Ambulatory: COVID-19 Vaccine Administration for Employees

The COVID-19 vaccine will be administered to employees through employee health as part of the employee medical record.
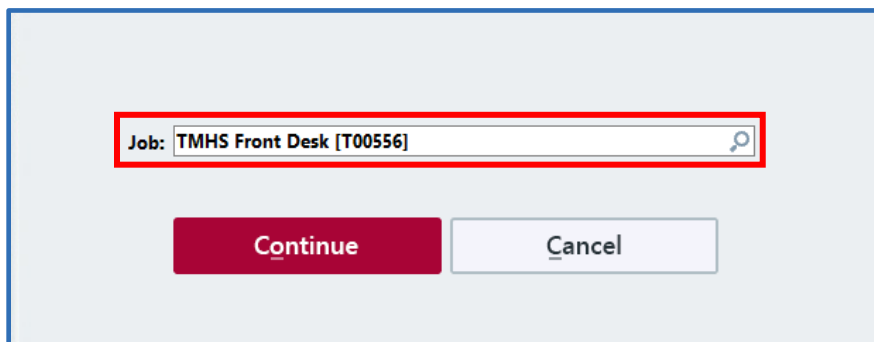
Important Notes

- Access Associates from Occupational Medicine/Team Member Health Services will be responsible for scheduling employee appointments for the COVID-19 vaccine.

- Providers or APPs in Occupational Medicine/Team Member Health Services will need to place the bulk order for the COVID-19 Vaccine.

- Access Associates from Occupational Medicine/Team Member Health <u>must</u> verify and update employee name, DOB, employee ID and home address (including zip)—this step is important in order to successfully transmit the information over to NYSIIS.

Intended Workflow

1. Schedule the appointment from Workday List.
2. Place Bulk Orders (should be placed for vaccine in stock).
3. Check-In the Patient.
4. Administer the Vaccine.
5. Schedule the 2nd COVID-19 dose.
6. Link Orders in Appt Request Workqueue.

From the Appointment Desk:

1. Log into Care Connect—if you have more than one job role, select the *TMHS Front Desk* job.

2. Find the employee name in the patient lookup window by searching *8647-lastname, firstname* and click **Select**.

> ⓘ **Note**: You must select the account with *8647* in front.

> ⓘ **Note**: The employee medical record will have numbers before the name. Do <u>not</u> schedule the COVID vaccine through the employee's patient medical record.
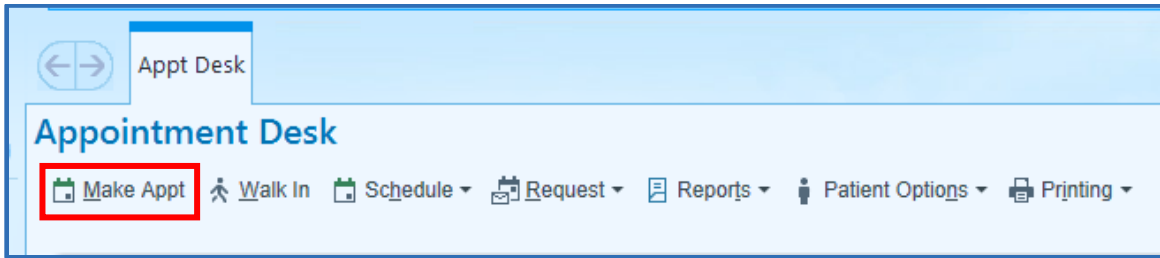
3. From *Demographics*, open *Employment* information.

4. Verify *Employee ID* to confirm identity.

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5. Click **Make Appt.**

6. Schedule the appointment and click **Search.**

    a. *Department*: Employee Health department at location employee will receive the vaccine

