

User Guide

Med Access EMR: COVID 19 Submitting Consent and Immunization Form

Log In and Select the Daysheet

1. Go to the Med Access EMR website and enter your username and password. Click the **Login** button. Please note that if this is the first log in of the day you will be required to enter your two factor authentication.
2. If you work at more than 1 location, you will need to select your location. Right click on the **site name** in the top left corner of the screen to display a drop-down list. Click the location you wish to view.
3. Select the correct room from the **Provider or Resource** drop-down list to view the appropriate daysheet.

User Name:

Password:

Login

EHR

E.Bonavista Lions Club

C.Wareham Church Hall

E.Bonavista Lions Club

Small, Deanne

Immunizer

Provider, Immunizer

Room

E.Bonavista Lions Club-ROOM

Bonivista Lion's Club

Assign Appointment to an Immunizer on the Daysheet

Before submitting the consent or immunization forms you will first need to assign an immunizer, as follows:

1. Identify the patient's name on the daysheet and click on the **Checked In** status in the 'Apt Status' column to open the 'Appointment' window.
2. Select the appropriate immunizer from the 'Provider' drop-down list and click the **Save** button.
3. The immunizer's name will now appear on the daysheet.

08:10						
08:15	Sadie Sunday 13-Oct-1978 (41) F		Immunization	E.Bonavista Lions Club-ROOM Bonivista Lion's Club		Checked In
08:20						

Time: 08:15 AM - 08:25 AM | 10 minutes

Status: Booked

Save

Provider: Sinclair, Lauren

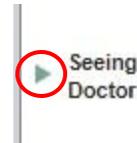
Providers:

- Blake, Barbara
- abbott, lisa
- Halfyard, Sarah
- MacDonald, Rebecca
- Peddle, Elaine
- Sinclair, Lauren**
- Small, Deanne

	Immunization	Lauren Sinclair	Checked In
--	--------------	-----------------	------------

Completing the Consent and Immunization Form

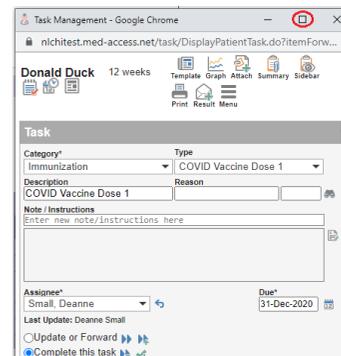
1. Identify the patient's name on the daysheet and click the **green arrow** in the 'Appt Status' column to advance the status from 'Checked In' to 'Seeing Doctor'.



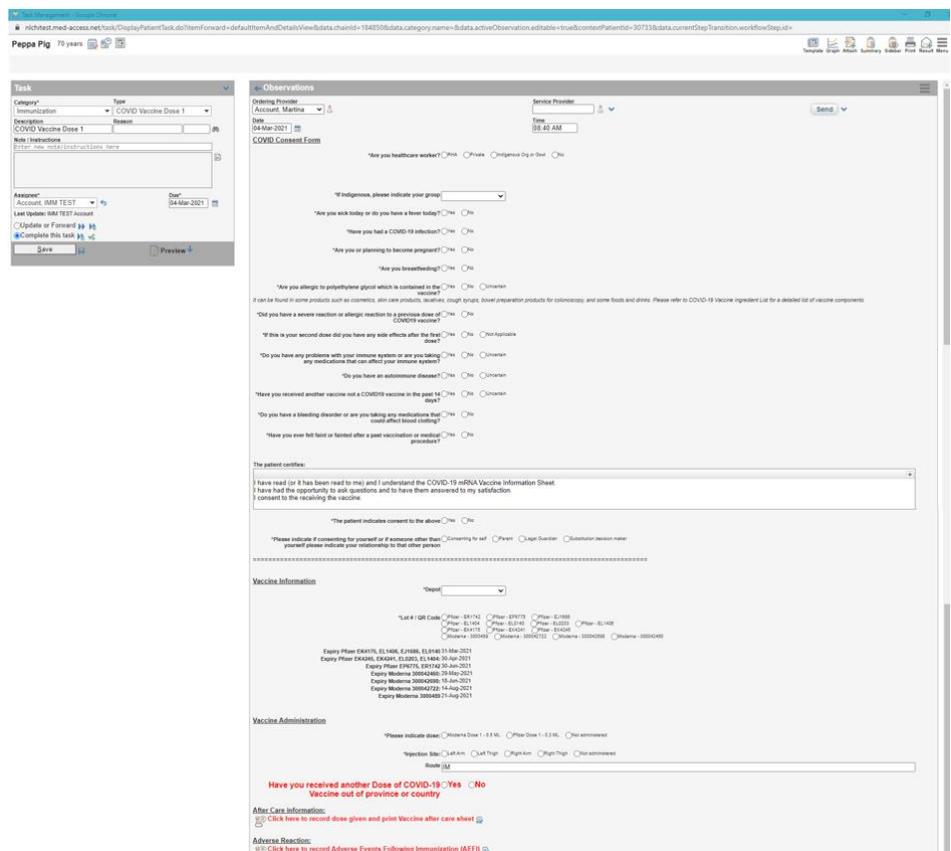
2. Click the **needle icon** on the daysheet to open the 'COVID Consent and Vaccine Task' window.



