

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

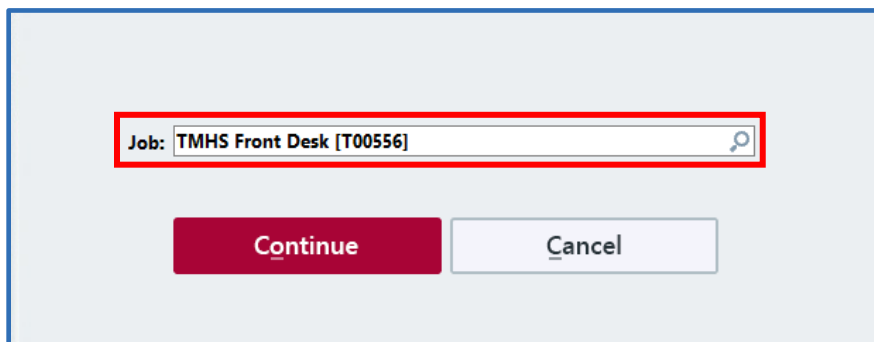
- Access Associates from Occupational Medicine/Team Member Health Services will be responsible for scheduling employee appointments for the COVID-19 vaccine.
- Providers or APPs in Occupational Medicine/Team Member Health Services will need to place the bulk order for the COVID-19 Vaccine.
- Access Associates from Occupational Medicine/Team Member Health must 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 NYSIS.

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.



Job: TMHS Front Desk [T00556]

Continue Cancel

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.

The screenshot shows a 'Patient Select' window with search criteria 'Name/MRN: 8647'. A table lists search results with columns for Patient Name, DOB, RGHSMRN, NWHMRN, RCHMRN, LifetimeMRN, Sex, and Street Address. The first result, '8647-COVIDVACC.COLLEEN', is highlighted. Below the table, a detailed view for '8647-Covidvacc, Colleen - 60018713' is shown, including a silhouette icon, birth date (12/8/1969), gender (Female), and a red box around the 'Select' button.

Patient Name	DOB	RGHSMRN	NWHMRN	RCHMRN	LifetimeMRN	Sex	Street Address
8647-COVIDVACC.COLLEEN	12/8/1969	60018713				F	
8647-DISNEY.DUMBO	12/19/1962	60016540				F	
8647-HERE.WEGO	2/12/1999	60016485				M	1 Away Road, Rochester NY 14580
8647-HIM.MARK	9/9/1990	60018377				F	
8647-HIM.MARKY	9/9/1990	60018378				F	
8647-TEST.PATIENT	10/16/1971	60017542				F	123 happy place, ROCHESTER NY 1461



Note: The employee medical record will have numbers before the name. Do not schedule the COVID vaccine through the employee's patient medical record.

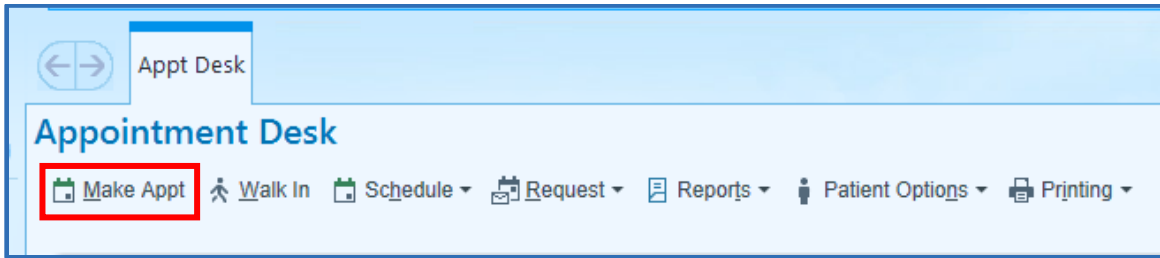
3. From *Demographics*, open *Employment* information.

The screenshot shows the 'Registration' window with the 'Demographics' tab selected. The patient name is '8647-Covidvacc, Colleen'. The 'Employment' field is highlighted with a red box and contains the text 'Rochester Regional Health - Full Time'.

