

User Guide

Med Access EMR: COVID-19 Vaccine – Back Entry of Vaccine Data

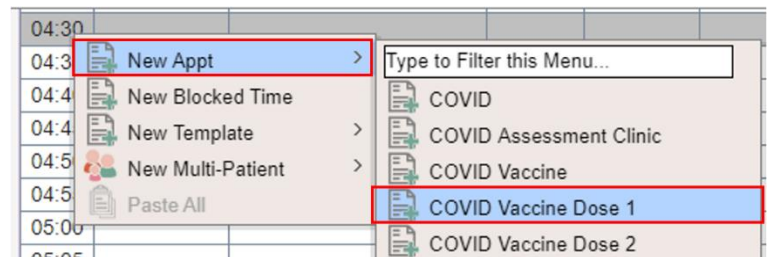
Log In and Select the Daysheet

- 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.
- Ensure you choose the correct group on the top left. If you are admin staff, you may also have to ensure that a provider is listed in the in the [Working For](#) box to ensure you have access to the Client Registry to create patient charts.
- All patients must be entered on the daysheet in order to back enter vaccines. Select the correct room from the [Provider or Resource](#) drop-down list to view the appropriate daysheet.



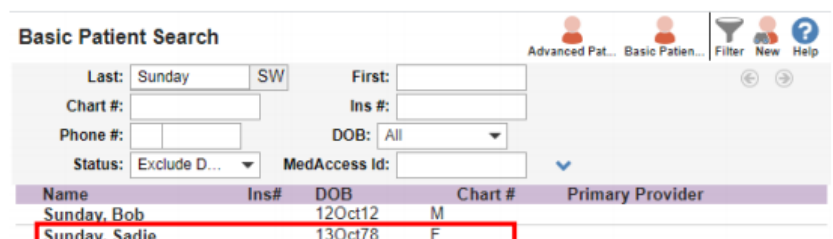
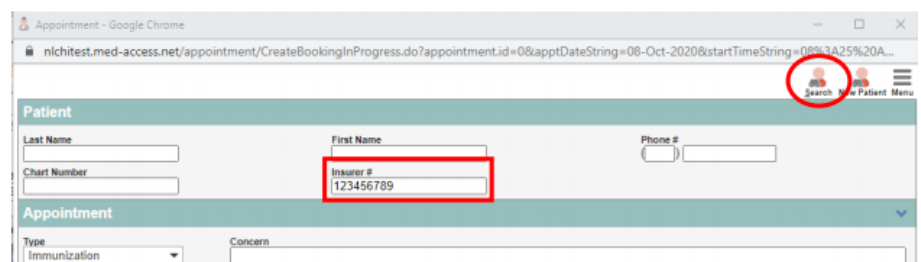
Enter the Appointment on the Daysheet

- Left click on the [Date](#) in the top left corner of the screen above the daysheet to select the date the vaccine was administered.
- Identify the desired time for the appointment on the daysheet and right click anywhere in that row to view the drop-down list.
- Hover over [New Appt](#) and then select the appropriate [COVID Dose 1](#) or [COVID Dose 2](#) from the list to open the 'Appointment' window.
- Proceed to search for patient chart



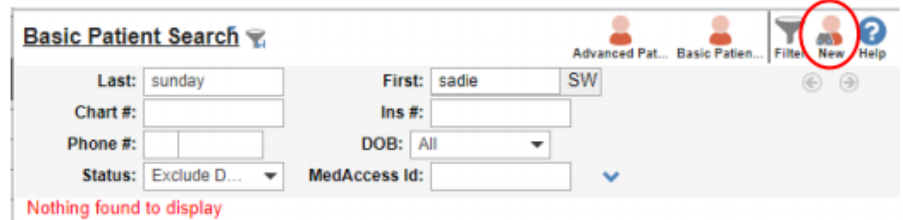
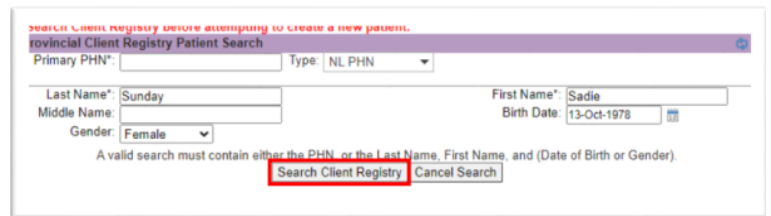
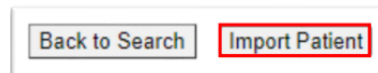
Search for Patient

