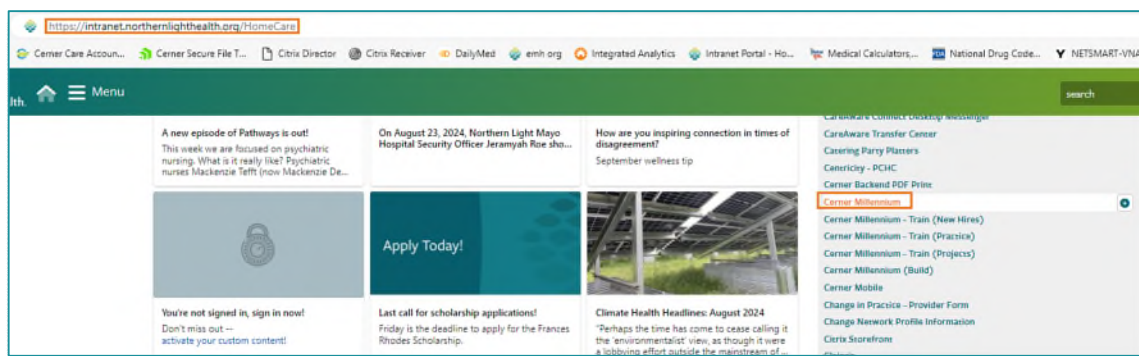


Initial setup is needed for an efficient workflow for administration and documentation of the Influenza Vaccine using the Mass Vacc tools in PowerChart.

## Mass Vacc Admin tool

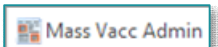
### ➤ Setup

**STEP 1:** From the Intranet Page, select **Cerner Millennium**.



**STEP 2:** Select **PowerChart**. For most staff: network username and password are used. If you are required to use a secondary sign on account, HCH leaders will inform prior to scheduled clinic.

**STEP 3:** From the **PowerChart** toolbar, select the **Mass Vacc Admin** option.



**NOTE:** For some positions, this button may be hidden in one of the Toolbar menu dropdowns.

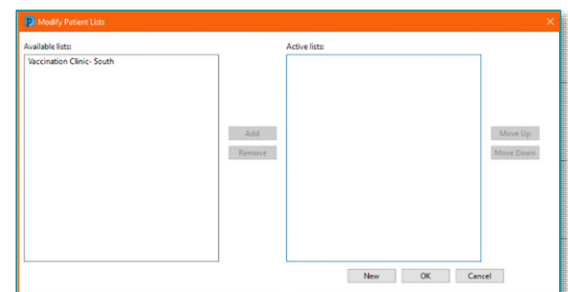
**STEP 4:** From the **Mass Vacc Admin** Page, click the **List Maintenance** button.



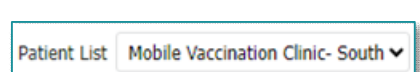
**STEP 5:** Select the **Mobile Vaccination Clinic- South** list in the Available lists and move to the Active List using the Arrows.

- All staff scheduled for vaccine clinics should have proxy access to: **Mobile Vaccination Clinic – South** Patient List prior to clinic.

**NOTE:** If **Vaccination Clinic – South** is not listed in the **Available lists** column, contact the **Clinical Informatics** via the **Teams** support chatline or **Cathy Bean Kelley/Leah Gordon** to grant patient list proxy.



**STEP 6:** Click the **OK** button to close the **List Maintenance** tool.



**STEP 7:** On the **Mass Vacc Admin** Tool, select the appropriate **Member Organization Vaccine Administration List** from the **Patient List** dropdown in the upper left.

➤ **Establishing Relationships**

**NOTE:** These steps may take some time for the computer to perform, be patient.

**STEP 1:** When accessing the **Mass Vacc Admin** tool for the day, ensure that the appropriate patient list is selected from the **Patient List** dropdown.

**STEP 2:** Click the **Establish Relationships** button in the upper right of the window.

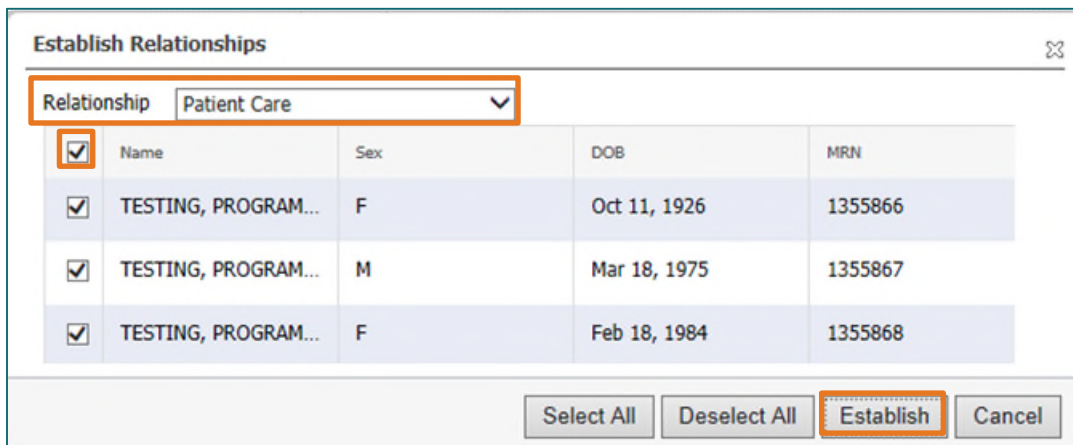


- The **Establish Relationships** window will display.

