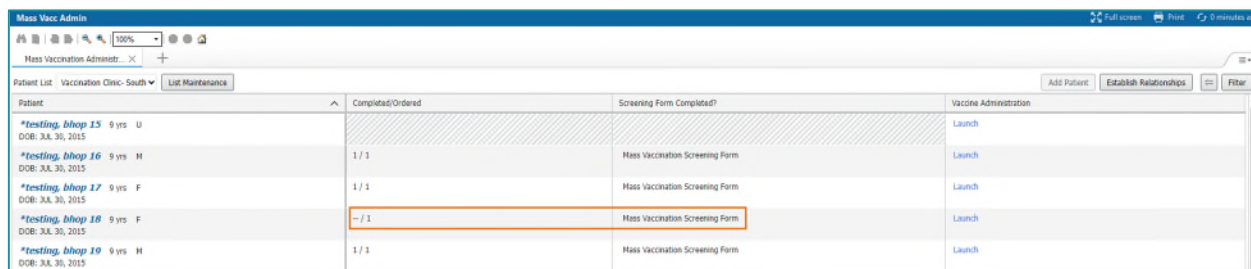


Ordering the correct version of Influenza vaccine is necessary for successful barcode scanning via Mass Vacc Admin steps. Follow the process for when it is identified a patient initially checked-in to receive IM or nasal/Flumist vaccine and are now receiving a different version of Influenza vaccine.

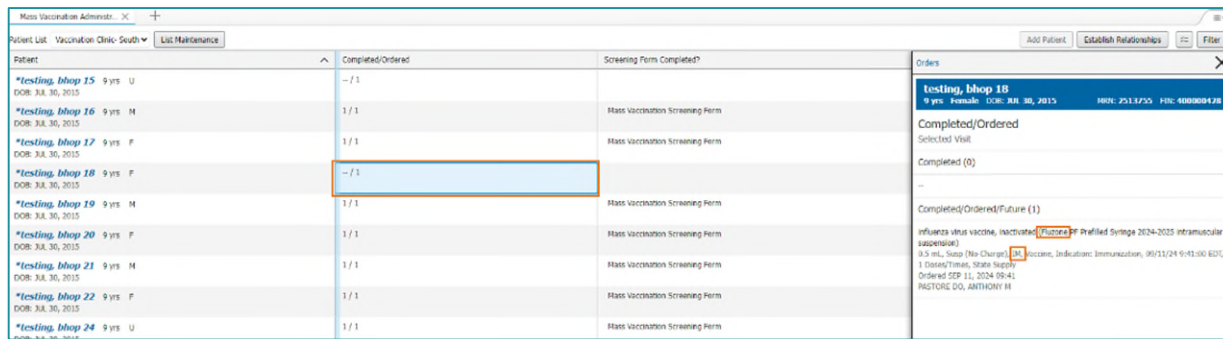
NOTE: This process assumes the patient is checked-in via the Mass Vac Check-In tool and can be seen within the Patient List via Mass Vacc Admin.

➤ Patient displayed from Mass Vacc Admin



Patient	Completed/Ordered	Screening Form Completed?	Vaccine Administration
*Testing, bhop 15 DOB: Jul 30, 2015			Launch
*Testing, bhop 16 DOB: Jul 30, 2015	1 / 1	Mass Vaccination Screening Form	Launch
*Testing, bhop 17 DOB: Jul 30, 2015	1 / 1	Mass Vaccination Screening Form	Launch
*Testing, bhop 18 DOB: Jul 30, 2015	-- / 1	Mass Vaccination Screening Form	Launch
*Testing, bhop 19 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.
- 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 DOB: Jul 30, 2015	-- / 1		
*Testing, bhop 16 DOB: Jul 30, 2015	1 / 1	Mass Vaccination Screening Form	
*Testing, bhop 17 DOB: Jul 30, 2015	1 / 1	Mass Vaccination Screening Form	
*Testing, bhop 18 DOB: Jul 30, 2015	-- / 1	Mass Vaccination Screening Form	Testing, bhop 18 9 yrs Female DOB: Jul 30, 2015 MRN: 25112755 FHC: 000000418 Completed/Ordered Selected Visit Completed (0) Completed/Ordered/Future (1) influenza virus vaccine, inactivated (Fluzone®) Prefilled Syringe 2024-2025 intramuscular suspension) 0.5 mL, Sterile (No Charge) [IN] Vaccine, Indications: Immunization, 9/13/24 9:41:50 EDT, 1 Dosing/Times, State Supply Ordered SEP 11, 2024 19:41 HISTORIC DO, ANTHONY H
*Testing, bhop 19 DOB: Jul 30, 2015	1 / 1	Mass Vaccination Screening Form	
*Testing, bhop 20 DOB: Jul 30, 2015	1 / 1	Mass Vaccination Screening Form	
*Testing, bhop 21 DOB: Jul 30, 2015	1 / 1	Mass Vaccination Screening Form	
*Testing, bhop 22 DOB: Jul 30, 2015	1 / 1	Mass Vaccination Screening Form	
*Testing, bhop 24 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.