- Search for the patient in the local EMR, as follows:
 - Enter the patient's Insurer # (i.e., health card number) and click the [Search](#) button to see if the patient already has a local EMR chart.
 - If the patient **has** a local EMR chart, select the correct patient name, if prompted, from the list provided and proceed to the **'Book the Appointment'** section below for further instruction.



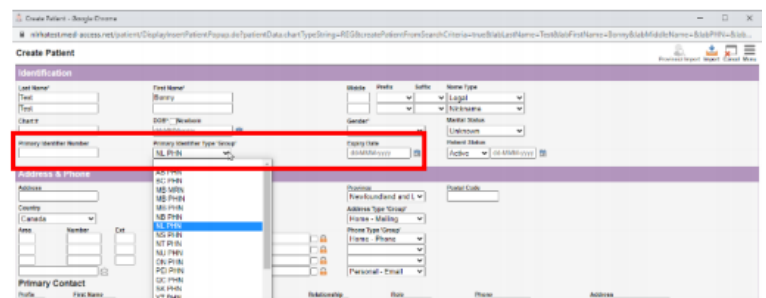
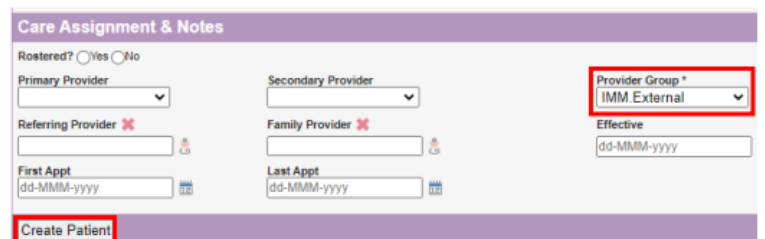
2. If the patient **does not** have a local EMR chart, you will see 'Nothing found to display'. Proceed to the search for the patient in the Client Registry, as follows:

- Click the **New** icon in the top right corner of the 'Patient Search' window.
- Enter the patient's MCP or 3 demographics (i.e., first name, last name, date of birth or gender) and click the **Search Client Registry** button.
- If the patient is found in Client Registry, select the patient's name and click the **Import Patient** button to create the patient chart in the local EMR. Proceed to the **'Book the Appointment'** section below for further instruction.

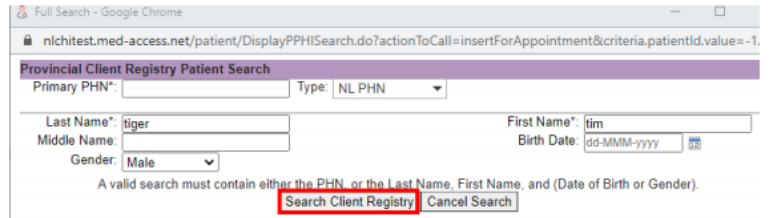
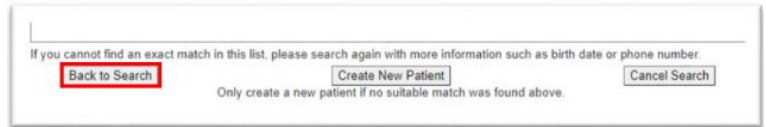




3. If the patient is **not found in the local EMR or Client Registry** you will need to create a new patient chart, as follows:

- Click the **Create New Patient** button.
- Proceed to enter the patient's demographic information in the 'Create Patient' window. Please note that the 'Primary Identifier Number', 'Primary Identifier Type Group' and 'Expiry Date' fields will need to be completed if the patient is from out of province. Ensure to fill out the address information including the postal code.
- Select **IMM.External** from the 'Provider Group' drop-down list in the 'Patient Summary' window.
- When complete, click the **Create Patient** button. Click the **x** in the top right corner to exit the 'Patient Summary' window.

