Completing an AEFI Form for COVID Immunization

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

5. Scroll to **Report AEFI** and click **Show**.

6. Click on the icon to open the AEFI.

7. Complete the form as required using the **green arrows** at the top to navigate from page to page.

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**.