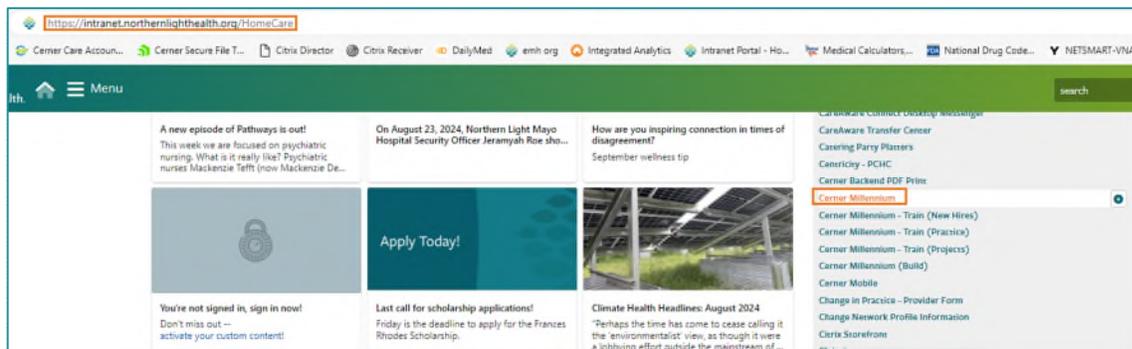


Initial setup is needed for an efficient workflow for administration and documentation of the Influenza Vaccine using the Mass Vacc tools in PowerChart.

Mass Vacc Admin tool

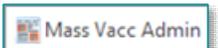
➤ Setup

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.

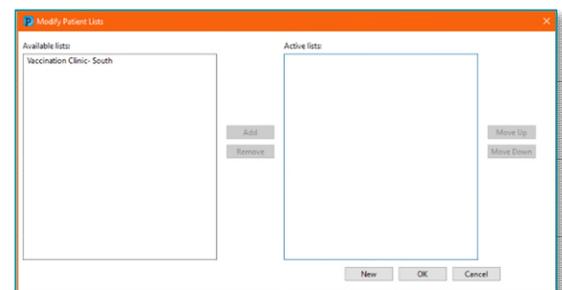
STEP 4: From the **Mass Vacc Admin** Page, click the **List Maintenance** button.



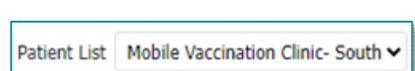
STEP 5: Select the **Mobile Vaccination Clinic- South** list in the Available lists and move to the Active List using the Arrows.

- 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.

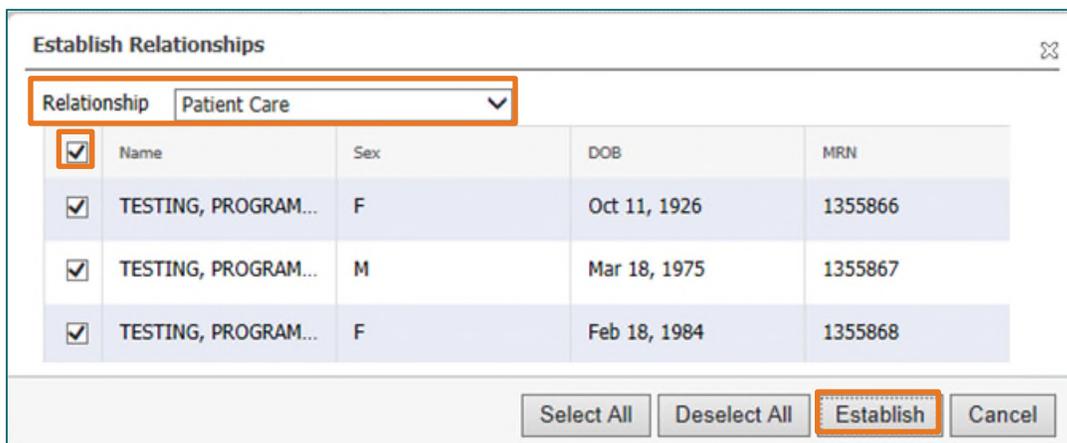


- The **Establish Relationships** window will display.

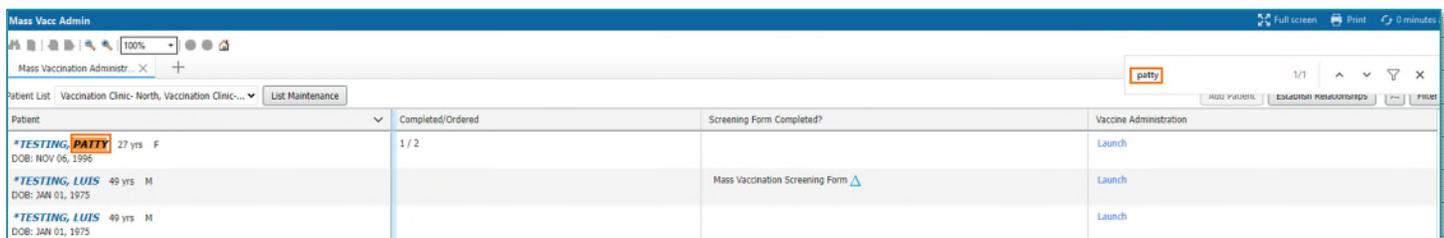
STEP 3: Use the **Select All** check box to select all the patients on the list.