3. Maximize the window view to optimize the window view.

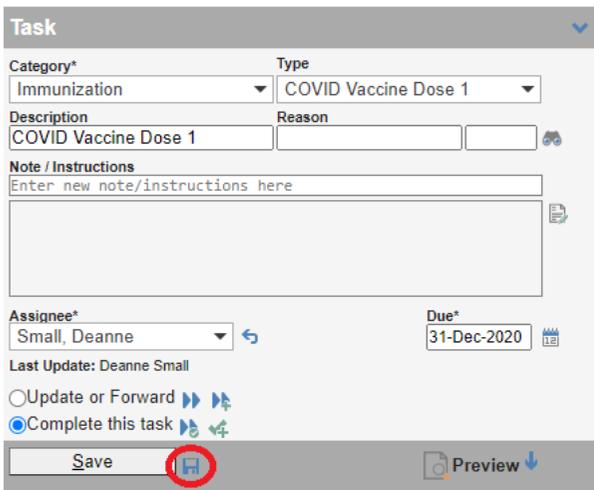
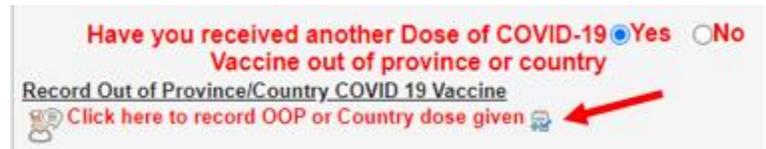


4. Complete the applicable fields of the Consent and Vaccine form using the drop-down options and free text, as required. Please note that all fields are mandatory and must be completed.

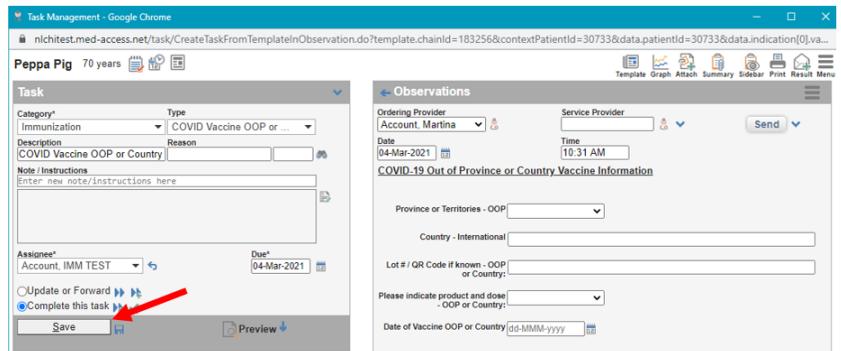


5. As you fill out the template you will notice new fields appear as you make your selections (cascade). **Please ensure all fields are completed in full.**

6. If you have answer yes to **Have you received another dose of the COVID-19 Vaccine out of province or country**, click the **blue save** to save all progress and prevent losing all of data entered on the consent form. Then click the **icon** next to 'Click here to record OOP or Country dose given.'

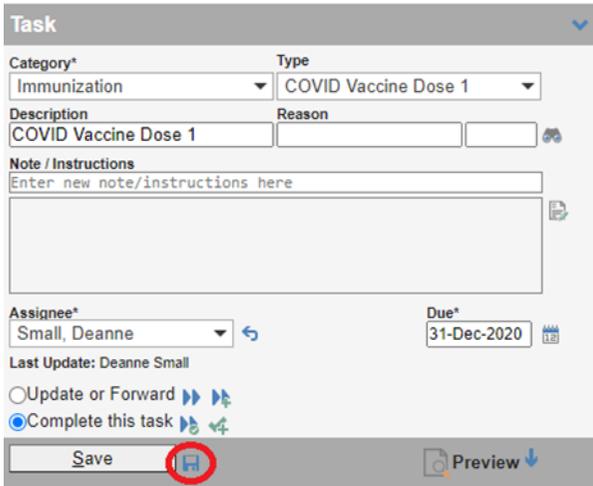



7. The 'COVID Vaccine OOP or Country' task will open. Proceed to complete the fields with all available information then click **save** to return to the consent form.



