



COVID - Patient Check-in

Purpose:

This document is a quick reference guide for checking in a patient as a Vaccine Administrator/Vaccine Administrator assistant. This is only applicable to COVID functionality.

- [Check in a patient](#)



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



My Turn Help Desk

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Check in a Patient

1	To search for an appointment, enter the Appointment Number Only , or search using the patient's Date of Birth, Last Name, First name, Clinic, Vaccine Type, Vaccine Brand, Date and/or appointment Status .
2	Verify the patient's identity (Name, DOB, etc.) located at the top of Patient Background section.
3	Review the Patient Background section and confirm the information entered is accurate.
4	To edit the patient record, click the Edit button in the top-right corner which will open a pop-up window where you can make changes. Once edited, click Save .
5	Review the patient's responses to the COVID screening questions . If an answer has changed, select either Yes or No to update the response for the appropriate question (See Notes).
6	Verify the patient's Health Insurance information and update as needed using the Edit button.
7	Click the Yes button on the Check-In slider at the bottom of the page after reviewing the information on the page.
8	Click Next button to complete the check-in process.
9	Click the Back to Appointments button to return you to your most recent search result (with accompanying filters) on the Home tab.

Notes:

- If you need to undo a patient's check-in, you can return to their record after check-in and click the **Cancel Check-in** button.
- If the patient answers **Yes** to any of the **COVID screening questions**, a pop-up notice will instruct you to reschedule the appointment., in this case you can either reschedule or proceed with the appointment depending on your Clinic's policies and procedures.
- Vaccine Administrator Assistants will be redirected to the **Home** tab after checking in a patient, and a message will appear at the top of the screen noting that the patient was checked in successfully.