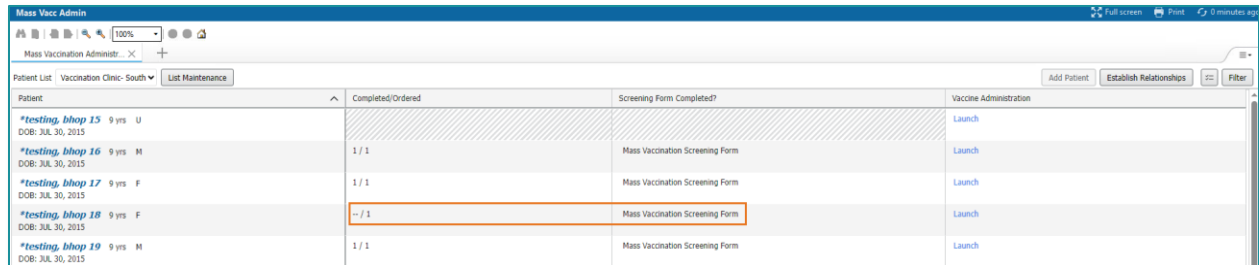


Ordering the correct version of Influenza vaccine is necessary for successful barcode scanning via Mass Vacc Admin steps. Follow the process for when it is identified a patient initially checked-in to receive IM or nasal/Flumist vaccine and are now receiving a different version of Influenza vaccine.

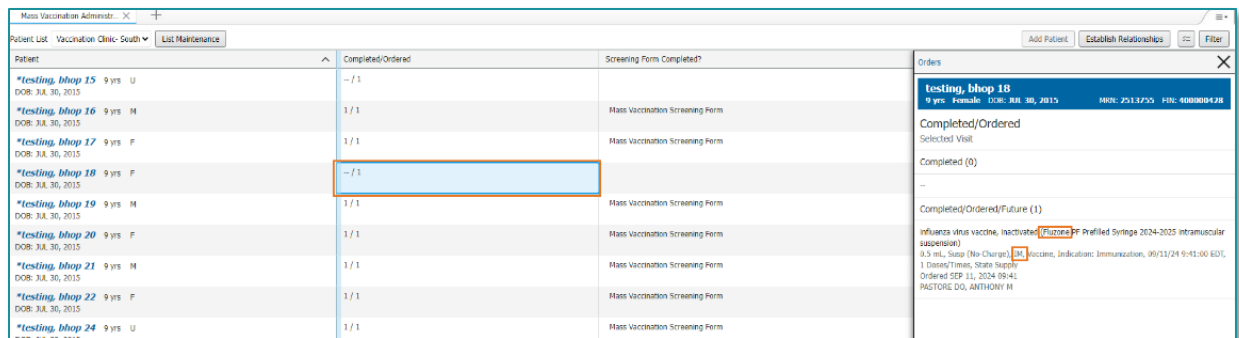
**NOTE:** This process assumes the patient is checked-in via the Mass Vac Check-In tool and can be seen within the Patient List via Mass Vacc Admin.

➤ Patient displayed from Mass Vacc Admin



| Patient                                       | Completed/Ordered | Screening Form Completed?       | Vaccine Administration |
|---|-------------------|---------------------------------|------------------------|
| *testing_bhop 15 9 yrs U<br>DOB: Jul 30, 2015 |                   |                                 | Launch                 |
| *testing_bhop 16 9 yrs M<br>DOB: Jul 30, 2015 | 1 / 1             | Mass Vaccination Screening Form | Launch                 |
| *testing_bhop 17 9 yrs F<br>DOB: Jul 30, 2015 | 1 / 1             | Mass Vaccination Screening Form | Launch                 |
| *testing_bhop 18 9 yrs F<br>DOB: Jul 30, 2015 | -- / 1            | Mass Vaccination Screening Form | Launch                 |
| *testing_bhop 19 9 yrs M<br>DOB: Jul 30, 2015 | 1 / 1             | Mass Vaccination Screening Form | Launch                 |

