

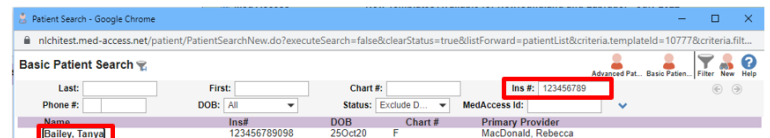
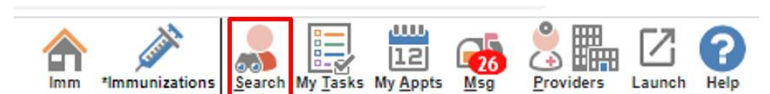
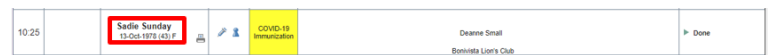
# User Guide

## Med Access: Reviewing the Consent and Immunization Form

### Reviewing the Consent and Immunization Form

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. You can access the client’s record in one of two ways:
  - a. If working from the daysheet, left click on the patient’s name from the daysheet to open the patient’s chart.
  - b. Click on the Search icon on the top of the screen. Enter the patient’s MCP number in the ‘Insurer #’ field and hit enter. Select the patient’s name, click the **Accept Selected PCR Data** button and view the patient’s chart.



2. Click on the IMM tab along the top of the chart.
3. Correctly identify your task from the list, click on the **edit** icon to open your task.
4. If you make any changes, ensure you click save before closing the task window.

