Vaccine Navigator Guide

Vaccine Event Survey

<table>
<thead>
<tr>
<th>Survey Link</th>
<th><a href="https://modhss.iad1.qualtrics.com/jfe/form/SV_eLhyzCX2eBRyTB3">https://modhss.iad1.qualtrics.com/jfe/form/SV_eLhyzCX2eBRyTB3</a></th>
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<tbody>
<tr>
<td>You can only complete this form ONCE for each unique Patient ID</td>
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</table>

Purpose: To capture all the patient data (time-sensitive health questions), administration, and vaccine data (CVX, MVX, lot #, etc.) data during the vaccine appointment.

Users: This form is filled out by Vaccine Administrators for each patient during the vaccine appointment.

*Notes
Page 1: Enter Patient ID

- Pulls up the patient’s data that was collected in the Assessment Scheduling & Follow-up Survey

1. In the text box, enter the recipient’s Patient ID
   a. This code is found in the recipient’s Appointment Confirmation Email
2. If the patient does not have their Patient ID, click the arrow to proceed

Walk-in Functionality

- Use when a resident is not registered in the system or a registered patient does not have an appointment scheduled

1. Select “Click to Access the Registration Scheduling Survey” to register a patient on-site
2. Select “Click if no appointment” to schedule a walk-in appointment on-site
3. Click the arrow to proceed

Page 1.1: Search by Patient Details

Alternate Lookup Method

1. Enter the Patient Details in the text boxes:
   - First Name
   - Last Name
   - Date of Birth
2. Click the arrow to proceed

- Page is only visible to those who did not input a Patient ID
Page 2: Recipient Information

- Displays the patient’s health and appointment information collected during the Assessment Scheduling & Follow-up Survey
- Displays Dose # based on where the patient is in their vaccination process

1. **Select Dose #** that you are administering
2. If, for any reason, the patient does not want to move forward with the vaccine, the administrator can select “Nevermind, no dose will be administered today”
   - If selected, you will reach the end of the survey and be rerouted to the first page to begin the process with the next patient
3. **Click the arrow** to proceed
Missouri Department of Health & Senior Services
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Vaccine Event Survey

Page 3: Screening Questions

➤ Displays the time-sensitive health questions to ask the patient at the time of vaccination

1. Select “Yes” or “No”
2. Click the arrow to proceed

Please answer the following brief screening questions:

Have you been sick or had a fever of 101F or higher in the past 48 hours?*

☐ Yes
☐ No

In the past 14 days, have you been instructed by a health official to quarantine?*

☐ Yes
☐ No

Page 3.1: Warning Message

➤ If patient answers “Yes” to any of the previous health screening questions, this message will show to the administrator
➤ Administrator advises patient to wait; however, patient may still decide to get the vaccine

1. Select “Vaccinate the Individual” to proceed
2. Select “Delay Vaccination of Individual” to end the survey and NOT move forward with the vaccination
3. Click the arrow to proceed with either path
Page 4: Vaccine-Specific Data

- Vaccine Administration Date will be pre-populated with the date this form is accessed.

1. **Enter the Vaccine Manufacture and Lot #** in this format: **Pfizer – Lot #**
   - Vaccine data is stored in the back-end and will be available for reporting: CVX, MVX, Vaccine Expiration, Number of Doses Required, Lot #

2. **Select Vaccine Administering Provider Suffix** that reflects your credentials.

3. **Enter your full name** in this format: FirstName LastName

4. **Select the route of administration**

5. **Select the site of vaccine administration**

6. **Click the arrow** to proceed.

When a new tray is added the information will need to be added via the “Add New Vaccine” link in the Registered Patient List and then each Administrator will have to select the new Vaccine Manufacturer and Lot to begin using it.
Page 5: COVID-19 EUA Fact Sheet

- Notifies the Administrator to provide the patient with a copy of the EUA at this time
- Patients received a copy of this in their Appointment Confirmation Emails

1. Click the arrow to proceed

Page 6: Vaccination Event

- Notifies the Administrator to vaccinate the patient
- Administrator MUST click the arrow to submit the patient’s data into the system

1. Click the arrow to proceed
   - When arrow is clicked, all the data captured in this form is saved and added to that patient’s record for reporting
   - Administrator is rerouted to the beginning of the survey to complete for the next appointment