4. Verify *Employee ID* to confirm identity.

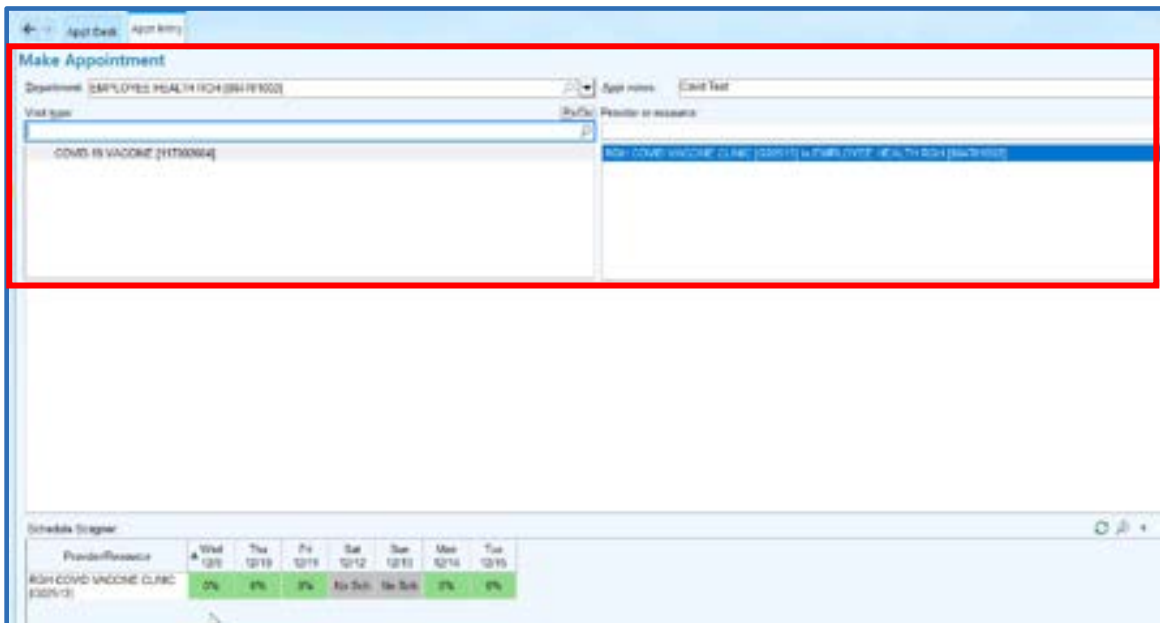
The screenshot shows the 'Patient Employer Information' window. The 'Employee ID' field is highlighted with a red box and contains the value '12356'. Other fields include Employer (ROCHESTER REGIONAL HEALTH), Address (100 KINGS HIGHWAY S), City (ROCHESTER), State (NY), ZIP (14617-5504), County (MONROE), Country (USA), Employment status (Full Time), Employment date (12/16/2014), Occupation (Nurse), and Phone (585-922-4000).

5. Click **Make Appt.**



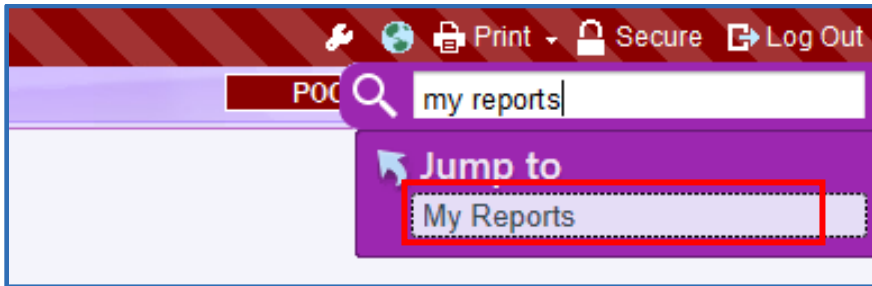
6. Schedule the appointment and click **Search.**

- 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

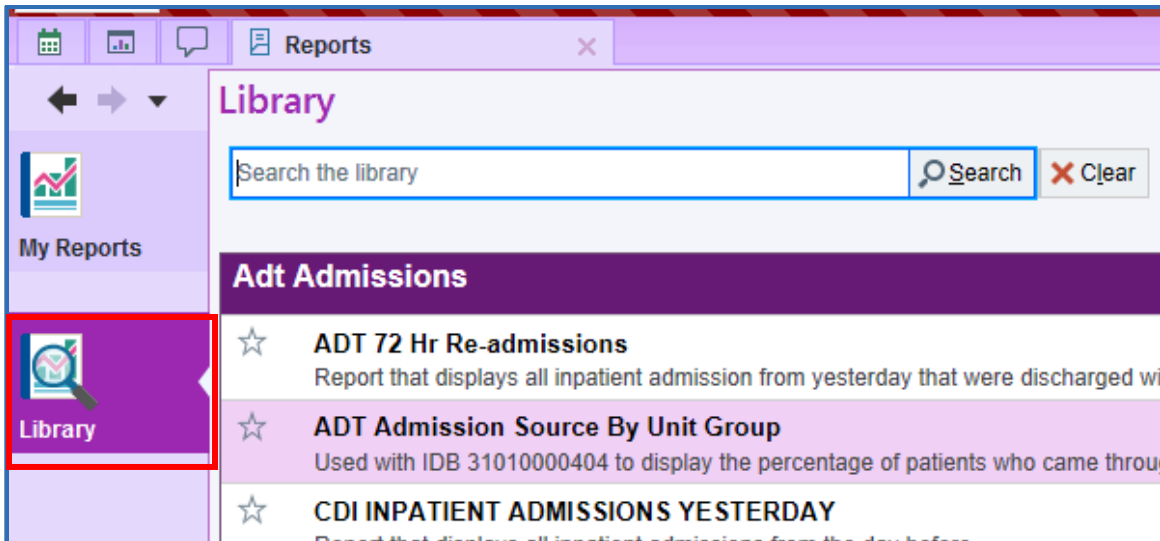


Placing Bulk Orders for the COVID-19 Vaccine:

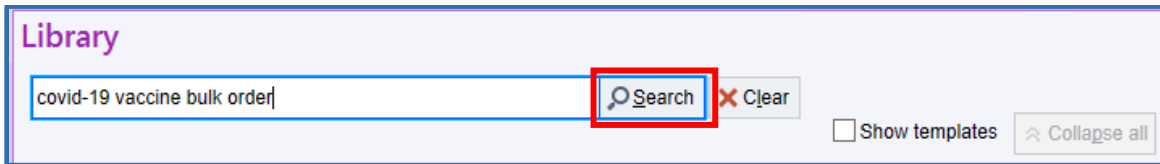
1. Search My Reports in the Chart Search toolbar. Click **My Reports**.



