

# VACCINATION CLINIC TRAINING

## Logging in

- Enter your username and password to login to Rover. For training use logins: vac00 – vac10.
- Once logged in, Select the EPIC button and ensure **GV Immunization Clinic** is set as the department.
  - If it is not, choose the 3 dots from the EPIC menu, then select **Change Department**.

## Access the Schedule

- From the **Epic menu**, select **Schedule**.
- At the top of the schedule, select **Schedule** to set **GV Immunization Clinic** as the department schedule.

## Setting Filters

- Use the filter button to display patients that have been checked in.
  - Toggle off all filters except the **In Progress** section.

## Patient Search

- If you cannot locate the patient on the Schedule, use **Patient Search** to search for them by name or MRN.

## Capturing Photos

- Select your patient from the **Schedule**.
- From the **Summary** page, scan Insurance and Photo IDs by selecting the silhouette/Camera Icon on the patient header.
  - Select **Clinical Media**.
  - Capture a photo of their cards.
    - Capture the Front of Photo ID – Change document type to Photo ID.
    - Capture the front/back of Insurance cards (Insurance cards can be scanned together if patients have more than one).
    - Once you have scanned all cards, select **Save**.

## Document Administration of Vaccine

- From Summary page, select **Administer Vaccine**.
  - Do not click the Administer button until the patient has received the vaccine and you are ready to complete the administration steps all the way through.
- From bottom of screen, select **Admin Due**.
- Enter required information.
- Once information has been filled in, click the back arrow and you should get a green thumbs up. Don't forget to click **Accept**.
- Once you click Accept, ensure the vaccine administration shows as **Completed**.

## End Visit

- From the **Epic** button, select **Summary**.
- From the **Summary** page select **End Visit**.

## Document Administration of Second Dose (demo only)

- From the Summary Page - COVID-19 Vaccine section, point out the date of dose 1 and the recommended and earliest valid dates for dose 2.
- Ensure that you are giving the second dose on or after the earliest valid date.