time:

05:00 PM

Clinic Length (in minutes): 480

Clinic Incidents or Comments

Enter the
ACTUAL
start and
end time of
the clinic

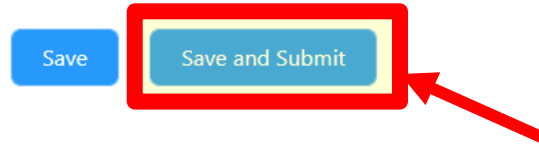
Enter any comments or
extraordinary incidents
related to the clinic.

Vaccine Name	Vaccine Lot Number	# of Starting Kits	# of Vaccines Administered	# Unusable Vaccines	# Vaccines Returned	Default
ActHib(Hib) #54	UJ186AAA	1	0	0	0	<input type="radio"/>
TDVax(Td) #56	A124A	1	0	0	0	<input type="radio"/>
Varivax(Varicella (chik	T012552	1	0	0	0	<input type="radio"/>
Adacel(Tdap) #76	U6706AA	1	0	0	0	<input type="radio"/>
Totals:		4	0	0	0	

Closing a Clinic

Step 3: **Save and Submit**

Search:



Press this after all encounter have been entered.

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
Joseph Austin	01/06/2005	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
Tiffany Tate	04/04/1904	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
Gregory Tascoe	06/07/1905	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
Tiffany Branch	04/16/1917	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
Charles County Department	03/02/2012	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
Rising Sun School	03/04/2011	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>

This CLOSES THE CLINIC and sends the information to your IIS, EHR, and/or billing system.

Only Super Administrators will be able to make changes after submitting.

Inventory Management

Adding New Inventory



Step 1: Enter details of products

- Home
- Clinics
- Records Search
- Data Transfer
- Inventory Management**
- Item Type
- Manufacturer
- Message Board
- Create New User
- Change Password
- Counties
- Customized Reports

Inventory Management

Upload Supplies

Received Date * September 29, 2020	Item Type * Select	Product Name * 	Manufacturer * Select
Lot Number * 	Expiration Date * September 29, 2020	Number of Items * 	Inventory Packaging * Select
Source of Items * Select	County * Select	Organization * Select an Option	Information Sheet Choose File No file chosen
			Create

Enter all details and press CREATE.

Entering Inventory Events Step 2

Enter details of event where product was used.

New Entry for Gloves (Received 08/01/2020)

Event Date *	Event Type *	Quantity Used	Quantity Lost *
<input type="text"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>
Quantity Loaned *	Quantity Returned *	Quantity Destroyed *	Clinic
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Main Inventory"/>			<input type="button" value="Review & Confirm"/>

Clinic	Event Date	Event Type	Total Qty	Qty Used	Qty Lost	Qty Loaned	Qty Returned	Qty Destroyed	Quantity Remaining	Action
	08/26/2020	Hospital		500	3	3	3	3		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
TOTALS			2000	500	3	3	3	3	1488	

Editing Inventory

Step 3

Search or scroll for your vaccine.

Search:

Item type name

Item Type	Item Name	Manufacturer	Source	Lot Number	Expiration Date	Starting Qty	Pkg	Qty Used	Qty Lost	Qty Loaned	Current Qty	Actions
HPV	Gloves	MedImmune	VFC	1X34H24	08/26/2020	2000	Case	500	3	3	1488	Edit De
Hepatitis B	Cotton Balls	GlaxoSmithKline	Borrowed	1X34H23	08/20/2020	2000	Case	0	0	0	2000	Edit De
Meningococcal Meningitis (MCV4)	Get Well	GlaxoSmithKline	VFC	1X34H23	08/19/2020	2000	Unit	173	6	5	1805	Edit De
HPV	Get Well	GlaxoSmithKline	Borrowed	1X34H	08/26/2020	2000	Case	0	0	0	2000	Edit De
Polio	Afluria	Pfizer	Private Purchase	1X34H23	08/20/2020	2000	Box	0	0	0	2000	Edit De

Editing Inventory

Step 3

Received Date * August 18, 2020	Item Type * Polio	Product Name * Afluria	Manufacturer * Pfizer
Lot Number * 1X34H23	Expiration Date * August 20, 2020	Number of Items * 2000	Inventory Packaging * Box
Source of Items * Private Purchase	County * Calvert	Organization * Calvert Health Department	Information Sheet Choose File No file chosen

Update

Change any needed details and UPDATE.

