COVID-19 Vaccine Employee Immun Clinic FAQs

Overview

This FAQ document includes updated information providing efficiency in the workflows for the Immunization Clinic COVID-19 Vaccine.

How to Document Adverse Events/Allergic Reactions

Users will document in Epic if a patient has an adverse reaction after the administration of the vaccine. This may occur when patients are being monitored post-vaccination or if the patient calls to report an adverse reactions and/or side effect.

ⓘ   Users can also refer to the Activites_COVID19 Vaccine Historical Documentation tipsheet.

1. Highlight and double-click the patient on the MPS on the day the vaccine was administered. The patient should have a status of **Signed**.


2. In the pop-up window click **Create Addendum**.

3. The encounter will open to the **Vaccine Adverse Event** activity tab. This encounter has 3 main activity sections: Allergies, COVID-19 Vaccine Adverse Events/Side Effects, and Visit Notes.
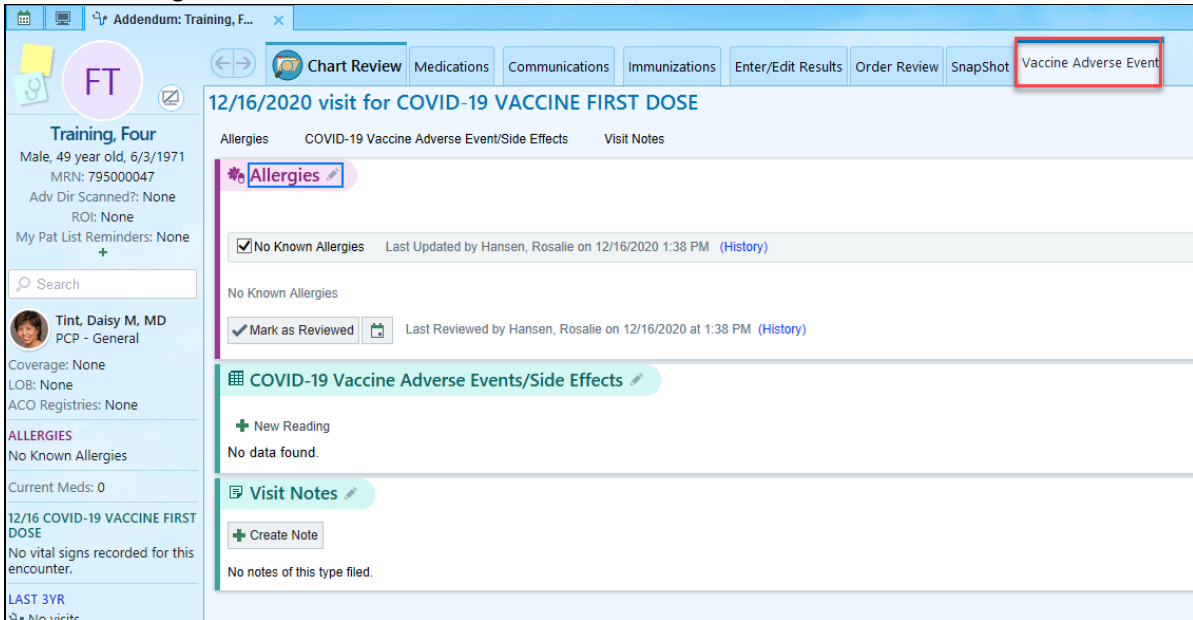
4. To document the vaccine as an allergy for the patient, click the **Allergies** activity.

5. Add the vaccine in the **Add a new agent** search field. Complete the documentation for the allergy and click on **Accept**.
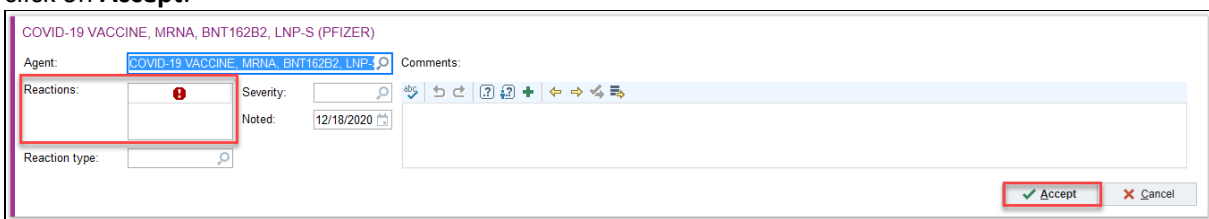
6. Click the **COVID-19 Vaccine Adverse Events/Side Effects** activity. Answer each question.

