PrepMod Job Aid

Function: Administrative
Job Aid: Register a Patient

Summary

This guide explains how to register a patient for a clinic in PrepMod. It includes steps for choosing a time slot, and final confirmation.

Key Steps

1. In **Google Chrome,** visit the PrepMod registration link for your clinic and work with the patient to complete the registration form. **Only ask red, required questions.** There are 7 parts to the registration form.

   Offer available appointment times to patient and allow them to choose one. Select the radio button for the chosen time.

   Select save and continue at the bottom of each screen once you have filled in the required information.

2. In Part 3, ensure patient understands that **health insurance is not required.** Chose the appropriate answer from the dropdown. For example, if patient does not have insurance, chose the "No Insurance" option.
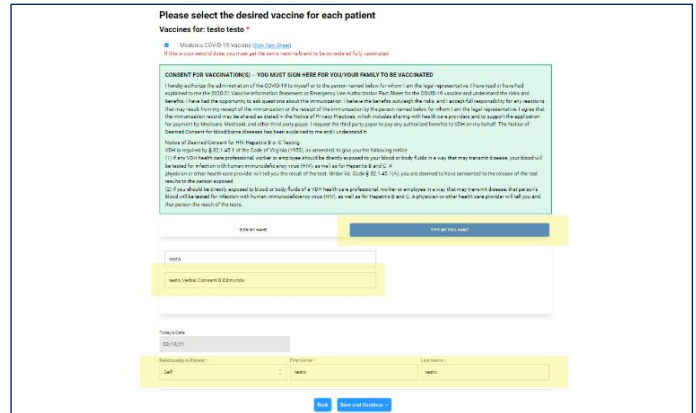   *Note: If the patient does have insurance, you do not need to fill in the additional fields.*

In Part 4, please note the following:
- Aspirin is **not** considered a blood thinner.
- Polysorbates are a class of emulsifiers used in some pharmaceuticals, food preparation, and cosmetics.
- PEG is a medicine in laxatives or colonoscopy procedures.

In Part 6, select the radio button for the vaccine the patient will receive and explain that you will be recording the patient's Verbal Consent that you asked them the questions so that they are all signed up for their vaccine.
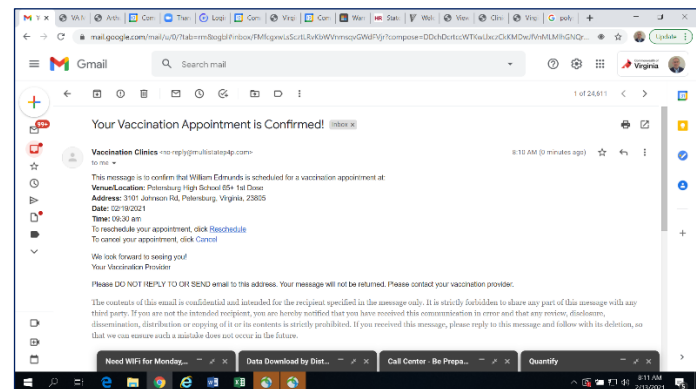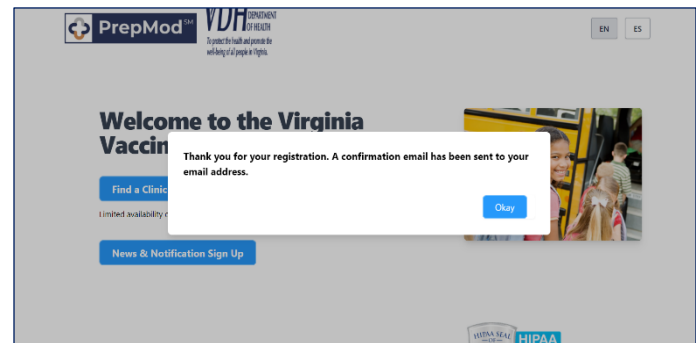
Once the patient provides consent, click on the "type my name" box and enter their name.
- Put their first name on Line 1
- **Line 2 should read [the patient's last name, "Verbal Consent," your first initial, your last name]**

In Part 7, review the information for errors (no need to do so with the patient) and **confirm the clinic date and their appointment time and any other information they need to know** about the clinic (ex. wear a mask, arrive no more than 15 minutes early, etc.)

If the individual provided an email, let them know **they will receive an email confirmation** from PrepMod.

Additional Resources

PrepMod Quick Reference Guides and Videos: *https://www.vdh.virginia.gov/covid-19-vaccine/prepmod-job-aids/*