

# Document Adverse Reactions

## Purpose:

This document is a quick reference guide on how to document adverse reactions as a Vaccine Administrator or VA Assistant. This is applicable to flu and COVID functionality.

- 1 [Document Adverse Reactions – VA Only](#)
- 2 [Document Adverse Reactions – VA Assistant Only](#)



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



### **My Turn Help Desk**

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### Document Adverse Reactions – VA Only

1	After entering the <b>Vaccination Details</b> on the patient record, click the <b>Next</b> button to the <b>Immediate Adverse Reactions</b> page.
2	Observe the patient and note any <b>Immediate adverse reactions they</b> experience by clicking on the checkbox next to corresponding reaction
3	If the patient has a reaction that is not listed, click the <b>Other</b> checkbox and type the reaction in the space provided. For any additional comments, use the Note section.
4	After documenting any adverse reactions, click the <b>Complete Appointment</b> button to check out the patient. This will save the record and update the appointment status to <b><u>Vaccinated</u></b> .
5	If someone else (e.g., an observer) will be documenting for adverse reactions, click <b>Assess Later</b> to exit the page. This will update the appointment status to <b><u>Pending Complete</u></b>
6	If you return to this page and update any adverse reactions, be sure to click the <b>Complete Appointment</b> button to save your changes.

#### Notes:

- Appointments set to the Vaccinated or Pending Complete status will lock and prevent edits after a 4-hour buffer period between the hours of 12:00am and 7:00pm. Records completed between 7:00pm and 11:59pm are only editable for 1-hour. At the end of the buffer period, records will lock and be sent to IIS.
- Organizations must submit and report Vaccine Administration Data to IIS registries either through My Turn or their own EHR.

### Document Adverse Reactions – VA Assistant Only

1	Locate the patient record by selecting Pending Complete in the <b>Status</b> drop-down menu.
2	After clicking on the patient's name link, the <b>Immediate Adverse Reactions</b> page will load.
3	Observe the patient and note any <b>Immediate adverse reactions</b> they experience by selecting the checkbox next to corresponding reaction
4	If the patient has a reaction that is not listed, click the <b>Other</b> checkbox and type the reaction in the space provided. For any additional comments, use the Note section.
5	After documenting any adverse reactions, click the <b>Complete Appointment</b> button to check out the patient. This will save the record and update the appointment status to <a href="#">Vaccinated</a> .

#### Notes:

- Appointments set to the Vaccinated or Pending Complete status will lock and prevent edits after a 4-hour buffer period between the hours of 12:00am and 7:00pm. Records completed between 7:00pm and 11:59pm are only editable for 1-hour. At the end of the buffer period, records will lock and be sent to IIS.
- Organizations must submit and report Vaccine Administration Data to IIS registries either through My Turn or their own EHR.

### Glossary

[Vaccinated](#)

Patient's vaccine appointment has been completed

[Pending Complete](#)

Patient is in the waiting/observation period.

**Note:**

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