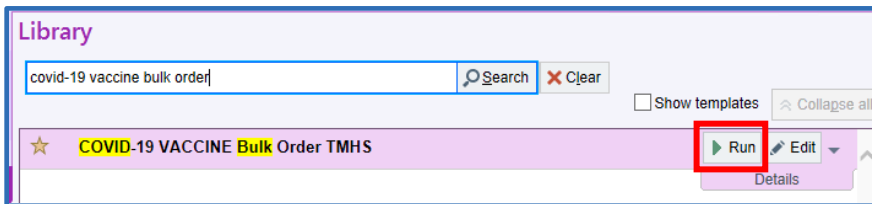
2. Click **Library**.



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



4. Click **Run**.



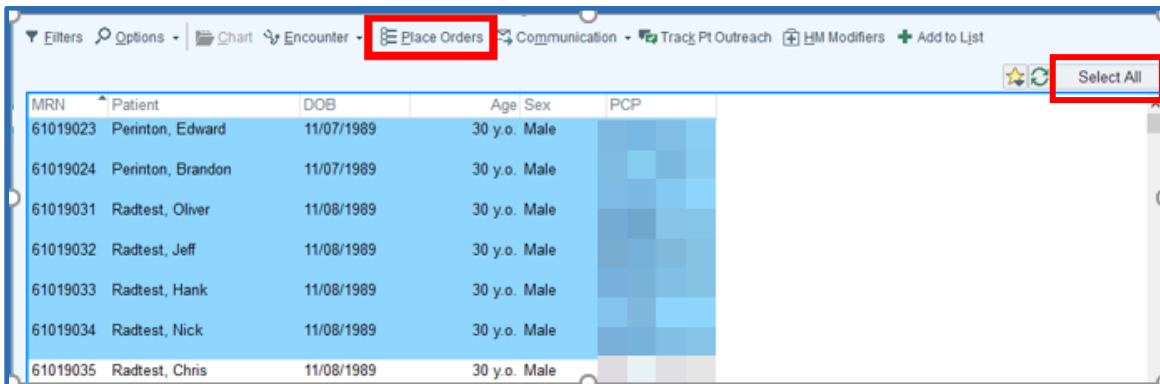
Note: To add the report as a favorite, click the **star**.

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

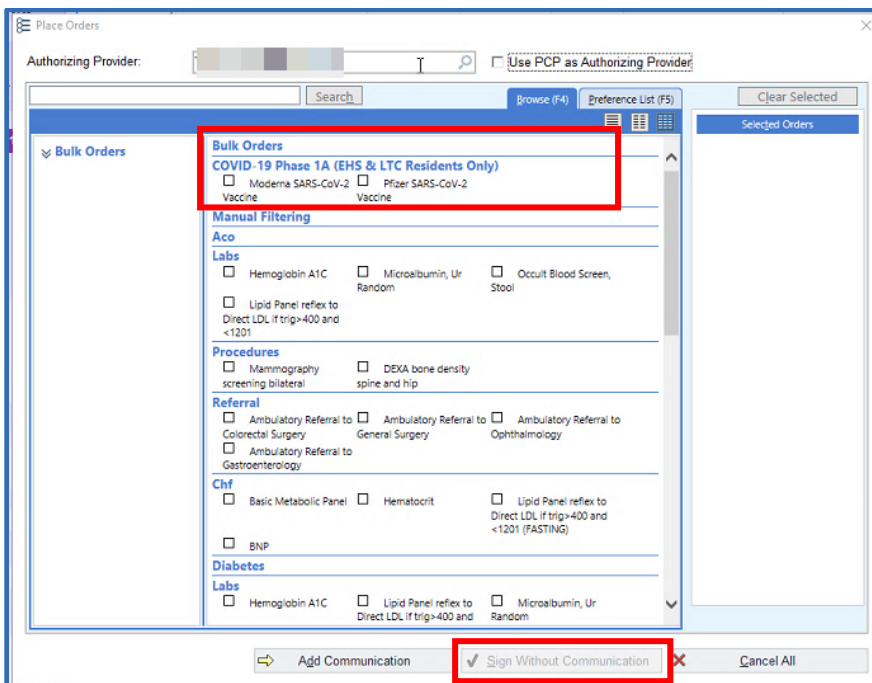


Note: Hold the CTRL button and left-click to highlight multiple names on the list at once, or click the **Select All** button.

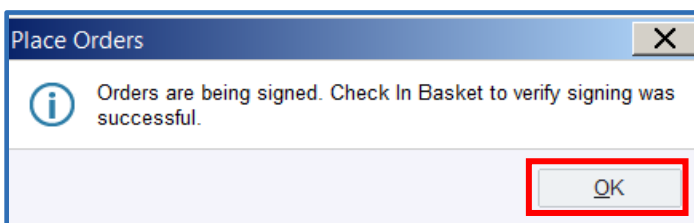
6. Click **Place Orders** on the toolbar.



