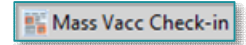


The below information outlines the workflow for administration and documentation of the COVID-19 Vaccine using the Mass Vacc tools in PowerChart.

Setting up the Mass Vacc Check-In Tool

STEP 1: From the PowerChart toolbar, select the **Mass Vacc Check-In** option.



NOTE: For some positions, the button may be hidden in one of the toolbar menu drop downs.

STEP 2: In the upper left of the **Mass Vacc Check-In** page, click the location **Search** button.

STEP 3: In the **Search** field, type, and search for **VAC**.



STEP 4: From the list of search results, choose the appropriate **VAC_()** location.

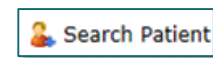
STEP 5: Click **Save**.

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

Ordering the Vaccine

When the patient arrives at the check-in location, please confirm patient identity, and ask for confirmation that the screening questions have been read and understood. If any of the questions are answered as **Yes**, please refer for further clinical evaluation. Address questions as appropriate.

STEP 1: From the **Mass Vacc Check-In** page, click the **Search Patient** button.

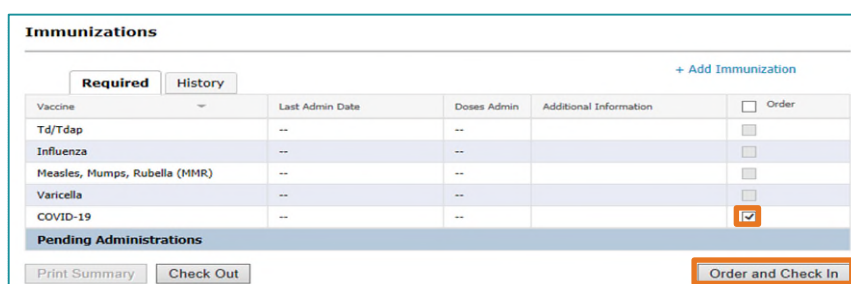


STEP 2: From the **Patient Search** window, search for and locate the appropriate patient using multiple patient identifiers, as needed.

IMPORTANT: Please ensure that the correct **VAC_()** encounter is selected.

STEP 3: After the appropriate patient/encounter has been selected, click the **OK** button.

STEP 4: From the Immunizations section of the **Mass Vacc Check-In** page, ensure that the **COVID-19 Vaccine** is available and the **Order** box is checked.



STEP 5: With the **COVID-19 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.

Vaccine	Order	
COVID-19	<input type="radio"/> Pfizer-BioNTech COVID-19 Vaccine (Do Not Dilute) 30 mcg/0.3 mL PF intramuscular suspension	Select an order sentence
	<input type="radio"/> Pfizer-BioNTech COVID-19 (5y-11y) Vaccine PF intramuscular suspension	0.2 mL, Susp (No-Charge), IV
	<input type="radio"/> Janssen COVID-19 Vaccine PF intramuscular suspension	0.5 mL, Susp (No-Charge), IV
	<input type="radio"/> Moderna COVID-19 Vaccine PF	Select an order sentence
	<input checked="" type="radio"/> Pfizer-BioNTech COVID-19 (6m-4y) Vaccine PF intramuscular suspension	0.2 mL, Susp (No-Charge), IV
	<input type="radio"/> Moderna COVID-19 (6m-5y) Vaccine PF intramuscular suspension	0.25 mL, Susp (No-Charge), I
	<input type="radio"/> Moderna COVID-19 (Booster Only) Vaccine PF 50 mcg/0.5 mL intramuscular suspension	0.5 mL, Susp (No-Charge), IV

Print Summary

STEP 7: After selecting the appropriate vaccine option, check the **Print Summary** box in the lower left of the window.

STEP 8: With both the **Vaccine Order** and **Print 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** window with **VACCINE, ORDER_PER_NLH_POLICY**.

STEP 10: The **Communication type** will always be **Protocol**.

STEP 11: Address Height/Weight/Allergy window, if necessary.

