

# Job Aid: Vaccine Registrar Using the Data-Apps Tool

Upon arrival check-in with Clinical Coordinator. Put on identification, review job aid.

1. The tasks of a Vaccinator include the following tasks:
2. Use the computer and scribe for the vaccinator.
3. Sign on to the computer and open My Data app vaccine tool as below

## Access My Data Apps COVID Vaccine Tool:

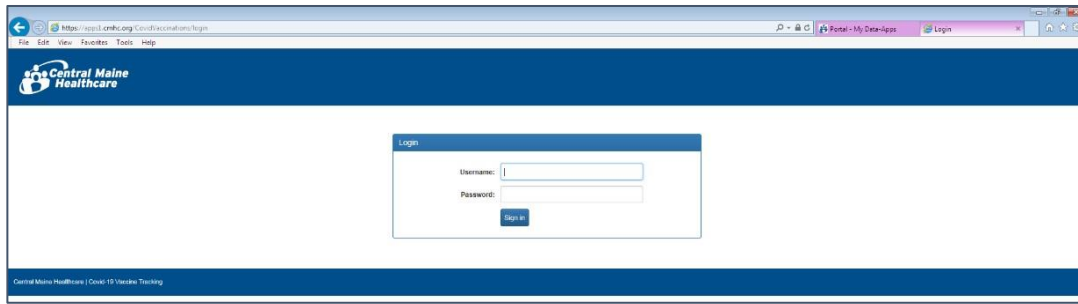
1. Go to the portal and in Quick Links select: My Data-Apps

The screenshot shows the Central Maine Healthcare portal interface. At the top, there is a navigation bar with various menu items: Portal Home, Policies & Procedures, Applications, Clinical Resources, Calendars & Schedules, Directories, Organization Resources, Downtime, Favorites, and IS. Below this is a section for Alerts, followed by a 'Report image' section with several colored boxes (yellow, red, green) representing different metrics. On the right side, there is a 'Quick Links' menu with a list of links. The link 'My Data-Apps' is highlighted with a red box. A red arrow points from the 'Quick Links' header to the 'My Data-Apps' link.

2. Then Click COVID Vaccinations

The screenshot shows the 'My Data-Apps' menu. It contains two links: 'Covid Vaccinations' and 'Covid Vaccine Volunteers'. The 'Covid Vaccinations' link is highlighted with a red box.

3. Login using your network User Name and Password

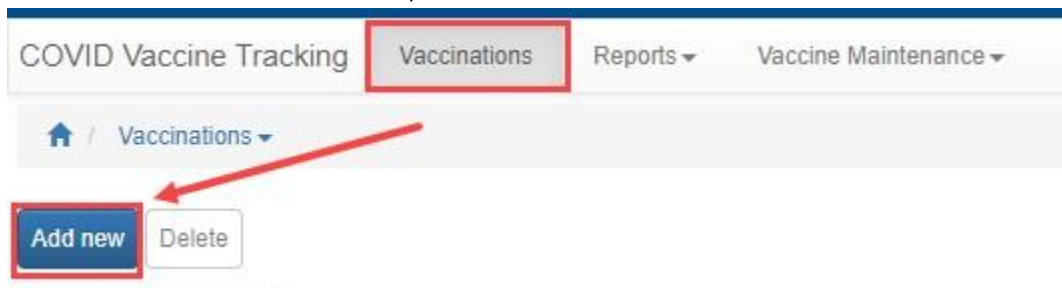


- Click COVID Vaccinations in the purple bar



### How to Register Recipients for **1<sup>st</sup>** COVID Vaccine for the above population:

- Under the header Vaccinations, Click "Add new"



- Is this an Employee select NO and place ID number in the Public ID field. (This is located on the top of the consent form – handwritten in)

Vaccine Recipient

Is this an Employee? \*  Yes  No

Non-Employee Type \*  Contractor  
 Locum  
 Traveler  
 Other  
 Non-affiliated health care worker  
 Non-affiliated essential worker  
 Patient  
 Community Member  
 Retired

Public ID

- Ask recipient if they have any chronic conditions they would like to disclose. If so, document in the field separating each item with a comma. For example, hypertension, diabetes, hypothyroid

a. Booster appointment – select the location the recipient will return for the booster. **The location is critical!**

- a. If Pfizer, booster date is 21 days from first dose
- b. If Moderna, booster date is 28 days from first dose

Booster Appointment

Scheduled Booster Location

Scheduled Booster Date

Scheduled Booster Time

In order to maintain equal distribution of recipients on the booster day, it is PREFERABLE that recipients schedule the booster time for the same time that they received the first dose of vaccine.

Once recipient is registered, they can proceed to the vaccination table.

### How to Register Recipients for **2<sup>nd</sup> (Booster)** COVID Vaccine for the above population:

1. If recipient received first dose within CMH, then use the search field and type in the recipient's Registration ID number.  
Select the recipient.
2. Click on the Blue oval to display the 1<sup>st</sup> vaccine given

Vaccine Admin

<input type="checkbox"/>	<u>Administered at Location</u>	<u>Administered Date</u>	<u>MVX</u>	<u>Lot Number</u>	<u>Unit of Sale [Box]</u>
<input type="checkbox"/>	Central Maine Medical Center	12/16/2020	Pfizer	Pfizer -	EK5730

3. Verify the vaccine available in clinic today is the same brand as 1<sup>st</sup> dose. If not, contact site leader.
4. Verify information in recipient's profile and make any necessary changes.
5. Complete the Post Vaccine Adverse Reaction/Side Effects section

Post Vaccine Adverse Reaction/Side Effects

Employee had an Adverse Reaction

Side Effect(s)  Pain at the injection site  Tiredness  Headache

Muscle Pain  Chills  Joint Pain  Fever  Nausea

Tingling in arm  Dizziness  Diarrhea  Vomiting

Rash  Other

6. Complete the 2<sup>nd</sup> dose information- including Lot number, site and brand

7. Maintain awareness of security of the vaccine.
8. Exercise exceptional customer service with all vaccine clients, staff and mall patrons.
9. Advise site coordinator, security, or other designated staff of any incidents involving vaccine clients and escalate these incidents as needed