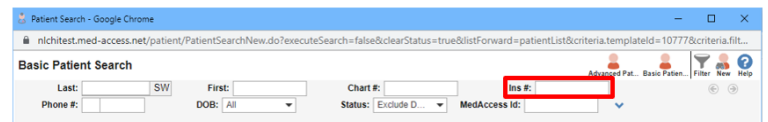


# User Guide

## 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 insurer field (i.e. **Ins #**) 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 immunization tab (i.e. **Imm**) and search for the applicable COVID immunization record. Select the **edit** button, the Consent and Immunization task window will open.
- Scroll to **Section 6: 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 **Print** icon at the top right of the form.
- Once completed, click '**Complete this task**' and **Save**.
- Alternatively, you can assign the AEFI form to a designate staff person for review within EMR. To do this, choose the designate's name in the 'Assignee' field and click '**Update or Forward**' before clicking **Save**. The AEFI form will appear in the assignee's open tasks. Once they review the AEFI form, they can input recommendations and complete the task. **Speak to your clinic lead or the AEFI lead before completing this process. Only perform this task if it is an established practice.**

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

Demog	Visits	Tasks	Ally	Medic	Imm	Appt
Complete Results	Date	Type	Description	Reason	Step	
	06/16/22	COVID-19 Immunization	COVID-19 Immunization		After Care Sheet	