7. As the questions are answered, additional sections may open. If you answer **Yes** to the first question the user can multi-select the checkboxes for the appropriate reactions.

8. If additional documentation is needed, navigate to the **Visit Notes** section, and click **Create Note** to document.
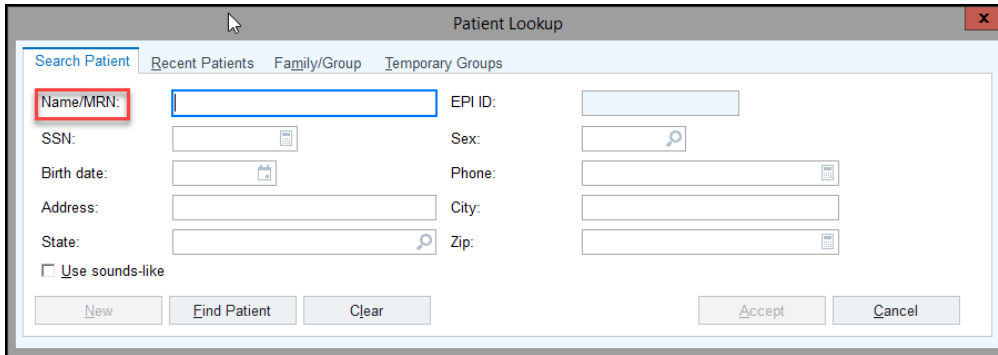

9. Once the documentation has been completed click **Sign Addendum** in the lower right corner of the navigator.

TIP SHEET

Can't Find the Employee?

Users can search for employees by typing in their **Employee ID** in the **Name/MRN** field of the Patient Lookup window.


- If they do not exist in Epic, refer to Scheduling_COVID-19 Vaccine EHC Employee Immun Workflows tipsheet in the **Scheduling a New Employee not in Epic** section.

How Do I Correct Wrong Vaccine Manufacturer Documentation?

If the manufacturer for a vaccine needed to be edited after administration was completed, a user would need to delete the incorrect administration in the Immunization activity and go through the administration documentation again.

1. Navigate to **Chart** on your main toolbar or go to **Epic > Patient Care > Chart**.
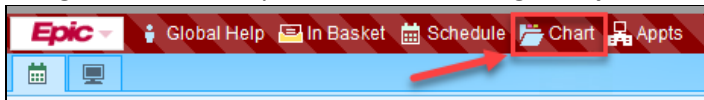
2. Find the patient in the **Patient Lookup** window.
3. Click on the **Immunization** tab.
4. Expand the vaccine by clicking the arrows next to the vaccine.
5. Click the **X Delete** button
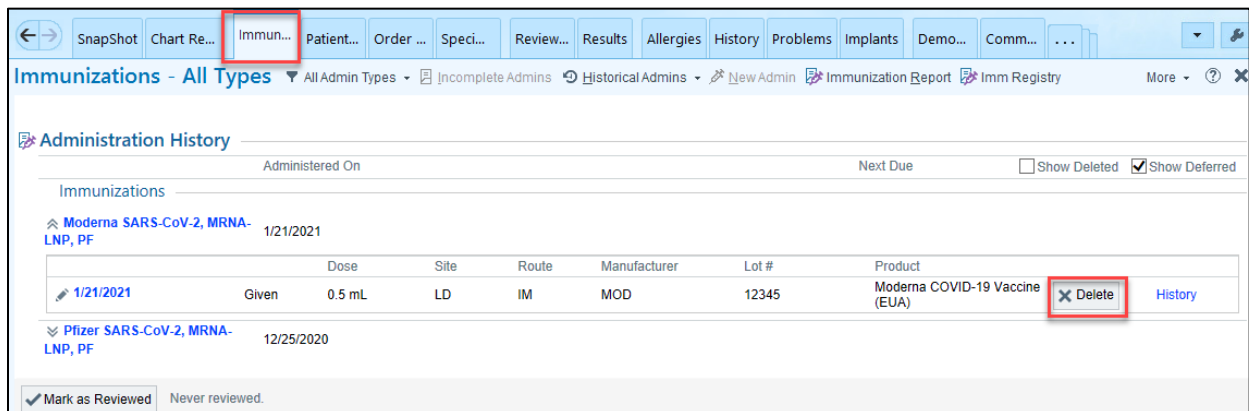
6. After clicking the **X Delete** button to delete administration, navigate to the **Immunization Clinic** activity to re document the correct manufacture administration.
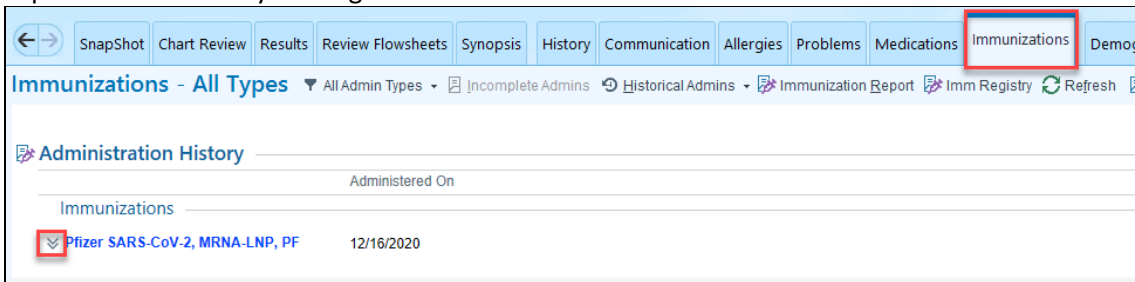
How to Edit an Administration

