

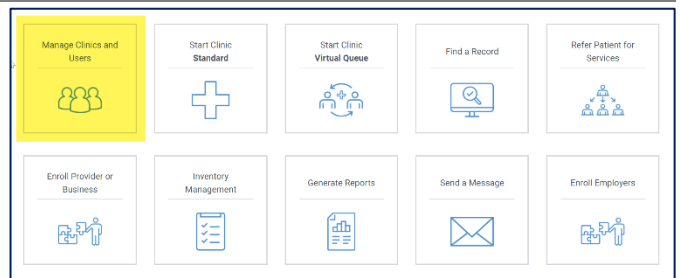
Summary

From the **View/Edit Clinic** page, you can make changes to the information that was entered when the clinic was created.

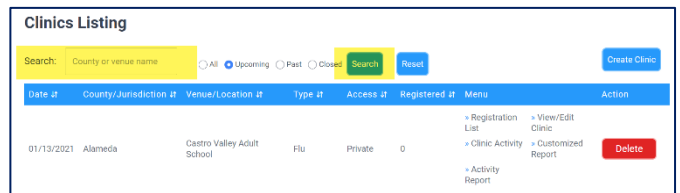
Key Steps

Step 1: Search for a Clinic

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

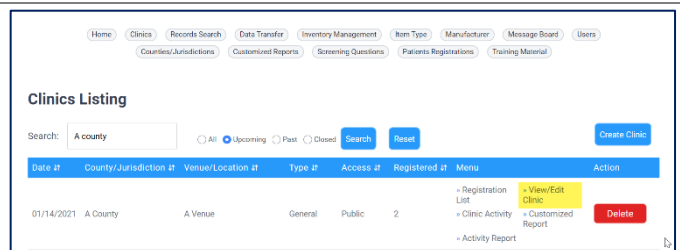


- c. On the **Clinics Listing** page will display; Type the name of the clinic you're seeking to edit into the **search bar**; Click **Search**



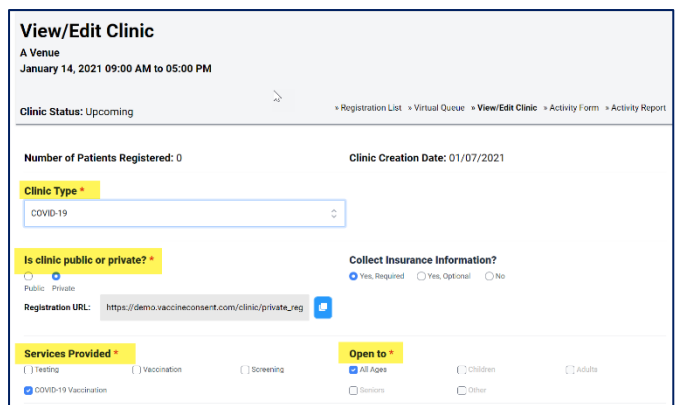
Step 2: Select View/Edit Clinic in the clinic's row

- a. From the **Clinic Listing** page, locate your scheduled clinic; click **View/Edit Clinic**



- b. Your selected clinic will open onto the **View/Edit Clinic** page, displaying status of clinic details; Edit as needed

- Is the **clinic type** correct?
- Is the clinic **Public or Private**?
- Are the **services provided** accurate?
- Is the clinic **open to** the correct demographic?



- c. Verify **date, time** and **location**; Verify **venue address**
Is the **social distancing capacity** accurate?
Verify the established **registration deadline**.
Are the **appointment frequency** and **appointment slots** correct?
- **Frequency** = The amount of time for each appointment (in minutes)
 - **Slots** = The number of clinicians concurrently treating patients
- Verify **contact information** for primary and back-up clinic staff

Date, Time, Location

Clinic Date: January 14, 2021
Address: Adipisci id delent
Start Time: 9:00 AM
End Time: 5:00 PM
Zip Code: 01887
City: Culpa cillum maxime
State: Eu ipsa ex illo ass

Appointment Information

Appointments available: Yes, required Yes, optional No (Walk-in) Yes No
Social Distancing Capacity: 1
Registration Deadline: January 14, 2021
Allow registrations on the same day: (This will re-open registrations on the date of the clinic even if registration deadline has passed.)
Estimated Length of Encounter (in minutes): 5
Appointment Slots: 1
Total Appointments: 95

Contact Information

Contact Person: shelly newhouse
Contact Phone Number: 9783141 629
Contact E-mail: bob@wilmingtonia.gov
Back-Up Contact Person:
Back-Up Contact Phone Number:
Back-Up Contact Email:
Back-Up Contact Number:
Back-Up Contact Email Address:

- d. Confirm **additional clinic details**, as needed
Verify **registration and clinic staff**
Verify **vaccinations** and/or add, as needed
Verify **clinic inventory**, i.e., the available vaccinations and ancillary supplies
- The inventory list should be created when the ancillary supplies are ordered, within the **Inventory Management** tab
 - The fields use predictive text when available, thus eliminating keystroke error and increasing overall efficiency
- When all edits on the **View/Edit Clinic** page have been made, click **Update** to save

Additional Clinic Details

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

Registration and Staff

Lead Clinic Staff: michey mouse

Clinic Staff: Mickey Mouse
Credentials: Other
Clinic Staff: michey mouse
Credentials: - Select -

Vaccinations

Select Some Options

Clinic Inventory

Select

Name (Type)	Manufacturer	Lot Number	Expiration Date	Current Inventory	# of Items	Created By	Action
<input type="button" value="Add Item"/>							
<input type="button" value="Update"/> <input type="button" value="Cancel"/>							

Additional Resources

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