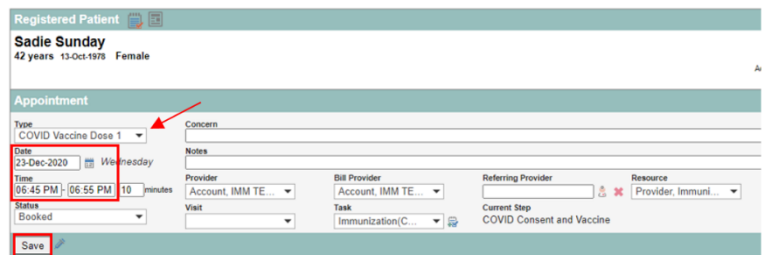




- e) Return to the 'PPI Search' window and click the [Back to Search](#) button.
- f) Enter the patient's MCP or 3 demographics and click the [Search Client Registry](#) button. If prompted, select the patient's name from the list and click the [Import Patient](#) button. Proceed to the **'Book the Appointment'** section below for further instruction.

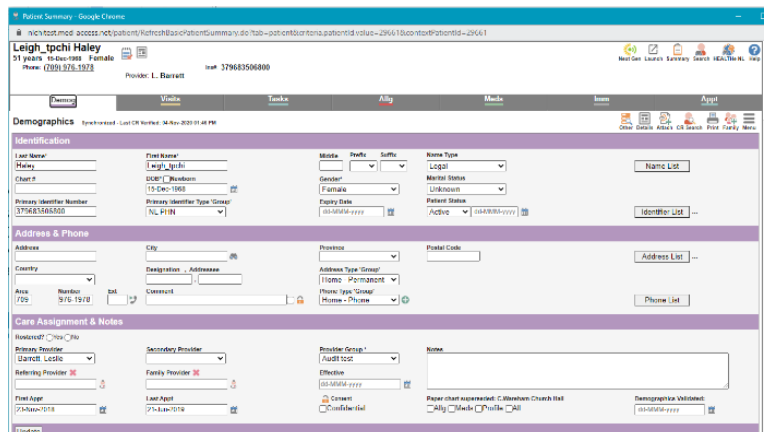
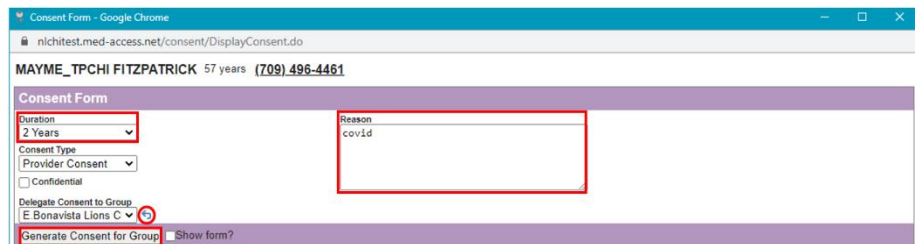


Book the Appointment

1. Once in the 'Appointment' window, ensure that the correct appointment type, date, and time are selected for the appointment.
2. When all applicable fields in the 'Appointment' window are complete, click the [Save](#) button.
3. Verify that the patient's immunization appointment appears on the daysheet for the identified date and time slot. The immunization appointment has now been successfully booked in MedAccess EMR. If the patient displays as "restricted" please follow steps 4-9.
4. Click on the word "Restricted."
5. Select **2 Years** from the 'Duration' drop-down list.
6. Enter **covid** in the 'Reason' box.
7. Click the [blue arrow](#) to select the appropriate 'Delegate Consent to Group' option.
8. Click the [Generate Consent for Group](#) button.
9. You will then see the Patient Summary opened on the Demographics tab. Please note: **DO NOT** change the provider group in an existing chart. Click the x in the top right corner to close the patient chart.

