

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.

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: 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.

Patient	t Employer Informatio	'n		×
Er	mployer:	ROCHESTER REGIONAL HE	Employment status:	Full Time 🔎
Ad	ddress:	100 KINGS HIGHWAY S	Employment date:	12/16/2014
			Employee ID:	12356
Ci	ty (or ZIP):	ROCHESTER	Occupation:	Nurse
St	ate:	NY ZIP: 14617-5504	Phone:	585-922-4000
Co	ounty:	MONROE Country: USA	Fax:	
6			<u>A</u> cc	ept <u>C</u> ancel



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

4- Apartes Aparters	6								
Make Appointment									
Department EMPLOYES PEAK	HIDH	61 PE 1002	L					2 App room East Test	
Visit Spec								Buffy Provide of Managers	
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Dittedala Scagner								0	<i>p</i> +
Provider/Resource	4 121	12/10	1019	1012	1011	1214	1215		
RGH COVID VHOCHE CURIC BODIN'SI	0%	-	- 15	Also Suite	10.24	- 7%	-		
10205012	1								

Placing Bulk Orders for the COVID-19 Vaccine:

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



2. Click Library.

		Reports X		
\leftrightarrow	Libra	ary		
~	Searc	h the library	,⊖ <u>S</u> earch	X C <u>l</u> ear
My Reports				
	Adt	Admissions		
	☆	ADT 72 Hr Re-admissions Report that displays all inpatient admission from yesterday	that were di	ischarged wi
Library	☆	ADT Admission Source By Unit Group Used with IDB 31010000404 to display the percentage of	patients who	came throu
	☆	CDI INPATIENT ADMISSIONS YESTERDAY		

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

Library			
covid-19 vaccine bulk order	(C <u>l</u> ear		
		Show templates	$\approx \text{Colla}\underline{p}\text{se all}$

4. Click Run.

l	ibrary				
	covid-19 vaccine bulk order	OSearch	X C <u>l</u> ear		
				Show template	S ⊗ Colla <u>p</u> se all
	COVID-19 VACCINE Bulk Order TMHS			🕨 Ru	n 💉 Edit 👻 🔨
					Details



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, <u>or</u> click the **Select All** button.

6. Click Place Orders on the toolbar.

▼ <u>F</u> ilters \$	O Options 🗸 🗁 Chart	%r Encounter + 🛿 🗄 Plac	e Orders	ion 🗸 🗤 Trac <u>k</u> Pt	Outreach 🔒 HM Modifiers	+ Add to List	
						☆ €	Sel
MRN	Patient	DOB	Age Sex	PCP			
61019023	Perinton, Edward	11/07/1989	30 y.o. Male				
61019024	Perinton, Brandon	11/07/1989	30 y.o. Male				
61019031	Radtest, Oliver	11/08/1989	30 y.o. Male				
61019032	Radtest, Jeff	11/08/1989	30 y.o. Male				
61019033	Radtest, Hank	11/08/1989	30 y.o. Male				
61019034	Radtest, Nick	11/08/1989	30 y.o. Male				
61019035	Radtest, Chris	11/08/1989	30 y.o. Male				

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

	Browse (F4) Preference List (F5)	Clear Selected
		Selected Orders
Bulk Orders	Bulk Orders	
	COVID-19 Phase 1A (EHS & LTC Residents Only) Moderns SARS-CoV-2 Pitter SARS-CoV-2 Vacrine Vacrine Vacrine Vacrine	
	Manual Filtering	
	Aco	
	Labs Hemoglobin A1C Microalbumin, Ur Cocult Blood Screen, Random Stool Uipid Panel reflex to Direct LDL If trip-400 and 1001	
	Procedures Mammography DEXA bone density screening bilderal spine and hip	
	Referral Ambulatory Referral to Ambulatory Referral to Colorectal Surgery General Surgery Ophthalmology Ambulatory Referral to Gastroenterology Gastroenterology	
	Chf Basic Metabolic Panel Hematocrit Lipid Panel reflex to Direct LDI If trip+400 and <1201 (FASTING)	
	Diabetes	
	Labs Hemoglobin A1C Lipid Panel reflex to Microalbumin, Ur	

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.





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	Туре	Last COVID-19	Open Imm Order	
12/9/1	COVID-19 VACCINE		ø	
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.