- -- / 1: this means the patient is checked-in and medication order has been entered for Influenza vaccine.
- Single left click within the **Completed/Ordered** cell will open a pane to the right. This should be used to identify the patient (FIN number) and which vaccine that is ordered. Pay special attention to the route of the administration, in this case: **IM** (intramuscular) is seen.



| Patient                                       | Completed/Ordered | Screening Form Completed?       | Orders   |
|---|-------------------|---------------------------------|--|
| *testing_bhop 15 9 yrs U<br>DOB: Jul 30, 2015 | -- / 1            |                                 |  |
| *testing_bhop 16 9 yrs M<br>DOB: Jul 30, 2015 | 1 / 1             | Mass Vaccination Screening Form |  |
| *testing_bhop 17 9 yrs F<br>DOB: Jul 30, 2015 | 1 / 1             | Mass Vaccination Screening Form |  |
| *testing_bhop 18 9 yrs F<br>DOB: Jul 30, 2015 | -- / 1            |                                 | <b>testing_bhop 18</b><br>9 yrs Female   DOB: Jul 30, 2015   MRN: 2513733   FIN: 40880428<br>Completed/Ordered<br>Selected Visit<br>Completed (0)<br>--<br>Completed/Ordered(Future) (1)<br>influenza virus vaccine, inactivated (Fluzone PF Prefilled Syringe 2024-2025 intramuscular suspension)<br>0.5 mL, Sterile (No Charge) [IM], Income, Indication: Immunization, 09/11/24 9:41:00 EDT,<br>1 Doses/Times, State Supply<br>Ordered: SEP 11, 2024 09:41<br>PASTORE DO, ANTHONY H |
| *testing_bhop 19 9 yrs M<br>DOB: Jul 30, 2015 | 1 / 1             | Mass Vaccination Screening Form |  |
| *testing_bhop 20 9 yrs F<br>DOB: Jul 30, 2015 | 1 / 1             | Mass Vaccination Screening Form |  |
| *testing_bhop 21 9 yrs M<br>DOB: Jul 30, 2015 | 1 / 1             | Mass Vaccination Screening Form |  |
| *testing_bhop 22 9 yrs F<br>DOB: Jul 30, 2015 | 1 / 1             | Mass Vaccination Screening Form |  |
| *testing_bhop 24 9 yrs U<br>DOB: Jul 30, 2015 | 1 / 1             | Mass Vaccination Screening Form |  |

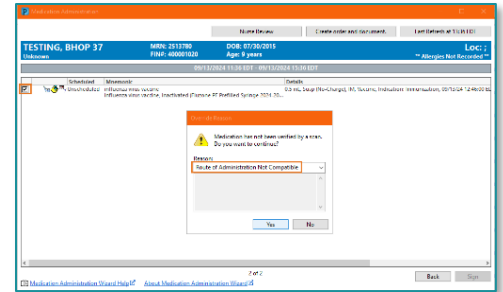
- The administering staff will complete screening documentation based off the Smartsheet/Patient Roster.
- If it is determined the patient needs a different vaccine than what was originally ordered, follow the steps workflow.

**STEP 1:** From Mass Vac Admin, select **Launch** from **Vaccine Administration** column.

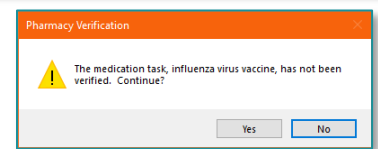
**STEP 2:** Scan **Vaccine Summary Sheet** that was printed via **Mass Vacc Check-in** steps.

