

Summary

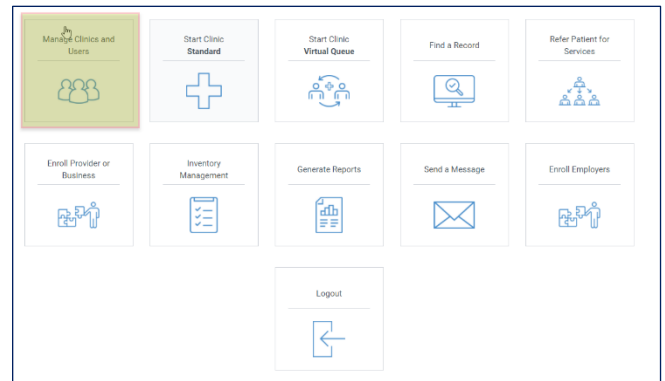
The **Clinic Activity Form** page is where a vaccinator enters information about clinic outcomes that pertain to the patient encounter such as vaccinated, refused, sick, absent, doses wasted and enter remarks such as allergy clarification with a medical professional.

Key Steps

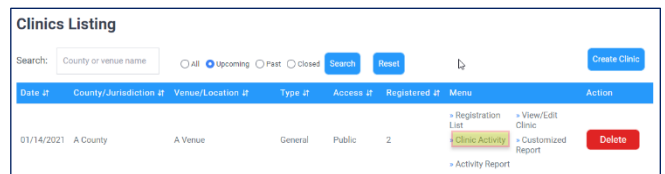
Step 1: Locate the Clinic and go to the Clinic Activity form

- a. Click on **“Manage Clinics and Users”** on the home page. The Clinic Listing will display

The Clinic Activity Form can also be accessed from the clinic menu.



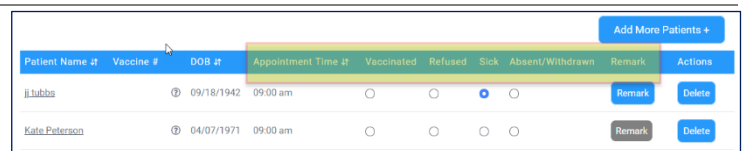
- b. Locate the clinic that you wish to view or edit by scrolling through the list or by entering the clinic name in the **Search** field. Select **“Clinic Activity”**



Step 2: Document clinic (patient) outcomes

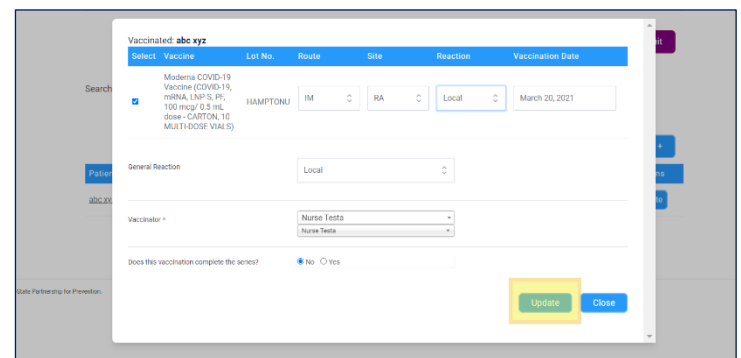
- a. Scroll down to the list of patients and document the vaccination outcome for the patient.

If you selected **Vaccinated**, a popup window displays.



- b. In the popup window, select the vaccine administered using the check box in the left-most column and confirm this is the correct vaccine and lot number.

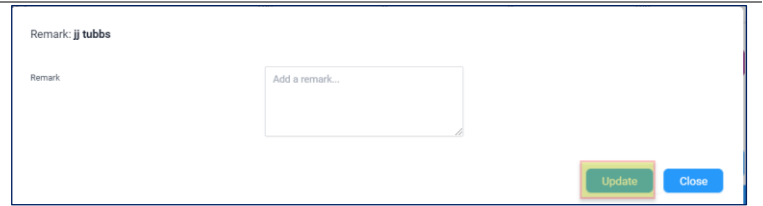
Complete remaining fields (route, site, reaction, vaccination date, general reaction, vaccinator) and indicate if this vaccine completes the series. Once all information is entered, click **Update**. *Note: If you click close instead of update, changes will not be saved and the vaccination will not be recorded nor sent to VIIS.*



PrepMod Job Aid

Function: Clinic Operations
Job Aid: Record a Vaccination

- c. To add notes to the encounter, select **Remark** in the patient's row. Then enter the remark in the popup window and select **Update**.



The screenshot shows a software interface for adding a remark. At the top left, it displays "Remark: jj tubbs". Below this, there is a label "Remark:" followed by a text input field containing the placeholder text "Add a remark...". In the bottom right corner, there are two buttons: a green "Update" button and a blue "Close" button.

Additional Resources

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