Zouraci undirosodu	Name: New Him	aon Booitional Into	22	Advance Directives			
No photo for this patient.	Sex: () Female	Birth date: 8/8/1980	Aliases	1 HIM,RELE	ASE 🔺		
Set Photo	Patient status:	Alive ,O	Patient IDs:	1 E1887816			
	Marital status: Ethnic group:	0	Patient type:	dit Employer	1		×
			Preferred form of	Employer:		Employment status:	EHS - Employed
1-Permanent	2-Temporary 3	-Confidential		Address:		Employment date:	
Address:		Contact information	1 Home Pl			Employee ID:	25625
City (or ZIP):			2 Work Ph	City (or ZIP): State:	O ZIP:	Phone:	
State:	,O ZIP: 14617	Email	donna ladeli:	County:	O Country:	O Fax:	
County:		Comments:					Accept Cancel
Country:	United States of America	9			111		
Patient Contact	⊻iew All	Employment Inform Occupation: Employer: Phone:	ation	View En	ployer		

Employment Status Select		\Box \times
Search:		<i></i> ,
Title		Number
Disablad		100
EHS - Employed		102
EHS - Non-Employed Other		104
EHS - Non-Employed Provider		103
Full Time		
Not Employed		3
On Active Military Duty		6
Part Time		2
Retired		5
I Self Employed		4
Student - Full Time		7
Student - Part Time		8
Unknown		9
Welfare to Work		101
-		
14 categories loaded.		
Accent	×	Cancel
• <u>N</u> ocehi		ouncer

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**.

Sche	Schedule							
	Dp <u>e</u> n Slots 👘 Chart 📋 Show Orders							
Dec 09, 2020								
۰ ا	Dec	▶ ◀	2020	•				
Su	Мо	Tu	We	Th	Fr	Sa		
29	30	1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31	1	2		
3	4	5	6	7	8	9		
Dept:	EMPL	OYEE	HEAL	TH RO	эн 🔎	Ŧ		
+ Cr	eate	ф	-					
► N	ly Sch	edul	e					
▼ EI	MPLO	YEE I	HEALT	TH RO	бH			
	₿ RG	н со	VID V	ACCIN	E CLII	NIC		
	🛟 TN	IH OF	FSITE	HEAL	TH SC	REEN		
	🎲 тм	IH RG	H FLU	ROO	И			
	🎲 TN	IH RG	H PPD	REAL	ROC	м		
	🎲 ТМ	IH RG	H ROO	OM 2				
	🎲 тм	IH RG	H ROO	OM 3				
	🎲 ТМ	IH RG	H ROO	OM 4				
	🛟 ТМ	IH RG	H ROO	OM 5				





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

Legal Name	Med: Inf	Time	Patient		DOB	Туре	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.



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

8647-Covid	lvacc, Test			COVID-19 Vaccine Next due on 1/1/2021		Age. Geoder	20 y.o. Female	DOB: MIRN	12/9/2000 60018725	Chart Review Immunizations	Allargies Not on File
lmm:	1		θ		0	Site					
Lot #:	0		Date:	e a	1.01						
Dose	θ	θ .0	Route.	θ							
Silling Dx:			Mig	θ							
ilven By	0		VIS Publish Date:	θ							
Sup Prov:	0		NDC:	0							
veduct:			Exp Date:								
Comment:											

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

647-Co	vidvacc, Te	est		COVID-15 Veccine Next due on 1/1/2821		Age Gender	20 y.o. Forsale	DOB MRN:	12/5/2000 60018725	Chart Review Winnunizations	Allergies Not on File
	Pfizer Sam-co	v-2 Vaccination			p	Site:	Left deltoid		9	D RD LVL RVL	
1		θ	Date:	12/11/2020		Was concent obtain	red to send data to	0.0	Yes No		
	0.3	nL	P Route	Intranuscular		VIS Given		De	Yes No		
Dat			Mig.	Pfizer Inc		Date VIS Given		D			
By:	SNOW, BERN	IADETTE	D VIS Fublish Date:	0		FOR FLU CLINIC I	PN USE ONLY Vaccine	D			
ov:		θ	P NOC.	θ		was assessed & de Dublic Health Emer	logaled by		0.0140 40		
t			Exp Date:	θ		Priorie (Directoria)	Gran	11	COVID-19		170
ert						r norej r spomen	uroop.	D	Healthcare Providers - F	MS Healthcare Providers - Oth	er ITC Facility Residents

Note: The expiration date may not show on the vial. <u>Enter 12/31/2069 as the expiration date</u> <u>for each vaccine</u>. 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]
					- C



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**.

