



## Vaccine Navigator Guide

### Scheduled Patient List & Vaccine Table Survey

#### Dashboard Login Info

Username and password will be provided in a separate communication

- Purpose** This dashboard provides a list of patients who have scheduled appointments for the vaccine event and enables the event team to submit vaccine information to be populated in the Vaccine Event Survey for each new tray
- Users** The **Vaccine Event Team** will use this to (1) see who has scheduled an appointment before the event, (2) check-in patients during the event, (3) add vaccine information for each new tray during the event, and (4) register/schedule walk-ins
- \*Notes** Each Vaccine Event Team will have access to ONLY their event(s). They will not be able to view the Registered Patient Lists for other events.

# Missouri Department of Health & Senior Services

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#### Scheduled Patient List

- Enables Vaccine Event Team to see who has booked an appointment for their event
- Allows Vaccine Event Team to check-in patients who have booked an appointment

The screenshot shows the 'Scheduled Patient List' interface. At the top, there is a navigation bar with a dropdown menu for 'Event: [ADA] HCHC and National Guard Mass Vaccination Event\_Pfizer-31165 Region A' (callout 1), and search filters for 'Patient ID: All', 'First Name: All', and 'Last Name: All' (callout 2). Below this is a table with columns for 'Event Name' and 'Residents Scheduled' (callout 3). The table shows one event: '[ADA] HCHC and National Guard Mass Vaccination Event\_Pfizer-31165 Region A' with 1 resident scheduled. To the right of the table are two buttons: 'Add New Vaccine' (callout 4) and 'Walk-Ins' (callout 5). Below the table is a note: 'Please note that if a patient rescheduled their appointment they will show up multiple times in the list. The Residents Scheduled count above does not include the duplicate records.' At the bottom is a table of patient appointments (callout 6).

Patient ID	First Name	Last Name	DOB	Vaccine Allergy	Dose	Appt Date	Appt Time	Appt Status
537628790	Chloe	Ostroff	04/14/1998	-	1	2021-02-05	8:35 am	rescheduled
537628790	Chloe	Ostroff	04/14/1998	-	1	2021-02-05	8:00 am	scheduled

1. Filter for Event – if you are organizing more than one event, you can use this to see your patient list for each respective event
2. Filters to search for patient – find a registered patient during check-in using the following search criteria
  - Patient ID
  - First Name
  - Last Name
3. Event Name and # Patients Scheduled – shows the name of your event (name used for patients to schedule in the Scheduling Survey) and the number of residents who are registered for your event based on the filters you set
4. Add New Vaccine – redirects you to the Vaccine Table Survey where you can input information for a new vaccine tray (see next section for more information)
5. Walk-Ins – redirects you to the Vaccine Event Survey where you can register and schedule walk-in patients
6. Patient List – lists out the Patients who have booked vaccine appointments for your event
  - Sorted alphabetically by Last Name
  - **Note** that if a patient rescheduled their appointment, they will show up multiple times in the list. The # Patients Scheduled above does not include duplicates

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#### Vaccine Table Survey

- Allows the Vaccine Event Team to add information for a new vaccine tray so that the information populates in the Vaccine Event Survey

1. Select the **Manufacturer Name**

- If Moderna is selected, CVX is automatically set to 207 and MVX is automatically set to MOD
- If Pfizer is selected, CVX is automatically set to 208 and MVX is automatically set to PFR

2. Enter the **Vaccine Lot Number**

3. Enter the **Vaccine Expiration**

4. Select the **Number of Doses Required**

5. Enter the **Time Between doses (in days)**

6. **Click the arrow** to submit this information

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**NAVIGATOR**  
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Submit a new vaccine entry:

Manufacturer Name

Pfizer	Moderna	Other
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Vaccine Lot Number

Vaccine Expiration

Number of Doses Required

1	2	3	Other
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Time between doses (in days)