

User Guide

Med Access: Completing the AEFI for COVID Immunizations

Completing an AEFI Form for COVID Immunization

- 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.'
- Enter the patient's MCP number in the **Ins #** field and press **enter** on your keyboard to search for the patient.
- 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.
- Left click the **Imm** heading and search for the applicable COVID vaccine dose given. Select the **edit** button, the Immunization task window will open.
- Scroll to **Report AEFI** and click **Show**.
- Click on the icon to open the AEFI.
- Complete the form as required using the **green arrows** at the top to navigate from page to page.
- If required to print, click the printer icon at the top right of the form.
- Once completed, click **complete this task** and **Save**.




Name	Ins#	DOB	Chart #	Primary Provider
Mailey, Leigh (pchl)	379683506800	15Dec68	F	Barrett, Leslie

Demog	Visits	Tasks	Allg	Medic	Imm	Appt
Complete Results						
Date	Type	Description	Reason	Step		
6/6/22	COVID-19 Immunization	COVID-19 Immunization		Afler Care Sheet		

Section 6: Report AEFI Show Hide

Click here to launch form 



Update or Forward 

Complete this task 