    b. *Appointment Notes*: COVID-19 Vaccine

    c. *Visit Type*: COVID-19 Vaccine

    d. *Provider or Resource*: RRH COVID VACCINE CLINIC
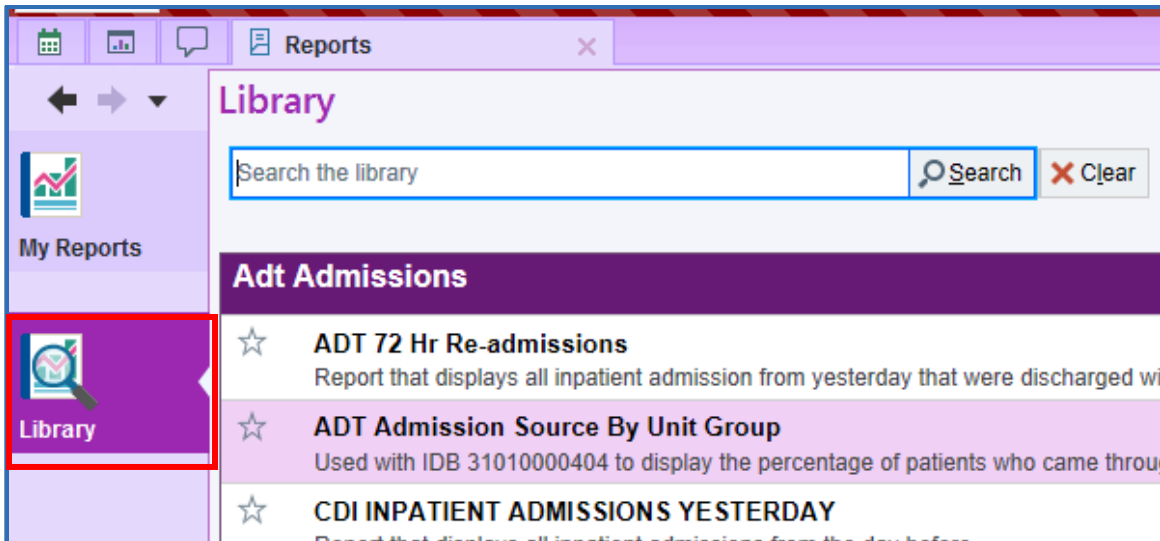
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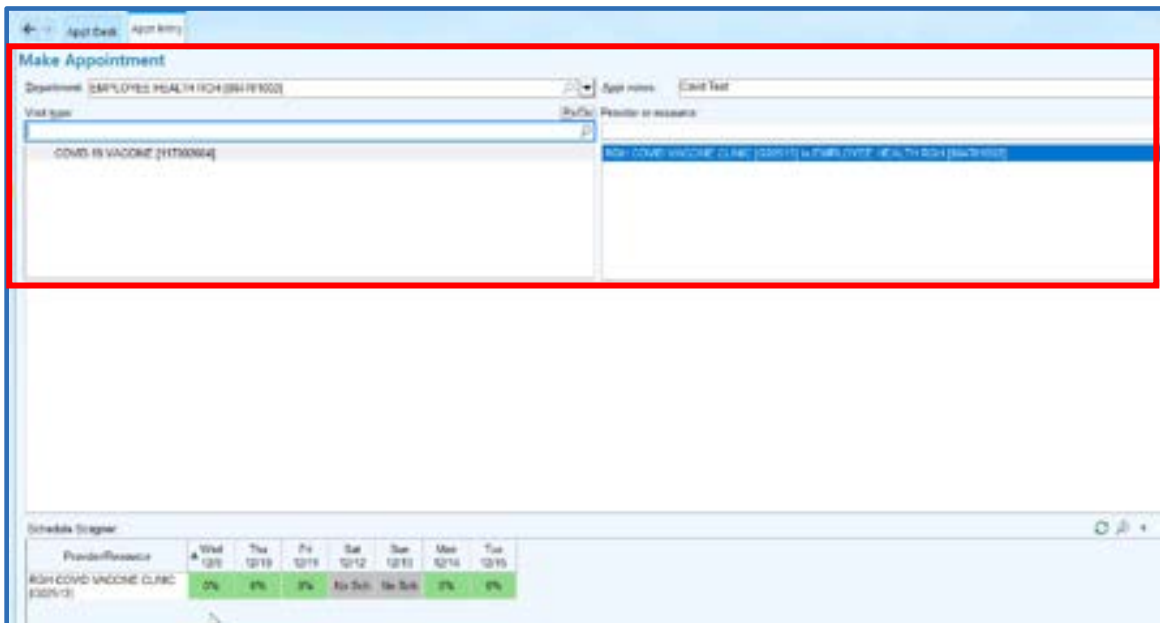
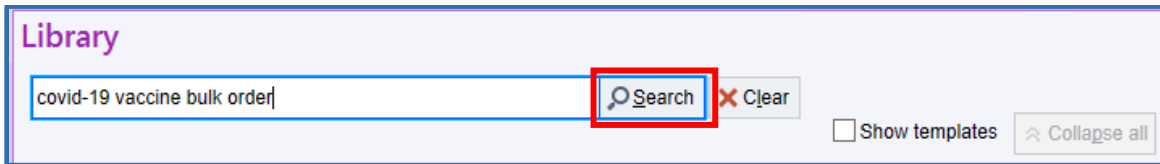**Placing Bulk Orders for the COVID-19 Vaccine:**

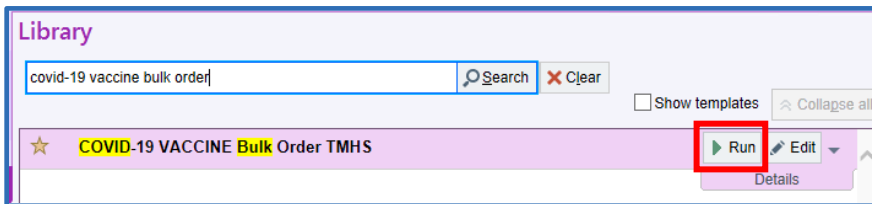1. Search My Reports in the Chart Search toolbar. Click **My Reports.**
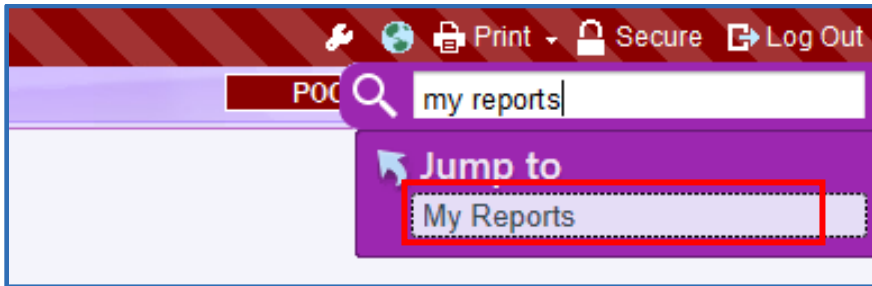
2. Click **Library.**

