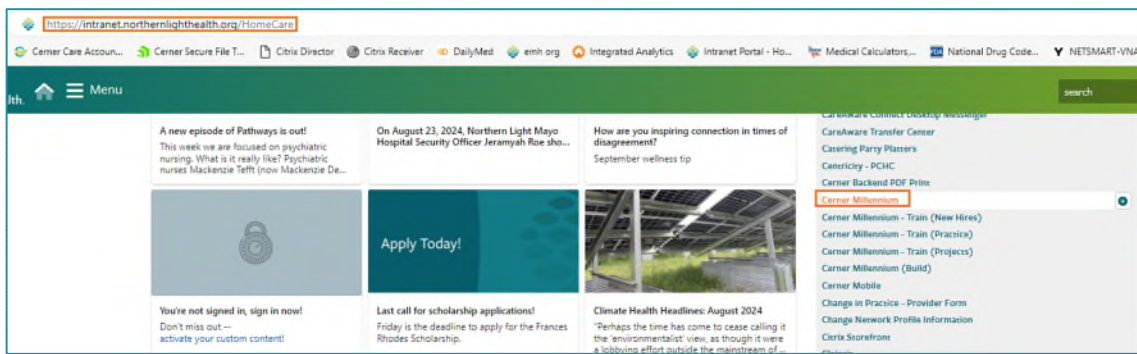


Initial setup is needed for an efficient workflow for administration and documentation of the Influenza Vaccine using the Mass Vacc tools in PowerChart.

Mass Vacc Check-In Tool

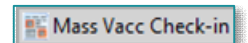
➤ Setup

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



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

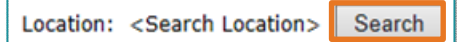
STEP 3: From PowerChart Toolbar, select **Mass Vacc Check-In** option.



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

STEP 4: In the upper left of the **Mass Vacc Check-In** page, click **Location Search** button.

STEP 5: In the Search field, type and search for **VAC**.



STEP 6: From the list of search results, choose the appropriate **VAC_SOUTH** location.

- Only select **VAC_SOUTH** registration locations.

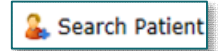
STEP 7: Click **Save**.

NOTE: Clicking the minutes ago button will refresh location selections, which then need to be reselected.

