



PrepMod™

Quick-Start

HOW-TO GUIDE

Module 2: Clinic Day Tasks

How to:

1. Edit Clinic Staff or Inventory

Locate your Clinic on the Clinic Listing Page

Add, Replace, or Delete Staff Members

Add, Replace, or Delete Inventory

2. Add New Inventory or Manufacturers

3. Complete the Clinic Activity Form

Document the Patient Encounter

Add Walk-In Patients

Enter Post-Clinic Data

PREPMod | ADMINISTRATIVE HOME SCREEN

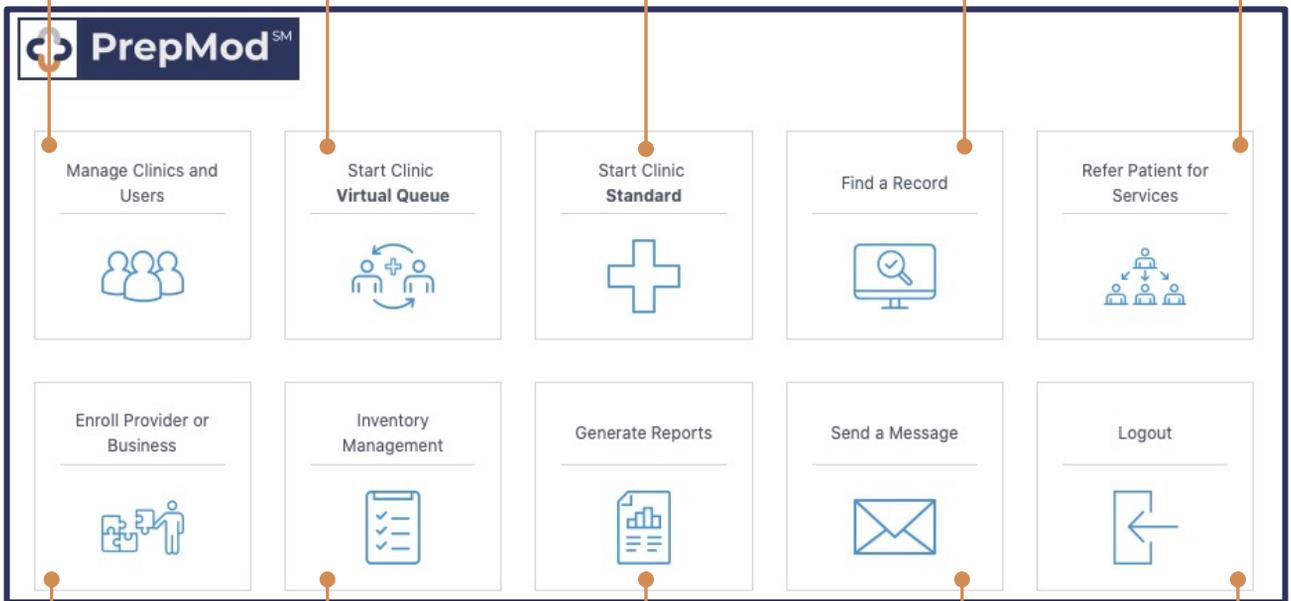
Click here to create a clinic. Also provides access to clinic and patient details.

Click here to start the Virtual Clinic queue for Patients.

Start your clinic here.

Click here to search for a specific patient record.

Click here to refer specific patients for additional services.



Click to add, track & manage medication & supplies here.

Click here to create customized, real-time reports.

Click to email & communicate with patients or other professionals enrolled in the system.

Click here to access details to enroll/ approve requests.

Click to Logout.

HOW TO | EDIT CLINIC STAFF OR INVENTORY

Clinics Listing

Search: 3 All Upcoming Past Closed

Date	County	Venue Name	Registered	Menu
08/24/2020	Carroll	Century High	2	» Registration List » View/Edit Clinic » Clinic Activity » Virtual Queue

1 Manage Clinics and Users | Start Clinic Virtual Queue

2 08/24/2020 | Carroll | Century High

3 Search bar

4 View/Edit Clinic

View/Edit Clinic

Elkridge Landing Middle School

Clinic Status: Opened [» Registration List](#) [» Virtual Queue](#) **» View/Edit Clinic** [» Activity Form](#) [» Activity Report](#)

Number of Patients Registered: 42

Is clinic public or private? *

Public Private

Services Provided *

Testing Vaccination Screening

Open to *

All Ages Children Adults

Anti-Viral Distribution Seniors Other

County: Venue:

Before starting a clinic, **staff and product inventory MUST** be updated through **View/Edit Clinic**.

It's not enough to have entered staff and product information during clinic planning.

Please update and/or verify both sets of data through **View/Edit Clinic** before the clinic begins.

