

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.

Today's Clinic Summary												
Site Name	Clinic Location	Clinic Type	Clinic Date	Clinic Timings	Clinic Capacity	Appointments Scheduled (Including Walk-ins)	Walk-ins	Vaccinated	Checked-ins Not Yet Vaccinated	No-shows	Yet To Check-in	Doses Accounted For
Hanover Cafe 13185 Hanover Courthouse Road Hanover VA 23069	POLE GREEN ELEM - IMMUNIZATION	COMMUNITY VACCINATION	09/05/2023	08:00 AM - 05:00 PM	192	0	0	0	0	0	0	0
Hanover Museum 7496 County Complex Road Hanover VA 23069	PATRICK PONTIAC - IMMUNIZATION	COMMUNITY VACCINATION	09/05/2023	08:00 AM - 05:00 PM	96	1	1	1	0	0	0	1

Figure 1 – Select Clinic

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

Registrants Lists												
Review	VIIS Lookup	Client Matched	Insurance Verified	Confirmation#	Appointments Slot	First Name	Last Name	Date of Birth	Phone#	Vaccine Type	More Info	
Review	VIIS Lookup	✓	✓	52839	10/23/2023 11:30 AM	CARAMEL	SWRL	07/16/1970		Tdap COVID		
Review	VIIS Lookup	✓	✓	52837	10/23/2023 11:00 AM	SUGAR	PLUM	03/03/1993		HPV MENIN		
Review	VIIS Lookup	✓	✓	52836	10/23/2023 11:00 AM	CLUPCAKE	SMITH	08/17/2010	(444)444-5555	FLU (WV)		

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.

Registrants Lists												
Review	VIIS Lookup	Client Matched	Insurance Verified	Confirmation#	Appointments Slot	First Name	Last Name	Date of Birth	Phone#	Vaccine Type	More Info	
R	Review	VIIS Lookup	✓	52839	10/23/2023 11:30 AM	CARAMEL	SWRL	07/16/1970		Tdap COVID		
R	Review	VIIS Lookup	✓	52836	10/23/2023 11:00 AM	CLUPCAKE	SMITH	08/17/2010	(444)444-5555	FLU (WV)		
R	Review	VIIS Lookup	✓	52837	10/23/2023 11:00 AM	SUGAR	PLUM	03/03/1993		HPV MENIN		

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.

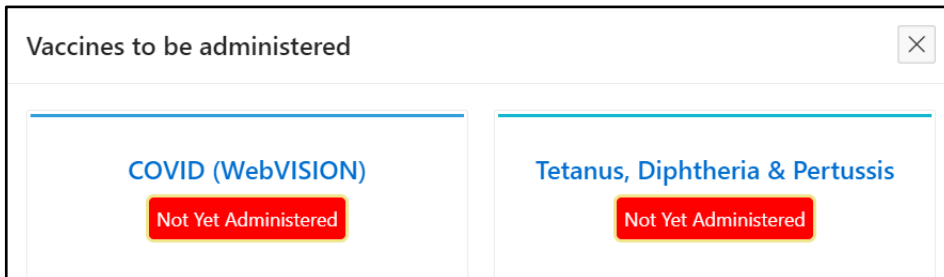


Figure 7 – Vaccines to be administered Pop-Up

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)

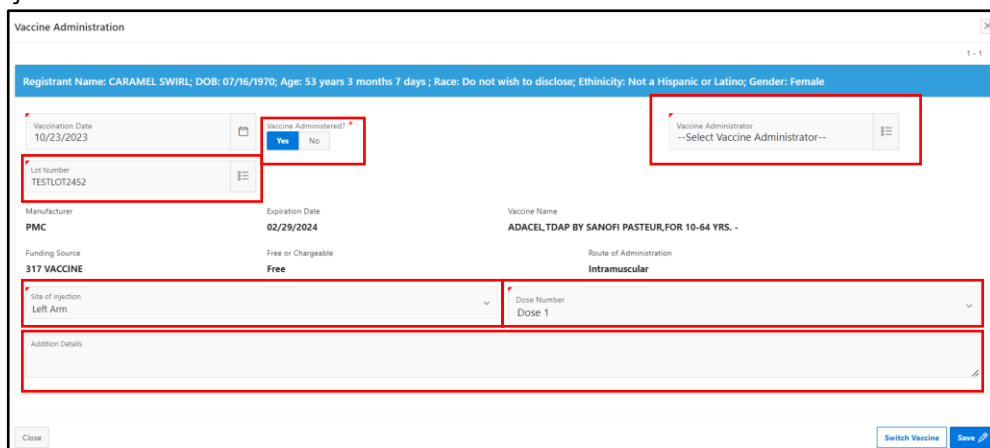


Figure 8 – Vaccine Administration Pop-Up

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.

