

# Additional Dose & Booster Allocation Quick Sheet

## Purpose:

This document is a quick reference guide for Additional Dose & Booster as a Clinic Manager, VA/VAA and VOC. This is only applicable to COVID functionality.

**Additional Dose or Booster Dose:** 3<sup>rd</sup> dose of COVID-19 vaccine available based on eligibility, please see [myturn.ca.gov](https://myturn.ca.gov) for the most up-to-date eligibility information.

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For the latest My Turn educational materials, please visit [EZIZ- Covid](#), [EZIZ – Flu](#), [YouTube](#) or the Knowledge Center tab on My Turn Clinic



### My Turn Help Desk

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## Set up a New Clinic

For step-by-step instructions on setting up a clinic, please see the [COVID- Set up a Clinic](#) quick sheet on EZIZ.

1.	In Step 1 of the Clinic Setup Wizard, enter "Additional and/or Booster COVID-19 vaccine dose available at this clinic." in the <b>Clinic Description</b> field (See <b>Note</b> )
2.	In the Clinic Settings section: Select the <b>Additional Dose</b> or <b>Booster</b> option under the <b>What types of appointments will your clinic host?</b> field

## Add Additional Dose or Booster Supply to Existing Clinics

For step-by-step instructions on adding Vaccine Supply to an existing clinic, please see the [COVID- Vaccine Management](#) quick sheet on EZIZ.

1.	In the <b>New Vaccine Supply</b> window, select COVID-19 from the <b>Vaccine Type</b> drop-down menu.
2.	Select the <b>[Brand] – Additional Dose</b> or <b>[Brand] - Booster</b> option from the <b>Vaccine Brand &amp; Dose</b> drop-down menu. (See <b>Note</b> )
3.	Select <b>1</b> from the <b>Dose Number</b> drop-down menu.

### Notes:

- If the CM prefers to only host Booster or Additional Dose appointments, CM should include "Additional Dose ONLY" or "Booster Dose ONLY" in **Clinic Name** refer to the [CM Resources and Special Use Cases](#) presentation for more information.
- The Additional Dose/Booster combined option remains as of the 10/20/2021 system update so that clinics with the combination option can still function as expected. This option will be removed in the future, so we recommend using the separated value.

For step-by-step instructions on adding a walk-in appointment, please see the [COVID – Add Walk-In Appointment](#) quick sheet on EZIZ.

## Walk In Appointment – Additional Dose

1.	In the <b>Appointment Details</b> section, select <b>Additional Dose</b> from the <b>Which dose is this?</b> drop-down menu.
2.	Select the vaccine brand from the <b>Vaccine Brand</b> drop-down menu.
3.	Confirm patient eligibility by selecting the <b>I attest that the person states that they are immunocompromised</b> check box. (See <b>Note</b> )
4.	Confirm patient eligibility by selecting the <b>Confirmed patient received second dose of vaccine at least 28 days ago, on or before: [Date]</b> , check box.

## Walk In Appointment – Booster

1.	In the <b>Appointment Details</b> section, select <b>Booster</b> from the <b>Which dose is this?</b> drop-down menu.
2.	Select the vaccine brand from the <b>Vaccine Brand</b> drop-down menu. (See <b>Notes</b> )
3.	Confirm patient eligibility by selecting the eligibility attestation checkbox.

**Note:** No external validation exists in My Turn Clinic that prevents the administration of a Booster vaccine brand that is different from the patient's previous dose.

## Identify Vaccination Type

1.	To identify the additional dose type, select the patient's appointment. <b>Dose: Additional Dose</b> or <b>Dose: Booster</b> displays below the patient's name.
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**Note:** Additional information regarding immunocompromised individuals displays below the attestation.

### Schedule Appointment – Initial Steps

1.	Select <b>Yes</b> for <b>Have you received your first dose of the COVID-19 vaccine?</b>
2.	Select the type of vaccine received for <b>Which vaccine did you receive for your first dose?</b> (see <b>Notes</b> ).
3.	Select <b>Additional dose</b> or <b>Booster dose</b> for <b>Which appointment would you like to schedule?</b>
4.	See steps for Booster Dose or <a href="#">Additional Dose</a> below.

### Schedule Appointment – Booster Dose

1.	Select the first dose timeframe attestation checkbox.
2.	Select the patients age for <b>Please select the patient's age or age range</b> in the drop-down menu.
3.	If patient is 18 - 64, select <b>I certify that I am at least 18 years of age</b> checkbox
4.	Select <b>Yes</b> or <b>No</b> for <b>Are you in one of the following eligible groups?</b>

#### Notes:

- Booster Doses and Additional Doses are only available on My Turn for all approved brands. Please see [myturn.ca.gov](http://myturn.ca.gov) for the most up-to-date eligibility information.
- If the patient answers No to any of the eligibility questions, they will not be able to schedule a Booster or Additional Dose appointment.
- Only those clinics offering the additional dose will display in the **Select a Clinic** page.
- Additional Dose and Booster appointments can only be scheduled for individuals (not available for group scheduling).

### Schedule Appointment – Additional Dose

1.	Select <b>Yes</b> or <b>No</b> for <b>Are you immunocompromised?</b>
2.	If patient selects <b>No</b> in step 1, a notice will display stating that <b>the patient is not eligible at this time.</b>
3.	If the patient selects <b>Yes</b> in step 1, confirm patient eligibility by selecting the <b>I confirmed that the patient received their second COVID-19 vaccine at least 28 days ago</b> check box.

**Q: How can I see information about additional dose appointments scheduled at my clinic?**

A: The **Additional Dose Appointments** report can be found in the reports tab to identify the number of appointments scheduled at each clinic.

**Q: Can patients schedule their first, second, and additional dose (or booster) appointment at the same time in My Turn Public?**

A: No. The patient will need to create appointments in two separate scheduling processes on My Turn Clinic. For example, the patient can schedule the first and second dose in one scheduling flow and an additional dose in a second scheduling flow.

**Q: Is there a separate confirmation number for Additional Dose/Booster confirmation numbers?**

A: Yes. Confirmation number for additional dose will be distinct from existing first and second dose appointments.

**Q: Which vaccine brands allow Additional Dose / Booster administration?**

A: Booster and Additional Doses are only available on My Turn for CDC/FDA fully approved brands. Please see [myturn.ca.gov](https://myturn.ca.gov) for the most up-to-date information.

**Q: Can I schedule an Additional / Booster appointment through a Group Booking?**

A: Booster and Additional Doses cannot be scheduled for groups/families. Individuals eligible for Booster or Additional Doses must schedule separate appointments.