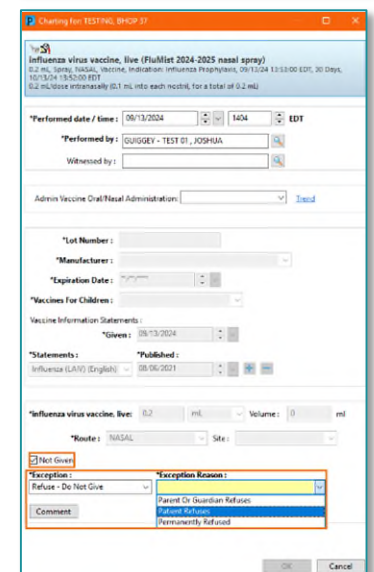
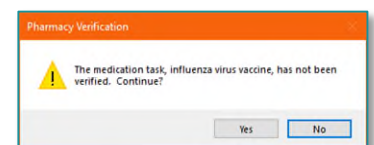
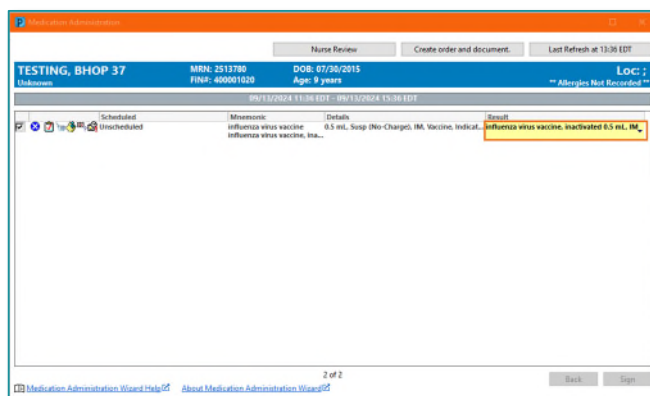
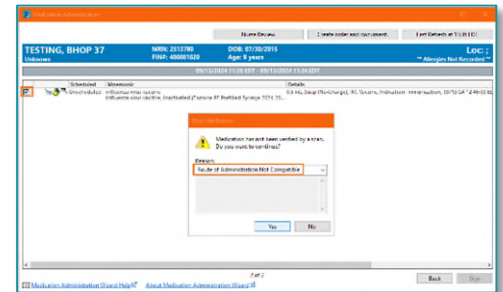
STEP 2: Scan **Vaccine Summary Sheet** that was printed via **Mass Vacc Check-In** steps.

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Mass Vacc Vaccine Order Changes
April 25, 2025
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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.



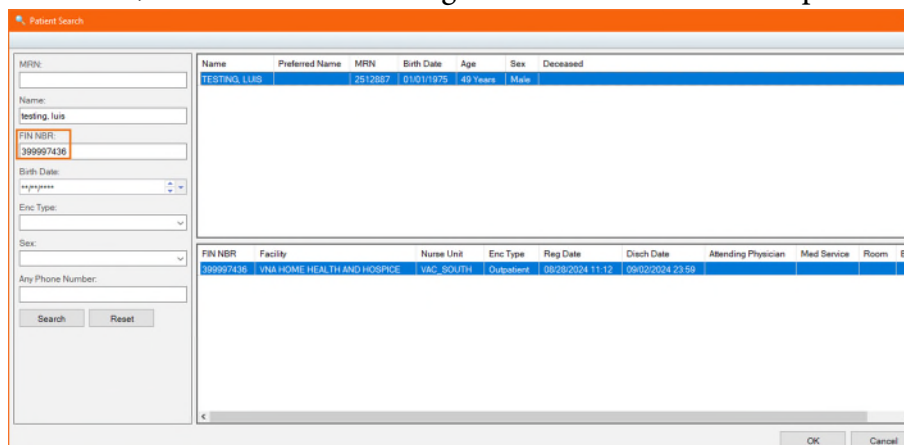
STEP 6: Select **Not Given**, indicate **Exception**, and **Exception Reason**:

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	--	--		☐
Td/Tdap	--	--		☐
Influenza	--	--		☒
Measles, Mumps, Rubella (MMR)	--	--		☐
Varicella	--	--		☐
Human Papillomavirus (HPV)	--	--		☐
COVID-19	--	--		☐

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.

- The **Ordering Physician Window** will display.

Vaccine	Order	State Supply
Influenza	☐ Fluorin PF Prefilled Syringe 2024-2025 intramuscular suspension ☐ Fluorin PF Prefilled Syringe 2024-2025 intramuscular suspension ☒ Fluorin PF Prefilled Syringe 2024-2025 intramuscular suspension	☐

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 \(northernlighthouse.org\)](#)

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 shows a web application window titled "Medication Administration". At the top, there are buttons for "Nurse Review", "Create order and document.", and "Last Refresh at 8:39 EDT". Below this is a patient information header for "TESTING, BONNIE", a female, with MRN: 2512974, FIN#: 400001095, DOB: 08/08/1960, and Age: 64 years. A "Loc:" field is also present. The main area displays a table with columns for "Scheduled", "Unscheduled", "Miscellaneous", "Details", and "Result". A row is visible for "Influenza virus vaccine, live", with a "NASAL" label in the "Result" column. At the bottom, there are links for "Medication Administration Wizard Help" and "About Medication Administration Wizard", a "Back" button, and a "Sign" button.

Scheduled	Unscheduled	Miscellaneous	Details	Result
☒	☐	☐	Influenza virus vaccine, live Influenza virus vaccine, live...	Influenza virus vaccine, live 0.2 ml, NASAL