Northern Light Health | Optum

From the Office of Health Informatics

Home Care and Hospice Mass Vacc Check-In Tool

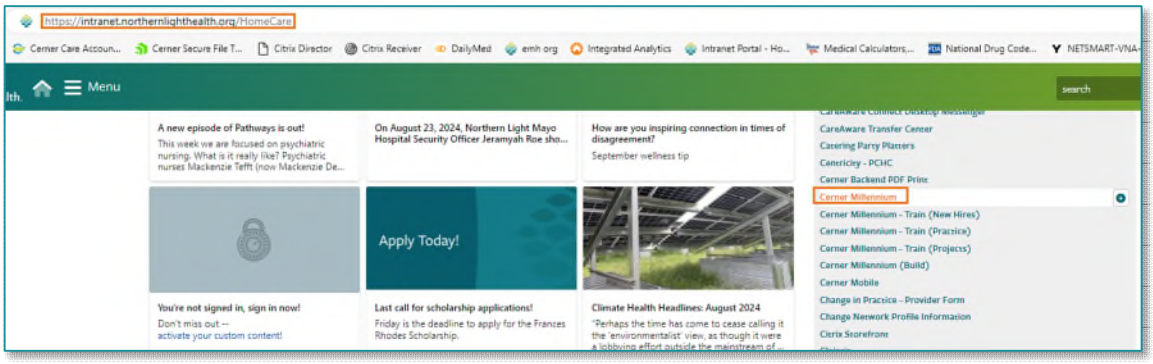
September 9, 2024

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 Check-In Tool

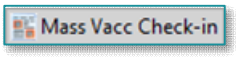
➢ **Setup**

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



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

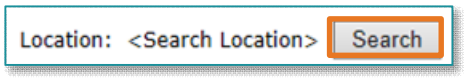
STEP 3: From PowerChart Toolbar, select **Mass Vacc Check-In** option.



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.

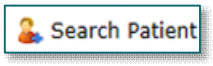
STEP 7: Click **Save**.

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

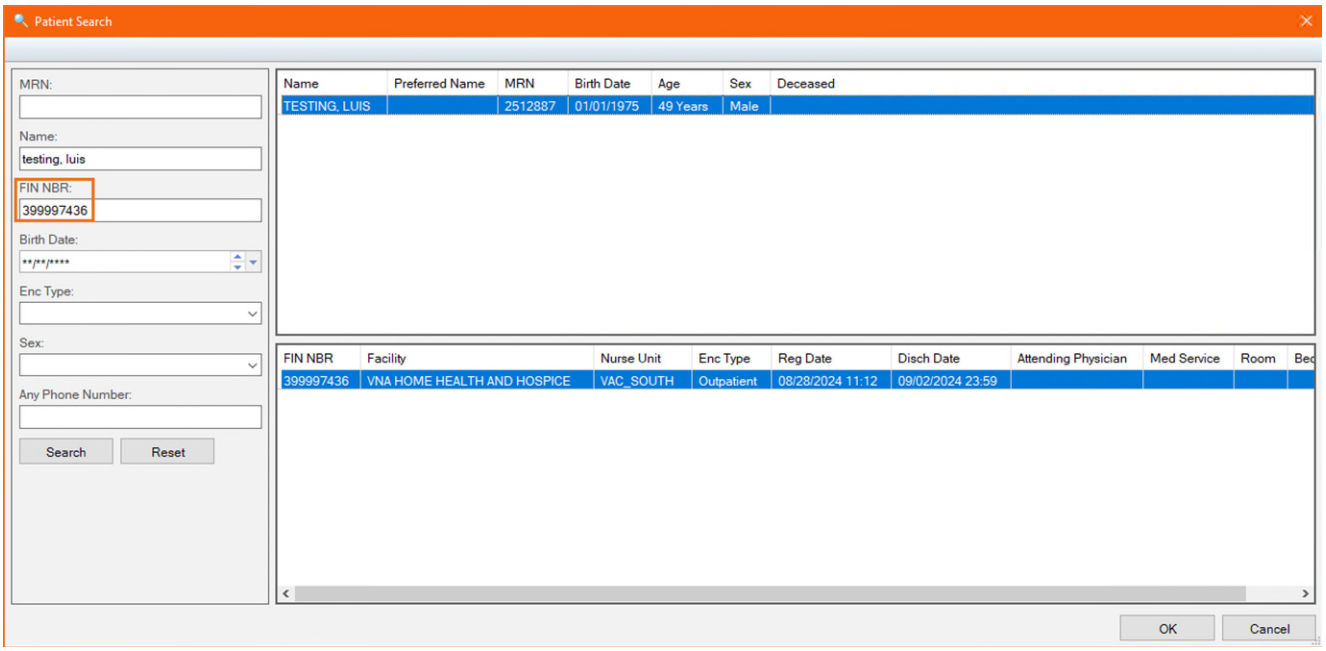
➢ **Mass Vacc Check-In Workflow**

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.

