

COVID Vaccine Management

Purpose:

This document is a quick reference guide for Vaccine Management as a Clinic Manager. This is applicable to COVID functionality.

1	Add Vaccine Inventory to Provider Account
2	Make Vaccine Inventory Available
3.	Add Vaccine Inventory to a Clinic
4.	Add Vaccine Supply to a Clinic
5.	Edit/Delete/Clone Existing Vaccine Supply



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



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Vaccine Inventory

Add Vaccine Inventory to a [Provider Account](#)

1.	Select the Vaccine Inventory tab from the My Turn Clinic toolbar.
2.	Click the New button at the right of the page. The New Vaccine Inventory: New Vaccine window displays.
3.	Enter [Asset] in the Asset Name field.
4.	Select COVID-19 from the Vaccine Type drop-down menu.
5.	Select the vaccine brand from Brand drop-down (see Notes)
6.	Select the Presentation from the Presentation drop-down menu.
7.	Begin typing the Product your clinic offers and select the option from the drop-down menu.
8.	Enter [Total Doses] in the Total Doses field. (see Notes).
9.	Verify that Status is set to -None- in the drop-down menu.
10.	Begin typing the Account associated to the Clinic Manager and select the option from the drop-down menu.
11.	Enter the vaccine's [lot number] into the Lot field.
12.	Enter Date and Time for the Expiration Date field.
13.	Add the Funding Source by selecting an option from the Available column and using the arrow button to add it to the Chosen column. Add all relevant funding sources for this lot. (see Notes)
14.	Click Save .

Notes:

- You are not required to fill out **Serial Number** or **Description**.
- Presentation for 5-11 Vaccine Inventory is "Vial 2mL, Multi-Dose" and 12+ is "Vial – 1.8, Multi-Dose".
- **Total Doses** must be >0 for Vaccine Administrators to select; we recommend inputting an upper limit such as 10,000.
- Once a lot is depleted, set **Status** to "Complete" and set **Total Doses** to 0.
- To edit any field on the Vaccine Inventory Details page, click the pencil icon next to the field or the Edit button on the top right of the screen..
- Only use the "Available," "Complete," and "-None-" statuses.

Vaccine Inventory

Make Vaccine Inventory Available

To make Vaccine Inventory available for Vaccine Administrators to select during the vaccination process, Clinic Managers must update the **Status** to "Available."

1.	Select the Vaccine Inventory tab from the My Turn Clinic toolbar.
2.	Search and for select the asset name hyperlink you want to make available from the Asset Name column.
3.	Click the pencil icon beside the Status field to edit.
4.	Select Available from the drop-down menu in the status field.
5.	Click Save .

Notes:

- Only use the "Available," "Complete," and "-None-" statuses.

Vaccine Inventory

Add Vaccine Inventory to a Clinic

Clinic Managers can choose to associate certain Vaccine Inventory lots with their clinics. Only associated lots will be viewable to Vaccine Administrators to select while vaccinating patients at the selected clinic.

1.	Select the Vaccine Inventory tab from the My Turn Clinic toolbar.
2.	Search for and select the Asset Name hyperlink you want to make available.
3.	Select Add to Clinics button at the top right of the page.
4.	From the list, select the clinics to you wish to assign this lot.
5.	Click Add .

Notes:

- To add lot to all clinics, click the **Clinic** checkbox in the row header.
- In the **Add Clinic-Inventory** window, only clinics that have not yet been assigned the selected lot will display.
- View and update which lots are tied to your clinic in the **Vaccine Inventory** tab on the **Clinic Details** page.
- To archive vaccine inventory, check the **Is Archived** checkbox on the **Clinic Details** page. Once the vaccine inventory has been archived, Clinic Managers cannot add the archived inventory to a clinic.

Vaccine Supply

Add New Vaccine Supply

1.	Select the Clinics tab from the My Turn Clinic toolbar.
2.	Search for and select the clinic you wish to view.
3.	Select the Vaccine Supply tab.
4.	Click New button at the right side of the page.
5.	Select COVID-19 from the Vaccine Type drop-down menu.
6.	Choose the vaccine your clinic offers from the Vaccine Brand & Dose drop-down menu.
7.	Enter Current Stock (see Notes).
8.	Choose Date of Stock Count (see Notes).
9.	Select the [Dose Number] from the Dose Number in Series drop-down menu.
10.	Click Save .

Notes:

- To eliminate confusion, it is advised to create separate clinics for flu and COVID. If adding Flu vaccine supply to an existing COVID clinic, update the Clinic Name and Description to indicate your clinic also offers the flu vaccine.
- Selecting the type of appointments your clinic hosts in step one of set up a clinic automatically adds Vaccine Supply to the clinic.
- Clinic's Vaccine Supply can also be managed at the bottom of the **Clinic Details** page.
- Please refer to the **Dose Type Chart** in the [CM Resources and Special Use Cases](#) presentation for additional vaccine supply information:
- **Current Stock** must be >0 to release appointments and entered as an upper limit such as 10,000.
- **Date of Stock Count** must be today or a day in the past. This is auto-populated to present-day.
- **Location** field is pre-populated to clinic location.
- **Additional Dose/Booster** combined option can still function as expected; but this option will be removed in the future. Recommendation is to use the separate tags for booster and additional dose.

Vaccine Supply

Edit/Delete/Clone Existing Vaccine Supply

1.	Select the Clinics tab from the My Turn Clinic toolbar.
2.	Search for and select the clinic you wish to view.
3.	Select the Vaccine Supply tab.
4.	To Edit, Delete, or Clone Existing Vaccine Supply , select the vaccine supply entry you would like to edit/delete from the clinic's Vaccine Supply tab.
5.	Select the Edit, Delete, or Clone button at the top right of the page to make the appropriate changes.

Glossary

Provider Account

Healthcare provider hosting associated to the Clinic Manager; e.g., Sutter Health.

- Note:**
- Click on any term in the glossary to go back to the original page in the document where the term appeared.