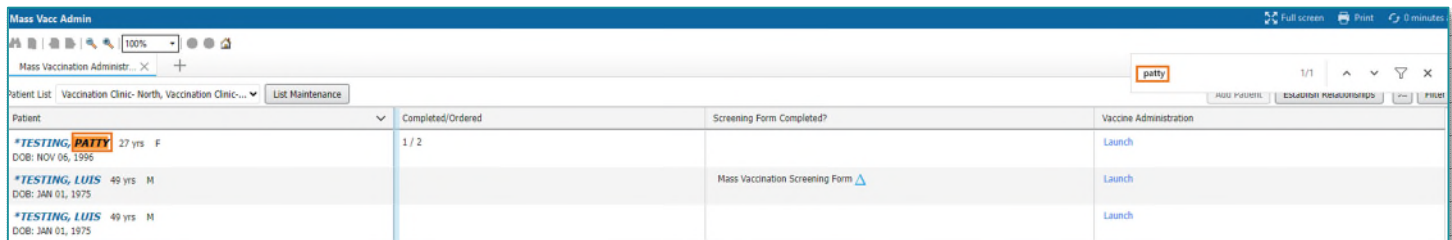
**STEP 3:** Use the **Select All** check box to select all the patients on the list.

**STEP 4:** In the **Relationship** dropdown, choose the appropriate relationship type for your role.

**STEP 5:** After selecting the appropriate role and patients, click the **Establish** button.



➤ **Mass Vacc Admin Workflow**

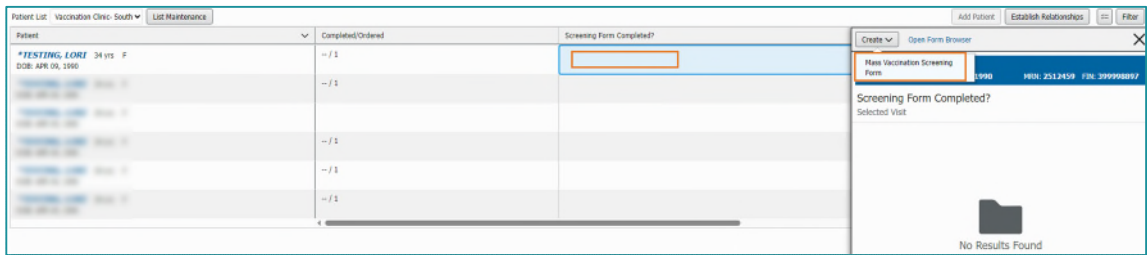


**STEP 1:** From **Mass Vacc Admin** Tool, locate patient row by performing necessary patient identification as done previously within **Mass Vacc Check-in**.

- The **Patient** column can be sorted by clicking the header.
- Selecting **CTRL F** can be used to search by patient first or last name. This will highlight the keywords used in the **Patient** column.

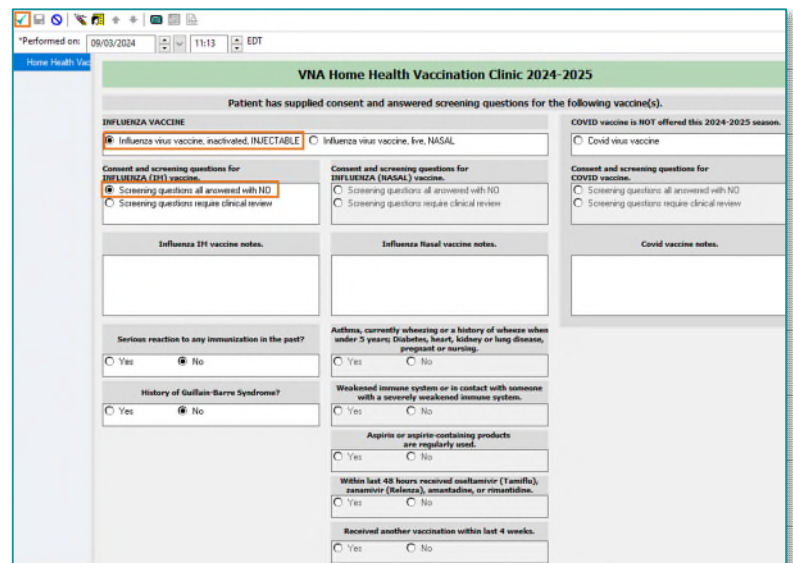
**STEP 2:** Review **Completed/Ordered** column to indication if the vaccine order was placed.