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 not use In Basket. Click **OK** to clear alert.



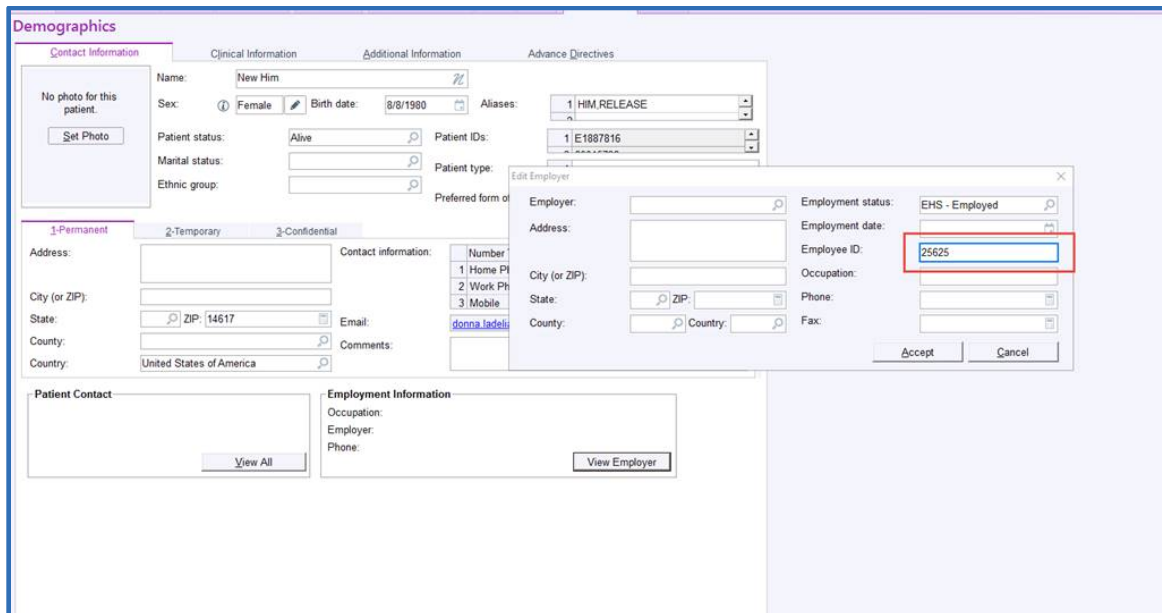
Individual Patients/Walk-Ins who were Not Part of Bulk Orders

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.

DOB	Type	Last COVID-19	Open Imm Order
12/9/1...	COVID-19 VACCINE		
12/9/2...	COVID-19 VACCINE		

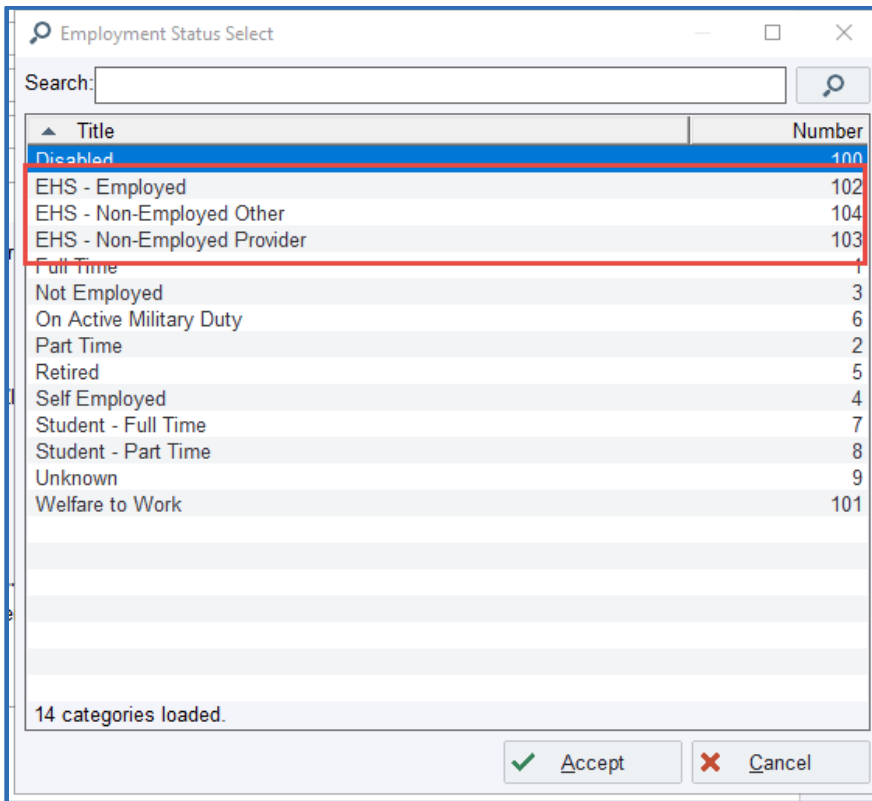
Checking In the Patient

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.