aren anning (Coll)						
Covid, Eight	MRN DOB: SSN: Home: Tempor	ary Address	60018019 12/18/1958 xxx-xx-4493	Sex: Male Age: 61 yrs Lang: Work:	Reg Sts. New Email: Intrp: Mobile:	No past appts
	Confide	and a distance of the second sec				
	Confide	ntial Address;				No Shows
	Confide	ntial Address;				No Shows
	Confide	ntial Address;				No Shows
ture Admissions Agtive Requer	Confide	Creation Date Expire Dat	e Appt Req Date Class	Request Notes	Category	No Shows

2. Check the Auto-Search box.

÷	→ Appt Desk A	opt Entry							
Ma	ke Appointme	ent							@ v* X
De	partment EMPLOYE	E HEALTH RGH [864701002]	2 -	Appt notes:	2nd dose			Expand r	otes 🔽 Share notes
Vis	iit type:		Ex/Dx	Provider or res	iource:				Patient Ontings
			Q				Q	Provider	Start search on:
	COVID-19 MODERNA	A 2ND DOSE [117002605]		RGH COVID	VACCINE CLINIC	[G02513] in EMPLOYEE HEALTH	RGH [864701002]	C Department	1/7/2021
								C Specialty	4 January ▶ 4 2021 ▶
								Drop (02)	SMTWTFS
								Team	3 4 5 6 7 8 9
									17 18 19 20 21 22 23 24 25 26 27 28 29 30
									31 1 2 3 4 5 6 Today
								- Advanced Opti	ons
								View:	2
								All Times, Sing	gle Provider 🔹 🖬
								E Recur	
								Auto search	ar lar
								C Schedule at	30.74
								RGH [101001]	
								☐ Use patient	prefs
								Combine de	nts
								☐ Resource re	quests
5	Deserved Comm								
	Procedure:	MODERNA S	ARS-COV-2 VACCINE 2ND DOSE AF	PT St	atus	Needs Scheduling			
	Requested appt da	ate: 1/7/2021		Au	thorizing:	Rolls, William P, MD in RM	IG NORTHRIDGE		
	Expires:	1/7/2021		Pri	iority:	Routine			
-	Diagnosis:	Prophylactic	measure [Z29.9]						
	Action	Date and Time	User Detail	5					
	Request Created	12/10/2020 13:34	Rolls William P MD Order	only Encount	ter				
	Display 🕶						Search Wa	it List	Clgar Cancel

Revised 12/2020 EPIC Version May 2020 **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.

←→ Appt Deck Appt Entry							
Provider Schedule							0 Z X
RGH COVID VACCINE CLINIC (002513)	In EMF . Single Provider	-				N/2001	
1% Thu 1/7/2021	COVID-19 MODERNA 2ND DOSE - 15 minute	5				To I a land on I a	Visits (No limits)
Time Pri? MRN	Name	Visit Type	Len	Appt Notes			<u>^</u>
4 8.00 a 60018729	8674-Covidvacc,Sidebar2	MODERNA	15				
5 8:15 a							
5 8:30 a							
5 8:45 a			1				
5 9.00 a							
5 9.15 a							
5 9:30 a							
5 9:45 a							
5 10:00 a							
5 10.15 a			-				
5 10.30 a							
5 10.45 8			-				
5 11:00 a			-				
5 11:30 -							
5 1145 a							
5 12:00 0			-				
5 12-15 p							
5 1230 0			-				
5 1245 p							
5 1.00 p							
3 1:15 0							
5 1:30 p		1	-				
5 1:45 p			-				
5 2:00 p		-					
5 2.15 p							
5 2:30 p		1					
5 2:45 p							-1
		1					
d Day 🖡 d Week 🖡 🚽	Hitre Providers 🛛 🖓 Restri	ctions	Г	Skip full day	Show joint		Default Widths
 January > < 2021 	Date	Provide	r	Arrive By	Appt Time	Len	Appt Notes
Sun Mon Tue Wed Thu	Fri Sat COVID-19 MODERNA 2ND DOSE [11700	2605]					
27 28 29 30 31	1 2 1/7/2021 RGH COVID	VACCINE CLINIC	[G0251:	3] in EMPLO	8:30 a	15 2nd do	
10 11 12 13 14	15 16			1			
17 18 19 20 21	22 23			<u> </u>			
31 25 26 27 28	28 30						
Today							
						chedule Wait Lis	I Back Up Cancel

4. Review the Appointment information and click Accept.

Appt at 8:30 AM (15 min)	GENERAL HOSPITAL	
OVID-19 MODERNA 2ND DOSE @	📓 Add to Wait List 👻	O Mark as Confirmed
sorance one) factive Dates one)	Procedure MODERNA SARS-COV-2 VACCINE 2ND DOSE APPT Notes 2nd dose Patient Instructions	