Clinic Activity Form

HOW TO | COMPLETE THE CLINIC ACTIVITY FORM



Clinics Listing

Search: CAREER AND TECH 2 Upcoming Past Closed Create Clinic

Date	County	Venue Name	Registered	Menu	Action
10/28/2020	Allegany	Calvert County Health Department	16	» Registration List » View/Edit Clinic » Clinic Activity » Customized Report	Delete
01/14/2021	Carroll	Career and Tech Center	42	» Registration List » View/Edit Clinic » Clinic Activity » Customized Report	Delete
11/30/2020	Somerset	Mt. Airy Elem.	18	» Registration List » View/Edit Clinic » Clinic Activity » Customized Report	Delete
12/16/2020	Calvert	Long Reach High School	38	» Registration List » View/Edit Clinic » Clinic Activity » Customized Report	Delete

1

2

3

To complete the Clinic Activity Form:

Manage Clinics & Users > Clinics Listings

1. Locate your clinic on the **Clinics Listings** page.
2. Use the **search** field if needed, to search-by-name.
3. Click the **Clinic Activity** link, when located.

Result: The **Clinic Activity Form** will open for the selected clinic.

The **Clinic Activity Form** is used to **document patient, clinic, and inventory details** after a clinical event.

The Clinic Activity Form



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Clinic Activity Form

North Carroll Middle

Clinic Status: Upcoming

» Registration List » Virtual Queue » View/Edit Clinic » **Activity Form** » Activity Report » Customized Report

Clinic Date: 09/16/2020

County: Hampstead

Venue Name: North Carroll Middle

Lead Tester's Name: Joanna Reynolds

Patients Registered: 56

Clinic Start Time:

08:00 AM

Clinic End Time:

03:00 AM

Clinic Length (in minutes):

420

Clinic Incidents or Comments

B

Vaccine Name	Vaccine Lot Number	# of Starting Kits	# of Vaccines Administered	# Unusable Vaccines	# Vaccines Returned	Default
	1X34H23	2000	0	0	0	<input type="radio"/>
	1X34H23	2000	0	0	0	<input type="radio"/>
	1X34H24	2000	0	0	0	<input type="radio"/>

A

Search:

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
TestUserUsman Garza	09/11/2020	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserU Cain		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserUs Hudson	09/11/2020	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>

The **Clinic Activity Form** is used at the clinic to track and document:

- Vaccine inventory used during the clinic
- Patient details post-vaccine (eg, type of vaccine, admin site, reaction)
- Post-clinic timing (start & end times, clinic length)

Turn the page for steps to complete the form.



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Clinic Activity Form

WCHD Snow Hill

Clinic Status: Upcoming » Registration List » View/Edit Clinic » **Activity Form** » Activity Report

Lower section of form: Patient & Clinical Data

Search: 5

6

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
4 TestUserUsman Garza	09/11/20	7 <input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserU Cain		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserUs Hudson	09/11/2020	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserUs Hudson	09/11/2020	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Remark	<input type="button" value="Delete"/>

The first section of the **Clinic Activity Form** that should be completed is the patient section documenting the clinic encounter. **After administering the vaccine and assessing patient, document outcome prior to patient leaving.**

4. Locate your patient in the **Patient Name** column.
5. If preferred, type your patient's name into the **Search** field.
6. For walk-in patients, select **Add More Patients**. [Click here for instructions](#).
7. Based on the clinical outcome, select one radio button after each name to indicate: **vaccinated, refused, sick, or absent/ withdrawn**.
 - When the **vaccinated** radio button is selected, a new window opens to collect additional detail. (Next page.)
 - Windows may vary based on vaccination, test, or screening.



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Select	Vaccine	Route	Site	Reaction
<input type="checkbox"/>	Afluria (Polio)	IM		None
<input type="checkbox"/>	Bexero (MenB)	IM		None
<input checked="" type="checkbox"/>	Boostrix (Tdap)	IM		None
<input checked="" type="checkbox"/>	Menactra (Meningococcal Meningitis (MCV4))	IM		None

8

General Reaction: None

Vaccinator: Please Select

[Update](#) [Close](#)

When the **vaccinated** radio button is selected, a new window opens to collect additional detail.

- d. The first column displays a list of all possible vaccines / tests a patient may receive based on the unique clinic and product inventory.
 - Each clinic will have a unique list of vaccines / tests/ inventory.
8. Begin by selecting the radio button(s) in front of the **vaccine(s) or test name(s)** that were administered to the patient the day of the clinic.



