

What You Need to Know

Adding a Walk-In Patient

Purpose: This document is a quick reference guide for Vaccine Administrators, Assistants, and Patient Check-in Staff on how to use My Turn to add a Walk-In Appointment.

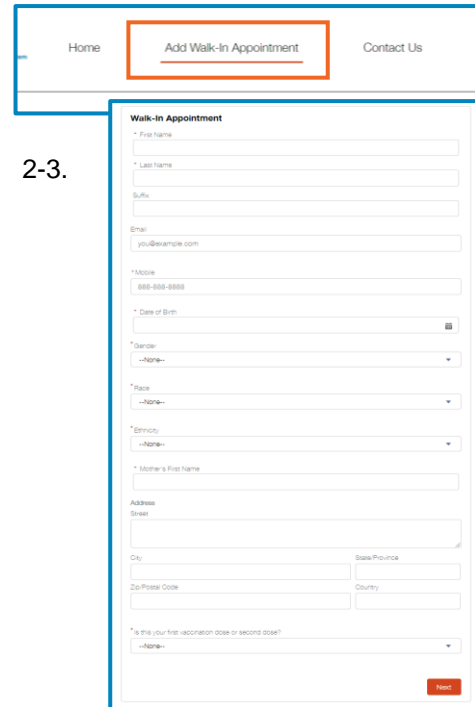


Ensure you are logged into My Turn as a Vaccine Administrator.
<https://calvax.cdph.ca.gov/s/>

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

1 Add Walk-In Patient

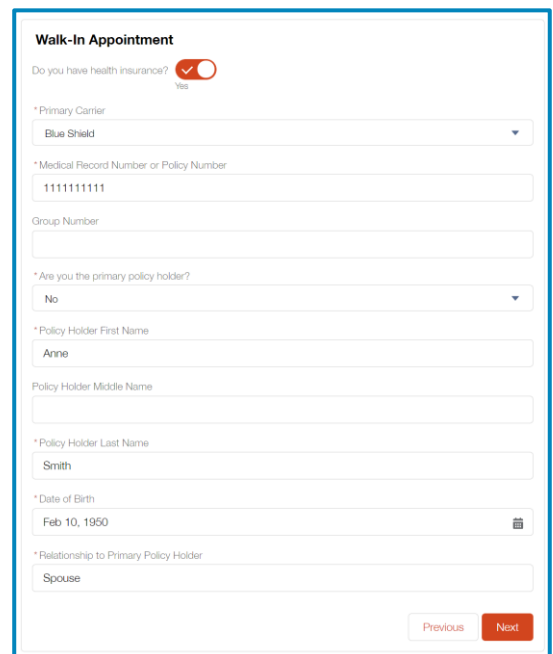
1. Select **“Add Walk-In Appointment”** at the top of the homepage.
2. Enter the patient’s information (First Name, Last Name, Mobile Phone Number, DOB, Gender, Race, Ethnicity, Mother’s First Name, Zip Code and Dosage Number are required to complete this step).
3. Click **“Next.”**



2 Add Health Insurance

1. If the patient does not have health insurance, toggle **“No”** and click **“Next.”**
2. If the patient does have health insurance, toggle **“Yes”** and enter the following information: Primary Carrier, Medical Record Number or Policy Number, Group Number, and if the Patient is the Primary Policy Holder.
3. If Patient is the Primary Policy Holder, select **“Yes”** and click **“Next.”**
4. If Patient is not the Primary Policy Holder, select **“No.”**
5. Fill in the Primary Policy Holder’s First and Last Name, Date of Birth, and the Patient’s relationship to the Primary Policy Holder.
6. Once all required fields are complete, click **“Next.”**

1-7.



3 Add Walk-In Patient's Appointment Information

1. Add Clinic Name, Brand of Vaccine, and Appointment Start Time.
2. If the patient wishes to schedule a second dose appointment, click **"Yes"** and set the date and time.
3. Click **"Next,"** then click **"Next"** again to complete the appointment booking. The Walk-In appointment has been created.
4. Click the **"Home"** tab at the top of the page to search for the appointment and proceed with administering the vaccine.
5. For details on the Vaccine Administration process or how to cancel an appointment, please see the Vaccine Administrator – Registered Patient Quick Sheet.

1-2. **Walk-In Appointment**

Mike Smith was successfully created as a walk-in patient for the clinic(s) of Los Angeles County Vaccine Preventable Disease Control Program.

Please input the name of the clinic the patient is registering at, the brand of vaccine the patient will receive, and select the start date and time of their appointment.

*Clinic Name
The Getty Clinic

*Brand of Vaccine
Pfizer

*Start of Appointment
Feb 17, 2021 4:56 PM

Create another appointment?

*Start of Second Appointment
Mar 10, 2021 4:56 PM

Next

3. **Walk-In Appointment**

Please review the following information for the walk-in appointment for Mike Smith.

Clinic: **The Getty Clinic**
 Vaccine Brand: **Pfizer**
 Dose 1 Start Time: **2/17/2021, 4:56 PM**
 Dose 2 Start Time: **3/10/2021, 4:56 PM**

If any of this information is incorrect, please click **Previous** and try again.

Select **Next** to complete the appointment bookings.

Previous **Next**

4 Edit the Patient's Personal Information

1. To edit the patient's personal information, search for the patient by entering the patient's appointment confirmation number only, or search using the patient's last name, first name, location, or date.
2. Once found, click on the patient's name to open the patient record.
3. Click the **"Edit"** button located in the upper right-hand corner of the section you need to edit.
4. Edit or enter the appropriate information and then click **"Save"** to save the patient record.

1-2. **Appointments All Appointments**

Search by Appointment Confirmation Number Only

Last Name: mike First Name: Search Location: From: Feb 17, 2021 To: Feb 17, 2021 Status: Vaccinated

Date: Jan 17, 2021 Time: 9:54:22 AM Patient Name: Mike Smith Location: The Getty Clinic Appointment Number: Unvaccinated Status: Unvaccinated DOB: Jan 25, 1950

Previous **Next** 1 of 1

4. **Edit Contact Information**

First Name: Last Name: ABCDEF

Email: Phone Number: 123-123-1234

Date of Birth: Jan 11, 2001 Gender: Male

Race: Native Hawaiian Ethnicity: Hispanic, Latino, or Spanish origin

Scheduled Dose: First Dose

Critical / Essential Worker Care Facility Worker / Resident

Health Conditions: Street: City:

Save

3. **myCAVox**

Home Add Walk-In Appointment Contact Us

Mike Smith

DOB: 1/18/1950 Age: 71 Sex: M Last App: 9/15/2021 09:54 AM
 The Getty Clinic, 1285 Getty Center Dr, Los Angeles, CA 90049

Patient Background

NAME: Mike Smith	GENDER: Male
DOB: 1/18/1950	AGE: 71
RACE: Other Race	ETHNICITY: Prefer Not to Say
HEALTH CONDITIONS: No	COVID-19 POSITIVE TEST RESULT: No
CRITICAL/ESSENTIAL WORKER: No	CARE FACILITY WORKER/RESIDENT: No
EMAIL: msmith@myturn.com	ADDRESS: 123 Main St, Los Angeles, CA 90001, USA

Edit