BOZEMAN HEALTH

COVID-19-EMPLOYEE COVID-19 VACCINE BLITZ- Clinical

I.   Background/Purpose

Employee COVID-19 vaccinations will be scheduled to the Bzn Pri Care Triage Clinic. Employees will be checked in and taken to an exam room or private area for the vaccine administration. A questionnaire may or may not be completed on paper prior to administration. The person documenting the vaccines in the chart will log into the appropriate department and locate the schedule. Each employee will have a time slot on the schedule and the documentation of the administration is completed on one screen. There is no need to go into the patient's chart other than the Immunization Clinic screen.

II.   Employee COVID-19 Vaccine Clinic

- Log into the **Bzn Pri Care Triage CI-2615501000**.
- Schedule: Select **Bzn Covid Vaccine-7035408 resource**, locate the correct employee name on the schedule, single click to highlight the employee, and then verify with the employee their name and date of birth.


- Click on the Immunization Clinic button on the toolbar.

- The main schedule is displayed in the upper half of the screen and the documentation portion is in the lower:
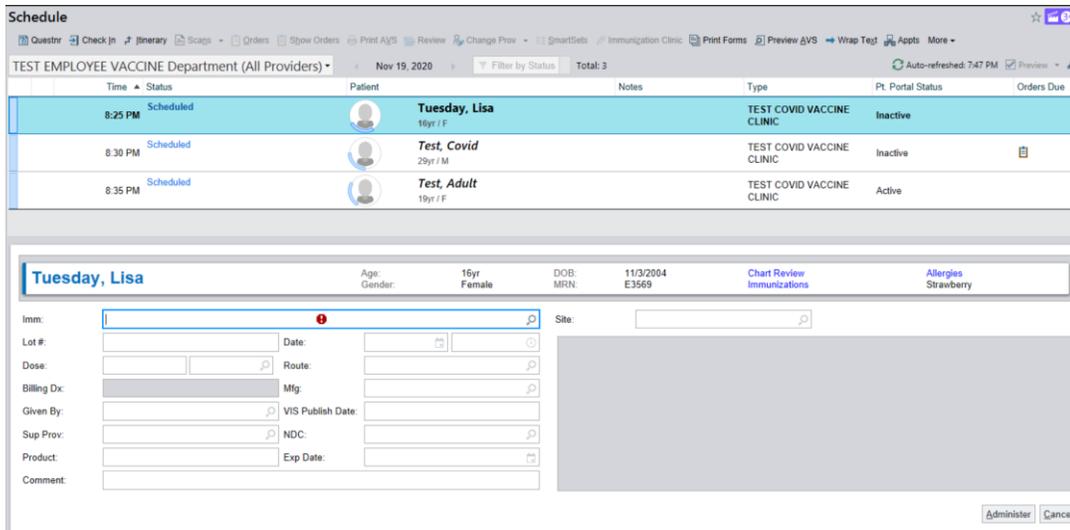
- Either select the appropriate vaccine by scanning the barcode (if applicable in your location) OR choose from the IMM field spyglass. Please note- the influenza vaccine options will appear in the list as well, so ensure you are choosing the correct COVID-19 vaccine from the list.
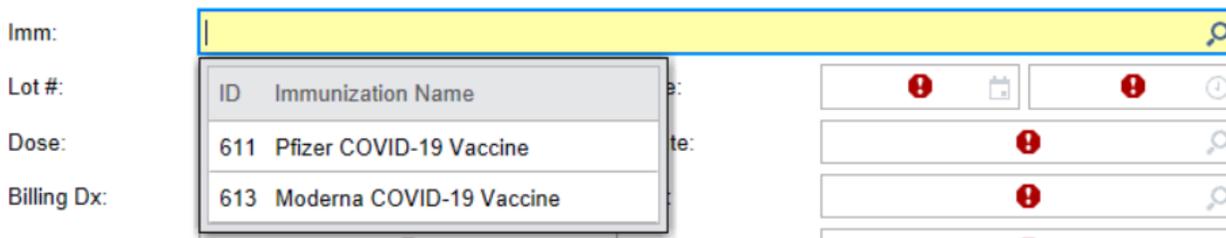
- If the barcode is scanned, many fields will fill in automatically.

*Note: Initially the vaccine will not have an expiration date. **Use "12/31/2069" as the expiration date until the vaccines are given an expiration date by the manufacturer.** Manually enter the lot number and exp date and whoever the billing (supervising) provider should be for your location.

» **Given By:** field will default to whomever is logged in. If someone other than the documenter has given the vaccine, use "VACCINATOR,MASS CLINIC" as the given by and add the vaccinators name in the comment field.

» **Site:** Site will default Deltoid Left; be aware you will need to change this if it is given in the right.
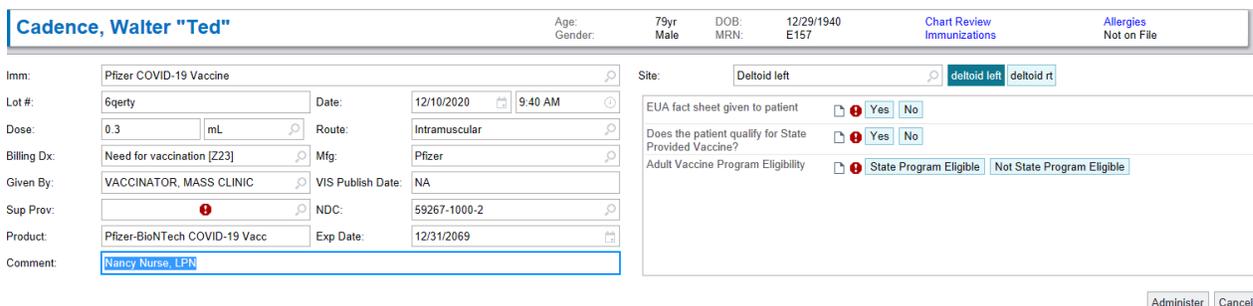
> » **Questions on the right side of screen:** *Please note, the questions in the above screenshot may change.* The EUA and Interface requirements dictate the questions you will see. There may be additional screening questions, much like the flu vaccine documentation.
>
> IF the state provided question is there, you will answer YES and State Program Eligible for every patient.

- Click Administer in the lower right corner to file the vaccine to the employee record and then move up to the top half of the screen and single click (highlight) on the next patient you have to document. Either scan or select the appropriate vaccine in the spyglass and then the previously documented information (Lot, NDC, etc.) will prepopulate for you. The system is set up to remember the previously documented information to speed up documentation. Any questions and time will still need to be entered.

  *SHORTCUT: use N for now if you are documenting in real time.

- To get back to the main schedule from the Immunization Clinic screen, click Cancel. This will not cancel the vaccine just administered.

III. Troubleshooting Tips

- If you accidentally double click on the patient on the schedule, you will see an Orders Only navigator. Exit the workspace to get back to the schedule. You can only access the Immunization Clinic button from the main clinic schedule.