From the Office of Clinical Informatics  
 Home Care & Hospice Mass Vacc Vaccine Order Changes  
 September 9, 2024  
 Page 2 of 4

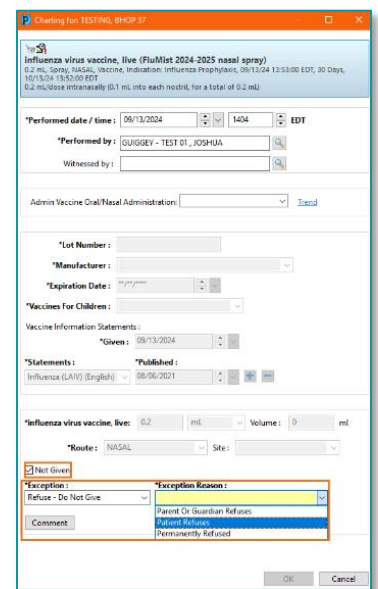
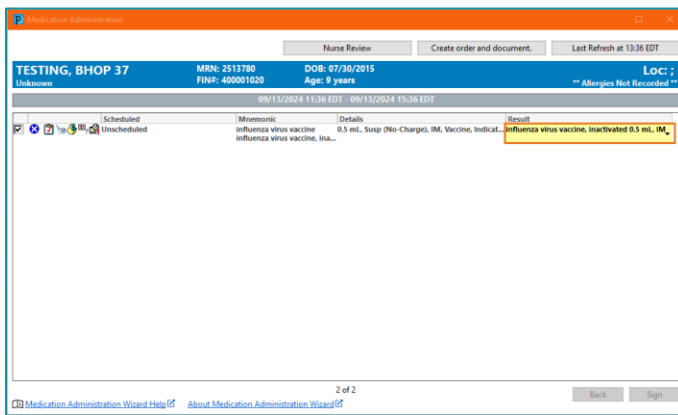
**STEP 3:** The Medication Administration window will display influenza vaccine ordered during Check-in steps. Perform override by selecting box to left and indicate **Override Reason** as: **Route of Administration Not Compatible**. Select Yes.



**STEP 4:** Pharmacy Verification window will appear, select Yes.



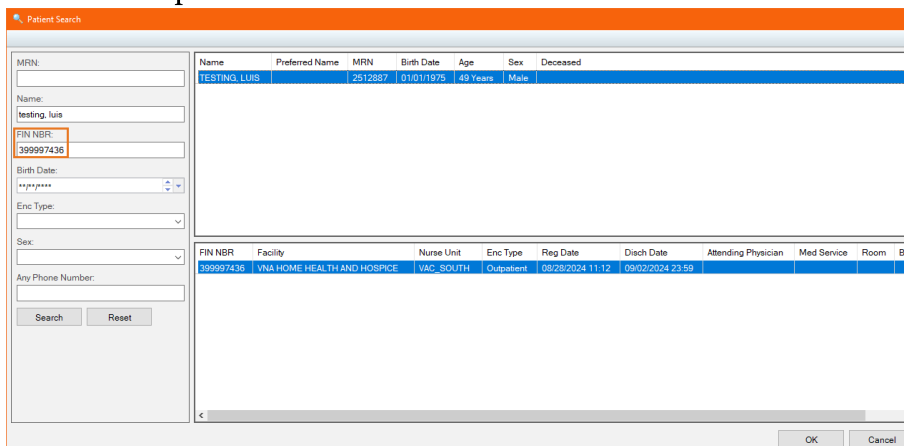
**STEP 5:** Click within yellow-highlighted **Result** column.



**STEP 6:** Select **Not Given**, indicate **Exception**, and **Exception Reason**:  
**Exception:** Refuse – Do Not Give  
**Exception Reason:** Patient Refuses

**STEP 7:** Press OK, then Sign.

**STEP 8:** Navigate to Mass Vacc Check-in. Use the Patient Search window, search for and locate the appropriate patient using multiple patient identifiers, as needed. Search using FIN number indicated on printed smartsheet roster.



**IMPORTANT:** Ensure that the correct VAC\_SOUTH encounter is selected.

**STEP 9:** After the appropriate patient/encounter (Facility: VNA HOME HEALTH AND HOSPICE, Nurse Unit: VAC\_SOUTH) has been selected, click the OK button.

**STEP 10:** Influenza Vaccine will now become available to order and check-in again.

**NOTE:** This should only be done when it is determined the patient will be receiving a different vaccine than what was previously ordered/checked in.

**STEP 11:** From the Immunizations section of the Mass Vacc Check-in page, verify the Influenza vaccine is available and that the Order box is checked.