3. Type **COVID-19 Vaccine Bulk Order** and click **Search.**
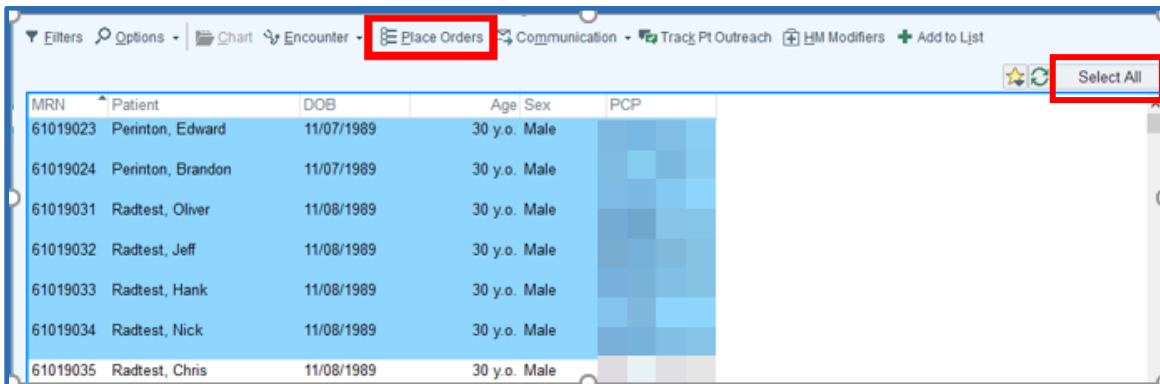

4. Click **Run.**

Note: To add the report as a favorite, click the **star.**

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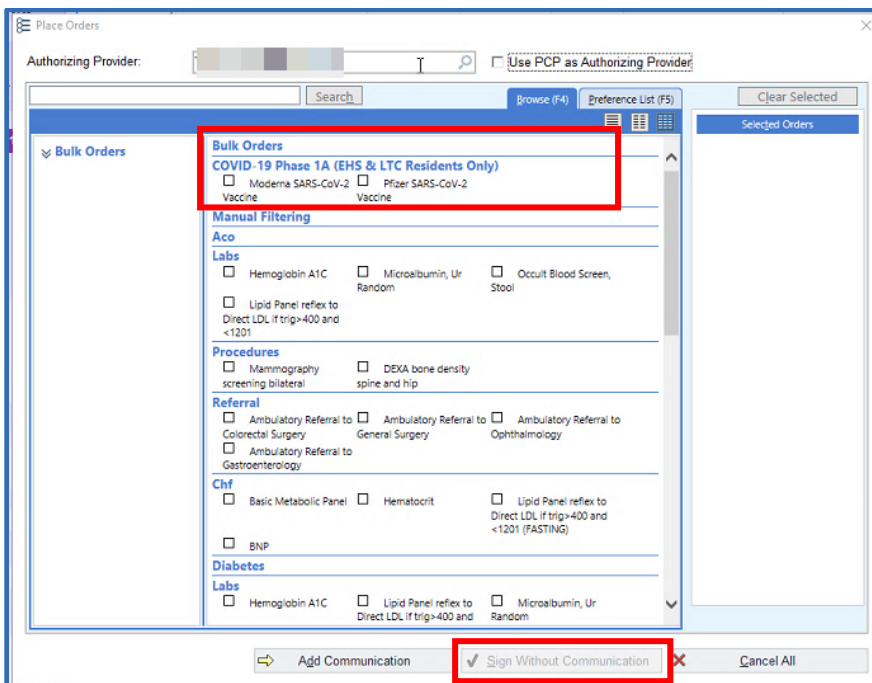5. Highlight the patients for whom the order will be placed.

Note: Hold the CTRL button and left-click to highlight multiple names on the list at once, <u>or</u> click the **Select All** button.
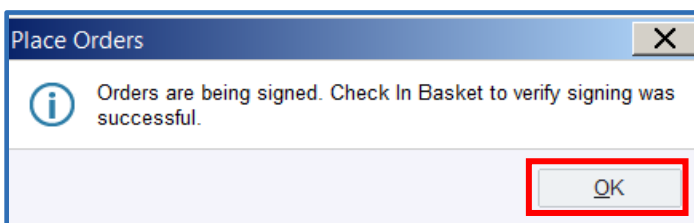
6. Click **Place Orders** on the toolbar.