STEP 12: The **Vaccine Summary Sheet** will now display in the **Discern Viewer**. Use the **Print** button in the upper left of the viewer window and choose the appropriate printer for your location.

STEP 13: After printing is complete, close the **Discern Viewer** Window.

- The **COVID-19 Vaccine** is now placed for the patient.

NOTE: If needed, the **Vaccine Summary Sheet** can also be accessed by clicking the **Print Summary** button in the lower left of the **Check-In** screen.

IMPORTANT: **DO NOT** click the **Check Out** button in the lower left of the screen. If clicked, it will remove the patient from the administration  list.

Ordering Physician

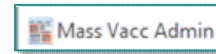
*Physician name
VACCINE, ORDER_PER_NLH_POLICY

*Order Date/Time
12/09/2020 0905 EST

*Communication type
Joint Practice Protocol, Active Patient Care Protocol, Cosign Required Proposal, Cosign Required Electronic
Fax
Telephone-Requires Read Back
Verbal-Requires Read Back
Written
Protocol
Request Co-Sign
Administrative

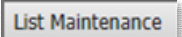
Setting up the Mass Vacc Admin tool

STEP 1: From the PowerChart toolbar, select the **Mass Vacc Admin** option.




NOTE: For some positions, the button may be hidden in one of the toolbar menu drop downs.

STEP 2: From the **Mass Vacc Admin Page**, click the **List Maintenance** button in the upper left.



STEP 3: From the **List Maintenance** tool, select the proxied Vaccine Administration lists from the **Available Lists** column.

STEP 4: Using the right arrow button between the columns, move the Vaccine Administration lists into the **Active Lists** column. 

STEP 5: Use the up and down arrows to rearrange the display order of the **Active Lists** as needed.

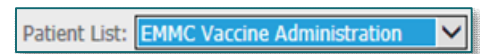
- Having the +/- 1 hour list at the top is recommended.



STEP 6: Click the **OK** button to close the **List Maintenance** tool.

NOTE: These setup steps should only need to be performed one time for each user.

STEP 7: On the **Mass Vacc Admin Tool**, select the appropriate **Member Organization Vaccine Administration List** from the **Patient List** drop down in the upper left.



NOTE: The +/- 1 hour list should be used for most patients. The +/- 3-hour list can be used as needed to located patients who are outside of their appointment timeframe.

Mass Vaccinator Workflow

STEP 1: After identifying the patient using the necessary identifiers, use the barcodes from the Vaccine Summary sheet to scan for the patient wristband.

STEP 2: Locate and scan the the barcode for the applicable vaccine to be administered to the patient.

STEP 3: Within the Discern Alert window, select **Complete Screening form**.

STEP 4: Document screening questions as appropriate. The documentation entered will guide to the next question based on the information entered.

COVID-19 Vaccine Immunization Screening	
NLH EMPLOYEES - select SHARE to post vaccination record with HR/Work Health.	
Patient Type <input type="radio"/> NLH Employee, SHARE with HR/WH <input type="radio"/> NLH Employee, Do NOT Share with HR/WH <input type="radio"/> Non-Employed Staff <input type="radio"/> Essential Worker, non-NLH <input type="radio"/> Vaccine accepted <input type="radio"/> Vaccine declined	Employee # <input type="radio"/> Patient, Hospital <input type="radio"/> Patient, Mass Vaccination Clinic <input type="radio"/> Patient, Physician Office/WIC/Outpatient <input type="radio"/> Patient, Work Health <input type="radio"/> Unable to screen covid vaccine <input type="radio"/> Vaccine Not Available
Patient Age <input type="text" value="5 years"/>	
<input type="radio"/> Age 6 mo to 4 years <input type="radio"/> Age 5 years <input type="radio"/> Age 6 to 11 years <input type="radio"/> Age 12 to 17 years <input type="radio"/> Age 18 to 49 years <input type="radio"/> Age 50 years or older	
Choose LAST brand / dose given. Select ONLY ONE. <input type="radio"/> Pfizer COVID Vac (6m-4y) 3mcg/0.2mL-1st <input type="radio"/> Pfizer COVID Vac (6m-4y) 3mcg/0.2mL-2nd <input type="radio"/> Pfizer COVID Vac (6m-4y) 3mcg/0.2mL-3rd <input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-1st <input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-2nd <input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-Immunocompromise <input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-1st <input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-2nd <input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-Immunocompromise <input type="radio"/> Pfizer COVID Vac 5-11yrs 10mcg/0.2mL 1st <input type="radio"/> Pfizer COVID Vac 5-11yrs 10mcg/0.2mL 2nd <input type="radio"/> Pfizer COVID Vac 5-11yrs 10mcg/0.2mL Immunocompromise <input type="radio"/> Pfizer COVID Vac 5-11yrs 10mcg/0.2mL BOOSTER	

