

Purpose: This document is a quick reference guide for any person with a Vaccine Administrator user account on how to use My Turn for the Vaccine Administration process. Users may include Patient Check-In and Observation Area Staff who need to have access to the patient records on My Turn.



Ensure you are logged into My Turn as a **Vaccine Administrator**.
<https://calvax.cdph.ca.gov/s/>

Target Users: Nurses, Physicians/Physicians Assistants, Dentists, Pharmacists, Patient Check-in Staff, Observation Area Staff

1 Check-In Patient (Walk-Ins & Appointments)

Patients with Appointments

1. Select **“Pending Vaccination”** from the dropdown in the **“Status”** field.
2. To search for the patient, you can enter the patient’s appointment confirmation number only, or search using the patient’s last name, first name, and clinic location. You can also filter by date.
3. Click on the patient’s name when located.

Walk-In Patients

1. Select **“Add Walk-In Appointment”** and complete the patient information page and then select the proper clinic. Please see the Walk-In Quick Sheet for more detailed steps. Proceed to step 2 when that process is completed.

1-3.

2 Verify Patient & Screening Questionnaire

1. Verify patient’s identity (**“Name”**, **“DOB”**, etc.) located at the top.
2. Confirm the **“Patient Background”** Information.
3. Confirm which dose of vaccine the patient is receiving. Select **“Edit”** under **“Patient Background”** if this needs to be modified.
4. Verify the patient’s insurance information/status, and make any necessary changes using the **“Edit”** button under **“Health Insurance”** (Note: DOB refers to the policy holder).
5. Review the patient’s responses to the screening questions and click **“Save.”**
6. Click **“Next”** at the bottom of the page to continue.

1-3.

4.

5-6.

3 Administer Vaccine

1. Review the **Disclosure Statement** with the patient. Check the box marked **“Verbal Consent”** after receiving consent from the patient to administer the vaccine.
2. Select your name from the **“Search Contacts”** drop down under **“Vaccine Administrator.”**
3. Enter information about the vaccine injection (**“Injection Site”**, **“Route”**, **“Date”**, and **“Time”**).
4. Select Vaccine **“Product”**, **“Manufacturer”**, and **“Asset Name”** from the drop-down menu (Note: **“Lot Number”**, **“NDC”**, and **“Expiration Date”** will auto-populate).
5. Administer the vaccine and click **“Next.”**
6. Observe the patient and document any adverse reactions listed under **“Immediate Adverse Reactions.”** If the patient has a reaction that is not listed, select **“Other”** and describe the reaction in the space provided.
7. Click **“Complete Appointment.”**
8. After the observation period, you can return to this page at any time to document adverse reactions.

The screenshot shows the vaccine administration form. Callout 1 points to the 'Vaccination Consent' section, specifically the 'Disclosure Statement' and the 'Verbal Consent' checkbox. Callout 2-5 points to the 'Vaccination Details' section, including the 'Vaccine Administrator' (Aaron Brian), 'Injection Site' (Left Arm), 'Route' (Intramuscular (IM)), 'Date and Time of Vaccination' (Feb 17, 2021, 3:11 PM), 'Product' (Pfizer-BioNTech COVID-19 Vaccine), 'Manufacturer' (Pfizer), 'Asset Name' (Pfizer -HEL1283), 'Lot Number' (EL1283), 'NDC' (59267-1000-02), and 'Expiration Date' (May 31, 2021). Callout 6-7 points to the 'Immediate Adverse Reactions' section, which lists various reactions and has 'Other' checked. A text box on the right says: **Important: Use the “Previous” button at the bottom of the page DO NOT USE THE “BACK” BUTTON ON YOUR BROWSER.**

4 Undo Vaccination

1. To undo a vaccination, set the status to **“Vaccinated”** and locate the patient’s appointment by using the search function.
2. Once found click the patient’s name to view the patient record.
3. Navigate to the **“Immediate Adverse Reactions”** page by clicking the third bubble at the end of the progress bar, located at the top of the patient record page.
4. Click the **“Clear Form”** button at the bottom of the page to reset the patient’s status back to **“pending vaccination”** then click **“proceed”** when prompted.
5. You will be taken back to the **“Vaccination Details”** page. You can proceed to make further edits or return to the homepage by clicking **“Home.”**

The screenshot shows the 'All Appointments' search interface. It includes a search bar for 'Appointment Confirmation Number Only', fields for 'Last Name', 'First Name', and 'Search Locations', and date pickers for 'From' and 'To'. A dropdown menu for 'Status' is open, showing options: 'Pending vaccination', 'Vaccinated', 'Cancelled', and 'Pending complete'. The 'Vaccinated' option is selected.

The screenshot shows a patient record progress bar for 'Mike Smith' (DOB: 1/19/1950, Age: 71, Dose: 1, Next Appt: 3/10/2021 09:54 AM). The progress bar has three bubbles, with the third bubble (representing 'Immediate Adverse Reactions') being the active one.

The screenshot shows a dialog box with a 'Clear form' button. The text inside says: 'You are about to reset the Vaccination Details of this record. Do you want to proceed?' and 'Note: This includes previous vaccination details.' There are 'Cancel' and 'Proceed' buttons at the bottom.

5 Edit Patient Record

1. To edit a patient's record, locate the patient's appointment by using the search function and clicking on their name.
2. Navigate to the record that needs to be altered using the progress bar located at the top.
3. Make any necessary changes to fields using the "Edit" button.
4. Navigate to the final page and click "Complete Appointment" to save the patient record.

The screenshot shows the 'All Appointments' interface. At the top, there are search filters for 'Last Name' (Mike), 'First Name', 'Search Locations', 'From' (Feb 17, 2021), and 'To' (Feb 17, 2021). A table lists appointments for Mike Smith at The Getty Clinic, with a status of 'Vaccinated' and a DOB of Jan 20, 1950. A dropdown menu is open over the status, showing options: 'Vaccinated', 'Pending Vaccination', 'Cancelled', and 'Pending Complete'. Below the table, a progress bar is visible. A detailed view of the appointment for Mike Smith is shown, including fields for 'Vaccine Administrator', 'Injection Site' (Left Arm, Right Arm, Left Leg, Right Leg), 'Route' (Intramuscular (IM), Subcutaneous (SQ)), and 'Date and Time of Vaccination' (Feb 2, 2021, 11:00 AM). An 'Edit' button is highlighted in a red box.

6 Appointment Cancellation

1. If you need to cancel an appointment, click on the drop-down arrow on the right side of an appointment listing and click "Cancel Appointment."
2. Select a reason from the drop-down menu (Did not show for appointment, Not eligible, Contraindicated, Sick, Declined Vaccination/Refused, Duplicate, Invalid/Entry Error), and then click "Cancel Appointment."

The screenshot shows the 'All Appointments' page with a table of appointments. The appointment for Mike Smith at The Getty Clinic is highlighted. A dropdown arrow is visible next to the 'Pending Vaccination' status. A 'Cancel Appointment' dialog box is open, showing the patient's name (Mike Smith), the schedule (Wednesday, February 17, 2021 - 9:54:22 AM), and a list of reasons for cancellation: 'choose one...', 'choose one...', 'Did not show for appointment', 'Not eligible', 'Contraindicated', 'Sick', 'Declined vaccination/refused', 'Duplicate', and 'Invalid/Entry Error'. The 'Cancel Appointment' button is highlighted in a red box.