

Search for Appointment

Purpose:

This document is a quick reference guide on how to search for appointments as a Vaccine Administrator or VA Assistant. This is applicable to both flu and COVID functionality.

1 [Search for Appointments](#)



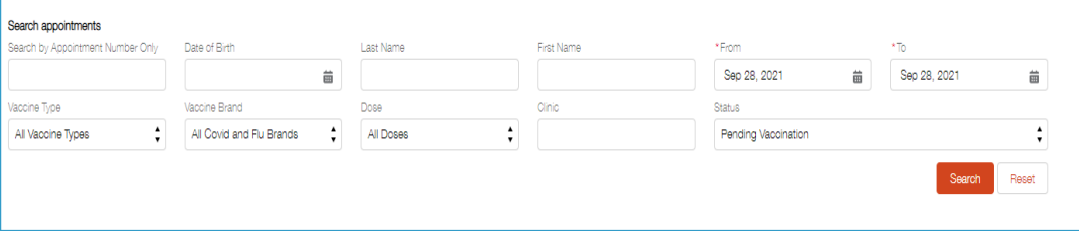
For the latest My Turn educational materials, please visit [EZIZ](#), [EZIZ-Flu](#) or [YouTube](#) or the Knowledge Center tab on My Turn Clinic



My Turn Help Desk

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Search for Appointment

1	<p>To search for an appointment, enter Appointment Number Only or search using the patient's Date of Birth, Last Name, First Name, Clinic, Vaccine Type, Vaccine Brand, and/or Date.</p> <div data-bbox="240 554 1313 783"></div>
2	<p>Select the Status drop-down menu to filter for specific appointments (See Glossary).</p>
3	<p>To filter rows in appointments' rows in ascending or descending order, click the corresponding column header.</p>

Glossary

[Pending Vaccination](#)

Patient is registered for an appointment and has not yet been check-in.

[Checked-in](#)

Patient is registered for an appointment and has been check-in by clinic staff.

[Vaccinated](#)

Patient's vaccine appointment has been completed

[Cancelled](#)

Cancelled appointment.

[Pending Complete](#)

Patient is in the waiting/observation period.

[Pending Cancellation](#)

Temporary status when registered appointment is initially cancelled.

[Resubmission](#)

Patient's IIS record has been cancelled and is awaiting resubmission. The record is unlocked and editable.

[All Status](#)

All the above statuses.

Note:

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