

Go to:

www.CalVax.org/clinics and login

If you have not setup your login yet, click on forgot password to create a new password.

Login

Greeting Clients:

Greeters will confirm clients have an appointment verbally and ask them to go to the Check-in stations.

Greeters should remind clients about the need to show two forms of identification.

Ask clients to review the screening questions and if they answered yes to any of them, to inform the **Medical Screener** and/or **Vaccinator**.

From Reviewers/Data Entry

Staff will look up clients on the **Registration List** page in PrepMod and review two forms of ID to confirm the client is in the allowed Tiers.

1. Click on **Manage Clinics and Users** from the home page



2. Locate clinic and then click on **Registration List**



» Registration
List

Form Reviewers will be on **Registration List** page.

3. When client comes to your station, search patient by name.

Search:

4. If name is found, the client may proceed to the vaccination line.
5. If there are two clients with the same name use the Date of Birth to confirm.

Vaccinator Support/Data Entry

Staff will be working in the clinic **Activity Form**

1. Click on **Manage Clinics and Users** from the home page



- 1.
2. Click on **Clinic Activity** and you will be at the Activity Form



- 1.
3. When patient arrives at the vaccinator station, search the patient name using their ID and verify their date of birth.

Search:

1.

- Toggle over the ? next to the client's name to quickly scan any **Yes** answers to screening questions. Please investigate further if client did answer **Yes**

Patient Name ↓	Vaccine #	
<u>Jimmy John</u>	(1st)	

Have you previously received a COVID-19 vaccine?
No

Do you have a bleeding disorder or are you taking a blood thinner?
No

Do you have a fever?
No

Are you feeling sick?
No

Are you pregnant?
No

1.

Page Break

- Vaccinator Support** will document action (vaccinated, refused, sick or absent)
- If vaccinated, click on **Vaccinated** option

Patient Name ↓	Vaccine #	DOB ↓	Appointment Time ↓	Vaccinated	Refused	Sick	Absent/Withdrawn
<u>Jimmy John</u>	(1st)	 06/16/1999	02:00 pm		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.

- Select the vaccine that was administered
- Select correct route (IM = intramuscular)
- Select the correct site (LA = Left Arm, RA = Right Arm)
- If there are any reactions, note them in PrepMod
- Select the vaccinator name from the drop-down list
- Select **No** for vaccination completion series if this is their first dose
- Then click **Update**

Vaccinated: **Jimmy John**

Select	Vaccine	Lot No.	Route	Site	Reaction	Vaccination Date
<input checked="" type="checkbox"/>	Moderna COVID-19 Vaccine (COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose - CARTON, 10 MULTI-DOSE VIALS)	TES TLO T(D O NO T USE)	IM	LA	None	December 16, 2020

General Reaction

Vaccinator *

Does this vaccination complete the series? No Yes