

Summary

In the Clinics Listing page, the Venue Administrator, Lead Staff, and Staff can view registered patients, generate spreadsheets, and print patient consent and history, if needed.

Key Steps

Step 1: View Registered Patients

- a. Click on **“Registration List”**

The screenshot shows the 'Clinics Listing' page. At the top, there is a navigation menu with buttons for Home, Clinics, Records Search, Data Transfer, Inventory Management, Item Type, Manufacturer, Message Board, and Users. Below this is a secondary menu with buttons for Counties/Jurisdictions, Customized Reports, Screening Questions, Patients Registrations, and Training Material. A search bar is located below the menus, with a dropdown menu showing 'County or venue name' and radio buttons for 'All', 'Upcoming', 'Past', and 'Closed'. There are 'Search' and 'Reset' buttons, and a 'Create Clinic' button on the right. The main content is a table with the following columns: Date, County/Jurisdiction, Venue/Location, Type, Access, Registered, Menu, and Action. Two rows are visible in the table:

Date	County/Jurisdiction	Venue/Location	Type	Access	Registered	Menu	Action
01/14/2021	A County	A Venue	General	Public	1	<ul style="list-style-type: none"> Registration List Clinic Activity Activity Report 	<ul style="list-style-type: none"> View/Edit Clinic Customized Report Delete
01/14/2021	Alameda	Alameda County Fire Department	General	Private	0	<ul style="list-style-type: none"> Registration List Clinic Activity Activity Report 	<ul style="list-style-type: none"> View/Edit Clinic Customized Report Delete

- b. Review and Generate a Spreadsheet of Patient Details including: Name, Vaccine #, Date of Birth, Age, Gender, Appointment Time, First Dose Type

The screenshot shows the 'Registration List' page for 'Jae's Clinic'. The page title is 'Registration List' and the subtitle is 'Jae's Clinic January 11, 2021 09:00 AM to 11:00 AM'. Below this is a 'Clinic Status: Upcoming' section with a breadcrumb trail: 'Registration List > Virtual Queue > View/Edit Clinic > Activity Form > Activity Report'. There are two statistics: 'Number Registered: 1' and 'Waiting List: 1', with a 'See Waiting List (1)' button. A search bar is present with the placeholder 'Patient's first name or last name or home school' and a 'Search' button. Below the search bar are five buttons: 'Email Vaccination Record', 'Email Reminder', 'Bulk View Consent', 'Download Waiting List (1)', and 'Download Registration List (1)'. There is also an 'Add More Patients +' button. The main content is a table with the following columns: Name, Vaccine #, Date of Birth, Age, Gender, Appointment Time, and First Dose Type. One patient is listed:

Name	Vaccine #	Date of Birth	Age	Gender	Appointment Time	First Dose Type
Donald Duck	(Tst)	12/13/1961	59	Male	10:59 am	

Below the table are buttons for 'Email Reminder', 'View Consent', and 'Delete'. At the bottom, there are 'Prev' and 'Next' navigation buttons.

Additional Resources

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