In this job aid, users will learn how to log a registrant vaccination and how an edit may be made if there has been a mistake. This function applies to the Vaccine Administrator and Site Admin roles.

Vaccinate Registrant

To access a community event, click on the clinic name (figure 1) from the active clinic listing in the home page.

Figure 1 – Select Clinic

Either search for a registrant or select a registrant from the "Checked In" category in the Registrant List.

Figure 2 – Checked-In View

The vaccine types that a registrant has scheduled to receive is denoted in the vaccine types column (figure 2). Vaccine Administrators can access the vaccine administration functionality and can review and edit a registrant's health questionnaire using the "Review" button (figure 3).

A registrant may also be rescheduled if the registrant is not able to receive the vaccine that day. To reschedule, click the "R" button (figure 3) in between the "Action" and "Review" columns. This function can be viewed by the site admin but not the vaccine administrator.

Figure 3 – Review & Reschedule Buttons

After clicking "Review", to edit a part of the registrant's file, click on the "Edit" button (figure 4) in the top right corner.

Figure 4 – Edit Health Questionnaire

There is a space at the bottom of the health questionnaire for additional information (figure 5). Any information a site admin or front desk user may have added will appear here. Once you have reviewed and/or edited the registrant's file and health questionnaire, click the "Save" button (figure 5) to send them back to the "Checked-In" bucket.

Figure 5 – Save Edits to Health Questionnaire

At the bottom of the "Review" page, the vaccine administrator can either close the page, returning the applicant to the "Checked in" bucket, or move on to the "Administer Vaccine" page with the green button.

Figure 6 – Move to Administer Vaccine Page

The "Vaccines to be administered" window (figure 7) will pop-up after clicking "Administer Vaccine". Vaccine administrators will select which vaccine type they will be administering.
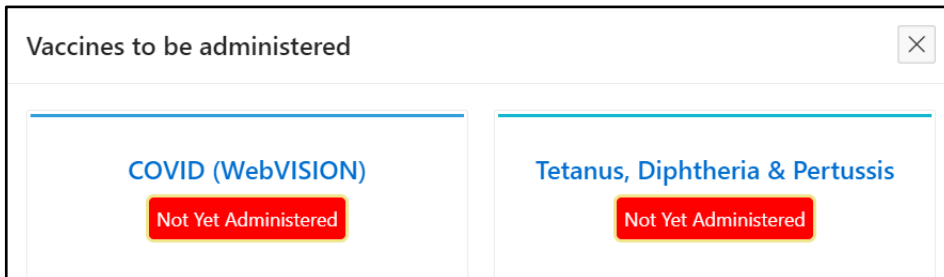

Figure 7 – Vaccines to be administered Pop-Up

After selecting the vaccine type to be administered, vaccine administrators will be able to access the vaccine administration window (figure 8). The vaccination date will default to today's date. In this window the vaccinator will enter the following information:

- Vaccine Administered
- Vaccine Administrator
- Site of Injection
- Lot Number
- Dose Number
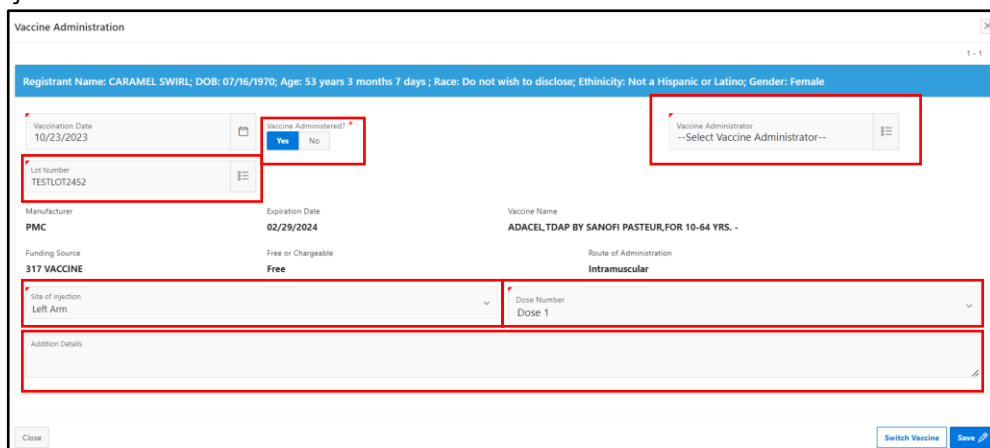- Additional Details (as needed)