- Patient Type
 - **NLH Employee, SHARE with HR:** Used for NLH Employees who **agree** vaccination record be shared with NLH Human Resources and Work Health.
 - Enter the **Employee Number**.
 - **NLH Employee, Do NOT Share with HR:** Used for NLH Employees who **decline** sharing of vaccination record with NLH Human Resources and Work Health.
 - **Non-Employed Staff:** Used for Locum Providers, Travelers, etc.
 - **Patient:** Used for patients in Mass Vaccination, Inpatient, Physician Office/WIC, and Work Health settings respectively.
 - **Essential Worker, Non-NLH:** Used for Non-NLH Essential Workers, such as private practice physicians, dentists, clinical staff, etc.

NOTE: The number is not needed for Non-Employed Staff, Essential Workers, or Patients.

- Vaccine Acceptance
 - Indicate if the patient accepts or declines the vaccine.
- Age
 - Indicate age range of patient, the age will display from the patient's record for reference.
- Precautions/Conditions
 - Select any contraindications, as indicated.
 - Based on the documentation, precautions, and conditions of the patient, indicate if the Provider assessed.
- History of COVID-19 Vaccine
 - Indicate if the patient already received a COVID-19 Vaccine and which brand.
 - Use the **Last Brand/Dose Given** and **Vaccine History** sections to assist in answering.
- Immunocompromised Status
 - Indicate Immunocompromised

STEP 5: Based on the documentation entered within the screening and history section, the applicable COVID-19 Vaccine Evaluation section will populate: **Primary Series COVID-19 Vaccine Evaluation, Booster COVID-19 Vaccine Evaluation, or Immunocompromised COVID-19 Vaccine Evaluation.**

- **Age**
 - Indicate age range of patient, the age will display from the patient's record for reference.
- **Last Brand/Dose Given**
 - Indicate last vaccine and dose given.
- **Timing of Last dose**
 - Indicate timing of last dose given.
- **Dose Evaluation**
 - Indicate if that the patient may be offered the vaccination or if the dose is not due yet for the applicable dose.

Primary Series COVID-19 Vaccine Evaluation		
Patient Age <input type="radio"/> Age 6 mo to 4 years <input type="radio"/> Age 12-Adult <input type="radio"/> Age 5 years <input type="radio"/> Age 6 to 11 years 3 years	Indicate Last Brand / Dose given <input type="radio"/> None <input type="radio"/> Pfizer COVID Vac (6m-4y) 3mcg/0.2mL-1st <input type="radio"/> Pfizer COVID Vac (6m-4y) 3mcg/0.2mL-2nd <input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-1st <input type="radio"/> Pfizer COVID Vac 5-11yrs 10mcg/0.2mL-1st <input type="radio"/> Moderna COVID Vac 6-11yr 50mcg/0.5mL-1st <input type="radio"/> Pfizer COVID Vac 12yr-Adult 30mcg/0.3mL-1st <input type="radio"/> Moderna COVID Vac 12yr-Adult 100mcg/0.5mL-1st	Last Charted Covid-19 Vaccination No history of Covid-19 vaccination found
Timing of Last Dose <input type="radio"/> Less than 21 days <input type="radio"/> 21 days or more <input type="radio"/> 20 days or more <input type="radio"/> More than 2 months	1st Dose Evaluation <input type="radio"/> Covid-19 vaccination may be offered to patient 2nd Dose Evaluation <input type="radio"/> Second dose is due <input type="radio"/> Second dose is not due yet 3rd Dose Pfizer 6mo to 4yr <input type="radio"/> Third dose is due <input type="radio"/> Third dose is not due yet	

