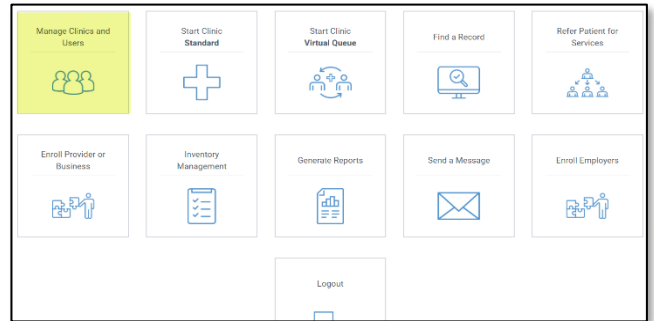


## Summary

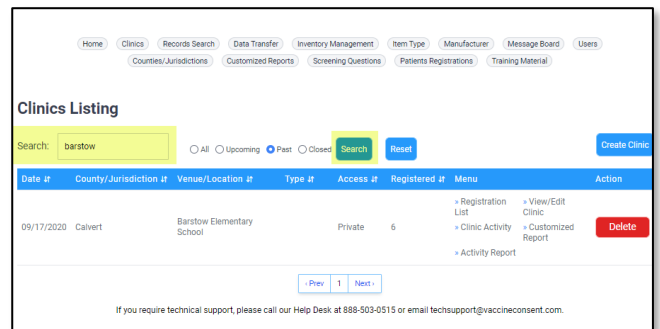
After patients have been vaccinated at your clinic, you can have PrepMod email vaccination records to them. You can email vaccination records one at a time, or in bulk from the Registration List or Waiting List (if they have a vaccination record)

## Key Steps

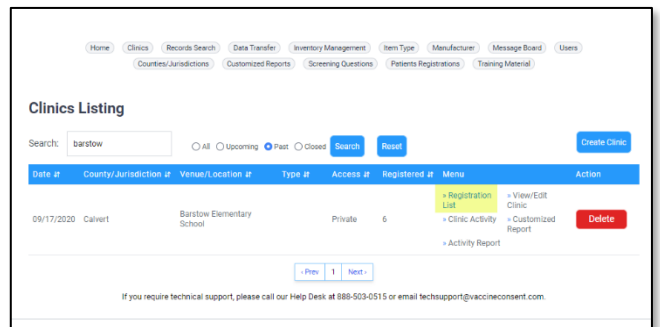
- a. Click **Manage Clinics and Users** on the PrepMod Home Page



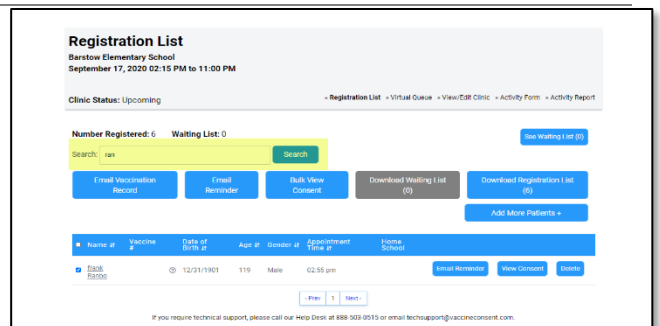
- b. Locate your clinic under **Clinics Listing**. Or you may also type the clinic name into the **search bar** and click Search



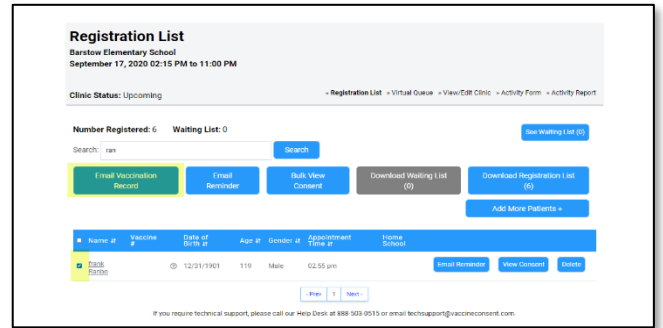
- c. Click **Registration List** in the Menu column for your clinic.  
**Result:** The **Registration List** will open for the selected clinic



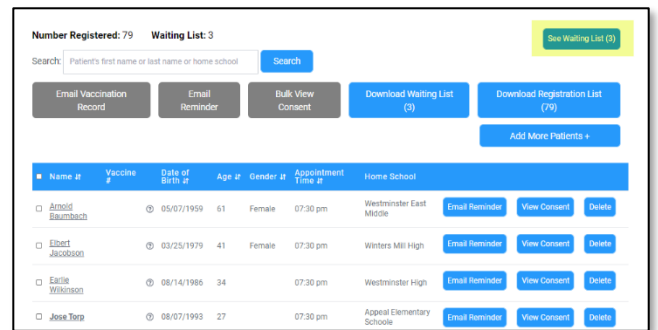
- d. Locate the patient by scrolling through the list or by entering part of their name in the **Search** field



- e. Select the check box next to the patient’s name, then select **Email Vaccination Record**. The system will ask if you are sure. Select **Yes**. PrepMod will send the vaccination record to the patient

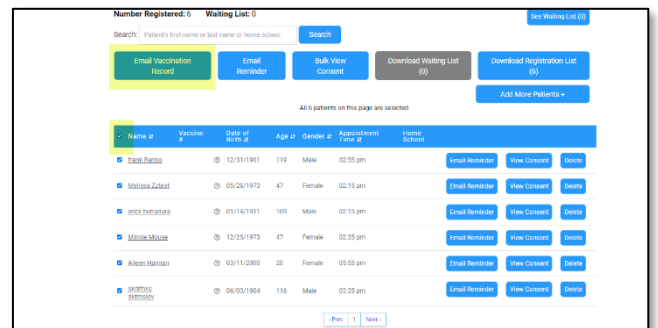


- f. If sending records to patients on the **Waiting List**, you can find them by clicking on the **See Waiting List** button



- f. If sending records to **more than one patient**, select the check box next to each patient’s name, then select **Email Vaccination Record**. The system will ask if you are sure. Select **Yes**. PrepMod will send the vaccination record to the selected patients in bulk (i.e. with one click)

To **select all patients**, click the check box on the top row of the **Registration List**



## Additional Resources

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