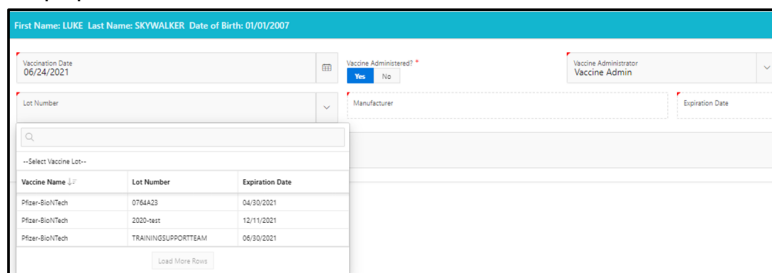


Figure 9 – Auto-populating Vaccine Information

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”.

The screenshot shows a 'Vaccine Administration' form with the following fields and values:

- Registrant Name: CARMEL SWIRL; DOB: 07/16/1970; Age: 53 years 3 months 7 days; Race: Do not wish to disclose; Ethnicity: Not a Hispanic or Latino; Gender: Female
- Vaccination Date: 10/23/2023
- Lot Number: TESTLOT2452
- Manufacturer: PMC
- Expiration Date: 02/29/2024
- Vaccine Name: ADACEL TDAP BY SANOFI PASTEUR, FOR 10-64 YRS. -
- Funding Source: 317 VACCINE
- Free or Chargeable: Free
- Route of Administration: Intramuscular
- Site of Injection: Left Arm
- Dose Number: Dose 1

Buttons at the bottom include 'Close', 'Switch Vaccine', and 'Save'. The 'Save' button is highlighted with a red box.

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.

The 'Vaccines to be administered' popup contains two vaccine cards:

- COVID (WebVISION)**: Labeled 'Not Yet Administered' in a red box.
- Tetanus, Diphtheria & Pertussis**: Labeled 'Vaccine Administered by John Doe' in a green box.

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

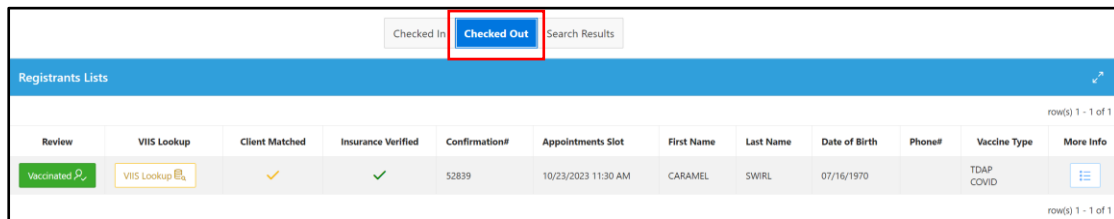


Figure 12 – Checked Out Status

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.

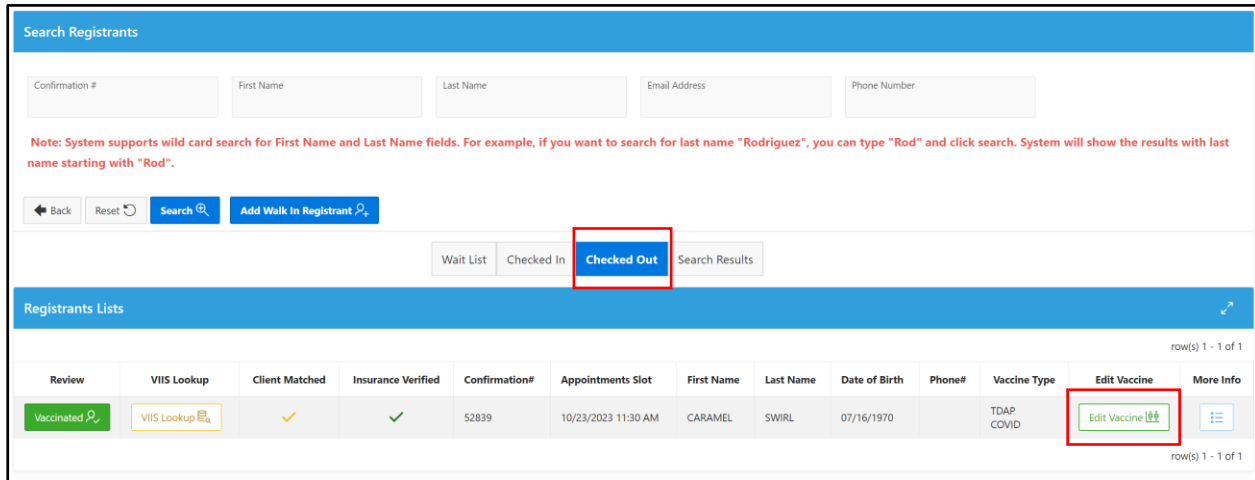


Figure 13 – Edit Vaccine Button