Enter Vaccine Administration Data

Purpose:

This document is a quick reference guide for entering vaccine administration data after the patient has been checked in, as a Vaccine Administrator. This is only applicable to COVID functionality.

For the latest My Turn educational materials, please visit EZIZ - COVID, YouTube, or the Knowledge Center tab on My Turn Clinic

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Patient Background

1.	Select the **Home** tab.
2.	Search for all checked in patients by selecting **Checked-in** from the **Status** drop-down menu.
3.	Click the **Search** button. A list of all checked-in patients displays.
4.	Select the [Patient Name] hyperlink of the desired patient. The Vaccine Administration page displays.
5.	Expand the Patient Background section and verify the patient's information. If edits are needed, select the **Edit** button, and update the information in the Edit Contact Information section.
6.	Click the **Save** button to save changes made to Patient Background.

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Vaccine Disclosure & Consent

1.	Read the Vaccination Disclosure Statement to the patient (see **Notes**).
2.	Check the box below the Disclosure Statement after receiving written/verbal consent from the patient.

Consent for Minors

1.	Verify the information in the Consent for Minors section
2.	Click the **Edit** button and the Edit Parent/Guardian Information window will display.
3.	Click the check box at the top after verifying that the individual providing patient information is at least 18 years old.
4.	Click the **Save** button.

Notes:

- View the EUA fact sheet for additional information.

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Vaccination Details

1.	Enter the name of the Vaccine Administrator administering the vaccine in the **Vaccine Administrator** field.
2.	Click the button that corresponds to the **injection site**.
3.	Click the button that corresponds to the **route** that the injection will take.
4.	Enter the date and time of the appointment.
5.	Select the product being administered from the **Product** drop list.
6.	Select the vaccine lot number from the **Lot Number** drop list.
7.	• Click the **Next** button if all information was correct and the vaccine was administered (see **Notes**). • Click the **Previous** button to revisit the COVID screening questions or to review/edit patient background or health insurance information.

Notes:

- To complete the appointment, see the COVID – Document Adverse Reactions Quick Sheet.