

# Patient Information Data Entry (VMS System iPad)

## Non-Medical

**DUTIES:** Enter data concerning vaccination information

### ARRIVAL

- ☐ Sign in
- ☐ Report to site leader for briefing and Just-In-Time training

### DUTIES

- ☐ Complete vaccine data entry (using iPad) for new and returning patients
- ☐ Confirm insurance and personal information
- ☐ Record patient medical history
- ☐ Confirm appointments and return appointments
- ☐ Issue vaccine card

### DEPARTURE

- ☐ Report departure to site leader
- ☐ Sign out