Booster COVID-19 Vaccine Evaluation		
Age <input type="radio"/> Age 5 to 11 years <input type="radio"/> Age 12 to 17 years <input type="radio"/> Age 18 to 49 years <input type="radio"/> Age 50 years or older 28 years	Indicate Last Brand / Dose Given <input type="radio"/> Janssen COVID-19 Vaccine <input type="radio"/> Moderna 0.5mL after Janssen for immunocompromise <input type="radio"/> Pfizer 0.3mL after Janssen for immunocompromise <input type="radio"/> Janssen COVID-19 Vaccine BOOSTER <input type="radio"/> Moderna COVID Vac 12yr-Adult 100mcg/0.5mL-2nd <input type="radio"/> Moderna COVID Vac 12yr-Adult 100mcg/0.5mL-Immunocompromise <input type="radio"/> Moderna COVID Vac Adult 50mcg/0.25mL-BOOSTER <input type="radio"/> Pfizer COVID Vac 12yr-Adult 30mcg/0.3mL-2nd <input type="radio"/> Pfizer COVID Vac 12yr-Adult 30mcg/0.3mL-Immunocompromise <input type="radio"/> Pfizer COVID Vac 12yr-Adult 30mcg/0.3mL-BOOSTER <input type="radio"/> Pfizer BioNTech COVID-19 Vac 5-11yrs (0.2 mL) 2nd <input type="radio"/> Pfizer BioNTech COVID-19 Vac 5-11yrs (0.2 mL) Immunocompromise <input type="radio"/> Pfizer BioNTech COVID-19 Vac 5-11yrs (0.2 mL) BOOSTER	Last Charted Covid-19 Vaccination Last Charted OTHER Covid-19 Vaccine:
Timing of Last Dose <input type="radio"/> Less than 2 months since Janssen series <input type="radio"/> More than 2 months since Janssen series <input type="radio"/> Less than 4 months since booster dose <input type="radio"/> More than 4 months since booster dose <input type="radio"/> Less than 3 months since Moderna/Pfizer series <input type="radio"/> More than 3 months since Moderna/Pfizer series <input type="radio"/> Less than 5 months since Moderna/Pfizer series <input type="radio"/> More than 5 months since Moderna/Pfizer series	Last Charted Covid-19 Vaccination Last Charted OTHER Covid-19 Vaccine:	<input type="radio"/> Covid-19 vaccination may be offered to patient <input type="radio"/> Booster dose is not due yet


Immunocompromised COVID-19 Vaccine Evaluation		
Patient Age <input type="radio"/> Age 6 mo to 4 years <input type="radio"/> Age 12 to 17 years <input type="radio"/> Age 5 years <input type="radio"/> Age 18 years or more <input type="radio"/> Age 6 to 11 years 28 years	Indicate Last Brand / Dose Given <input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-2nd <input type="radio"/> Pfizer COVID Vac 5-11yrs 10mcg/0.2mL-2nd <input type="radio"/> Moderna COVID Vac 6-11yr 50mcg/0.5mL-2nd <input type="radio"/> Pfizer COVID Vac 12yr-Adult 30mcg/0.3mL-2nd <input type="radio"/> Moderna COVID Vac 12yr-Adult 100mcg/0.5mL-2nd <input type="radio"/> Janssen COVID-19 Vaccine	Last Charted Covid-19 Vaccination Last Charted OTHER Covid-19 Vaccine: SARS-CoV2 ChAdOx1 vac.rmb(Astra-Zeneca); 0 Unknown Unit (01/28/21 00:00:00)
3rd Dose for Immunocompromise, Evaluation <input type="radio"/> Covid-19 vaccination may be offered to patient <input type="radio"/> Immunocompromised dose not due yet	Timing of Last Dose <input type="radio"/> Less than 28 days <input type="radio"/> 28 days or more	

STEP 6: Once the vaccine evaluation documentation is complete, the **Vaccine Administrative Documentation** section will become available.

