

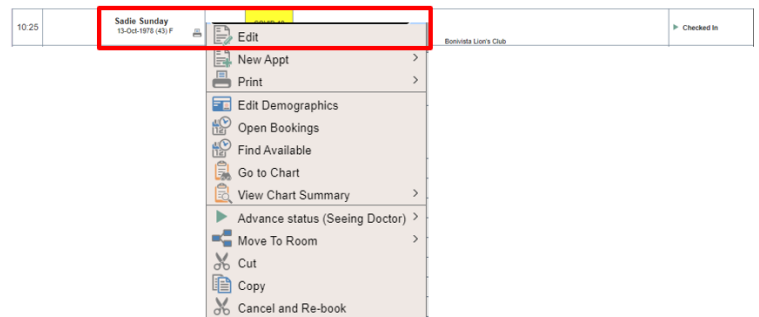
# User Guide

## Med Access: Consent and Immunization Workflow

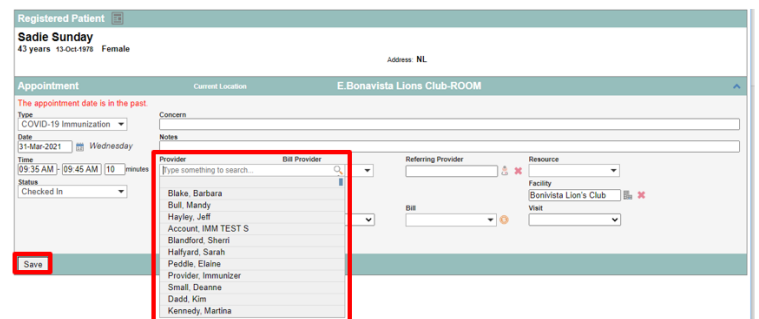
### Assign Appointment to an Immunizer on the Daysheet

Before submitting the consent or immunization forms you will first need to assign an immunizer, as follows:

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.



### Completing the Consent and Immunization Form

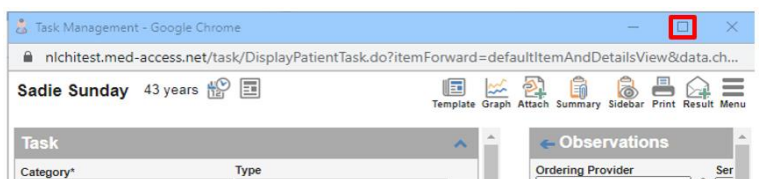
1. Identify the patient's name on the daysheet and click the **green arrow** in the 'Appt Status' column to advance the status from 'Checked In' to 'Seeing Doctor'.



2. Click the **needle icon** on the daysheet to open the 'Immunization Consent and Vaccine Task' window.



3. Maximize the window to optimize the task view.



4. Complete the applicable fields of the Consent and Vaccine form using the drop-down options and free text, as required. See the [Consent and Immunization Documentation](#) guide. As you fill out the

template you will notice new fields appear as you make your selections. Please ensure all fields and sections are completed as required. Click [Save](#) when done.

5. When documentation is complete, Identify the patient's name on the daysheet and click the **green arrow** in the 'Appt Status' column to advance the status from 'Seeing Doctor' to 'Done'.

10:25	Sadie Sunday 12-Oct-18 (18) F		COVID-19 immunization	Deanne Smart Bonhita Lions Club	
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**Please Note:** If through the process of completing the Consent form, the immunization is contraindicated or client will not be receiving the vaccine, please refer to [Documentation of immunization not administered.](#)