If printing the After Care Information Sheet follow the instructions below. If not, please proceed to step 10.

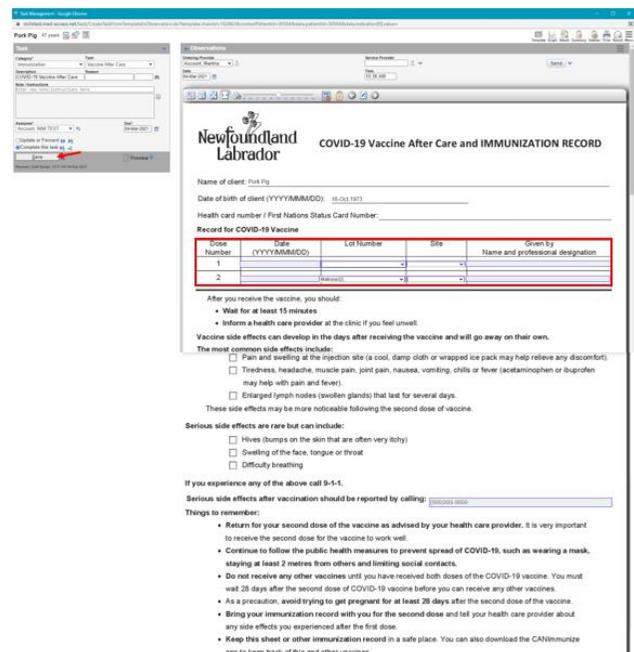
- Click the **blue save** before you open the 'After Care Sheet' to avoid losing all of the data entered on the consent form. Then click on the **icon** next to the aftercare sheet.



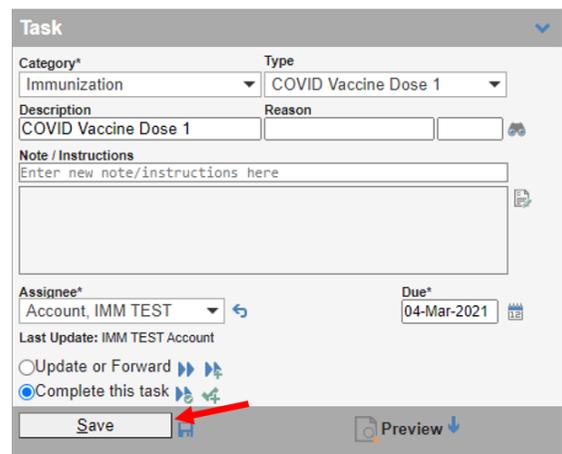
After Care information:

Click here to record dose given and print Vaccine after care sheet 

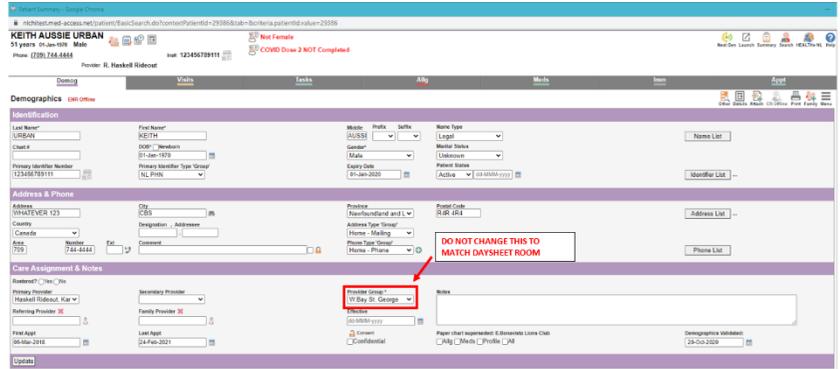
- The 'After Care Sheet' will open, complete the required information at the top of the form. Select the **printer icon** at the top of the page and print form. Close window and then click **save** to return to the consent form.



- Click **save** to return to the daysheet.



- You will then see the patient summary opened on the Demographics tab. Please note: DO NOT change the provider group in an existing chart.



- Left click the **Imm** heading and then search for the applicable COVID vaccine dose given. Select the **edit** button, the immunization task window will open.

Date	Type	Description	Reason	Workflow Step
08Jan21	COVID Vaccine Dose 1	COVID Vaccine Dose 1		

- Scroll to the bottom of the screen and click on the **icon** next to the Adverse Events Following Immunization.

Adverse Reaction:
[Click here to record Adverse Events Following Immunization \(AEFI\)](#) 

- Use the **green arrows** at the top of the form to navigate through the pages of the AEFI.



- If required to print, click the **printer icon** at the top right of the form.



- Once completed, click **complete this task** and **save**.