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Select	Vaccine	Route	Site	Reaction
<input type="checkbox"/>	Afluria (Polio)	9 SubQ ✓ IM	10 RA LA	None ▾
<input type="checkbox"/>	Bexero (MenB)	IM ▾	▾	None ▾
<input type="checkbox"/>	Boostrix (Tdap)	IM ▾	▾	None ▾
<input type="checkbox"/>	Menactra (Meningococcal Meningitis (MCV4))	IM ▾	▾	None ▾
General Reaction		11 ✓ None Local Syncope Anaphylaxis		
Vaccinator		12 ✓ Emerita Cormier Lino Blick LLD Britt Gaylord		
				13 Update Close

For the remaining options, choose responses from the drop-down menus.

9. Select **Route** of administration: subcutaneous or intramuscular.
10. Choose administration **Site**: RA (Right Arm) or LA (Left Arm)
11. Select a **General Reaction**: local (to the site), syncope (fainting), anaphylactic (severe, potentially life threatening).
12. Select a **Vaccinator**: the staff member who administered the test.
13. Click **Update** to save patient results.
 - **FYI.** When patient results are entered and saved into the system, he/she is concurrently closed out of the **Virtual Queue**, if the clinic has practiced social distancing.




HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Search:

14

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
TestUserUsman Garza	09/11/2020	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserU Cain		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserUs Hudson	09/11/2020	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Remark	<input type="button" value="Delete"/> 16

 EN ES

Sign Up for Vaccinations - WCHD Snow Hill on 09/17/2020

1 PERSONAL INFORMATION 2 HEALTH INSURANCE 3 HEALTH QUESTIONS 4 ADD FAMILY 5 CONSENT FOR SERVICES 6 REVIEW 7 APPOINTMENT

You will have an opportunity to register your minor children in a future step.

15

First Name * Middle Initial

Last Name * Mother's Maiden Name *

Race Occupation Date Of Birth * Age Gender *

Email Address * Retype Email Address *

14. For walk-in or patients that need to be added in real-time, click the **Add More Patients** button.
15. The system will redirect to the **ReadiConsent** form. Simply complete the fields and follow the prompts to add the patient.
16. For patients that need to be removed from the system, click **delete**.

The remainder of the **Clinic Activity Form** form is completed after the clinic has closed.



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Clinic Activity Form

WCHD Snow Hill

Clinic Status: Upcoming » Registration List » View/Edit Clinic » **Activity Form** » Activity Report

Clinic Date: 09/17/2020 County: Snow Hill Venue Name: WCHD Snow Hill

Lead Tester's Name: Patients Registered: 4

Clinic Start Time: 09:00 AM 17 Clinic End Time: 03:30 AM 18 Clinic Length (in minutes): 390 **E**

Clinic Incidents or Comments: 19

Vaccine Name	Vaccine Lot Number	# of Starting Kits	# of Vaccines Administered	# Unusable Vaccines	# Vaccines Returned	Default
	YL2L3	100	0	0	0	<input type="radio"/>
	YL2L3	100	0	0	0	<input type="radio"/>
Totals:		200	0	0	0	

20 Save Save and Submit

When the clinic has officially closed, add the final data to complete the **Clinic Activity Form**:

17. Select the actual **clinic start time**.
18. Select the actual **clinic end time**.
 - e. The system will tally the **total clinic length in minutes**.
19. Add **clinic incidents or comments**.
20. Click **Save**. **Always remember to save work throughout the day!**



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Clinic Activity Form

WCHD Snow Hill

Clinic Status: Upcoming » Registration List » View/Edit Clinic » **Activity Form** » Activity Report

Vaccine Name	Vaccine Lot Number	# of Starting Kits	# of Vaccines Administered	# Unusable Vaccines	# Vaccines Returned	Default
Boostrix (tDap)	YR3X90	100	0	0	0	<input type="radio"/>
	YL2L3	100	0	0	0	<input type="radio"/>
Totals:		200	0	0	0	

23 **24**

Search:

Lastly, enter and add product inventory.

21. Enter the **total number of vaccines administered** (for the day).
22. Add **number of unusable or returned vaccines**, if any.
 - f. The system will total each column when completed.
23. Click **Save** to capture updates.
24. When the clinic is finished and all details have been documented, **Save and Submit for final submission**. The form is sent to the registry/IIS, EHR, and the billing system.
 - While multiple clinicians can concurrently enter data into the form, **only an authorized administrator can save and submit data as final**.
 - **Save and Submit is a one-time, final action – by an administrator**.
 - By contrast, **SAVE** should be used throughout the day by any user entering data, to manually save updates and changes.



You have successfully completed the Clinic Activity Form!

When You Need Assistance

PrepMod Help Desk

888-503-0515

techsupport@vaccineconsent.com

8 a.m. to 8 p.m. Monday thru Friday