Figure 8 – Vaccine Administration Pop-Up

If there are multiple lots associated with the clinic, select the lot used from the drop-down menu under "Lot Number" (figure 9). The lot information reflects the inventory available in WebVISION. The manufacturer, expiration date, vaccine name, funding source, free or chargeable, and route of administration will auto-populate after the lot number has been selected. If there is only one lot, the lot number will auto-populate.
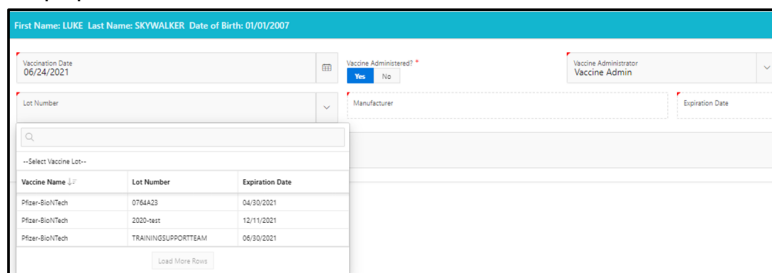

Figure 9 – Auto-populating Vaccine Information

Once the lot has been selected and all other information has been populated, click the "Submit" button (figure 10) to finish logging the vaccine. If a different vaccine type is being administered than the vaccine type selected on the "vaccines to be administered" pop-up, the vaccine type can be switched by selecting "switch vaccine".

Figure 10 – Click "Save" Once Complete.

If additional vaccine still need to be administered, the "vaccines to be administered" popup (figure 11) will appear after clicking save. Vaccines that have already been administered will be denoted with a green label indicating who administered the vaccine. Vaccines that are yet to be administered can be selected and completed following the workflow above.

Figure 11 – Select the vaccine yet to be administered.

Upon successful completion of the Vaccine Administration form, the vaccinated registrant will automatically move to the "Checked Out" section (figure 12) of the clinic registrant list
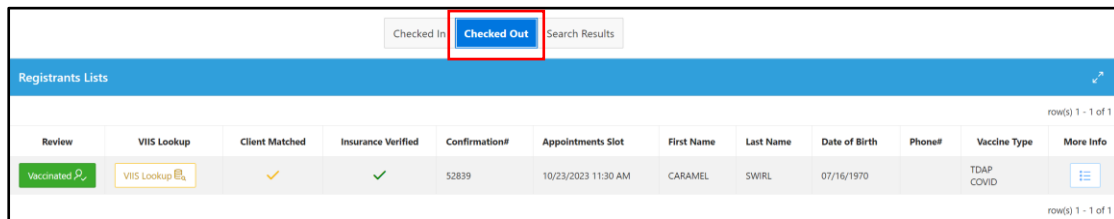

Figure 12 – Checked Out Status

If a mistake has been made, a **Site Admin** will need to work with the vaccine administrator and the registrant to fix their information. The "Edit Vaccine" option (figure 13) is only available the day of the appointment and after the vaccine information was originally entered.

To edit the vaccine log information, the user must be on the "Checked Out" tab. Click on the "Edit Vaccine" button under the "Review" column for the registrant whose vaccine information needs to be edited.

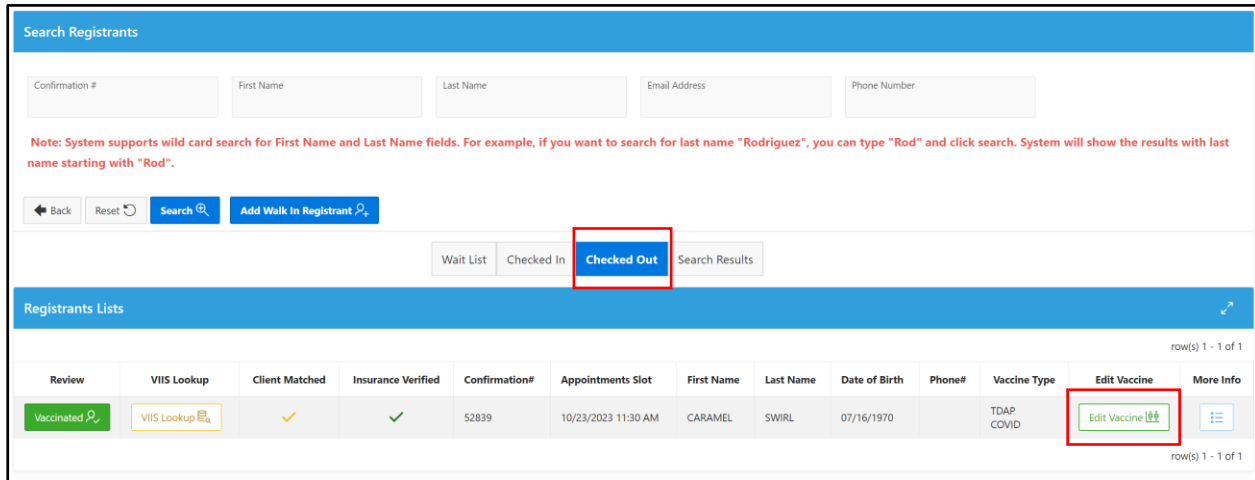The information in Figure 8 will appear. Make any necessary edits and click the "Submit" button to save the information.

Figure 13 – Edit Vaccine Button