Patient Visit Checklist

California COVID-19 Vaccination Program

Vaccinate every eligible person! Incorporate these steps into your protocols to ensure patients are informed of COVID-19 products administered and leave with proof of vaccination and the next appointments scheduled.

Patient Care

- ☐ Assess patient for contraindications & precautions; review age and medical & immunization history.
- ☐ Determine eligibility (see chart) for primary series and additional primary or booster doses. (Do not ask for citizenship, birth certificate, or photo ID; for minors, contact parents.)
- ☐ Determine if extended dosing interval for Pfizer/Moderna 2nd dose is appropriate.
- ☐ Strongly recommend COVID-19 and flu vaccines if eligible; address gaps in routine immunizations.
- ☐ If patient is anxious, try using these tips to ease anxiety during vaccination.

Administration (Checklist)

- ☐ Prepare and administer vaccines per fact sheets: Janssen | Moderna | Pfizer 5-11Y orange cap | Pfizer 12Y+ gray cap | Pfizer 12Y+ purple cap
- ☐ If coadministering COVID-19 with other vaccines, prepare one vaccine at a time, and label and organize syringes to prevent mix ups.
- ☐ Distribute EUA Fact Sheet for Recipients **BEFORE** administration.
- ☐ Observe recipient for 15 minutes (for history of allergic reactions or contraindications, monitor for anaphylaxis for 30 minutes).
- ☐ Report any adverse events to VAERS. (Best practice: Providers are encouraged to report any AE that occurred due to deficiency of ancillary kit supplies at Form 3500 to help FDA identify unknown risk for approved medical products.)
- ☐ Complete CDC Vaccination Record Card for primary series and update for additional/booster doses.
- ☐ Schedule next appointment (primary series or additional/booster doses) before patient leaves.
- ☐ Recommend v-safe (for check-in and 2nd-dose reminder) and Digital COVID-19 Vaccination Record.
- ☐ Report administration data daily using My Turn or EHR/EMR connected to CAIR (CAIR2, SDIR, RIDE); request recipient mobile number and email required for digital vaccination record.

Digital COVID-19 Vaccine Record

Need proof of vaccination?

The portal generates a QR code and digital copy of patient COVID-19 Vaccination Record.

Recipient mobile phone and email are required to successfully match to administration data in CAIR. (see Health Officer Order.)

(Also see Vaccine Management Checklist.)