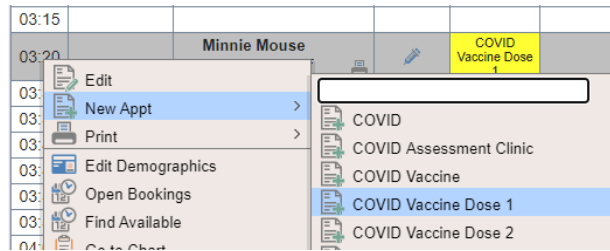


09:10	
09:15	Restricted
09:25	

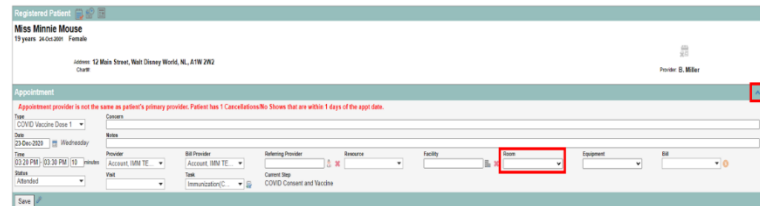


Booking Multiple Appointments in Med Access for the Same Time Slot

1. Right click on the time on the daysheet for which you wish to book.
2. Search for patient and book appointment using the same steps as above.
3. Select the correct Room in the Registered Patient task Window

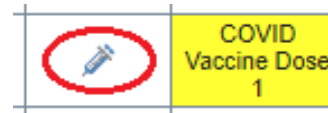
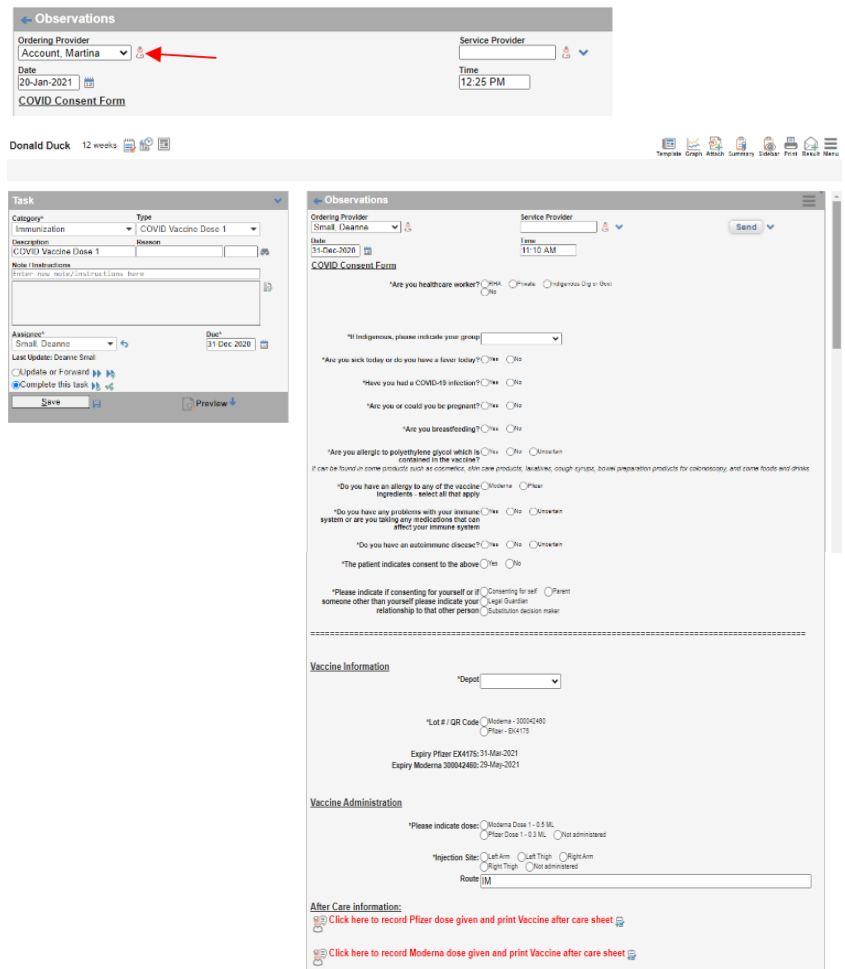


If it is not visible, click on the chevron button on the far right just above the fields.



