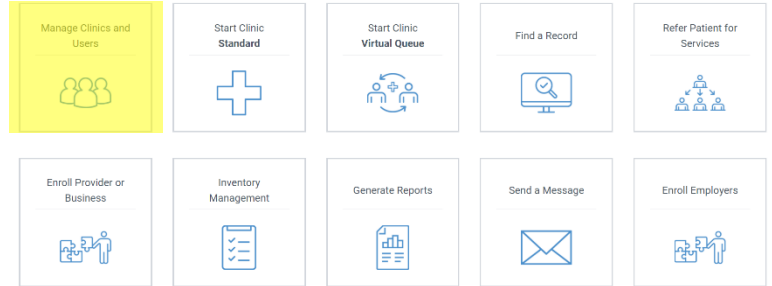


Summary

You can close out a clinic and leave any applicable comments.

Key Steps

Step 1: Select **Manage Clinics and Users** from the Home Page



Step 2: Navigate to the Clinic Activity Form by selecting **Clinic Activity** from the Menu

Date #	County/Jurisdiction #	Venue/Location #	Type #	Access #	Registered #	Menu	Action
01/14/2021	A County	A Venue	General	Public	2	<ul style="list-style-type: none"> Registration List Clinic Activity Activity Report 	<ul style="list-style-type: none"> View/Edit Clinic Customized Report

Step 3: In the **Clinic End Time** field, enter the approximate time you administered the last test or vaccine

Clinic Activity Form

A Venue
January 14, 2021 09:00 AM to 05:00 PM

Clinic Status: Opened For Check In

Registration List | Virtual Queue | View/Edit Clinic | **Activity Form** | Activity Report

Clinic Date: 01/14/2021 County/Jurisdiction: Venue/Location Name: A Venue
 Lead Clinic Staff Name: Sara Preston Patients Registered: 2

Clinic Start Time: 09:00 AM Clinic End Time: 05:00 PM Clinic Length (in minutes): 480

Clinic Incidents or Comments

Step 4: In the **Clinic Incidents or Comments** field, type any incidents or comments you feel are important to add to the record

Clinic Start Time: 09:00 AM Clinic End Time: 05:00 PM Clinic Length (in minutes): 480

Clinic Incidents or Comments

Vaccine Name	Vaccine Lot Number	# of Starting Doses	# of Doses Administered	# Unusable Doses	# Remaining Doses
Covid (COVID vaccine)	7513891	100	0	0	100
Totals:		100	0	0	100

Save Save And Submit

Step 5: Take one of the following actions:

- To simply save your changes, select Save.
- To both save your changes and submit the clinic activity to your vaccine information system (VIS) or to an electronic health record system, select Save and Submit. Notifications may also be sent to patients of the clinic

Note: Because the actions taken by the Save and Submit button can be customized by each PrepMod customer, the results of this step may differ for your organization

Clinic Start Time: 09:00 AM
Clinic End Time: 05:00 PM
Clinic Length (in minutes): 480

Clinic Incidents or Comments

Vaccine Name	Vaccine Lot Number	# of Starting Doses	# of Doses Administered	# Unusable Doses	# Remaining Doses
Covid (COVID vaccine)	7513891	100	0	0	100
Totals:		100	0	0	100

Save Save And Submit

Additional Resources

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