If the documentation for the vaccine needed to be edited after administration was completed, a user can make those edits in the Immunization activity.
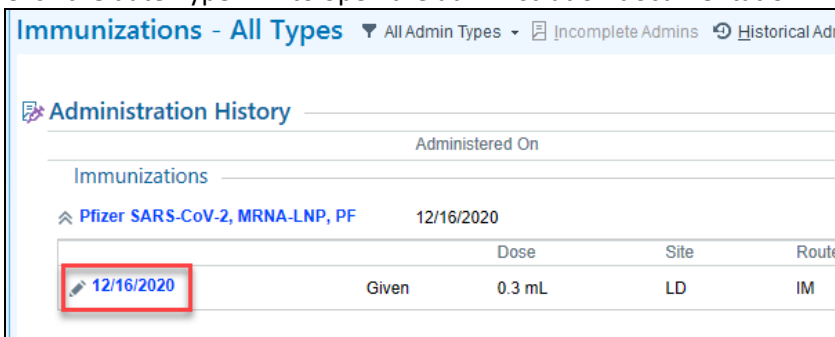
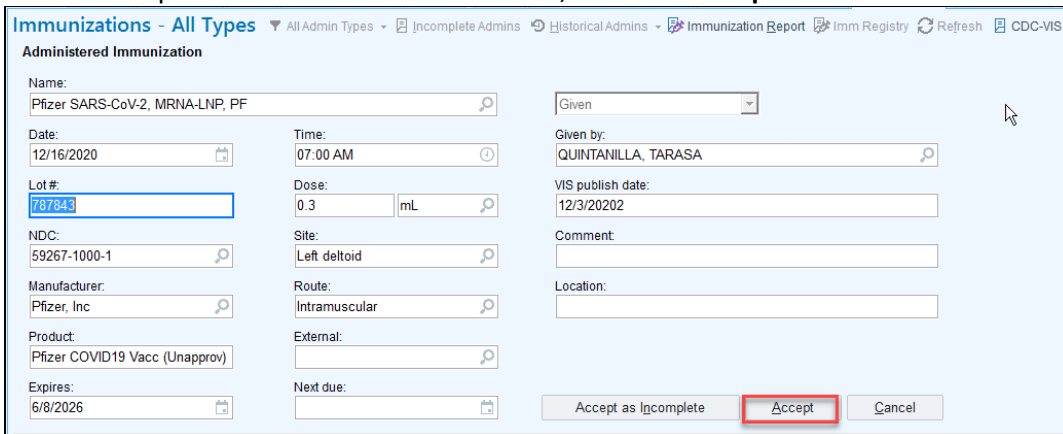1. Navigate to **Chart** on your main toolbar or go to **Epic > Patient Care > Chart.**
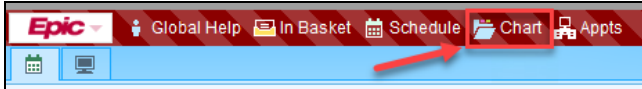
2. Find the patient in the **Patient Lookup** window.
3. Click on the **Immunization** tab.
4. Expand the vaccine by clicking the arrows next to the vaccine.