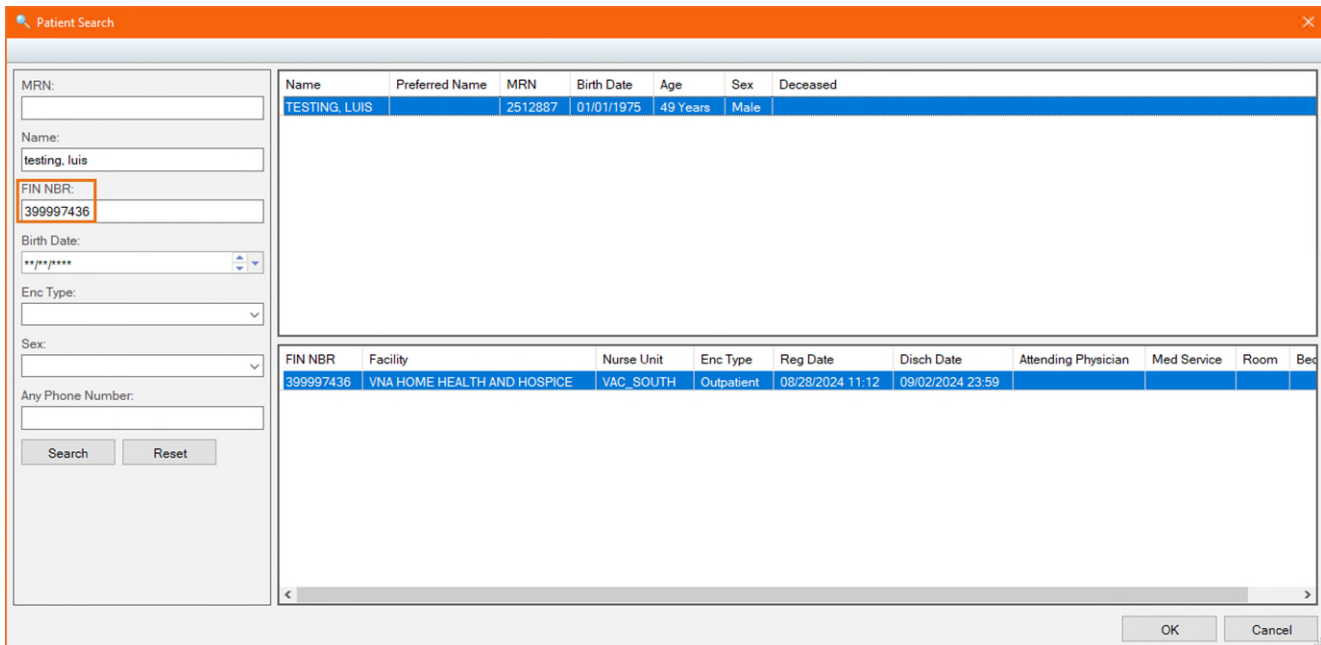
➤ Mass Vacc Check-In Workflow

When patient arrives at the check-in location, confirm patient identity and if screening questions have been completed. Information obtained from Smartsheet provided by HCH, sent to child's guardian, and sent back should be referenced. If any of the questions are answered as yes, child should not be scheduled to received vaccination.

STEP 1: From the **Mass Vacc Check-In** page, click the **Search Patient** button.



STEP 2: From the **Patient Search** window, search for and locate the appropriate patient using multiple patient identifiers, as needed. If FIN number is known, that can be searched.



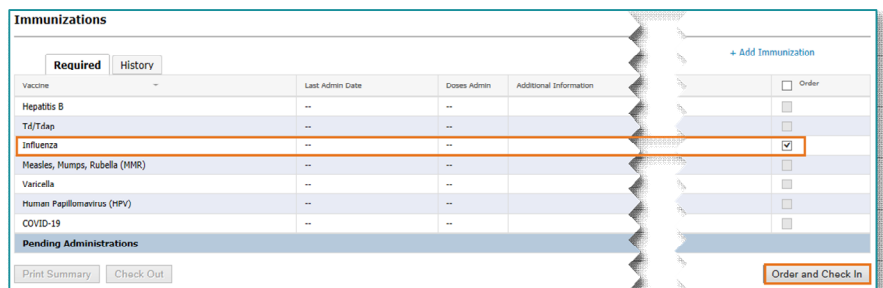
The screenshot shows the 'Patient Search' window. On the left, there are input fields for MRN, Name (testing, luis), FIN NBR (399997436), Birth Date, Enc Type, Sex, and Any Phone Number. Below these are 'Search' and 'Reset' buttons. The main area contains two tables. The top table lists patient information: Name (TESTING, LUIS), Preferred Name, MRN (2512887), Birth Date (01/01/1975), Age (49 Years), Sex (Male), and Deceased. The bottom table lists encounter details: FIN NBR (399997436), Facility (VNA HOME HEALTH AND HOSPICE), Nurse Unit (VAC_SOUTH), Enc Type (Outpatient), Reg Date (08/28/2024 11:12), Disch Date (09/02/2024 23:59), and Attending Physician. 'OK' and 'Cancel' buttons are at the bottom right.

IMPORTANT: Ensure that the correct **VAC_SOUTH** encounter is selected.

STEP 3: After the appropriate patient/encounter (Facility: **VNA HOME HEALTH AND HOSPICE**, Nurse Unit: **VAC_SOUTH**) has been selected, click the **OK** button.

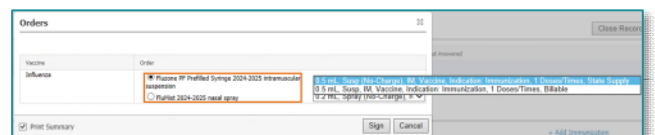
STEP 4: From the **Immunizations** section of the **Mass Vacc Check-in** page, ensure that the **Influenza Vaccine** is available and that the **Order** box is checked.

STEP 5: With the **Influenza Order** box checked, click the **Order and Check In** button in the lower right of the page, an **Orders** window will display.