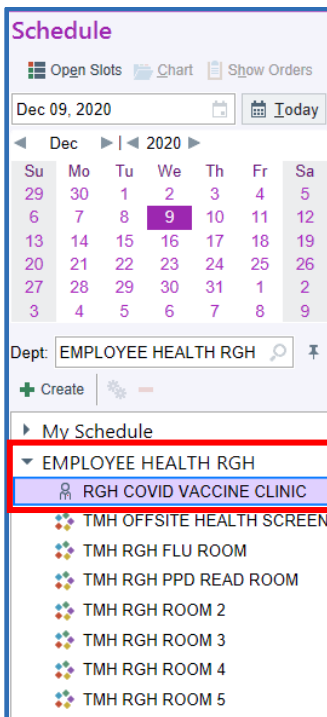
The screenshot displays the Epic Demographics form with several tabs: Contact Information, Clinical Information, Additional Information, and Advance Directives. The Contact Information tab is active, showing fields for Name (New Him), Sex (Female), Birth date (8/8/1980), Patient status (Alive), Marital status, and Ethnic group. A 'Set Photo' button is present. Below this, there are radio buttons for '1-Permanent', '2-Temporary', and '3-Confidential'. The Address section includes fields for Address, City (or ZIP), State (ZIP: 14617), County, and Country (United States of America). Contact information includes a list of preferred forms (1 Home Pl, 2 Work Ph, 3 Mobile) and an email field (donna.ladelle). An 'Employment Information' section at the bottom has fields for Occupation, Employer, and Phone, with a 'View Employer' button. An 'Edit Employer' dialog box is open over the form, showing fields for Employer, Address, City (or ZIP), State, ZIP, County, and Country. The 'Employment status' is set to 'EHS - Employed', and the 'Employee ID' field is highlighted with a red box and contains the value '25625'. There are 'Accept' and 'Cancel' buttons at the bottom of the dialog.

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**.



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

Legal Name	Med: 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	

- 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	Med: Inf	Time	Patient	DOB	Type	Last CO
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- 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: 12/5/2000 MRN: 60018725 Chart Review Immunizations Allergies Not on File

Imm: Date: Site:

Lot #: Dose: mL Route: Billing Dc: Mtg: Given By: VIS Publish Date: Sup Prov: NDC: Product: Exp Date: Comment:

- 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 Vaccine Next due on 1/1/2021 Age: 20 y.o. Gender: Female DOB: 12/5/2000 MRN: 60018725 Chart Review Immunizations Allergies Not on File

Imm: Date: Site:

Lot #: Dose: mL Route: Billing Dc: Mtg: Given By: VIS Publish Date: Sup Prov: NDC: Product: Exp Date: Comment:

Site: RD: LVL RVL

Was consent obtained to send data to NYSDOH? Yes No
 VIS Given Yes No
 Date VIS Given
 FOR FLU CLINIC LPN USE ONLY: Vaccine was assessed & delegated by
 Public Health Emergency COVID-19
 Priority Population Group Healthcare Providers - Hospital Staff Healthcare Providers - LTC
 Healthcare Providers - EMS Healthcare Providers - Other LTC Facility Residents



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.

- 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.

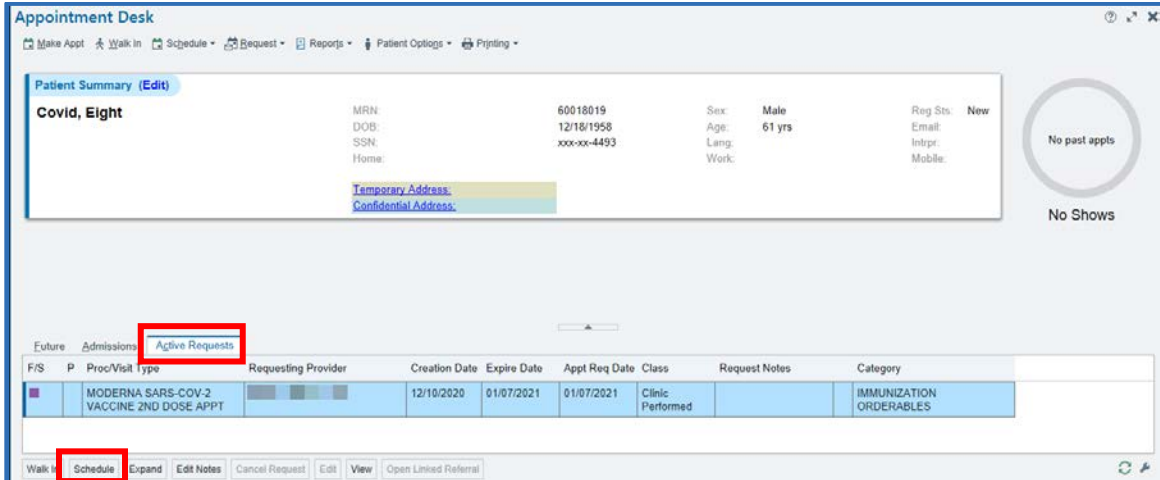
8647-Covidvacc, Test COVID-19 Vaccine Next due on 1/1/2021 Age: Gender: Chart Review Immunizations Allergies Not on File