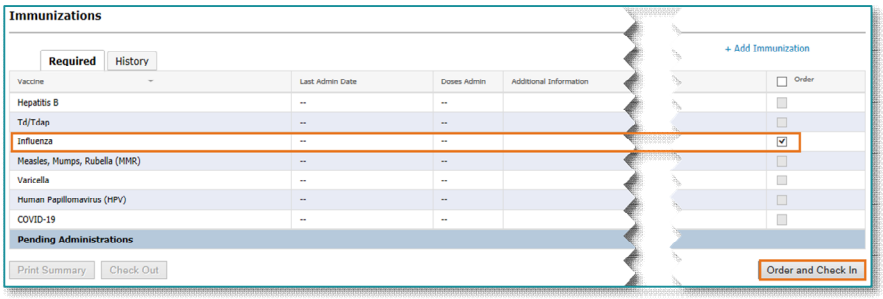


IMPORTANT: Ensure that the correct VAC_SOUTH encounter is selected.

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.

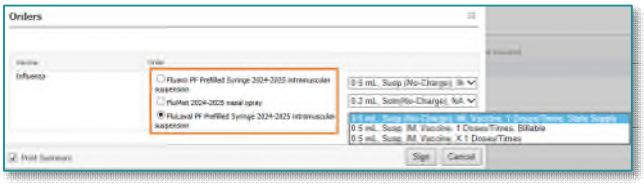
STEP 5: With the **Influenza Order** box checked, click the **Order and Check In** button in the lower right of the page, an **Orders** window will display.



STEP 6: From the **Orders** window, choose the appropriate vaccine option from those available.

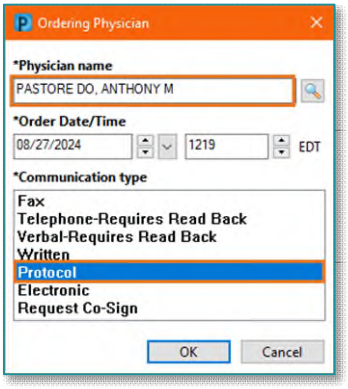
STEP 7: After selecting the appropriate vaccine option, check the **Print Summary** box in the lower left of the window. If administering a state-supplied vaccine, chose the order sentence with State Supply.

IMPORTANT: Check with vaccination staff as to the correct vaccine being administered. The image to the right may not contain the exact vaccine administered at all clinics.



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.**

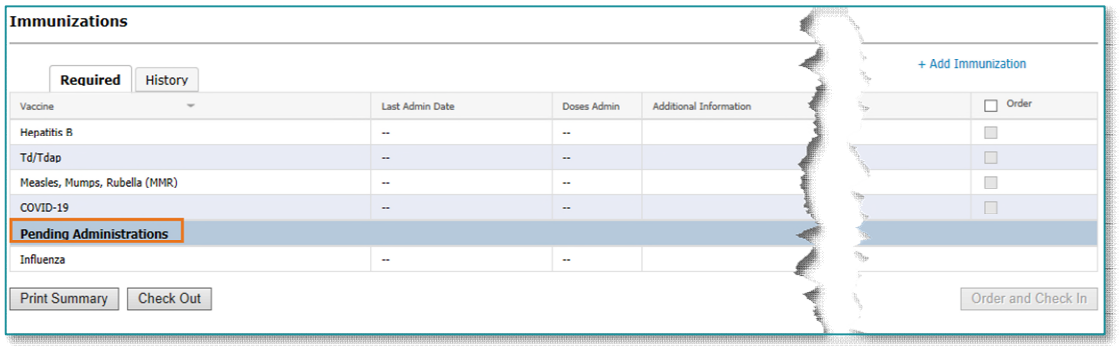
STEP 11: The **Vaccine Summary Sheet** will display in the **Discern Viewer.**

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



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

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.