

September 23, 2024

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
- <u>STEP 1</u>: From the Intranet Page, select **Cerner Millennium**.



- **<u>STEP 2</u>**: 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.
- **<u>STEP 3</u>**: From the PowerChart toolbar, select the Mass Vacc Admin option.
- **<u>NOTE</u>**: For some positions, this button may be hidden in one of the Toolbar menu dropdowns.
- **<u>STEP 4</u>**: From the **Mass Vacc Admin Page**, click the **List Maintenance** button.
- **<u>STEP 5</u>**: 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.
- <u>NOTE</u>: 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.
- **<u>STEP 6</u>**: 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.

Variable lists:		Dive lists:		-
Accination Canic- South				
	Add			Move Up
	Remove			Move Down
			04 J	



Nass Vacc Admin

List Maintenance

Establishing Relationships

<u>NOTE</u>: These steps may take some time for the computer to perform, be patient.

- **<u>STEP 1</u>**: When accessing the **Mass Vacc Admin** tool for the day, ensure that the appropriate patient list is selected from the **Patient List** dropdown.
- **<u>STEP 2</u>**: Click the **Establish Relationships** button in the upper right of the window.

Establish Relationships

- The Establish Relationships window will display.
- **<u>STEP 3</u>**: Use the **Select All** check box to select all the patients on the list.
- **<u>STEP 4</u>**: In the **Relationship** dropdown, choose the appropriate relationship type for your role.
- **<u>STEP 5</u>**: After selecting the appropriate role and patients, click the **Establish** button.

Relationship Pa	tient Care	~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Name	Sex	DOB	MRN
TESTING,	PROGRAM F	Oct 11, 1926	1355866
TESTING,	, PROGRAM M	Mar 18, 1975	1355867
TESTING,	PROGRAM F	Feb 18, 1984	1355868
		Select All Deselect A	All Establish Cancel

Mass Vacc Admin Workflow

Mass Vacc Admin				👯 Full scre	n 🖶 Print	😏 0 minutes
Al B B 🔍 🔍 100% 🔹 🔿 🌚 🙆						
Mass Vaccination Administr × +			patty	1/1	~ ~	× V
Patient List Vaccination Clinic- North, Vaccination Clinic 🗸 List Maintenance				Auu Mauerit. Establisi	r Nelauonsnips	- Miller
Patient ~	Completed/Ordered	Screening Form Completed?	Vaccine Administration	1		
*TESTING PATTY 27 yrs F D08: NOV 06, 1996	1/2		Launch			
*TESTING, LUIS 49 yrs M DOB: JAN 01, 1975		Mass Vaccination Screening Form 🛆	Launch			
*TESTING, LUIS 49 yrs M DOB: JAN 01, 1975			Launch			

- <u>STEP 1</u>: 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.
- **<u>STEP 2</u>**: Review **Completed/Ordered** column to indication if the vaccine order was placed.

<u>STEP 3</u>: 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.

Patient List Vaccination Clinic- South V List Maintenand	ce		Add Patient Establish Relationships == Filter
Patient	✓ Completed/Ordered	Screening Form Completed?	Create V Open Form Browser
*TESTING, LORI 34 yrs F DOB: APR 09, 1990	/1		Hass Vaccination Screening
The second se	-/1		1990 Mill: 2512459 File: 399996897
			Screening Form Completed?
			Selected Visit
the second se	-/1		
the second secon	-/1		
the second s	/1		
			No Results Found

STEP 4:The VNA Home Health VaccinationClinic 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-

In: 09/03/2024		
V	A Home Health Vaccination Clinic 2024	-2025
Patient has supplie	d consent and answered screening questions for th	he following vaccine(s).
INFLUENZA VACCINE		COVID vaccine is NOT offered this 2024-2025 season
Influenza virus vaccine, inactivated, INJECTABLE	Influenza virus vaccine, live, NASAL	O Covid visus vaccine
Consent and screening questions for INFLUENZA (D4) vaccine.	Consent and screening questions for DIFLUENZA (NASAL) vaccine.	Consent and screening questions for COVID vaccine.
Screening questions all answered with ND Screening questions require clinical review	C Screening questions all answered with NO C Screening questions require clinical review	Sceening questions all answered with NO Sceening questions require clinical review
Influenza IH vaccine notes.	Influenza Nasal vaccine nobes.	Covid vaccine notes.
Serious reaction to any immunization in the past?	Authma, currently wheesing or a history of wheese when under 5 years; Diabetes, heart, kidawy or lung disease,	
C Yes No	O Yes O No	
History of Guillain-Barre Syndrome?	Weakesed immune system or in contact with someone with a severely weakened immune sectors.	
O Yes No	C Yes C No	
	Aspirin or aspirie-containing products are regularly used.	
	O Yes O No	
	Within last 48 hours received oseltamivir (Tamiflu), zanamivir (Relenza), amantadine, or rimantidine.	
	O Yes O No	

Barre Syndrome become questions to answer.

- **<u>STEP 5</u>**: Click **Sign** located in top left of form. (Green check-mark icon)
- **<u>STEP 6</u>**: 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.

1 2 4 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
the scheme in the			10
tion at the same the ball + at Radiona			ALCOLUMN REAL PROPERTY AND A DESCRIPTION OF A DESCRIPTION
next	e brainitrovit	Screenig from Considerate	and a sector sector x
PERMITENT, ADDRE MET Ripes. 2 2006-244, 20, 2001	- (1	Han rischener je worg kern	TENTING, INCOMENTS
TRUSTNES AND IN YOUR DUE TO THE THE PARTY OF	4/4	Here: Hereinalises Diversing form	First Relieves (DR. R. S. MD. 400-202009 (Dr. 404000) Sciences of Party Consideral?
Prestance and the line is the second	-/1		tencod Vet
PERMISSION AND ALL STORE &	Mit	Plant Percenture Screaming Service	O Beauterid for saiding and this before to even the lifetime.
TRAINS MARKS 111 1	1.13	The Double Denny Test	
TERING, SHOP IS App. 4.			
in the state of th			

- 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.
- **<u>STEP 8</u>**: Scan the vaccine barcode. Typically this should be thesquare 2D barcode on the vaccine.
 - A medication administration window opens.
 - The **Pharmacy Verification** alert will appear, click **Yes**.



From the Office of Health Informatics Home Care & Hospice Mass Vacc Admin Tool September 23, 2024 Page 4 of 4

- <u>STEP 9</u>: 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.

P Concerns Advanced at the			— х — х
TESTING, LORI	MRN: 2512459 FIN#: 399996651	DOB: 64/09/1990 Age: 34 years	Loc: ; " No Known Allergies "
		Pase sui Trepatori subdand.	

<u>STEP 11</u>: 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.

*Vaccines For Children :	
	Commercial Ins. < 19yo
Vaccine Information State	Hosp/Office/Pt's Own Supply bo
"Giver	MaineCare
	Native American Tribe
Statements :	Self-Pay Adult 19yo and Older
Influenza (IIV) (English)	Self-Pay Ped < 19yo

<u>STEP 12</u>: Document the administration site.

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

- **<u>STEP 13</u>**: After verifying the information is entered as appropriate, click the **OK** button in the lower right of the Medication Administration window.
- **<u>STEP 14</u>**: 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	Laundi
*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.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.