

## Summary

In the Clinics Listing page, the Clinic Administrator (Admin), Lead Staff, and Staff can view patients who signed up for the clinic after all available appointments were filled.

## Key Steps

### Step 1: View Waiting List

- a. Click on **“Registration List”**

The screenshot shows the 'Clinics Listing' page. At the top, there are navigation tabs: Home, Clinics, Records Search, Data Transfer, Inventory Management, Item Type, Manufacturer, Message Board, Users, Counties/Jurisdictions, Customized Reports, Screening Questions, Patients Registrations, and Training Material. Below the navigation is a search bar with the text 'County or venue name' and radio buttons for 'All', 'Upcoming', 'Past', and 'Closed'. There are 'Search' and 'Reset' buttons, and a 'Create Clinic' button. The main table has columns: Date #, County/Jurisdiction #, Venue/Location #, Type #, Access #, Registered #, Menu, and Action. Two rows are visible. The first row has Date 01/11/2021, County/Jurisdiction Frederick, Venue/Location Frederick County Health Department, Type Covid, Access Private, Registered 0. The 'Menu' column for this row has a yellow highlight on the 'Registration List' link. The second row has Date 01/11/2021, County/Jurisdiction San Mateo, Venue/Location Jae's Clinic, Type Covid, Access Private, Registered 1. The 'Action' column for both rows has a 'Delete' button.

- b. Click on **“See Waiting List”** or download waiting list in Excel format by clicking **“Download Waiting List”**

The screenshot shows the 'Registration List' page for 'Jae's Clinic'. The date is 'January 11, 2021 09:00 AM to 11:00 AM'. The 'Clinic Status' is 'Upcoming'. There are navigation links: Registration List, Virtual Queue, View/Edit Clinic, Activity Form, and Activity Report. It shows 'Number Registered: 1' and 'Waiting List: 1'. A 'See Waiting List (1)' button is highlighted in yellow. Below are buttons for 'Email Vaccination Record', 'Email Reminder', 'Bulk View Consent', 'Download Waiting List (1)', and 'Download Registration List (1)'. There is an 'Add More Patients +' button. Below is a table with columns: Name #, Vaccine #, Date of Birth #, Age #, Gender #, Appointment Time #, and First Dose Type. One patient is listed: Donald Duck (1st), 12/13/1961, 59, Male, 10:59 am. There are 'Email Reminder', 'View Consent', and 'Delete' buttons for this patient. At the bottom are 'Prev', '1', and 'Next' buttons.

- c. In the Patients Waiting list, users can invite a patient on the waiting list to schedule an appointment or schedule an appointment for a patient on the waiting list

The screenshot shows the 'Patients Waiting List' page for 'A Venue'. The date is 'January 14, 2021 09:00 AM to 05:00 PM'. The 'Clinic Status' is 'Opened For Check In'. There are navigation links: Registration List, Virtual Queue, View/Edit Clinic, Activity Form, and Activity Report. It shows 'Number Registered: 1', 'Waiting List: 0', and 'Available Appointments: 201'. A 'See Registration List (1)' button is highlighted in yellow. Below are buttons for 'Send Bulk Invitation', 'Email Vaccination Record', 'Bulk View Consent', 'Download Waiting List (0)', and 'Download Registration List'. There is an 'Add More Patients +' button. Below is a table with columns: Name #, Date of Birth #, Age #, Gender #, Appointment Time #, and Home School. At the bottom are 'Prev', '1', and 'Next' buttons.

- d. To move a patient on the waiting list to an open appointment slot, select “Move” and select the appointment time. To invite a patient to schedule an appointment, select “Invite”

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

Number Registered: 0    Waiting List: 1    Available Appointments: 6    [See Registration List \(0\)](#)

Search: Patient's first name or last name or home school    [Search](#)

[Send Bulk Invitation](#)    [Email Vaccination Record](#)    [Bulk View Consent](#)    [Download Waiting List \(1\)](#)    [Download Registration List](#)

[Add More Patients +](#)

Name #	Date of Birth #	Age #	Gender #	Appointment Time #	First Dose Type	
<input type="checkbox"/> Person1 Jones	(1st)	07/06/1956	64	Male	Waiting List	<a href="#">Move</a> <a href="#">Invite</a> <a href="#">View Consent</a> <a href="#">Delete</a>

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## Additional Resources

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