Scheduling the Second COVID-19 Vaccine Dose

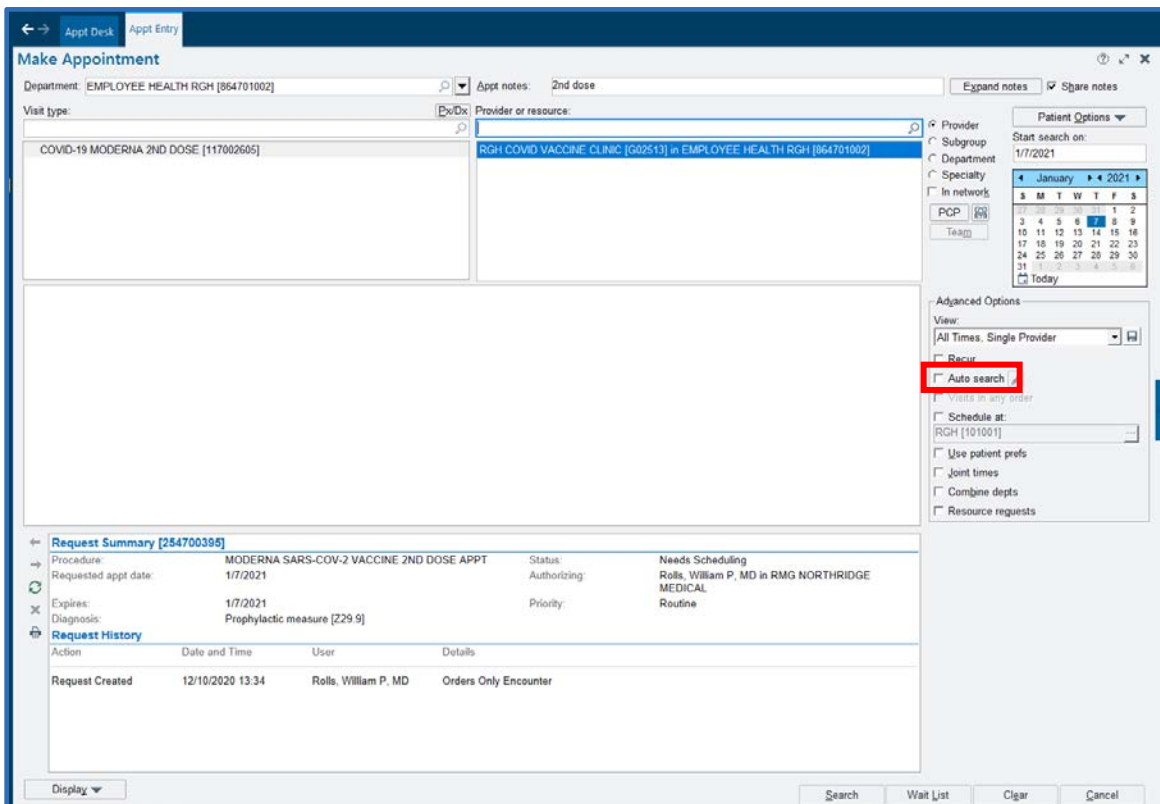
Scheduling from the Active Requests tab on the Appointment Desk will automatically link the order to the scheduled appointment.

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.



Appointment Errors

COVID-19 MODERNA 2ND DOSE 1/5/2021 9:00 AM (15 minutes)
RGH COVID VACCINE CLINIC in EMPLOYEE HEALTH RGH

Error: Custom Warning

This appointment must be scheduled 28 days after the first vaccine dose, which was administered on 12/10/2020

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

Provider Schedule

RGH COVID VACCINE CLINIC [G02513] in EMF View: All Times, Single Provider

Time	Pri?	MRN	Name	Visit Type	Len	Appt Notes
8:00 a		60018729	8674-Covidacc.Sidebar2	MODERNA	15	
8:15 a						
8:30 a						
8:45 a						
9:00 a						
9:15 a						
9:30 a						
9:45 a						
10:00 a						
10:15 a						
10:30 a						
10:45 a						
11:00 a						
11:15 a						
11:30 a						
11:45 a						
12:00 p						
12:15 p						
12:30 p						
12:45 p						
1:00 p						
1:15 p						
1:30 p						
1:45 p						
2:00 p						
2:15 p						
2:30 p						
2:45 p						

COVID-19 MODERNA 2ND DOSE [117002605]

Date	Provider	Arrive By	Appt Time	Len	Appt Notes
1/7/2021	RGH COVID VACCINE CLINIC [G02513] in EMPLO	8:30 a	8:30 a	15	2nd dose

Schedule Wait List Back Up Cancel

4. Review the Appointment information and click **Accept**.

Appointment Review

Thursday Jan 7, 2021

Appt at 8:30 AM (15 min)