Completing the Consent and Immunization Form

1. Identify the patient's name on the daysheet, click the **needle icon** on the daysheet to open the 'COVID Consent and Vaccine Task' window. Maximize the window to optimize the view
2. Set the ordering provider to reflect Person who administered the vaccine.
3. Complete the applicable fields of the Consent and Vaccine form using the drop-down options and free text, as required.
4. 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.***

Observations

Ordering Provider: Account, Martina
 Date: 20-Jan-2021
 COVID Consent Form

Service Provider: [Empty]
 Time: 12:25 PM

Donald Duck 12 weeks

Task

Category: Immunization
 Type: COVID Vaccine Dose 1
 Description: Heason
 Note/Instructions: [Empty]
 Assignee: Small, Deanna
 Last Update: Deanna Small
 [Update/Forward/Complete/Save buttons]

Observations

Ordering Provider: Small, Deanna
 Date: 21-Dec-2020
 Time: 11:10 AM
 COVID Consent Form

*Are you healthcare worker? Yes No I don't know

*If Indigenous, please indicate your (print) [Empty]

*Are you sick today or do you have a fever today? Yes No

*Have you had a COVID-19 infection? Yes No

*Are you or could you be pregnant? Yes No

*Are you breastfeeding? Yes No

*Are you allergic to polyethylene glycol which is contained in the vaccine?
 (It can be found in some products such as cosmetics, skin care products, laxatives, cough syrup, bowel preparation products for colonoscopy, and some foods and drinks)

*Do you have an allergy to any of the vaccine ingredients - select all that apply Yes No

*Do you have any problems with your immune system or are you taking any medications that can affect your immune system? Yes No

*Do you have an autoimmune disease? Yes No

*The patient indicates consent to the above? Yes No

*Please indicate if consenting for yourself or if [] Consenting for self [] Parent someone other than yourself please indicate your [] Relationship relationship to that other person [] Substitution decision maker

Vaccine Information

*Dose: [Empty]

*Lot # / QR Code: Moderna - 202042400
 Pfizer - B41475

Expiry Pfizer EX4175: 31-Mar-2021
 Expiry Moderna 202042400: 25-May-2021

Vaccine Administration

*Please indicate dose: Moderna Dose 1 - 0.5 ML Pfizer Dose 1 - 0.3 ML Not administered

*Injection Site: Left Arm Left Thigh Right Arm Right Thigh Not administered

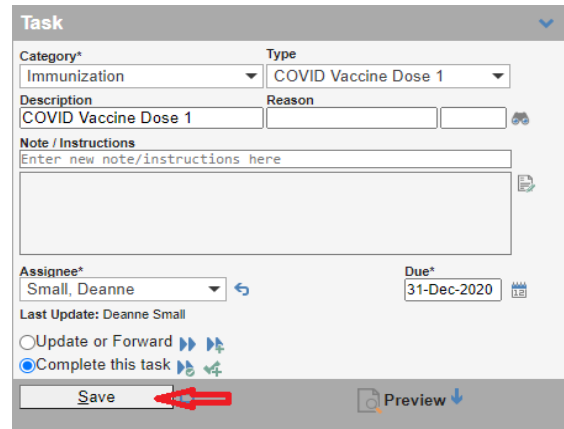
Route: IM

After Care Information:

[Click here to record Pfizer dose given and print Vaccine after care sheet](#)
[Click here to record Moderna dose given and print Vaccine after care sheet](#)

Please Note: If when doing back entry, the electronic version of your form has additional questions that are not on your paper copy, you will need to answer these questions with either "not certain" or "not applicable."

5. Click [save](#) to return to the daysheet.



Task

Category* Immunization Type COVID Vaccine Dose 1

Description COVID Vaccine Dose 1 Reason

Note / Instructions
Enter new note/instructions here

Assignee* Small, Deanne Due* 31-Dec-2020

Last Update: Deanne Small

Update or Forward

Complete this task

Save Preview

5. Identify the patient's name on the daysheet and click the [green arrow](#) in the 'Appt Status' column three times to advance the status from 'Booked' to 'Done'.