7. Choose the vaccination(s) to be given from the *Bulk Orders* preference list and click **Sign without Communication.**

8. You will see a pop-up instructing you to check In Basket to verify signing was—TMHS does <u>not</u> use In Basket. Click **OK** to clear alert.
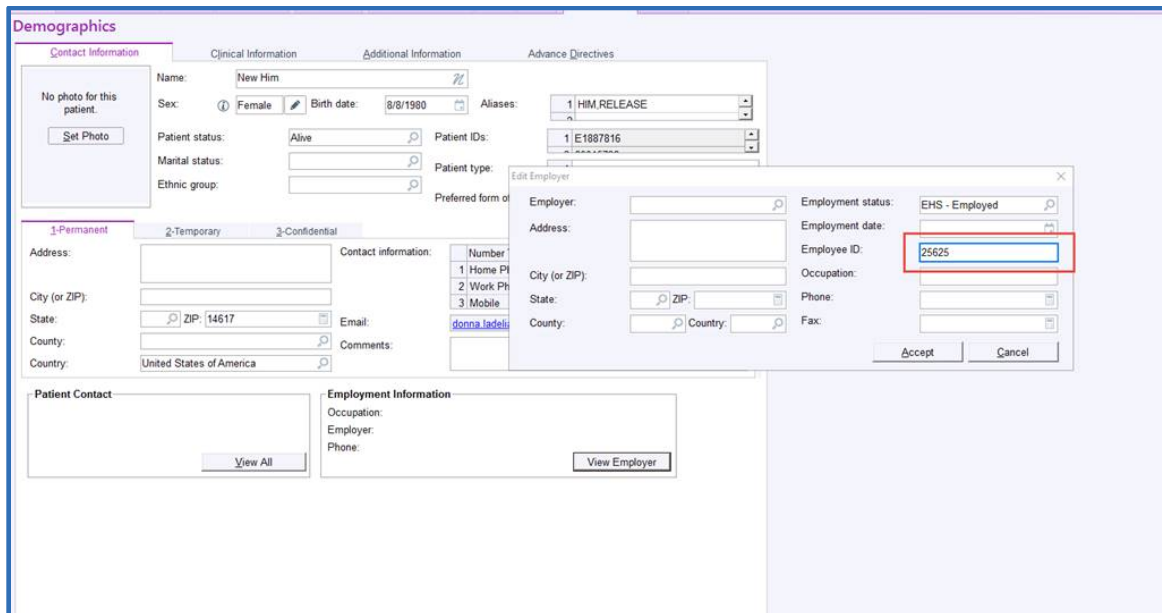
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Individual Patients/Walk-Ins who were Not Part of Bulk Orders

An order can be placed for an individual patient during an encounter and not as bulk ordering. This is helpful for patients who may have been ordered a vaccine after the bulk orders report was run, or were a walk-in for their appointment. The patient will have a syringe icon in the Open Imm Order column. Follow the same administering process that is used for bulk order patients.
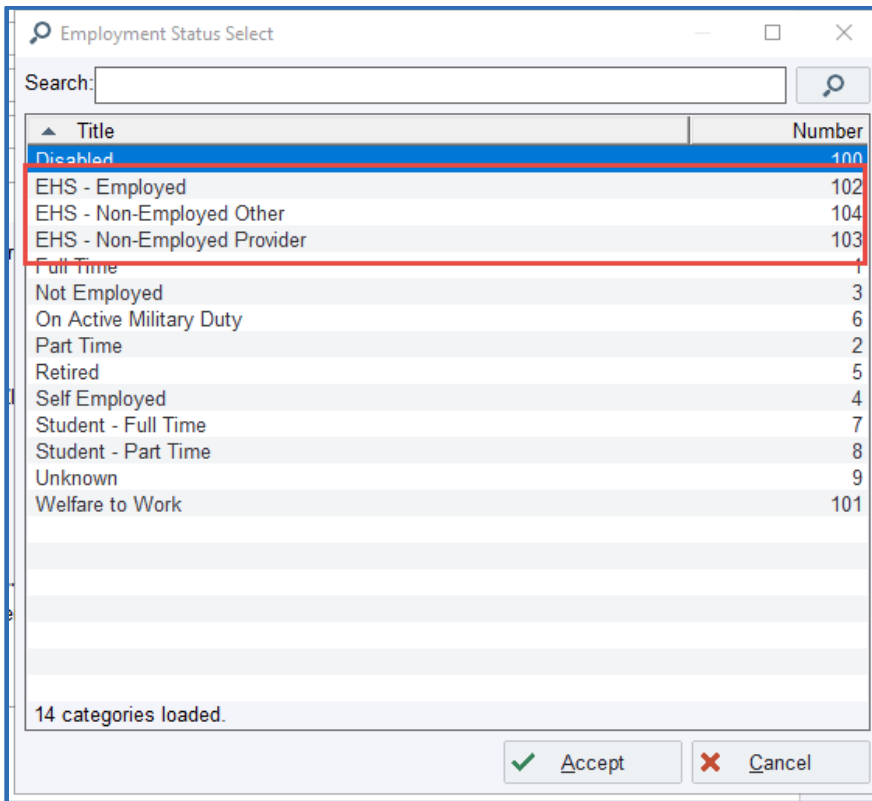

