

Summary

To record who is supporting the clinic, open the “**View/Edit Clinic**” page and enter staff that will be supporting clinic operations. Adding staff providing them with basic, clinic-level PrepMod access including, viewing and editing the following: **Registration List, Virtual Queue, Clinic Activity Form, and Reports**. Upon vaccination of a patient, user will be prompted to select the clinic staff who administered the vaccination.

Key Steps

Step 1: Enter Clinic Staff

- a. Click on “**View/Edit Clinic**”

- b. Scroll down to the “**Registration and Staff**” section and enter the names of the lead tester and clinic staff and credentials. To add additional staff, select “**Add more staff**” and enter another name. Repeat as necessary

- c. Select “**Update**”. Those who are designated as clinic staff will now be shown as vaccinator options when recording a vaccination

Additional Resources

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