Clinic, Rgh Covid Vaccine

EMPLOYEE HEALTH RGH at ROCHESTER GENERAL HOSPITAL

COVID-19 MODERNA 2ND DOSE

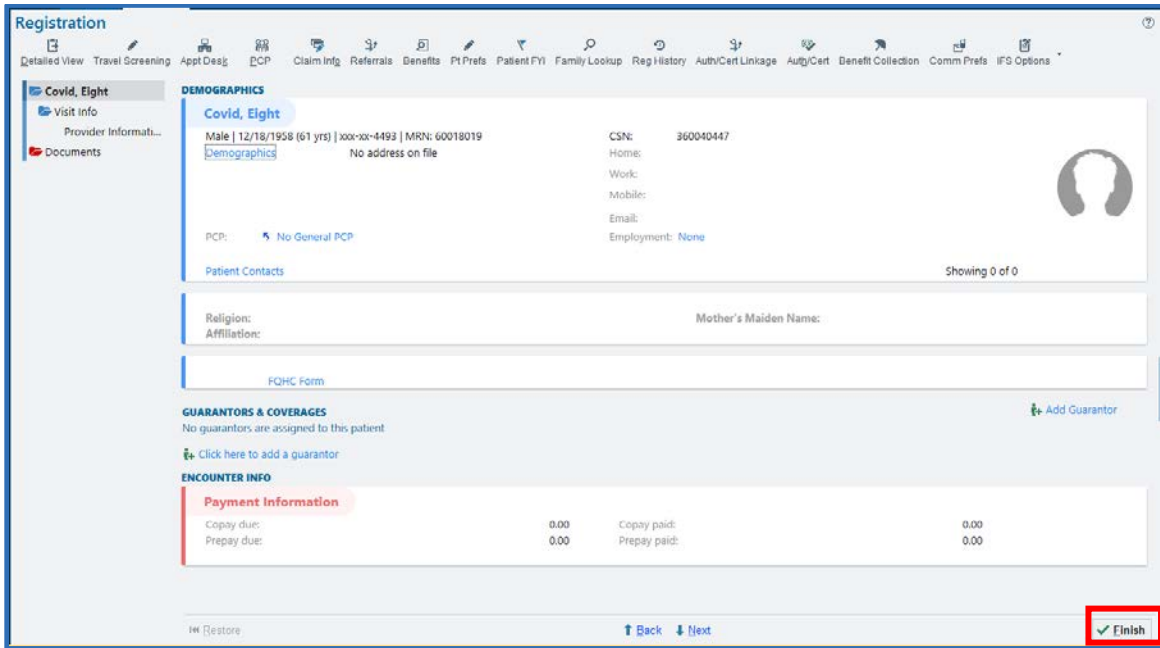
Insurance (None) Procedure MODERNA SARS-COV-2 VACCINE 2ND DOSE APPT

Effective Dates (None) Notes 2nd dose

Patient Instructions

Accept Cancel

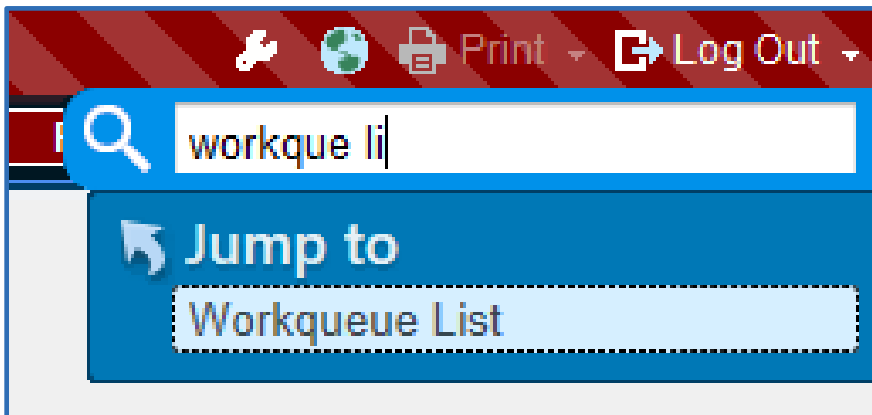
5. Complete any necessary registration fields, then click **Finish**.



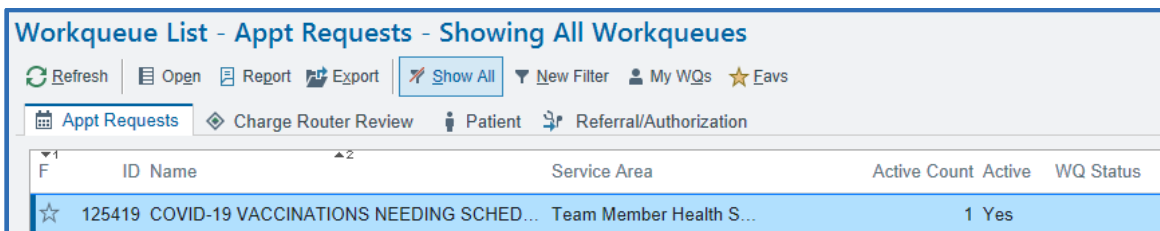
Appt Request Workqueue (1st dose only)

It's necessary to link the order in the system to the scheduled appointment to make sure all orders placed have been given.

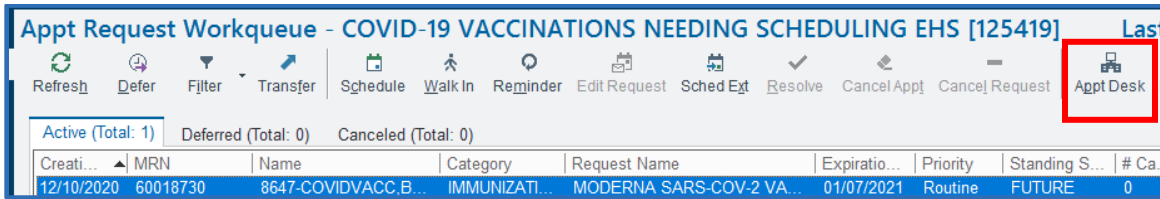
1. In Chart Search, search Workqueue List.