Checking In the Patient

1. Check the employee in and complete registration workflow.

2. In the demographics field, be sure to indicate the *Employment status*. For Non-Employee providers, the *Employee ID* will be the provider's NPI number.
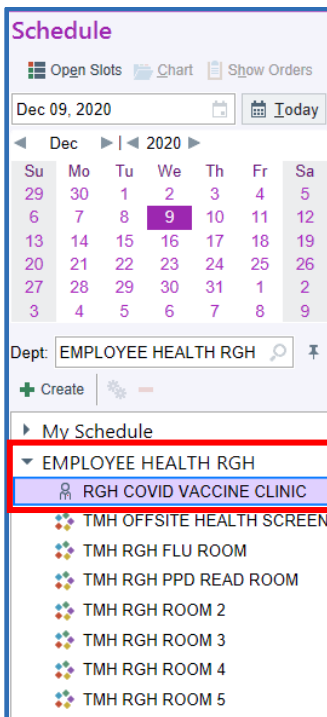
3. Indicate employment status with an EHS selection.

Administering the COVID-19 Vaccine from the Multi-Provider Schedule

1. Expand the Department Folder and select the **RGH COVID VACCINE CLINIC**.

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2. Click the patient name on the schedule to highlight the patient being administered the vaccine.

Legal Name	Meds Inf	Time	Patient		DOB	Type	Last COVID-19
8647-Covidvacc, Test		12:30 PM		8647-Covidvacc, Test 20 y.o. / F	12/9/2…	COVID-19 VACCINE	

3. Click **Imm Clinic**.

✏ Enter/Edit Results ✓ Sign Encounter 🖨 Print AVS 👥 Change Prov ▾ ✖ No Show ▾ 💉 Imm Clinic ✏ Notes 📋 Disease Management 🖨 Printing ▾

RGH COVID VACCINE CLINIC ▼ Filter by Status ▾ Total: 1

	Status	Legal Name	Meds Inf	Time ▲	Patient	DOB	Type	Last CO

4. Click the selection tool to select the appropriate vaccine.

8647-Covidvacc, Test — COVID-19 Vaccine Next due on 1/1/2021 — Age: 20 y.o. Gender: Female — DOB: 12/9/2000 MRN: 60018725 — Chart Review Immunizations — Allergies Not on File

Imm: ___ 🔍 Site: ___ 🔍
Lot #: ___ Date: ___ 📅
Dose: ___ Route: ___ 🔍
Billing Dx: ___ Mfg: ___
Given By: ___ VIS Publish Date: ___
Sup Prov: ___ NDC: ___ 🔍
Product: ___ Exp Date: ___ 📅
Comment: ___

Administer Cancel

5. Complete the remaining hard stops. Indicate the site the vaccine was given, date VIS was given, public health emergency and priority. Click **Administer.**

8647-Covidvacc, Test — COVID-19 Vaccination Next due on 1/1/2021 — Age: 20 y.o. Gender: Female — DOB: 12/9/2000 MRN: 60018725 — Chart Review Immunizations — Allergies Not on File

Imm: Pfizer Sars-cov-2 Vaccination Site: Left deltoid LD RD LVL RVL
Lot #: ___ Date: 12/11/2020 Was consent obtained to send data to NYSIIS? Yes No
Dose: 0.3 mL Route: Intramuscular VIS Given Yes No
Billing Dx: ___ Mfg: Pfizer Inc Date VIS Given ___
Given By: SNOW, BERNADETTE VIS Publish Date: ___ FOR FLU CLINIC LPN USE ONLY: Vaccine was assessed & delegated by ___
Sup Prov: ___ NDC: ___ Public Health Emergency COVID-19
Product: ___ Exp Date: ___ Priority/Population Group Healthcare Providers - Hospital Staff Healthcare Providers - LTC Healthcare Providers - EMS Healthcare Providers - Other LTC Facility Residents
Comment: ___

Administer Cancel

ⓘ **Note**: The expiration date may not show on the vial. Enter 12/31/2069 as the expiration date for each vaccine. The supervising provider should be the provider on site that day ordering the vaccine.

The NDC and lot number will be carried over during the clinic. Verify that the NDC and lot number is correct for each administration.

6. For patients who have previously received a dose, the header in the immunization clinic will show a banner stating when the next dose is due.

8647-Covidvacc, Test — COVID-19 Vaccine Next due on 1/1/2021 — Age: Gender: — Chart Review Immunizations — Allergies Not on File