Revised 12/2020 EPIC Version May 2020

Detailed View Travel Screening	Appt Desig DCP Claim Info Referrais Benefits Pt Prefs	Y D Patient FYI Family Looi	ා kup Reg History Auth/Cert	Linkage Autg/Cert Benefit Col	الع Iedion Comm Prefs IFS (Diptions	
🖙 Covid, Eight	DEMOGRAPHICS						
👺 Visit Info	Covid, Eight						
Provider Informati	Male 12/18/1958 (61 yrs) xxx-4493 MRN: 60018019		CSN: 360040447				
Secuments 5	Demographics No address on file	file Home:					
			Work				
		Mobile:					
		Email:					
	PCP: 5 No General PCP		Employment: None				
	Patient Contacts				Showing 0 of 0		
	Religion:		Mother's	s Maiden Name:			
	Affiliation:						
	1						
	FQHC Form						
	GUARANTORS & COVERAGES					4 Add Guarantor	
	No guarantors are assigned to this patient						
	e+ Click here to add a guarantor						
	ENCOUNTER INFO						
	Payment Information						
	Copay due:	0.00	Copay paid:		0.00		
	Prepay due:	0.00	Prepay paid:		0.00		
	1						

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.

Workqueue List - Appt Requests - Showing All Workqueues											
🔁 Refresh 🔋 Open 🔋 Regort 对 Export 🛛 🛪 Show All 🔻 New Filter 🛔 My WQs 🌟 Eavs											
🛗 Appt Requests 🗞 Charge Router Review 🕴 Patient 🍄 Referral/Authorization	Appt Requests The Charge Router Review in Patient in Referral/Authorization										
F ID Name Service Area	Active Count Active	WQ Status									
1 Yes											



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



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

Appointment Desk	Ho i Do i tor				0 Z X
. Make Appl 😤 Waik III . Schedule ♥	B Reports + P Reports + Pau	ent Options • 🕞 Printing •		Check In	Label
Patient Summany (Edit)				Cancel Check In	No Show/Reschedule
	1001	00040700		Check Out	Benefit Collection
8647-Covidvacc, Bulk1	MKN:	60018730	Sex: Female	Sign In	
	DOB:	12/10/1994	Age: 26 yrs	Cancel Sign In	
	SSN:		Lang: Work:	Cancel/Reschedule	
	nome.		WOIK.	Change Appointment	
	Temporary Address:			Add Appt to Wait List	
	Confidential Address:			Reg Appointment Contact	
				Edit Appointment Info	
				Edit Appointment Notes	
				Edit EOD Status List	
				Order Entry	
				Order Review	
Euture Active Requests				Release Order	
Encounter Date Time	Arrive By Appt Visit Type	Provider	Dept	Link Requests	
12/10/2020 Thu 10:00 A	10:00 AM 15 COVID-19	RGH COVID VACCINE	RGHEH	Link Appointments	
	VACCINE [117002604]	CLINIC [G02513]	[864/01002]	Copy into Make Appointment	
				Assign Referral	

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

Link Appointment to Re	equests							?	×
← - C H B B ∞								Þ	Ð
Appointment Information									^
Name: 8	3647-Covidvacc, Bulk	1	MRN:		60018730				
Date: 1	12/10/2020		Status:		Sch				
Time: 1	Time: 10:00 AM		Length:		15				
Visit Type: 0	COVID-19 VACCINE	[117002604]	Copay:		\$0.00				
Provider: 0	Clinic, Rgh Covid Vac	cine							
Department:	EMPLOYEE HEALTH	RGH	Arrival Loca	ition:					
Referring Provider:			CSN:		360040384				~
Notes:									
Linked F/S P Proc/Visit Ty	rpe	Requesting Provider	Creation Date	Expire Date	Appt Req Date	Class	Request Notes	C	ate
MODERNA :	SARS-COV-2 VA		12/10/2020	01/07/2021	12/31/2020	Clinic Perfor		11	имг
<									>
Show all available requests						Expand	Accent	Cancel	
						Lypano	Accept		

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

Encounter Date	Time	Arrive By	Appt	Visit Type	Provider	Dept	Appt Notes	ORD	RFL
12/10/2020 Thu	10:00 A	10:00 AM	15	COVID-19 VACCINE [117002604]	RGH COVID VACCINE CLINIC [G02513]	RGHEH [864701002]		Ê	

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.