**STEP 3:** Review **Screening Form Completed?** column, click in the blank space. From the **Create** dropdown, select **Mass Vaccination Screening Form**. The column will always be blank if screening form has not been signed prior.



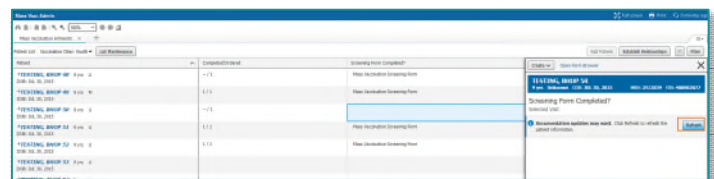
**STEP 4:** The VNA Home Health Vaccination Clinic 2024-2025 form opens.

- First, select influenza vaccine being administered.
- Indicate if **Consent and screening questions all answered with NO** or if they **require clinical review**.
  - If further review required, the following questions need to be answered:
    - **Serious reaction to immunization in the past and history of Guillain-Barre Syndrome become questions to answer.**



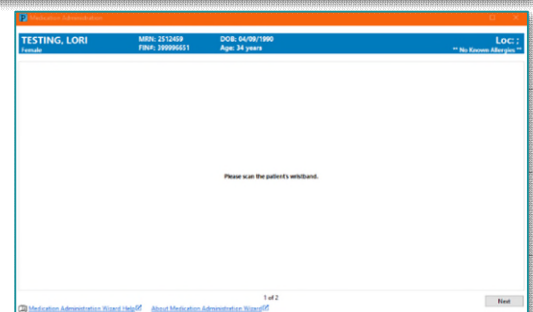
**STEP 5:** Click **Sign** located in top left of form. (Green check-mark icon)

**STEP 6:** To Refresh the Mass Vacc Admin screen to check if the **Mass Vaccination Screening Form has been completed**: select **Refresh** within the open pane window.



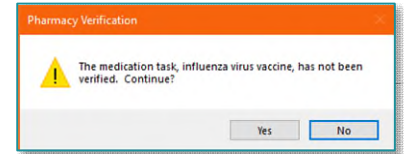
**STEP 7:** Collect **Vaccine Summary Sheet** printed during check-in, Press **Launch** within Vaccine Administration column. Scan Vaccine Summary Sheet. If the Influenza medication order appears, you have successfully identified the patient.

**STEP 8:** Scan the vaccine barcode. Typically, this should be the square 2D barcode on the vaccine.



- A medication administration window opens.

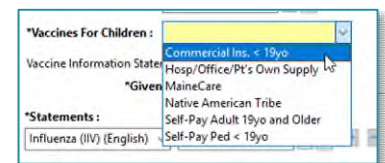
- The **Pharmacy Verification** alert will appear, click **Yes**.



**STEP 9:** The Lot Number, Manufacturer, and Expiration information should automatically populate from barcode on the vaccine. This is dependent on a variety of factors: manufacturer provided information in barcode, resolution, lighting, scanner, and device used, and even condensation on the vaccine.

**STEP 10:** For school-based clinics and clinics involving children: **Vaccines for Children** required field must be satisfied. **Select Appropriate based on printed face sheet/roster.**

**STEP 11:** Verify that dose and volume information are appropriate. All fields that are yellow are required to completed documentation. If barcode scanning does not populate them, you can manually enter.



**STEP 12:** Document the administration site.

**IMPORTANT: Use Right/Left Deltoid as administration site. Do NOT use arm or upper arm.**

**STEP 13:** After verifying the information is entered as appropriate, click the **OK** button in the lower right of the Medication Administration window.

**STEP 14:** On the Medication Administration Wizard, click the **Sign** button in the lower right of the window to finalize documentation.

- The Mass Vacc Admin Worklist Displays again.
- If desired, the Mass Vacc Admin Worklist could be refreshed to display completed documentation

Patient	Screening Form Completed?	Completed/Ordered	Vaccine Administration
*TESTING, JACK 37 yrs M DOB: NOV 24, 1983	Immunization Screening	1 / 1	Launch
*TESTING, DAWNIA 34 yrs F DOB: MAY 05, 1986	Immunization Screening	-- / 1	Launch

(1/1 in Completed/Ordered Column). It is not recommended to do so due to load time.

### Verifying Vaccine Documentation

- After completing and signing vaccine administration documentation, the **Completed/Ordered** column of the Mass Vacc Admin Worklist will display **1/1** in the desired patient row, indicating the vaccine administration documentation is complete for one ordered vaccine.
  - A **--/1** in the **Completed/Ordered** column would indicate that an order has been placed, but that administration of the vaccine has not yet occurred.