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**

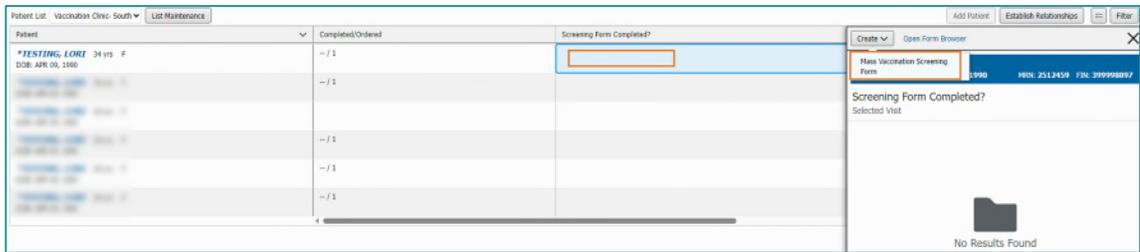


STEP 1: From **Mass Vacc Admin** Tool, locate patient row by performing necessary patient identification as done previously within **Mass Vacc Check-in**.

- 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.

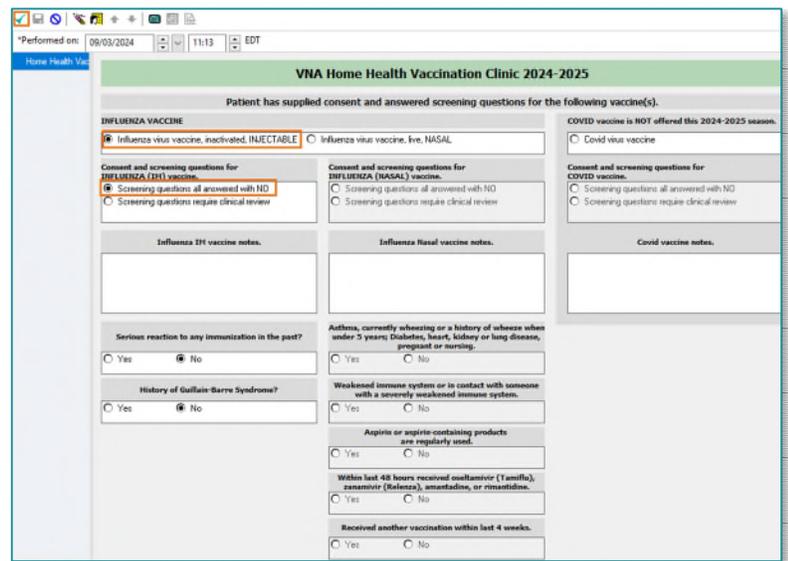
STEP 2: Review **Completed/Ordered** column to indication if the vaccine order was placed.

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)

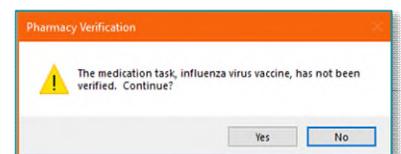
STEP 6: To Refresh the Mass Vacc Admin screen to check if the **Mass Vaccination Screening Form has been completed:** select **Refresh** within the open pane window.



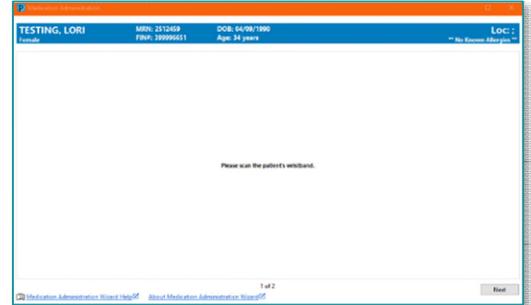
STEP 7: Collect **Vaccine Summary Sheet** printed during check-in, Press **Launch** within Vaccine Administration column. Scan Vaccine Summary Sheet. If the Influenza medication order appears, you have successfully identified the patient.

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**.

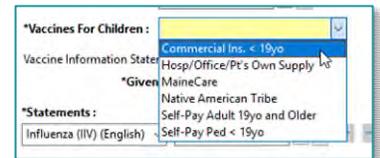


STEP 9: The Lot Number, Manufacturer, and Expiration information should automatically populate from barcode on the vaccine. This is dependent on a variety of factors: manufacturer provided information in barcode, resolution, lighting, scanner and device used, and even condensation on the vaccine.



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.