

Edit a Patient Record

Purpose:

This document is a quick reference guide on how to edit a patient record as a Vaccine Administrator or VA Assistant. This is applicable to both flu and COVID functionality.

1 [Edit a Patient Record](#)



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

Direct Line: 1-833-502-1245, Option 4
Email: My Turn.Clinic.HD@accenture.com

Edit a Patient Record

1	Locate the patient's record under Appointments using the Search button.
	Click on Patient Name link in the appointment table to open the patient's record.
2	Navigate to the section that needs to be edited by using the Previous and Next buttons at the bottom of the page.
3	Make any necessary changes to fields using the Edit and Save buttons.
4	Navigate to the final page and click Complete Appointment button to save your changes to the patient record.

Notes:

- You can edit the patient record within 4 hours of completing the appointment (Vaccinated or Pending Complete status) if the patient's appointment was completed between 12:00am and 7:00pm.
- If the patient's appointment was completed between 7:00PM and 11:59PM, you will only have 1- hour before the record is locked and sent to IIS.
- See **Search for Appointment** Quick sheet for details on how to find a specific appointment.