

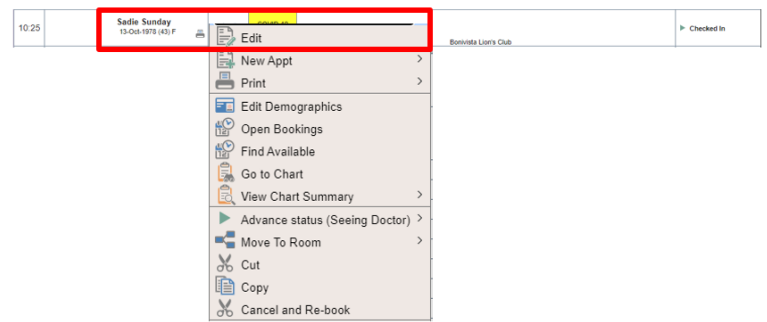
User Guide

Med Access: Assign Appointment to Immunizer

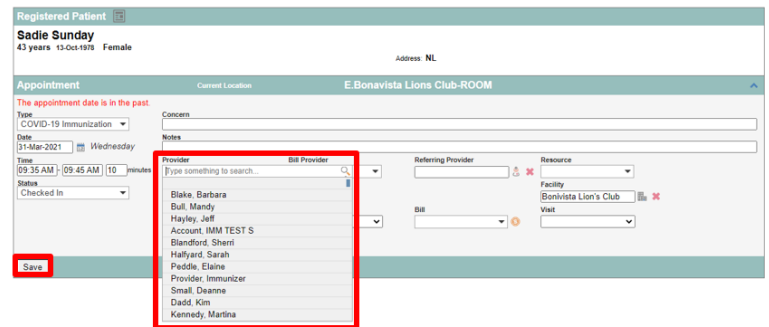
Assign Appointment to an Immunizer on the Daysheet

Each appointment on the daysheet should be assigned to the immunizer who is administering the vaccine. To assign an immunizer, follow the steps below:

1. Identify the patient's name on the daysheet, right click and select **Edit** 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.