**PrepMod
Quick Tip**

To locate your clinic on the **Clinic Listing** page and open **View/Edit Clinic**, follow the steps below.

1. From the **PrepMod Home Page**, select **Manage Clinics and Users**.
2. On the **Clinics Listings** page, locate your scheduled clinic on the venue list.
3. You may also type the clinic name into the **Search** bar + enter.
4. Click **View/Edit Clinic**.

Result: Your selected clinic page will open onto the **View/Edit Clinic** page, displaying **editable staff and inventory**.



HOW TO | EDIT CLINIC STAFF OR INVENTORY

Registration and Staff

Lead Tester's Name
Ruby Stark

Clinic Staff

Chanda Dietrich	Raul Price
Msgr. Tad Kunze	Ruby Stark

1

To DELETE an existing clinic staff member

Registration and Staff

Lead Tester's Name
Ruby Stark

Clinic Staff

Chanda Dietrich	
Bradly Cooper	Hugh Jackman
Clinic Staff Person's Name	

2

3

4

Clinic Staff
[Add more staff](#)

Or ADD a new clinic staff member

To add, replace, or delete staff members: Locate the **Registration and Staff** sub-heading on the **View/Edit Clinic** page.

1. To **delete a staff member**: Click the “x” circled in **blue** to the right of the name to be deleted.

Result: The staff member is removed from clinic registration.

2. To **add or replace a staff member**: Click the **Add more staff** link in blue.

Result: A new field displays titled, **Clinic Staff Person’s Name**.

3. Type the new **staff person’s name** into the field.

4. Hit Enter↵; the name will be added to the page.

- Click the **add more staff** link again to add additional names.



HOW TO | EDIT CLINIC STAFF OR INVENTORY

Clinic Inventory

Select **1** **2** **3**

	Manufacturer	Lot Number	Expiration Date	# of Items	Action
Polysaccharide Meningitis	GlaxoSmithKline	1X34H23	08/19/2020	<input type="text"/>	<input type="button" value="Remove"/>
Polysaccharide Meningitis B	GlaxoSmithKline	1X34H23	08/20/2020	<input type="text"/>	<input type="button" value="Remove"/>
Afluria (Polio)	Pfizer	1X34H23	08/20/2020	<input type="text"/>	<input type="button" value="Remove"/>
Infanrix (DTaP)	Sanofi Pasteur	G5BE3	05/25/2021	<input type="text"/>	<input type="button" value="Remove"/> 7
Ipol (Polio)	GlaxoSmithKline	ABXA77AA	10/01/2021	<input type="text"/>	<input type="button" value="Remove"/>
4 Bexero (MenB)	GlaxoSmithKline	ABXA77AA	10/01/2021	<input type="text" value="75"/> 5	<input type="button" value="Remove"/>

To add, replace, or delete clinic inventory: On the bottom of the **View/Edit Clinic** page, locate the **Clinic Inventory** sub-heading.

1. From the **drop-down menu**, **select the vaccine or product** you'd like to **add** to the inventory list.
 2. The product type and expiration date will display next to the drop-down field. **Confirm.**
 3. Click **add item**.
 4. The **new product** will be **added and displayed** on the inventory list.
 5. Enter the **quantity** of the product being added.
 6. To **delete or replace a product**: click **remove** to the right of the product name.
- ❖ **If product being used at the clinic is not listed on the drop-down menu, [click here for directions](#).**



HOW TO | EDIT CLINIC STAFF OR INVENTORY

Clinic Inventory

Non Libero (Varicella (chickenpox)) - MK7W • Type: Varicella (chickenpox) • Exp. Date: 08/23/2020 • Add Item

Name (Type)	Manufacturer	Lot Number	Expiration Date	# of Items	Action
Non Libero (Varicella (chickenpox))	MedImmune	B00016MK7W	08/23/2020	<input type="text"/>	Remove
Aut Dignissimos (Polio)	Pfizer	B0001BFL2S	08/26/2020	<input type="text"/>	Remove
<p>Clinic was updated successfully.</p> <p>8 Okay 9</p>					
Perferendis Eaque (Meningococcal Meningitis (MCV4))	GlaxoSmithKline	B000P5XI6S	09/17/2020	<input type="text"/>	Remove

7 Update Cancel

To save changes to staff and inventory:

7. Click the **update** button at the bottom of the page to save changes.
 - If the update button is not selected before leaving page, changes will be lost.
8. Look for the “**Clinic was updated successfully**” message to confirm changes.
9. Click **okay**.



You've completed the steps to edit clinic staff and inventory!

HOW TO | ADD NEW INVENTORY OR MANUFACTURERS

The screenshot shows the 'Inventory Management' page. At the top, a navigation bar includes 'Home', 'Clinics', 'Records Search', 'