# COVID-19

## Vaccination Workflow

Epic Ambulatory Epic Cadence

v 2020



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#### Workflow Overview

Scheduling of COVID-19 vaccinations will largely take place over MyChart by means of patient self-scheduling. Some patients will be manually scheduled by a staff from a workqueue. Patients will be scheduled to receive COVID-19 vaccinations in two separate doses with very specific time in between the first and second dose, depending on which vaccine is being given. Upon completion of the vaccine administration by a staff member, patients will be required to schedule a second dose. If patients who are our internal healthcare workers experience adverse side effects, these can be assessed and documented by occupational health.

Click here to access COVID-19 vaccination workflow video (password is epic2020)

\*Please Note, the Sidebar report (preview checkbox) will be available beginning the week of 12/21/20

#### Schedule an Appointment from a Workqueue

Some patients will not have MyChart accounts and will need to have their vaccination scheduled by staff. A workqueue will be used to identify those individuals who have had an order placed, but have yet to complete self-scheduling via MyChart.

- 1. Staff working the scheduling workqueues should navigate to their **workqueue list** and the **Appt Requests tab**.
- 2. Locate workqueue **#63066 COVID19 VACCINATION ORDERS TO SCHEDULE** or **#62123 YHC COVID VACCINATION ORDERS TO SCHEDULE**, depending on which you've been directed to use. **Double-click** to open the workqueue.

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☆	62759	YM/YN	H 24 H	OUR BP	MONIT		ERS T	YALE NEW H	AVEN HE		1	Yes	
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☆	63123	YHC C	OVID V	ACCINA		RDERS	TO SC	YALE NEW H	AVEN HE		0	Yes	
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#### 3. Single-click to select a patient, then click **Schedule**.

Ap	pt Re	quest	Work	queue -		19 VA	CCINAT	ION ORD	ERS TO	SCHEE	DULE [63	066] La	st refre
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1	2/07/202	0 MR14	20	WIDOW,BI	ACK	COV	D-19 GENE	RIC VACCINE	ORDER F	OR SCHEI	DULING		IMI
1	2/07/202	0 MR90	17448	ZZZAMB,A	NNE	COV	D-19 GENE	RIC VACCINE	E ORDER F	OR SCHEI	DULING		IMN
1	2/07/202	0 MR25	46	ZZZAMB,A	NNEMARIE	COV	D-19 GENE	RIC VACCINE	ORDER F	OR SCHEI	DULING		IMN
1	2/11/202	0 MR90	18769	ZZZAMB,A	NNMARIE	COV	D-19 GENE	RIC VACCINE	ORDER F	OR SCHEI	DULING		IMN
1	2/07/202	0 MR25	38	ZZZASAP,	ASTHMA	COV	D-19 GENE	RIC VACCINE	ORDER F	OR SCHEI	DULING		IMN
1	2/07/202	0 MR25	33	ZZZASAP,	ORTHO	COV	D-19 GENE	RIC VACCINE	ORDER F	OR SCHEI	DULING		IMN
1	2/10/202	0 MR90	17387	ZZZCADEN	ICE,KRIST.	COV	D-19 GENE	RIC VACCINE	ORDER F	OR SCHEI	DULING		IMN
1	2/11/202	0 MR90	18474	ZZZCADEN	ICE, SAMA.	COV	D-19 GENE	RIC VACCINE	ORDER F	OR SCHEI	DULING		IMN
1	2/07/202	0 MR90	20338	ZZZCSHH,I	FEMALE	COV	D-19 GENE	RIC VACCINE	ORDER F	OR SCHEI	DULING		IMN
1	2/09/202	0 MR26	16	777TEST J	AMES	COV	D-19 GENE	RIC VACCINE		OR SCHEL	DULING		IMD

4. You are presented with a decision tree. Ask the patient each question and document the patient's responses using the various dropdowns.

Decisi	ion Tree for COVID VACCINE DOSE 1	_ <b>D</b> X	Decision Tree for COVID VACCINE DOSE 1	- <b>D</b> X
Are you pregnant or could you be pregnant, planning to become pregnant in the next 3 months, or currently	No ,O		Are you pregnant or could you be pregnant, planning to become pregnant in the next 3 months, or currently No P	
breastfeeding? Have you tested positive for Covid-19 in the last 4 weeks?	No 🔎		breastledding? Have you tested positive for Covid-19 in the last 4 weeks? No	
Are you immunocompromised? <insert details="" here<br="" more="">once we know more&gt;</insert>	No		Are you immunocompromised? <insert details="" here<br="" more="">once we know more&gt;</insert>	
Are you an employed by either entity listed below?	Yale New Haven Health System 🔎		Results - Deny Scheduling	
I understand that information regarding this vaccination can be sent to my Occupational Health record at YNHHS, and I hereby consent to disclosure of this information.	Agree 🔎		Denial Instructions Covid Vaccination is not currently being recommended for those who are:	
Have you read the Information Sheet and agree to proceed with vaccination for Covid19?	Agree 🔎		Pregnant     May become pregnant in the next 3 months	
Are you in quarantine for Covid19 or related exposure?	No		Are currently breastfeeding     Have tested positive for Covid-19 in the last 4 weeks	
Results - Continue Scheduling			Are immunocompromised	
Modify Visit: COVID VACCINE DOSE 1			If your status changes and you would like to be vaccinated, please contact $\sim$	
	CCINE DOSE 1 in YHC VACCINATION CLINIC will be removed	*	D Show Path	Discard Iree
Schedule Instructions Proceed to schedule your first dose of the	he Covid Vaccine. Instructions will be provi	ded later for		
how/when to schedule your second dose	e.			
D Show Path		✓ Apply Discard Iree		

- 5. Read the **results**. These resuts will dictate whether or not the patient should be scheduled for a COVID Vaccine.
- 6. View both results above. Click **Apply** or **Deny** as appropriate.
- 7. If able to proceed with scheduling, you are brought to a **Make Appointment** form with the **Visit Type** and a pool of **resources** populated automatically.
- 8. The **auto-search** box is checked automatically. Uncheck this box if you prefer not to use this method.
- 9. Click **Search** to locate an appointment time.

Make Appointment							@ v <sup>2</sup> X
Department: YNHHS CALL CENTER [100001304]			,P ▼ Appt note	IS:			Expand notes Share notes
Visit type:			Provider o	r resource:			Provider Patient Options  Start search on:
COMD VACCINE DOSE 1 [229]			BH GH LM MC SR NE YN	3 VACCINE DOSE 1 POOL (COVID VACCINE DOSE 1 (13557) In BH COVID VACCIN (COVID VACCINE DOSE 1 (13558) In GH COVID VACCIN (COVID VACCINE DOSE 1 (13559) In LAH COVID VACCIN (COVID VACCINE DOSE 1 (13559) In SC COVID VACCIN (COVID VACCINE DOSE 1 (13559) In SC COVID VACCIN (COVID VACCINE DOSE 1 (13559) In SC COVID VACCIN (COVID VACCINE DOSE 1 (13559) IN BC COVID VACCINC (COVID VACCINE DOSE 1 (13559) IN BC COVID VACCINC (COVID VACCINE DOSE 1 (13559) IN BC COVID VACCINC (COVID VACCINE DOSE 1 (13559) IN SC COVID VACCINC (COVID VACCINE DEVINE ST DOSE 1 (13569) IN E COVID VACCINE DEVINE ST DOSE 1 (1556) IN E COVID VACCINE DEVINE ST DOSE 1 (1556) IN E COVID VACCINE DEVINE ST DOSE 1 (15	IE FAIR (104010097) INE FAIR (1000099) IE FAIR (103000027) INE FAIR (10300041) COVID VACCINE FAIR (104070041) COVID VACCINE FAIR (1040704) INE FAIR (10401072)		Subgroup         Stata search on:           Department         12/11/02/0           Speciality         In network           In network         5           In network         1           Statistic         1
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Procedure:     Requested appt date:     Diagnosis:     Action     Action	Covid-19 generic vaccine ord COVID tees [U07.1, R23.8] Date and Time	r for scheduling User	Details	Status: Authorizing: Priority:	Needs Scheddling Sacurity, Fallow, MD in NE INTERNAL MED 4A DEVINE NORTH HAVEN Routine		
Request Created	12/07/2020 10:37 AM	Security, Fellow, MD	Orders Only Encounter				
Display 🕶						Search Wait Li	st Clgar <u>C</u> ancel

10. *Quick Tip*: you can click to select one or more of the resources and **right-click** to use only these to search or remove these from your search.

Make Appointment	
Department: YNHHS CALL CENTER [100001304]	Ø ▼ Appt notes:
Visit type:	[ <u>P</u> √Dx] Provider or resource:
COVID VACCINE DOSE 1 [2233]	

- 11. After clicking search you are presented with a Recommended Solution form. Based on the resources selected in the make appointment form, this will bring you the next available appointments meeting the criteria of the order.
- 12. Use the **multiple solutions check box** to view more appointment options.
- 13. Click Next to show additional dates/times.
- 14. When an appropriate appointment date/time is identified, single-click to highlight it then click **Schedule**.

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12/11/2020 - 01/11/2021 🔽 Multiple solutions	🖬 Group by center	🔲 Visits in any order 🛛 🛗	<b>V</b>				Patient Optio
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12/11/2020 (Fri)	12:30 PM	5 min	COVID VACCINE DOSE 1	BH COVID VACCINE DOSE 1	BH COVID VACCINE FAIR	COVID VACCIN	
12/11/2020 (Fri)	12:40 PM	5 min	COVID VACCINE DOSE 1	BH COVID VACCINE DOSE 1	BH COVID VACCINE FAIR	COVID VACCIN	
12/11/2020 (Fri)	12:50 PM	5 min	COVID VACCINE DOSE 1	BH COVID VACCINE DOSE 1	BH COVID VACCINE FAIR	COVID VACCIN	
12/11/2020 (Fri)	1:00 PM	5 min	COVID VACCINE DOSE 1	BH COVID VACCINE DOSE 1	BH COVID VACCINE FAIR	COVID VACCIN	
ntment notes: COVID VA	CCINE DOSE 1 [2293]						
k Up Manual Wait List Edit	Visit Settings					← Previous → Next	Schedule C

15. Review details with the patient and click **Accept** on the **Appointment Review** screen.



16. Click Finish to proceed through any registration screens.

	DEMOGRAPHICS								
Encounter Info Referring Provider Hospital Accounts Outpatient - ZZZAM Coverage Info	Zzzamb, Anne Male   11/12/1963 (57 yrs)   xxx-sz-3214   MRN: MR Demographic	S017448 1 main street ERANFORD, CT 05405		CSN: Home: Work: Mobilie:	80294798 123-456-7894	MyChart:	Active		
Claim Info Documents Checklist	PCP: 5 Family Medicine, Physician			Mobile Email: Employment: Whitne	anne.gorman@ynhh.org y Manor				
Demographics Patient Contacts	Patient Contacts	Test Mom (Mother) 123-456-7894					Showing 1	of 1	
Additional info	GUARANTORS & COVERAGES								Add Guarantor
Granular Race/Ethni UDS Reporting	P/F Zzzamb,Anne [348]			Encounter guarantor					R Add Coverage A
Guarantor Accounts P/F - ZZZAMBANNE Cvg & Add1 Info FPL Info	Guarantor Demographics Prof actt balance: 3,195.00 F91, info	Address linked to patient		Homa: Work: Email: Hosp act balance: ØJ	123-456-7804 anne.goman@ynhh.org ② 00		Rel to patient: Self Employment: Full Time 5 Add Account Note		
Alt Guar Address Coverages E-BCBS/BCBS	Proxy rel to patient: N/A 1. E-MEDICAID */CHARTER OAK 🖌			MyChart status: Activ Encounter coverage	e (Zzzamb, Anne)				5 Response History A
Subscriber Info Response History	Subscriber Demographics	Zzzamb,Anne Address same as patient		Home: Work:					
E-CHARTER DAK/ME_ Subscriber Info Response History	Coverage Info	Member ID: Subscriber ID: Subsriber SSN:	121212366 121212366 xxx+xx-3214	Group: Effective from: 11/1/2	005		Rel to subscriber: Self Auth phone:	203-525-8888	
	INCOUNTER INFO								
	Hospital Account Hospital account: Guarantor: Patient class:		300005533 Zzzamb,Anne - P/F [348] Outpatient						R Add Coverage
	Launch Account Activities      Restore				k 📕 Next				~

17. The appointment has now been scheduled and will fall off of the workqueue.

#### Remove Requests from a Workqueue

- 1. It is possible that the patient will decline to schedule or not meet clinical criteria.
- 2. From the workqueue, click to highlight the patient and click **Cancel Request**.
- 3. Enter a **reason** as to why the patient does not wish to pursue scheduling or indicate that the patient did not qualify based on answers to the decision tree. To find an appropriate reason, **type** in "**COVID**" in the reason field and click through the various options Click **Cancel Requests**.

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eation   MRN	Name 🔺	Procedure Name						Categ	ory	Expiratio	. Priority	Standing S.	. Notes	Request	Creation Dept	Ordering Pro
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/08/2020 MR2470	QUINN, HARLEY	COVID-19 GENERI	IC VACCINE (	ORDER FOR	R SCHEDULI	NG		IMMU	NIZATI		Routine				LIVING WEL	SECURITY,
/07/2020 MR1420	WIDOW, BLACK	COVID-19 GENERI	IC VACCINE (	ORDER FOR	R SCHEDULI	NG		IMMU	NIZATI		Routine				LIVING WEL	SECURITY,
/07/2020 MR2546	ZZZAMB, ANNEMARIE	COVID-19 GENERI							NIZATI		Routine				LIVING WEL	SECURITY,
/11/2020 MR9018769	ZZZAMB, ANNMARIE	COVID-19 GENERI							NIZATI		Routine				YNH ANTIB	SUSSMAN,
/07/2020 MR2538	ZZZASAP,ASTHMA	COVID-19 GENERI							NIZATI		Routine				LIVING WEL	SECURITY,
/07/2020 MR2533	ZZZASAP, ORTHO	COVID-19 GENERI							NIZATI		Routine				LIVING WEL	SECURITY,
/10/2020 MR9017387	ZZZCADENCE,KRIST	COVID-19 GENERI							NIZATI		Routine				YNH COVID	
/11/2020 MR9018474	ZZZCADENCE, SAMA	COVID-19 GENERI							NIZATI		Routine				YNH ANTIB	SUSSMAN,
/07/2020 MR9020338	ZZZCSHH, FEMALE	COVID-19 GENERI							NIZATI		Routine				LIVING WEL	
/09/2020 MR2616	ZZZTEST, JAMES	COVID-19 GENERI	IC VACCINE (	ORDER FOR	R SCHEDULI	NG		INAMALI	NIZATI		Routine				LIVING WEL	SECURITY
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Request Summary [	295960221						Requ	Jests								
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Diagnosis:			N	leed for vac	cination [Z2]	5]										

#### Document the Administration of Dose 1

1. From the Multi-Provider Schedule (MPS) screen, click the Imm <u>Clinic</u> button.

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2. You'll see a schedule of all employees who self-scheduled to receive the Covid-19 vaccine. Click the **Preview** checkbox to view the Covid-19 Sidebar report. This report will display any prior Covid-19 vaccinations which will be helpful information when you're documenting the administration of the Dose 2.

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ot #: Dose: Billing Dx: Biven By:		0.3 Encour	nter for im	mL munizatio	n [Z23]		Route: Mfg: VIS Publish Date	Intram Pfizer	uscular		8	م ن م م	Site: Did pati Is this v. part of a Is this v. Verbal/ yrs+ for Informat	accine sponsored by the VFC program? accine sponsored by the Vritten Consent for pati- New York State Immun	e state as   e State?   ents 19 ization   igibility		No     No     No     No     No     No     No     No     Not VFC Eligi	en OCor	nsent Given ately insured	schedule (abov generic vaccine Once you selec questions will ci covid-19 vaccir	e), you e quest t the pa hange	'll see these ions. atient, these to only show	^

- 3. Click the patient's name from the schedule.
- 4. Answer the vaccine related questions that display (lower right hand side).

				Tools 🗸 🕌 Record	Viewer 🚯 Content Rev	ew 👂 Reports + Support + 🔻 Remi	nd Me Frequent	Orders 📑 Order	Review 🎾 Unit	e Us Referral 🛒 Unite Us Das	
要问首	) 4E .A.	<b>9</b> 🖓									POC ANN G.
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👂 Schedule A	dmin + 🔄 Sc	ogs • 🗐 🤅	Orders []] Show Orders 🔌	Charting III Open	Case 🔄 Study Review	🗄 Print AVS 🔝 SnagShot 🔚 Review	Sy Change Prov	■ SmartSets     ■	Dictations -	🧷 Imm <u>C</u> linic 🔀 No Sho <u>w</u>	- 🕼 Imm Registry 👘 Ghart 📋 Order Review 📋 Order Entry More +
BH COVID V	ACCINE F	AIR Dep	artment (All Provide	ers) 🔻 Filter by	Status Total: 3						C 🗹 Preview - 🖋 -
Disab	Med: Time 🔺	Patient		MRN	COVID Screenii Patie	n Care Patl MyChart Sta AVS Printed		Notes	Provider	Referring Provider	🗁 🗧 👪 😰 COVID-19 Sidebar Report 🖉 COVID-19 Sidebar Report 🔎 🖋 🖛 💬 😥
U	7:00 AM		Zzzamb, Annemari 35 y.o. / F	P MR2546	0	Pending Activation	COVID VACCINE DOSE 1		BH COVID VACCINE DOSE 1		Immunizations/Injections *
U	7:00 AM		Zzzamb, Ccbhknee 25 y.o. / F	MR2878	0		COVID VACCINE DOSE 1		BH COVID VACCINE DOSE 1		None Sidebar Report displays here
U	8:10 AM		Zzztelemedicine, Ri 38 y.o. / M	:h MR2714	O 20 YNF 20 YO.	Activated	COVID VACCINE DOSE 1	covid vaccination	BH COVID VACCINE DOSE 1	Sussman, Louis Scott, MD	Allergies  Not on File
Zzzan	nb, Ccb	hknee		Covid-19 vacci Not Indicated	ne series	Age: 25 y.o. DOI Gender: Female MRI	B 6/20/1995 N MR2878	5 Chart R Immuni		Allergies Not on File	
Imm:	COVID-19 V	accine - PF	IZEB			Site:	0	P RD LD			
Lot #:		0	Date	12/11/2020							
Dose:	0.3	mL	Route	Intramuscular		Are you pregnant or planning to be pregnant within next 28 days?	D OYes	⊖ No			
Billing Dx:	Encounter fo			Pfizer		Have you ever had a serious		O No			
Given By:	GARRETT,			12/10/2020		reaction to any vaccine in the past?					
Sup Prov:		0	P NDC:		.P □All						
Product:			Exp Date:		0 0						
Comment:											
									Select Pati	ient Administer Cancel	

The very first time you administer the vaccine, the Pfizer medication will automatically display in the **Imm** field. <sup>(#)</sup> Pfizer is first because we received that vaccine first. Just note, when Moderna vaccine is available, be careful to select the correct vaccine (manufacturer) in the **Imm** field.

- 5. Verify **COVID-19 Vaccine PFIZER** displays in the **Imm** field. *The select* of the select.
- 6. Click the P in the NDC field and select PFIZER-BIONTECH (59267-1000-1). Product field populates.

	t's important to make sure the medication displays in this field		Not Indicated		Gender:	Female	MRN:	MR2878	Immunizations	Not on File
Show Intere	icitons									
Imm:	COVID-19 Vaccine - PFIZER			0	Site:		0	, F	D LD	
Lot #:	9	Date:	NDC Code	Associated Medi	cation			Package Size	Manufactu	ırer
Dose:	0.3 mL 🔎 F	Route:	59267-1000-1	PFIZER-BIONTE	ECH COVID-19	VACCINE(P	F) 30 MC	1 x 1.5 mL Vial	PFIZER M	IANUFACT
Billing Dx:	Encounter for immuniza 🔎 N	Afg:	59267-1000-2	PFIZER-BIONT	ECH COVID-19	VACCINE(P	F) 30 MC	195 x 1.5 mL Vi	al PFIZER N	IANUFACT
Given By:	GARRETT, ANN MARIE 🔎 V	/IS Publish Date:	59267-1000-3	PFIZER-BIONTE	ECH COVID-19	VACCINE(P	F) 30 MC	25 x 1.5 mL Via	PFIZER N	IANUFACT
Sup Prov:	A 🔍 🤤	NDC:		P 🗆 All						
Product:	E	Exp Date:	θ	Ċ.						
Comment:										