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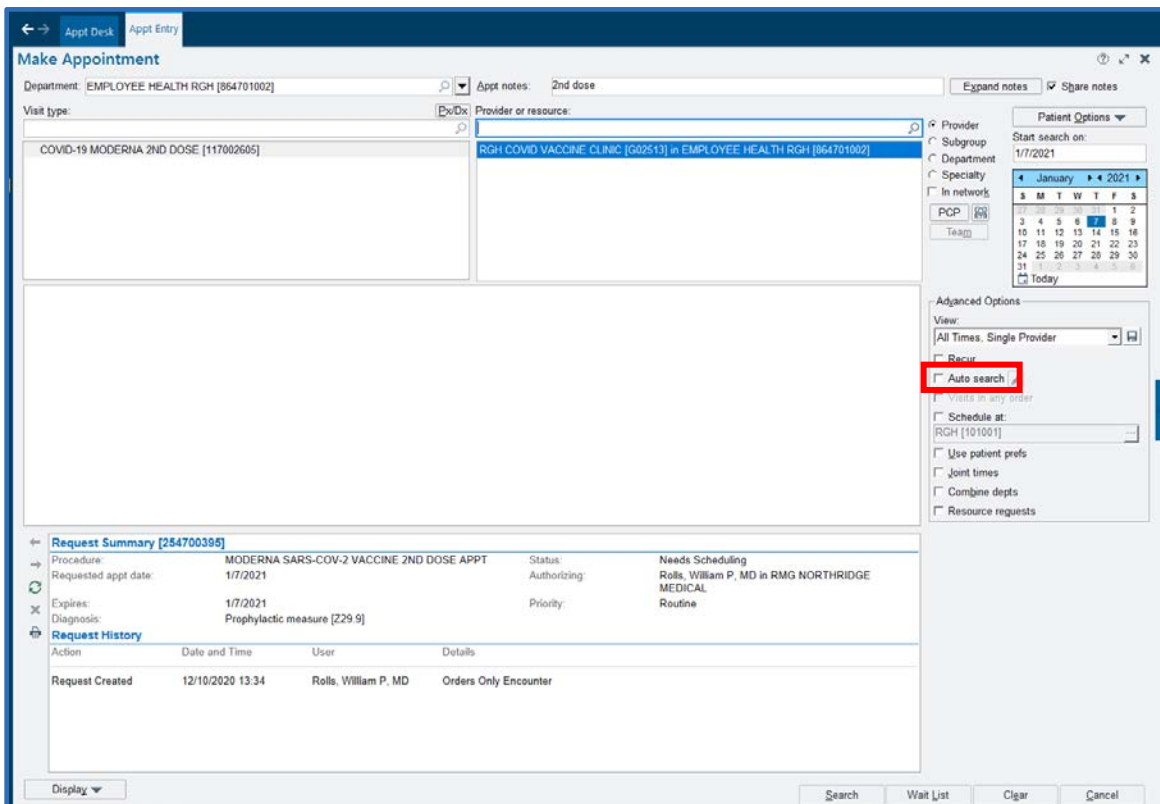
Scheduling the Second COVID-19 Vaccine Dose

Scheduling from the Active Requests tab on the Appointment Desk will automatically link the order to the scheduled appointment.

From the Appt Desk:

1. Click the **Active Requests** tab. Highlight the 2nd dose COVID-19 vaccine order and click **Schedule**.
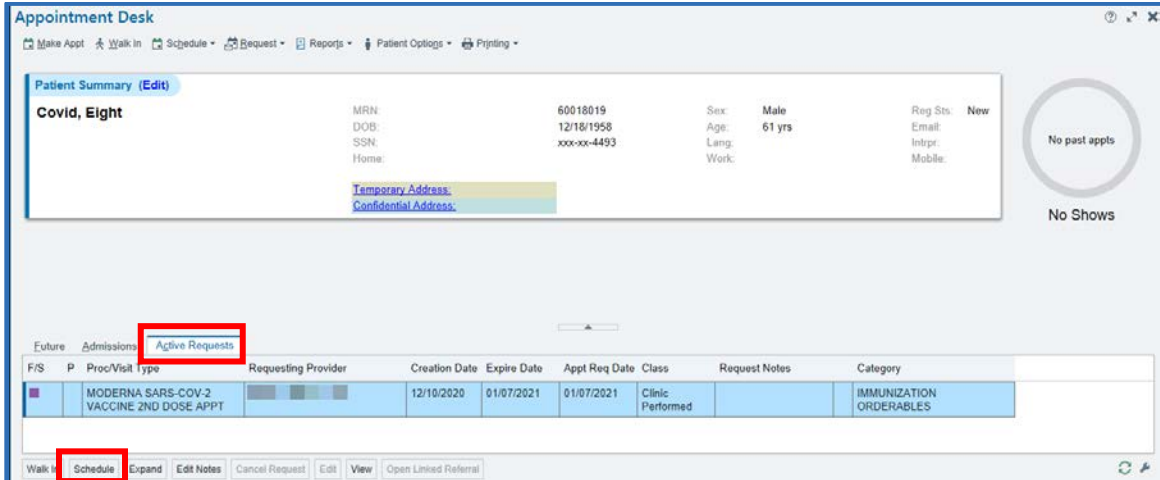
2. Check the **Auto-Search** box.

Note: Use the selection tool to populate the Provider or Resource field if it is not auto-populated. By clicking Auto-Search, the system will prevent scheduling the vaccine too soon.