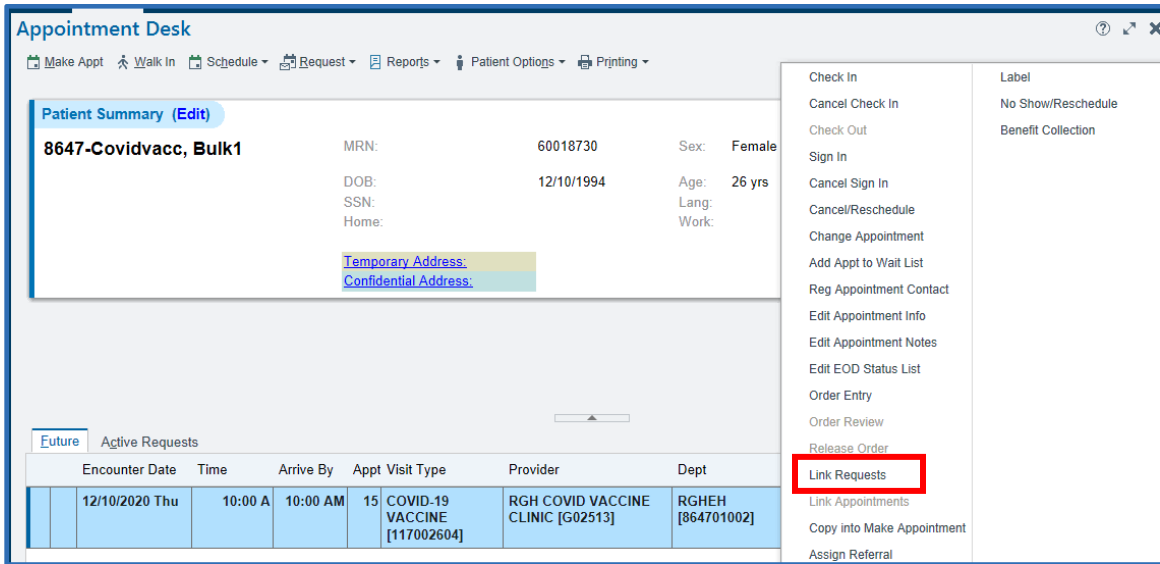
2. From the *Appt Requests* tab, double-click the **COVID-19 Vaccinations Needing Scheduling** workqueue.



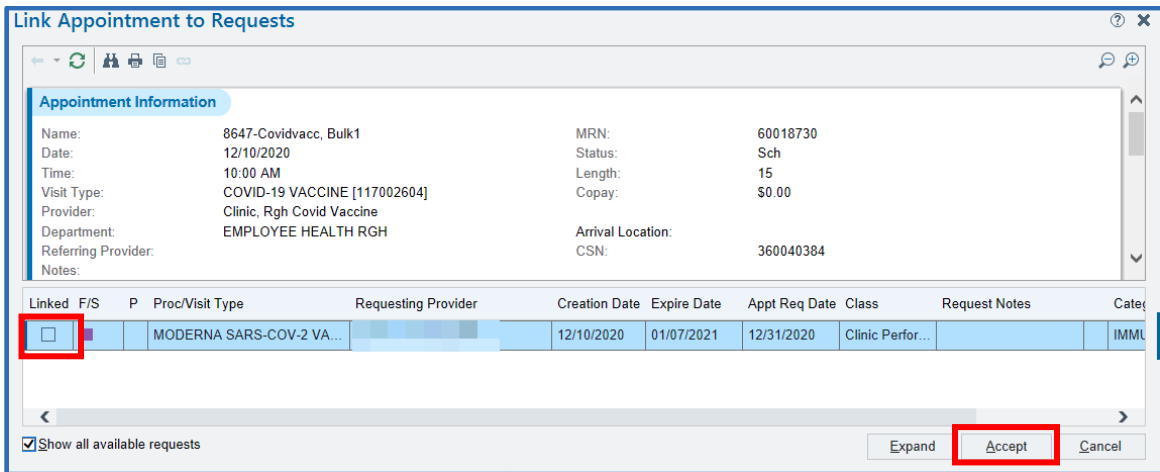
3. Highlight the appropriate patient and click **Appt Desk**.



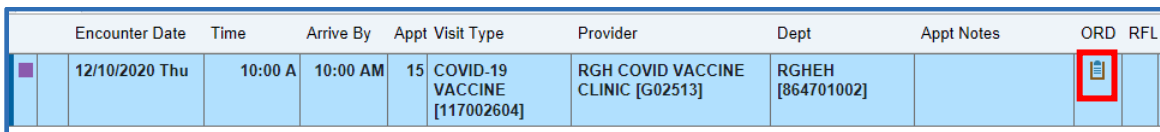
4. Right-click on the scheduled COVID-19 vaccine appointment and click **Link Requests**.



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.



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.