- 7. In the Exp Date field, type '12/31/2069'. "Be sure to enter the date in this format: MM/DD/YYYY.
- 8. Type the correct Lot number in the Lot # field.
- 9. In the **Sup Prov** field, type 'craig thorne' and press Enter. **P**Dr. Thorne will be the supervising provider for all YNHHS employees.

ZZzai	mb, Anne, Anne		Covid-19 vaccine series Dose 1 - Overdue since 11/12/1975		Age: Gender:	57 y.o. Female	DOB: MRN:	11/12/1963 MR1842	Chart Review Immunizations	Allergies Not on File
lmm:	COVID-19 Vaccine - PFIZER			P	Site:		θ	PRD	LD	
Lot #:	12345	Date:	12/11/2020	0		nant or plannir		⊖Yes ⊚No		
Dose:	0.3 mL 🔎	Route:	Intramuscular	0	1 0	within next 28 er had a seriou		⊖Yes  ●No		
Billing Dx:	Encounter for immuniza 🔎	Mfg:	Pfizer	P	reaction to an past?	ny vaccine in th	he			
Given By:	GARRETT, ANN MARIE	VIS Publish Date:	12/10/2020							
Sup Prov:	THORNE, CRAIG DAVID 🔎	NDC:	59267-1000-1 🔎 🗆 All							
Product:	Pfizer COVID19 Vacc (Una	Exp Date:	12/31/2069	Ċ.						
Comment:										

- 10. Select the correct injection site in the **Site** field. **\*** Use the **RD** speed button to indicate Right Deltoid. Use the **LD** speed button to select Left Deltoid. You can hover over the speed buttons to see the meaning.
- 11. Click **Administer**. **The** vaccine order for the second dose will be generated for the patient automatically so they can schedule their second dose vaccine appointment.

ZZzan	nb, Anne, Anne		Covid-19 vaccine series Dose 1 - Overdue since 11/12/197	Age: 5 Gender:	57 y.o. Female	DOB: MRN:	11/12/1963 MR1842	Chart Review Immunizations	Allergies Not on File
Imm:	COVID-19 Vaccine - PFIZER			Site:	Right delto	id	, RI	D LD	
Lot #:	12345	Date:	12/11/2020		nant or planni	ng to 🖸 🗅	⊖Yes ⊚No		
Dose:	0.3 mL 🔎	Route:	Intramuscular 🔎		within next 28 er had a seriou		⊖Yes ⊛No		
Billing Dx:	Encounter for immuniza 🔎	Mfg:	Pfizer 🔎	reaction to a past?	ny vaccine in t	he	0163 @160		
Given By:	GARRETT, ANN MARIE	VIS Publish Date:	12/10/2020						
Sup Prov:	THORNE, CRAIG DAVID	NDC:	59267-1000-1 🔎 🗌 All						
Product:	Pfizer COVID19 Vacc (Una	Exp Date:	12/31/2069						
Comment:									
								Select Pa	tient Administer Cancel

As soon as you select the next employee off the schedule, you'll notice the information from the last administration stays, saving you lots of time! All you'll need to do is:

- Confirm the medication is correct in the Imm field (manufacturer)
- Answer the questions
- Confirm the Site
- Click Administer

#### Schedule Second Dose

- 1. Note that appointment check in/out is automated for this workflow and no additional steps are needed for users.
- 2. Upon completion of first does vaccine administration, an order will automatically be placed for a second dose.
- 3. Patients should be encouraged to access **MyChart** while still present at their appointment and schedule the next dose within the appropriate time period (21 days for Pfizer vaccine) using the self-scheduling method.
- 4. If a patient does not have MyChart or does not wish to self-schedule, staff should schedule the patient's second dose from the workqueue using the above steps used for the first dose scheduling.

