



Med Access EMR: COVID 19 Submitting Consent and Immunization Form

Log In and Select the Daysheet

- 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.

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	Login
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EHR	

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:

- Identify the patient's name on the daysheet and click on the Checked In status in the 'Appt Status' column to open the 'Appointment' window.
- 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.







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'.





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



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Assignee*			Due*		
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 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. nichitest.mei
 Peppa Pig 70

Tatsk Celegory* Immunization Description COVID Vaccine Note / Instructions Data** new rote/

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

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		*Are you sick today or do you have a fever today?		
5		"New you had a COMD-19 infection? (14)		
	Preview 4	"Are you or planning to become pregnant? (74)		
	and the second second	"Are you breastfeeding? ()/w		
		We you allergic to polyethylene glycol which is contained in the ONE ONE ONE	nanan	
		vaccine? It can be found in some products such as cosmetics, also care products, lexatives, cough synaps, do	el preparation products for colonoscopy, and some foods and drinks. Please refer to COVID-11	Vaccine ingredient List for a detailed list of vaccine components
		*Old you have a severe reaction or allergic reaction to a previous dose of		
		'If this is your second does did you have any side effects after the first \bigcirc^{144}	er Apploates	
		Do you have any problems with your immune system or any you bakes Ofen CNH CNH CN	nantan	
		any medications that can affect your inmune system?		
		"Do you have an autoimmune disease? ()*** ()**	homan	
		"Have you received another vaccine not a COVID18 vaccine in the past 14 (1/4+ 0/4+ 0) days?	rcentain	
		*Do you have a bleeding disorder or are you taking any medications that Orley Orle		
		"Have you ever felt faint or fainted after a past vaccination or medical (214) (24)		
		procedure?		
		The patient certifies:		
) have read (or it has been read to me) and I understand the COVID-19 mRNA Vac have had the opportunity to ask questions and to have them answered to my sati consent to the receiving the vaccine.	cine Information Sheet. Infaction	*
		"The patient indicates consent to the above _ 144 _ 140		
		*Please indicate if consenting for yourself or if someone other than Consenting for HeT yourself please indicate your relationship to that other person	Obset: Orabi Orabitation Department and the second states	
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		Expiry Moderna 300042460: 29-May-2021 Expiry Moderna 300042600: 18-Jun-2021		
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		Vaccine Administration		
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		Have you received another Dose of COVID-19 Yes ONo Vaccine out of province or country		
		After Care Information:		
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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.'

Task	×	
Category* Immunization Description COVID Vaccine Dose 1 Note / Instructions Enter new note/instructions he	Type COVID Vaccine Dose 1 Reason	Have you received another Dose of COVID-19 Yes Vaccine out of province or country Record Out of Province/Country COVID 19 Vaccine Click here to record OOP or Country dose given a
Assignee* Small, Deanne 🔹 🕤 Last Update: Deanne Small	Due* 31-Dec-2020	
OUpdate or Forward ▶ ▶ ●Complete this task ▶ 🦛		
Save 🕞	C Preview 4	

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.

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



8. 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.

Task		~
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Enter new note/instructions	s here	
Assignee*	Du	e*
Small, Deanne 🔻 🕯	5 31	-Dec-2020 🛗
Last Update: Deanne Small		
Complete this task No 44		



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

9. 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.

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9. Click save to return to the daysheet.

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- 10. Identify the patient's name on the daysheet and click the green arrow in the 'Appt Status' column to advance the status from 'Seeing Doctor' to 'Done'.
- NOTE: If client selected "yes" to any of the questions on the consent form and a immunization is contraindicated, you will need to continue to complete form and select not administered in the 'Vaccine Administration section of the form. Document in the 'Note" section the reason why vaccine not given. Click save to return to the daysheet. In this case, you will right click on the green arrow to select "advance status" then select "Cancelled by Provider."



provider

Done



- If you wish to return to the Consent and Immunization form for any reason, it is very important that you **DO NOT** click on the needle icon a second time – this will create a duplicate task. If you wish to review your documentation of the consent and vaccine please follow the steps below:
- 1. Left click on the patient's name from the daysheet to open the patient's chart.
- 2. Click on the IMM tab to along the top of the chart.
- 3. Correctly identify your task from the list, click on the edit icon to open your task.

Completing an AEFI Form

- 1. To complete the AEFI form, right click on the search icon on the top right corner of the screen to open the 'Patient Search Window'
- 2. Enter the patient's MCP number in the ins # field and press the enter button on your keyboard to search for the patient.
- 3. Verify that it is the correct patient and click on the patient's name in the 'Name' column below the patient search. Please note that if the 'Client Registry' window appears click the Accept Selected PCR Data button to continue.





4. 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 and search for the applicable COVID vaccine dose given. Select the edit button, the immunization task window will open.
- Scroll to the bottom of the screen and click on the icon next to the Adverse Events Following Immunization.
- 7. Use the green arrows at the top of the form to navigate through the pages of the AEFI.
- 8. If required to print, click the printer icon at the top right of the form.
- 9. Once completed, click complete this task and save.





👌 Preview 🕹

Save