**STEP 12:** With the Influenza Order box checked, click the Order and Check In button in the lower right of the page, an Orders window displays.

| Vaccine                       | Last Admin Date | Doses Admin | Additional Information | Order                               |
|-------------------------------|-----------------|-------------|------------------------|-------------------------------------|
| Hepatitis B                   | --              | --          |                        | <input type="checkbox"/>            |
| Td/Tdap                       | --              | --          |                        | <input type="checkbox"/>            |
| Influenza                     | --              | --          |                        | <input checked="" type="checkbox"/> |
| Measles, Mumps, Rubella (MMR) | --              | --          |                        | <input type="checkbox"/>            |
| Varicella                     | --              | --          |                        | <input type="checkbox"/>            |
| Human Papillomavirus (HPV)    | --              | --          |                        | <input type="checkbox"/>            |
| COVID-19                      | --              | --          |                        | <input type="checkbox"/>            |

**STEP 13:** From the Orders window, choose the appropriate vaccine option from those available.

**STEP 14:** 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:** Select the vaccine the child's parent/guardian has provided consent to give.

**STEP 15:** With both the Vaccine Order and Patient Summary selected, click the Sign button in the lower right of the window.

| Vaccine   | Order   | 0.5 mL, Susp (No-Charge), IM                           | 0.2 mL, Soln(No-Charge), NA                        |
|-----------|---|--|--|
| Influenza | <input checked="" type="radio"/> FluLaval PF Prefilled Syringe 2024-2025 intramuscular suspension | 0.5 mL, Susp (No-Charge), IM                           | 0.2 mL, Soln(No-Charge), NA                        |
|           | <input type="radio"/> FluLaval PF Prefilled Syringe 2024-2025 intranasal suspension               | 0.5 mL, Susp (No-Charge), IM                           | 0.2 mL, Soln(No-Charge), NA                        |
|           | <input type="radio"/> FluMist 2024-2025 nasal spray   | 0.5 mL, Susp, IM, Vaccine, 1 Doses/Times, State Supply | 0.5 mL, Susp, IM, Vaccine, 1 Doses/Times, Billable |

- The Ordering Physician Window will display.

**STEP 16:** Fill in the Ordering Physician window with PASTORE DO, ANTHONY M.

**STEP 17:** Communication type: Protocol.

**STEP 18:** The Vaccine Summary Sheet displays in the Discern Viewer.

**STEP 19:** The Vaccine Summary Sheet displays in the Discern Viewer.

- The document does not need to be printed as it was printed previously.

\*Physician name  
PASTORE DO, ANTHONY M

\*Order Date/Time  
08/27/2024 1219 EDT

\*Communication type  
Fax  
Telephone-Requires Read Back  
Verbal-Requires Read Back  
Written  
Protocol  
Electronic  
Request Co-Sign

**STEP 20:** Follow normal medication administration steps outlined in **Mass Vacc Admin** workflow: [Home Care & Hospice - Mass Vacc Admin Tool \(northernlighthealth.org\)](https://northernlighthealth.org)

**IMPORTANT:** Ensure that the correct vaccine (Nasal or IM injection) is ordered and documented appropriately prior to pressing Sign. It is this step that alerts the Maine Immunization Information System (ImmPact).

The screenshot displays the 'Medication Administration' window for patient **TESTING, BONNIE**. The patient's MRN is 2512274, DOB is 08/08/1960, and she is 64 years old. The interface includes a 'Nurse Review' button, a 'Create order and document...' button, and a 'Last Refresh at 8:39 EDT' timestamp. A table lists medication orders, with the first row showing a checked 'Scheduled' status and an 'Unscheduled' status. The medication is 'influenza virus vaccine, live' with a 'NASAL' route highlighted in red. The 'Details' column specifies '0.2 mL, Spray, NASAL, Vaccine, Indication: Infl...' and the 'Result' column shows 'influenza virus vaccine, live 0.2 mL'. The bottom of the window features a '2 of 2' page indicator, a 'Back' button, and a 'Sign' button.