


# User Guide

## Med Access: Completing the Aftercare Sheet

### Completing the Aftercare Sheet

1. To complete the Aftercare Sheet, click on the person icon [  ] to open the Aftercare Sheet task window.
2. The 'Aftercare Sheet' will open, complete the required information at the top of the form.
  - a. Make sure to enter the client's name and date of birth on the form if not already added automatically. Add the client's MCP number.
  - b. Identify the vaccine administered by clicking the checkbox next to the product name.
  - c. Input the date of administration, the lot number, site of administration, and the name and professional designation of the immunizer.
3. If printing the form, select the **printer icon** at the top right of the page and print form. Click **save** to close the window and return to the daysheet.

10:25	Sadie Sunday 13-Oct-1979 (43) F	 COVID-19 Immunization	E Bonavista Lions Club-ROOM Bonavista Lions Club
-------	------------------------------------	---	---