5. Click the date hyperlink to open the administration documentation.

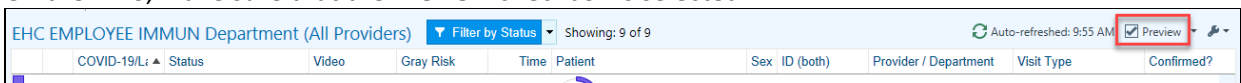6. Make the required edits to the documentation, then click **Accept**.

How to get the Sidebar Report with Patient Info?

Based on the patient highlighted on the MPS users can see additional patient information like Immunizations/Injections, Allergies, Medications, etc. in **the COVID-19 Sidebar Report**.
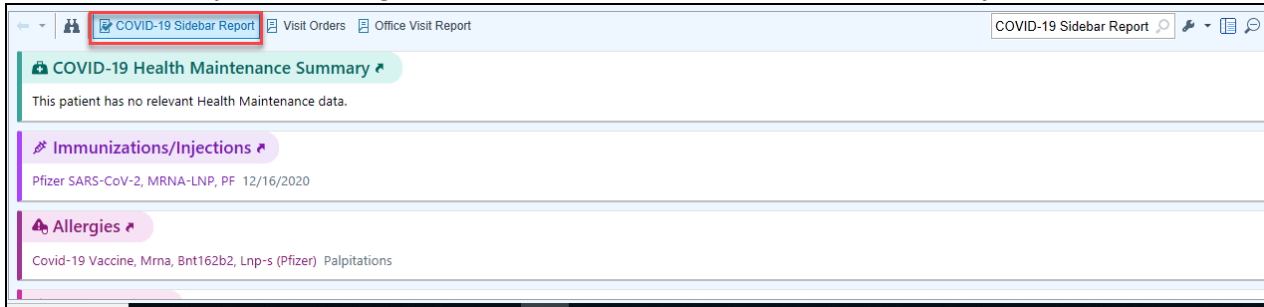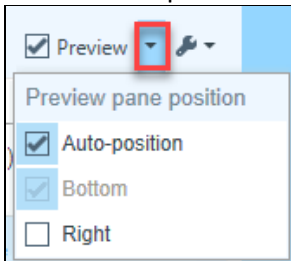

1. On the MPS, make sure that the **Preview** checkbox is selected.

2. Click the arrow next to Preview to change the position of the report to the **Right** sidebar or to the **Bottom** of the MPS.
   a. Auto-position is defaulted and will determine a position based on the user's screen size.

> When a user goes into the **Immunization Clinic** activity the COVID-19 Sidebar Report will disappear.

How to Filter the MPS (Multi Provider Schedule)?

The MPS is going to potentially have several patients on the schedule. This can be very difficult to find a patient on such a busy screen. Users can filter by status to minimize the number of patients being viewed. For example, if the user is looking for Arrived patients only to find the employee they are vaccinating.

1. On the MPS, click the arrow next to the **Filter by Status** button.

2. Select or deselect the status checkboxes to get the desired view. In this example the user wants only to see In Progress to view the Arrived patients.
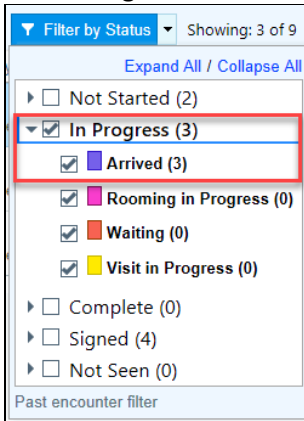
3. Now that the filter is set, the **Filter by Status** button becomes a toggle button to view the full schedule on the MPS or just the Arrived patients.