3. Double-click on the desired time slot and click **Schedule**.

4. Review the Appointment information and click **Accept.**
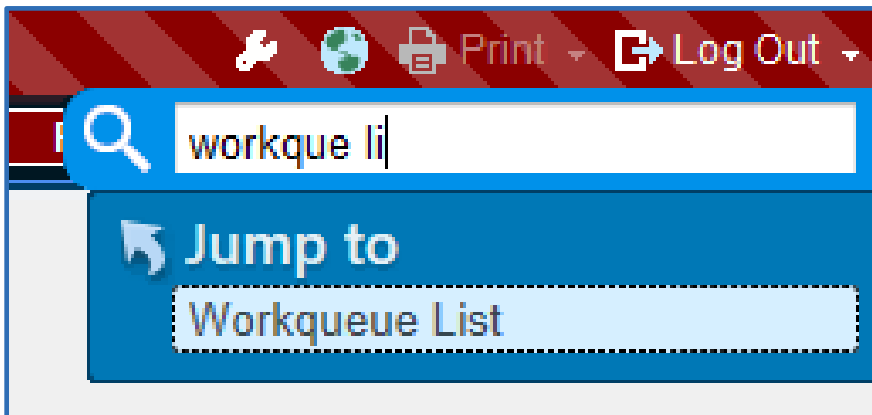
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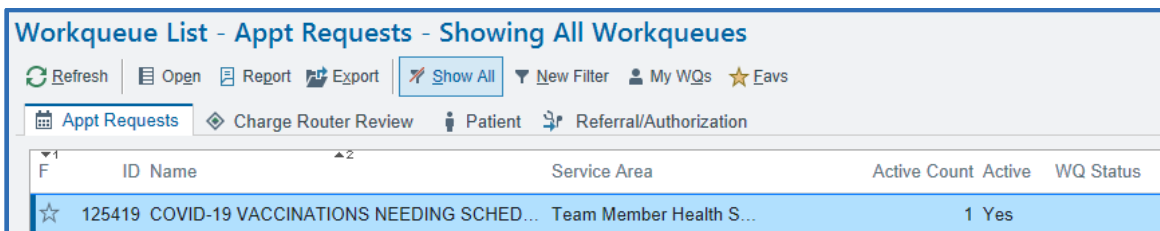5. Complete any necessary registration fields, then click **Finish.**
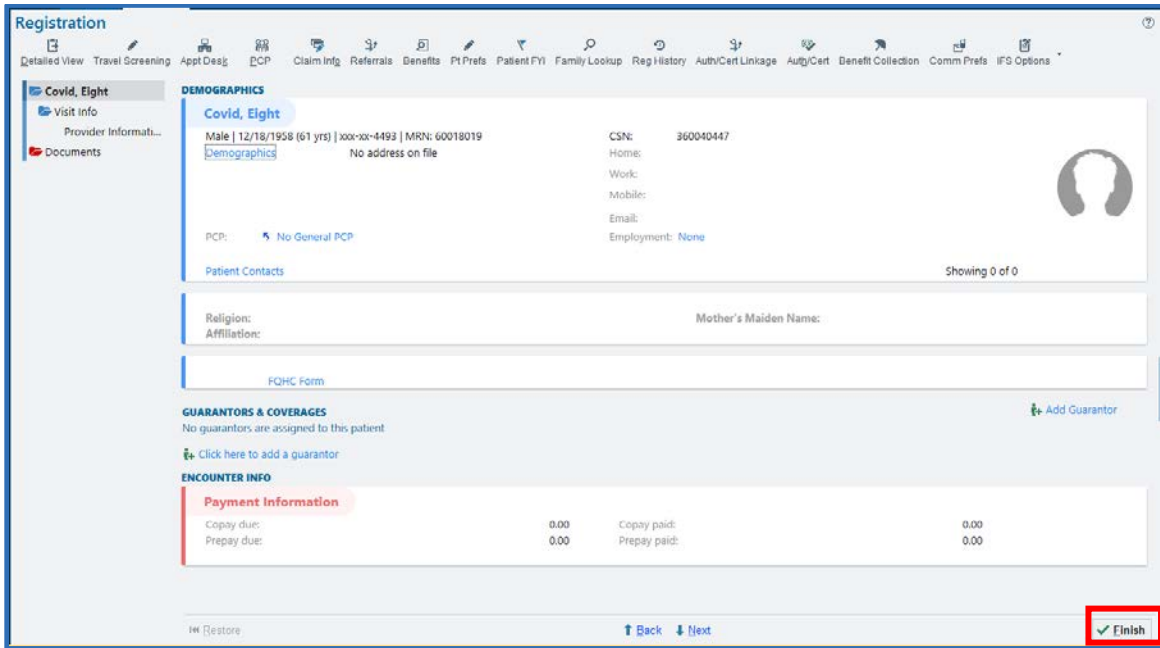
Appt Request Workqueue (1st dose only)

