

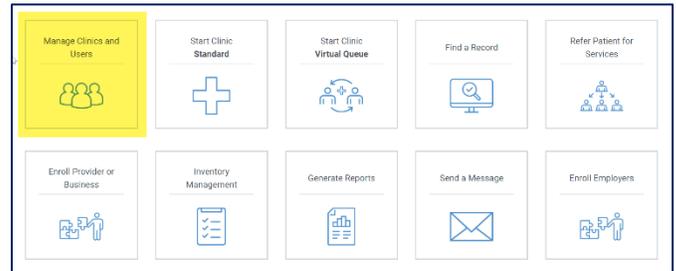
Summary

Users with appropriate permissions (such as system administrators) can create clinics. When creating a clinic, the user has the option to also conduct inventory allocation, set operating hours, establish a main clinic point of contact and add clinic staff.

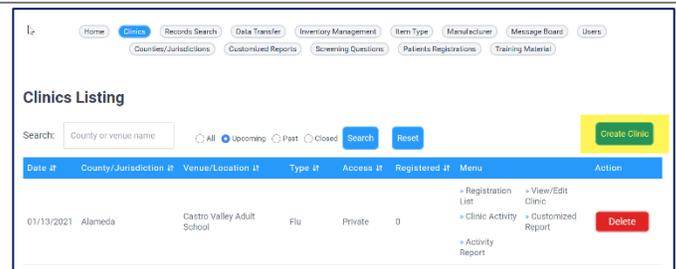
Key Steps

Step 1: Create a Clinic

- a. From the **PrepMod Home Screen**, Click **Manage Clinics** and Users

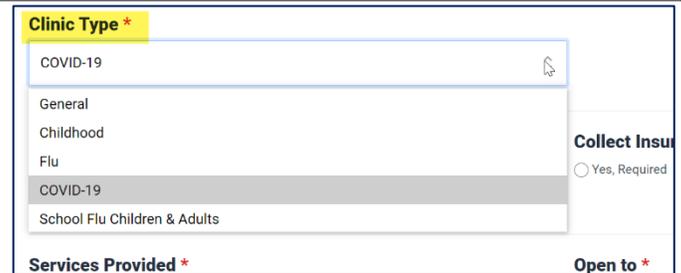


- b. On the **Clinics Listing page**, select **Create Clinic** on the righthand side of the screen



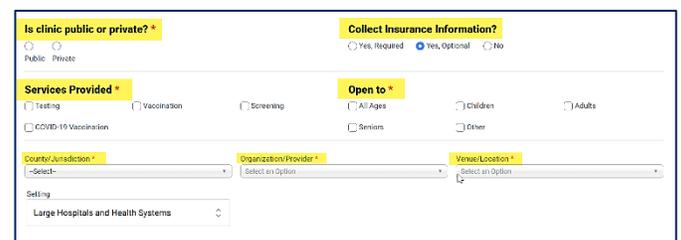
Step 2: Complete the fields on the **Create Clinic** page.

- a. Select **Clinic Type** from the drop-down menu, choose appropriate *Type* from the list



- b. Select **Clinic Details**:

- Choose **Public** or **Private Clinic**. *Public Clinics* are visible to all for scheduling in the public facing portal; *Private Clinics* creates a unique link you can send to targeted patients
- Specify if **Insurance Information** will be collected at the clinic
- Select the **Services Provided** to be provided the Clinic
- Determine whom the clinic is **Open To** (i.e., Is the clinic targeted to a specific age group or all ages?)
- Select the **County** in which your clinic is located.
- Select the **Organization/ Provider** sponsoring the clinic
- Select the **Venue/Location** of the clinic



Note: Only venues created through the County/ Jurisdiction module will be listed under **Venue/Location**.

- c. Under **Date, Time, & Location**
- Enter the clinic **Date**, including **Start and End Times**
 - Populate the **Address, Zip, City, and State** of venue
 - If the same venue will be hosting another clinic, select **Add Another Date**.
 - o Enter the next clinic date, including **start and end times**
 - o Click **Add Another Date** for each additional clinic at the same venue

Note: You will not be able to go back in to add additional dates for a clinic, you can only extend the time on the dates established

- d. Under **Appointment Information**
- Select if the appointments will be **Required, Optional, or Walk-In**
 - Determine the **Social Distancing Capacity**
 - Enter the **Registration Deadline**
 - If you want to allow patients to register on the day of the clinic, select the check box provided
 - Determine the **Appointment Frequency** and **Appointment Slots**

Frequency: How long will each vaccination appointment take?
Slots: How many vaccinators will the Clinic have?

- e. Under **Contact Information:**
- Type the designated **Contact Person** for the clinic. Add the **Contact's Phone Number** and **Email Address**
 - Type the back-up or secondary **Contact Person** for the clinic. Add the **Back-Up Contact's Phone Number** and **Email Address**
 - Add **Additional Clinic Details** / information as needed

- f. Under **Registration and Staff:**
- Enter the **Lead Clinic Point of Contact's** (or Vaccinator's) name; the person in charge
 - Enter the names of the **Clinic Staff** that will be working the day of the event
 - Click **Add More Staff**, to add additional names
- Note:** Clinic inventory can be added now or through View/Edit Clinic. Users should only add inventory that is available to them, i.e. what has been allocated through the inventory management module

*Take a moment to review the names, data, and details generated for the clinic. If everything looks correct, click **Submit***

Additional Resources

- PrepMod User Manual
- PrepMod Clinic Activity Report
- PrepMod Clinic Day Tasks
- PrepMod Clinic Planning
- PrepMod In Clinic Handbook