
The PowerChart workflow for those administering vaccines at Northern Light Health's Mass Vaccination Clinics is optimized through the use of filtered location lists.

Two Ways to Grant Access to the Mass Vaccine Clinic Patient Lists

➤ Preferred Group Proxy Workflow

- Open a Help Desk ticket to IS Core Clinical Solutions Framework asking for the individual to be added to the Mass Vaccinator group.

➤ Alternative Patient List Proxy Workflow (for immediate access)

- A member of the Clinical Informatics team and certain members of clinic leadership are able to set-up proxy access to those who need it in time sensitive circumstances.
- This process is detailed below.

Alternative Patient List Proxy Workflow (for CI)

STEP 1: Select **Patient List** in the Organizer toolbar.

STEP 2: Open **List Maintenance**  (wrench icon).

- Move the lists needing to be proxied to the CI's **Active Lists** window (on the right).
- Click **OK**.

STEP 3: Open the first list to be proxied.

STEP 4: Open the **Customize Patient List**  tool (hand holding the piece of paper icon).

STEP 5: Enter **Proxy** details.

- Click to open **Proxy** tab.
- Click **New**.
- Select **Provider**.
- Find **user** (may be secondary username).
- Set **Access** to **Read**.
- Complete **To** fields to distant end date (e.g. 12/31/2099) and time.
- Click **Apply**.

STEP 6: Repeat STEP 5 for any additional users needing the current list.

STEP 7: Click **OK** to close the window.

STEP 8: Repeat STEPS 3-7 for any additional lists that are needed.

CAUTION: Use care not to rename or alter lists while performing these actions. Any naming, filter, or location changes will appear to ALL users of these lists.