The screenshot shows the 'Immunizations' window. It has tabs for 'Required' and 'History'. A table lists various vaccines: Hepatitis B, Td/Tdap, Influenza, Measles, Mumps, Rubella (MMR), Varicella, Human Papillomavirus (HPV), and COVID-19. The 'Influenza' row is highlighted, and the 'Order' checkbox is checked. Below the table is a 'Pending Administrations' section with 'Print Summary' and 'Check Out' buttons. An 'Order and Check In' button is in the bottom right corner.

STEP 6: From the **Orders** window, choose the appropriate vaccine option from those available. The option for billable vaccine should be chosen for students greater than 19 years of age.



The screenshot shows the 'Orders' window. It displays the selected vaccine: 'Influenza'. Below it, there are two options: '* Fluoro Adjuvanted Split Soma 2024-2025 Inactivated Suspension' and '* Fluoro Adjuvanted Split Soma 2024-2025 Inactivated Suspension'. The first option is selected. Below the options, there is a 'Print Summary' button and 'Sign' and 'Cancel' buttons. An 'Add Immunization' button is in the bottom right corner.

STEP 7: After selecting the appropriate vaccine option, check the **Print Summary** box in the lower left of the window. If administering a state-supplied vaccine, chose the order sentence with State Supply.

IMPORTANT: Check with vaccination staff as to the correct vaccine being administered.

STEP 8: With both the **Vaccine Order** and **Patient Summary** selected, click the **Sign** button in the lower right of the window.

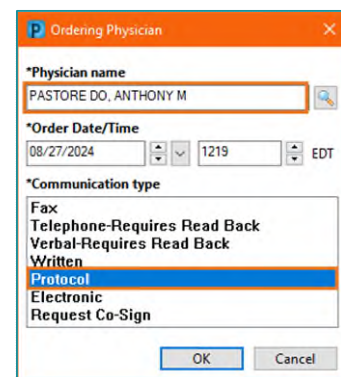
- The **Ordering Physician Window** will display.

STEP 9: Fill in the **Ordering Physician** with **PASTORE DO, ANTHONY M.**

STEP 10: Communication type: **Protocol**.

STEP 11: The **Vaccine Summary Sheet** will display in the **Discern Viewer**.

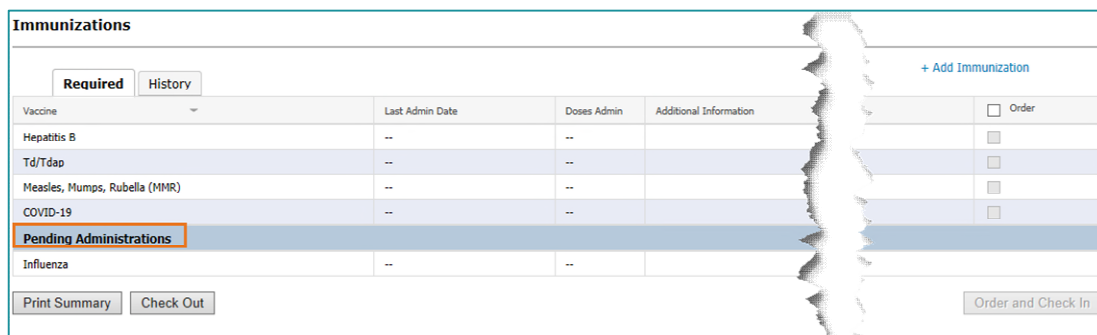
- Use the **Print** button in the upper left of the viewer window and choose the appropriate printer for the location.
- This patient information sheet with barcode will be used for medication administration. Provide to patient as they move to administration station.



NOTE: If needed, the **Vaccine Summary Sheet** can also be access by clicking the **Print Summary** button in the lower left of the **Check-In** screen.

STEP 12: After printing is complete, close the **Discern Viewer** Window.

- The **Influenza vaccine** is placed for the patient.
- The vaccine moved from **Required** list to **Pending Administrations**.



Vaccine	Last Admin Date	Doses Admin	Additional Information	Order
Hepatitis B	--	--		<input type="checkbox"/>
Td/Tdap	--	--		<input type="checkbox"/>
Measles, Mumps, Rubella (MMR)	--	--		<input type="checkbox"/>
COVID-19	--	--		<input type="checkbox"/>
Pending Administrations				
Influenza	--	--		<input type="checkbox"/>

IMPORTANT: DO NOT click the **Check Out** button in the lower left of the screen. This will remove the patient from the administration list. 