#### Document the Administration of Dose 2

There are a few visual cues to let you know you are documenting the administration of Dose 2:

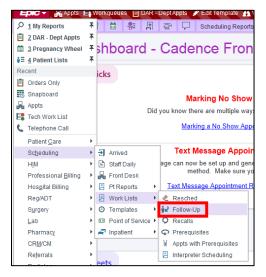
- The Visit Type column in the schedule will show DOSE 2.
- The Sidebar report will show that Dose 1 was administered.
- The banner will show the Next due date.
- Click the P in the Imm field and select the correct vaccine (manufacturer).
- Document the NDC P field first (then the product name will display automatically).
- Enter the expiration date as 12/31/2069 (MM/DD/YYYY).
- 4. Enter the Lot #.
- 5. Enter 'craig thorne' as the supervising provider.
- Use the RD or LD speed buttons to document the injection site.
- 7. Click Administer.

	"E													POC NUR	ISE F. EpicCare
hedule															<b>6</b>
Scans -		opts 🐚 Chart	Show Orders 📳	Order Entry / Enter/Ed	lit Results 🧹	Sign Encoy	ter 🔒 Print A	VS 🛞 Chan	ge Prov 👻 🗶	No Show	- 🧷 Imm	<u>C</u> linic	🖋 Notes 💉 Oper	n SmartForm 🔄 Check Out 🛛 Mo	ire +
	) VAC	CINE FAIR	Department (/	All Providers)	Filter by Stat	us Tot	al: 1							0	Preview •
Sta	tatus 🔺	Disability Med	t Time Patient		MR	v co	VID Patie Ca	are MyCha AV	/S Type	N	lotes	P	H More -	COVID-19 Sidebar Repo	ort 🔎 # • 💬
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C ZZZC Show Inte Imm: Lot #:	araction	15	N N	ovid-19 vaccine series ext due on 12/29/2020	Gender	Site:	MRN: MR	€ 2885 Imi	munizations						
Zzzc Show Inter Imm: Lot #:	araction	ns 1D-19 Vaccine -	PFIZER	ext due on 12/29/2020	Gender	Site:	MRN: MR	€ 2885 Imi	munizations					*	
Zzzc Show Inter Imm: Lot #: Dose:	COV	ns ID-19 Vaccine - O	PFIZER Date:	2/29/2020	Gender ,O	Site: Are you plannin pregna 28 days	MRN: MR	€ 2885 Imi	munizations						
Zzzc Show Inte Imm: Lot #: Dose: Billing Dx:	COV 0.3 Enco	ns ID-19 Vaccine - e mL P	PFIZER Date: Route:	12/29/19 🗇	Sender S O S	Site: Are you plannin pregna 28 dayr O1 Have y	MRN: MR pregnant or g to be it within next ? 'es O No ou ever had	22885 Imi	munizations						
Zzzc Show Inter Imm:	COV 0.3 Enco	ID-19 Vaccine - B mL P nunter for P	PFIZER Date: Route: Mfg:	ext due on 12/29/2020 12/29/19 (2) Intramuscular Pfizer 12/10/2020	Sender S O S	Site: Are you plannin pregna 28 dayu O1 Have y a serior any vac	MRN: MR	22885 Imi	munizations						
Zzzc Show Inter Imm: Let #: Dose: Billing Dx: Given By:	COV 0.3 Enco	ID-19 Vaccine - P mL P munter for P ILY ME P	PFIZER Date: Route: Mfg: VIS Publish Date:	ext due on 12/29/2020 12/29/19 (2) Intramuscular Pfizer 12/10/2020	Cender P D P	Site: Are you plannin pregna 28 day O 1 Have y a serior any vac past?	MRN: MR pregnant or g to be it within next ? 'es O No bu ever had is reaction to	22885 Imi	munizations						

#### Follow Up Report for No Show

It is important that we are able to track those patients who no show or cancel vaccination appointments. To track these we utilize a follow-up report.