It's necessary to link the order in the system to the scheduled appointment to make sure all orders placed have been given.
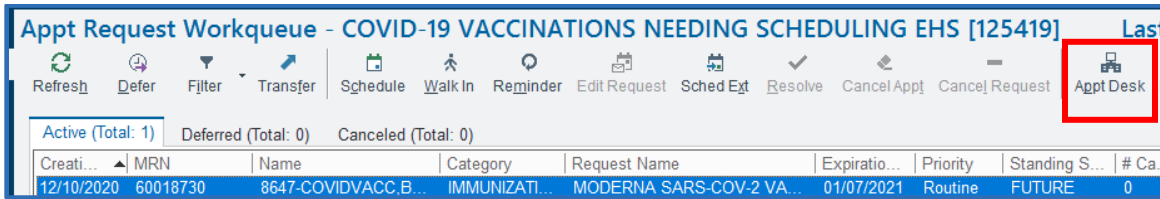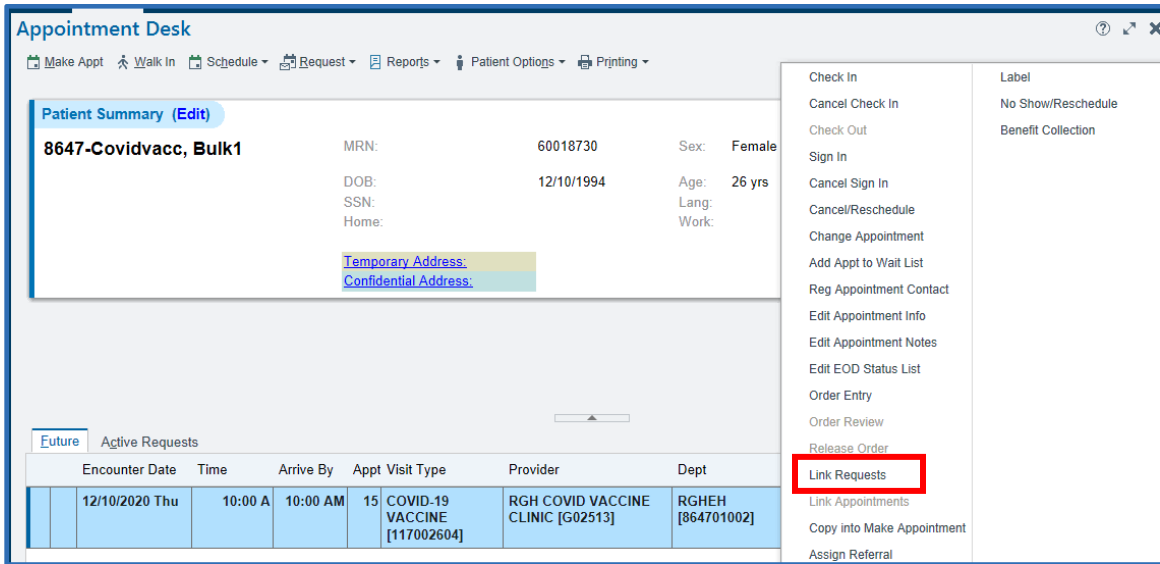
1. In Chart Search, search Workqueue List.

2. From the *Appt Requests* tab, double-click the **COVID-19 Vaccinations Needing Scheduling** workqueue.
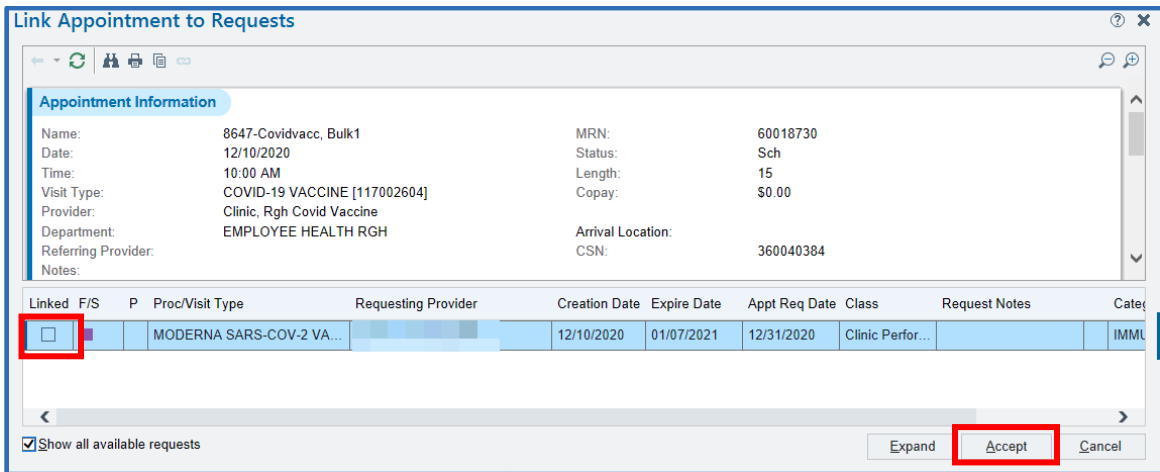
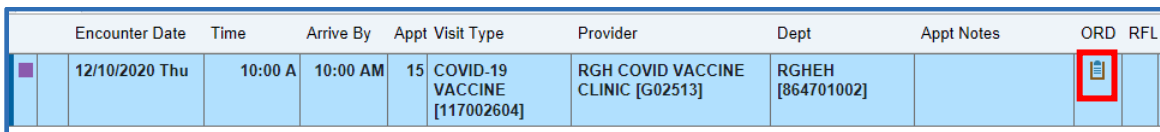3. Highlight the appropriate patient and click **Appt Desk**.

4. Right-click on the scheduled COVID-19 vaccine appointment and click **Link Requests.**

5. Check the *Linked* box to link the order with the scheduled appointment and click **Accept**.

The clipboard icon indicates the order is now linked with the visit.

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Remember

The COVID-19 vaccine should be part of the Employee Medical Record if it is administered through Employee Health.

Questions

For questions on Care Connect, call (585) 922-HELP.

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