Vaccine Administration Documentation		
If not already preselected, choose ONE brand / dose to document the vaccine you will order.		
<input type="radio"/> Pfizer COVID Vac (6m-4y) 3mcg/0.2mL-1st <input type="radio"/> Pfizer COVID Vac (6m-4y) 3mcg/0.2mL-2nd <input type="radio"/> Pfizer COVID Vac (6m-4y) 3mcg/0.2mL-3rd <input type="radio"/> Pfizer COVID Vac 5-11yrs 10mcg/0.2mL-1st <input type="radio"/> Pfizer COVID Vac 5-11yrs 10mcg/0.2mL-2nd <input type="radio"/> Pfizer COVID Vac 5-11yrs 10mcg/0.2mL-3rd	<input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-1st <input checked="" type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-1st <input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-2nd <input type="radio"/> Moderna COVID Vac (6m-5y) 25mcg/0.25mL-2nd Moderna Vaccine Product for Age 6-11 is NOT YET AVAILABLE at NLH. <input type="radio"/> Moderna COVID Vac 6-11yr 50mcg/0.5mL-1st <input type="radio"/> Moderna COVID Vac 6-11yr 50mcg/0.5mL-2nd	<input type="radio"/> Pfizer COVID Vac 12yr-Adult 30mcg/0.3mL-1st <input type="radio"/> Pfizer COVID Vac 12yr-Adult 30mcg/0.3mL-2nd <input type="radio"/> Moderna COVID Vac 12yr-Adult 100mcg/0.5mL-1st <input type="radio"/> Moderna COVID Vac 12yr-Adult 100mcg/0.5mL-2nd
Advise Patient of Post Vaccine Wait Time / Possible Reactions & Indicate Type of Location Where the Patient is Being Seen ED & HOSPITAL: Patient was advised to call the nurse if they begin experiencing signs/symptoms of a reaction after receiving vaccine. AMBULATORY / OUTPT / WIC: Patient was advised to wait 15 minutes after receiving vaccine (30 minutes if a history of anaphylaxis).		
<input type="radio"/> ED & Hospital <input checked="" type="radio"/> Ambulatory, Outpatient, & Walk In Care		
Right-click Fact Sheet given to patient and choose Reference Text to provide a copy to the patient and indicate publication date.		
<input type="radio"/> Fact Sheet given to patient <input type="radio"/> JANSSEN: May 2022 <input type="radio"/> MODERNA: June 2022 <input type="radio"/> PFIZER: June 2022 <input type="radio"/> Other:		
Hospital & Emergency Department Locations Rule is effective only for the following encounter types: Inpatient, Outpatient Occupying a Bed, Observation, Outpatient in a Bed, Swing, or Emergency. Once all fields are completed, sign form to automatically place vaccine by rule.	Ambulatory, Outpatient, & Walk-In Care Locations Select "Enter vaccine order" to open ordering window. Place order for vaccine documented above, then sign form. <input type="radio"/> Enter vaccine order	

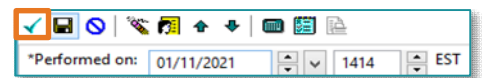
- Indicate **the type of location** where the patient is being seen
 - ED & Hospital
 - Ambulatory, Outpatient & Walk-In Care
- Indicate the fact sheet provided to the patient.

STEP 7: **Ambulatory, Outpatient, and Walk-In Care** locations Select the radio button next to **Enter Vaccine Order**

- Review the order was placed in the **Vaccine Ordering** window. (Order gets placed at time of check-in)
- Select the icon  to return to the **Vaccine Administration Documentation** section to sign the form.

STEP 8: Select the green checkmark in the upper left to sign the form.

STEP 9: Select **OK** within the Discern Alert window.



STEP 10: The **Medication Administration Window** will display.

STEP 11: Document the administration of the vaccine using the [Barcode Medication Administration Workflow](#), as outlined [here](#).