1. Navigate to the follow-up report by following the path **Epic→Scheduling→Work Lists→Follow-Up** 



- 2. Note that Follow-Up report can be wrenched into the hyperspace toolbar or pinned to the Epic dropdown.
- 3. In the Follow-Up Settings, define the Department as your Login dept by clicking the checkbox.
- 4. Keep the Provider/Resource, Appointment Status and Visit Type sections as "All".
- 5. In the **Date Range** field, define how far back you would like to pull information. You can put in a date, i.e. 12/16/2020 or use t-logic, i.e. m-1.
- 6. To save a copy click **Save** and provide a name for it. Click **Run** to view.

	Follow-up Settings	x
Available Settings FONDA, SAMANTHA [3387] PUBLIC BH Diabetes Follow Up Repc BH Primary Care Follow Up [1] BH Pulmonary Follow Up [1]	Criteria Display Appearance Print Layout Department IF Login dept	Qeneral ■Provider/Resource IF All
Cancelled Follow-Up Report Follow Up (1961) Of HV Fuckahoe Prinate Of Of HP alinathe Care Follow Up Of HP alinathe Care Follow Up Of HP hysical Medicine Autor Of HP hysical Medicine Canco Of HP hysical Medicine Io SI Of Tuckahoe Fertility & NF Of Tuckahoe Fertility & NF HHP Cancelled Follow-Up R	Appointment Status	Viait Type
Imaging Yesteday's No She     LMH Constroads (2482316)     LMH Hospital (2482317)     LMH Pequot (2482317)     LMH VN No Show Follow - 1     LMMG No Show Follow - 0     NE Allergy & Arthritis - Guilt     N. NE Allergy & Arthritis - Ham ☆	Show already rescheduled appointments           Date Range           From date:         11/11/2020           To date:         12/11/2020	Cancel Region
User: FONDA, SAMANTHA,	<u>R</u> un <u>S</u> ave Save As	Delete Restore Print Cancel

7. You are viewing all no shows an cancellations for the defined department during the defined date range.

		Temporary		isk () <u>A</u> ppt Info	<b>►</b> E <u>O</u> D	d 🖹 <u>M</u> essage 📑 <u>N</u> otes	🖋 Edit <u>R</u> sn	🗙 Remo <u>v</u> e	( Ne <u>w</u> Call (	L⇒ Dia <u>I</u>
	Showing 5 of 5 entries									
D	ate	Appt Time	Appt Message	MRN	Patient	Provider/Resource	Dept	Appt Status	Canc Rsn	
	12/09/2020	7:30 AM		MR9017387	Zzzcadence, Kristina "Wilma,	BH COVID VACCINE	BH COVID	No Show		
	12/09/2020	12:00 PM		MR2885	Zzzcad, Vaccinetst	BH COVID VACCINE	BH COVID	No Show		
	12/10/2020	7:00 AM		MR2885	Zzzcad, Vaccinetst	BH COVID VACCINE	BH COVID	No Show		
	12/10/2020	8:00 AM		MR2888	Zzzcovid, Vaxtest	BH COVID VACCINE	BH COVID	No Show		
	12/10/2020	8:30 AM		MR1842	ZZzamb, Anne, Anne	BH COVID VACCINE	BH COVID	No Show		

8. Click Remove and provide a reason why this patient is not to be rescheduled at this time.

Remove A	ppointment	×
Remove Reas	son	
1	θ	0
Remove Com	ment	

9. Click Resched to reschedule the appointment. On the following screen click **Reschedule**.

Reso	hedule App	ointments					0 1
E	Select All						
	Date	Time		Providers	Departments	Visit Type	
×	12/10/20	8.30 AM	5	BIT COVID WACCINE BOSE 1 (83557)	BIL COVID VA [100070034]	COV19 VAC DOSE 1 [2283]	
-							
							Reschedule

11. You are brought to a Make Appointment form. Use the same steps as above to schedule this appointment.

#### **Clinician Documentation of Side Effects**

-cancellation of appt and order/documentation of adverse effects

- -flowsheet in HM?
- -Discontinue reasons
- -Documentation to update allergies if needed