Overview

This job aid outlines the steps for vaccine administrators to log a registered vaccination and how locality or site administrators can edit vaccine records if a mistake was made.

Logging a Vaccination

1. Accessing the Clinic

- · Log in as a Vaccine Administrator
- Navigate to your active clinic by clicking the blue hyperlink



Figure 1 – Select Clinic

2. Navigating the Checked-In Tab

- This page displays registrants Checked-In list
- To Search Registrants enter fields shown in (figure 2) and use Search tab to locate if needed

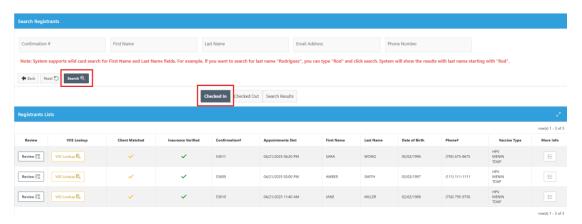


Figure 2 - Checked-In View

3. Using the VIIS Lookup (Optional)

- Select VIIS Lookup to view a client's vaccine record for the vaccine types they have selected to receive
- No VIIS account is required; available to all VASE+ viewers.



Figure 3 – VIIS Lookup Feature



4. Reviewing Registrant Information

- Click **Review** from registrants lists to see:
 - Registrant Information
 - Insurance Details
 - Health Questionnaire
 - Consent
 - Vaccination Details



Figure 4 – Review Tab from Registrants Lists

 Health questions answers "Yes" or "Don't Know" will be highlighted yellow for vaccine administrator to review.

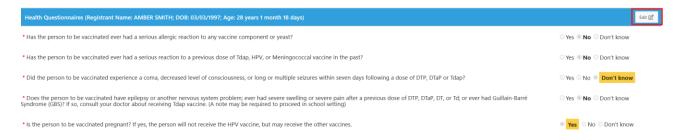


Figure 5 - Registration Confirmation Page

Vaccine administrators can select Edit to review, add Additional Information, and Save changes.



Use Edit option in each section to make changes



Figure 7 – Consent Edit Feature

Use Edit Vaccine to add/remove any vaccines available at the clinic event.



Figure 8 – Vaccination Details Edit Vaccine Feature



5. Administering a Vaccine

• Click the green **Administer Vaccine** button



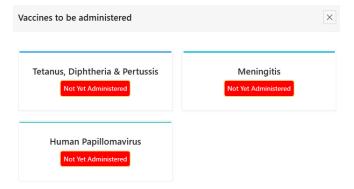
Figure 9 - Registrant Confirmation Page

6. Completing Vaccine Administration

• A **caution banner** shows vaccine lot eligibility. (Note: This is an informational banner, and no validations are in place to prevent selections.)



• When a registrant is scheduled for **multiple vaccines**, a popup will appear to **make a vaccine selection**. Note, the **red** label indicates the **vaccination details are not yet logged**.



 Administered vaccines will appear with green label and not administered vaccines with yellow label.

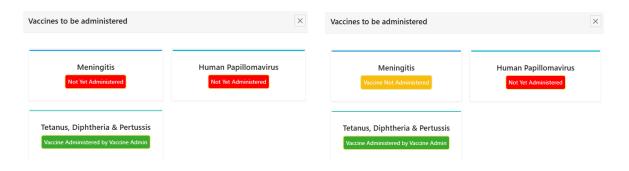


Figure 10 - Vaccines to be administered Pop-Up Screen



- Select a vaccine and complete required fields on Vaccine Administration Page
 - 1. Indicate "Yes" or "No" for Vaccine Administered field
 - 2. Select your Name from the Vaccine Administrator list
 - 3. Ensure your **WebVision Provider ID** is linked. (If not, you'll be prompted to enter it manually.)
 - 4. Select **Lot Number** (Click on "Refresh Lots" to update WebVision inventory)
 - 5. Select Site of Injection
 - 6. Select Dose Number
- Add any Additional Details. (Optional)
- Click Save
- Continue until all vaccines are logged

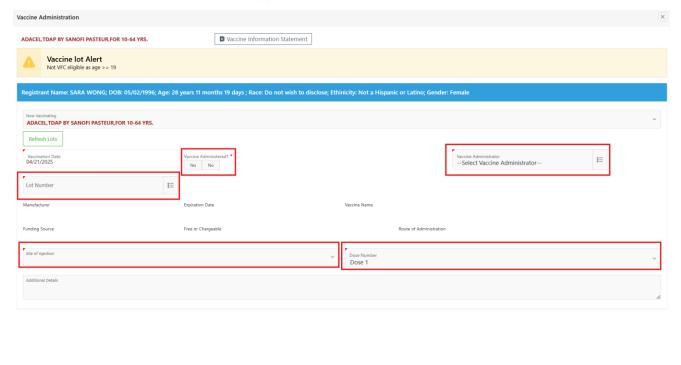


Figure 11 - Vaccine Administration Page

7. Verifying Vaccination Record

- The registrant will move to the Checked-Out tab when fully vaccinated
- A green indicator will confirm the client is fully vaccinated



Figure 12 - Checked Out Registrants List



Editing a Vaccine Record

- 1. Navigate to the Registrants Lists
- Select the Checked-Out tab
- Locate the Edit Vaccine button



Figure 13 - Edit Vaccine Feature in Checked Out Registrants List

- 2. Choose the Vaccine to Edit
- Correct fields (e.g., lot numbers)
- Add notes in Additional Details, if necessary
- Save changes

Close

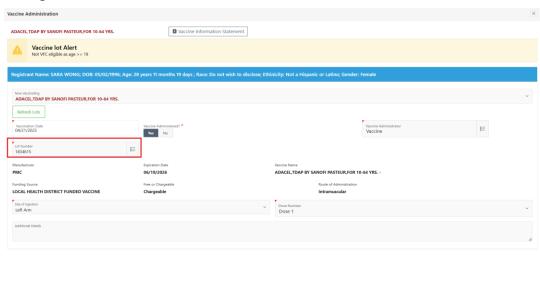


Figure 14 - Edit Vaccine Administration Page

- 3. Verify Vaccination Data (Optional)
- Select the More Info Icon from the Check-Out tab to view additional vaccination details.



Figure 15 - More Information Icon

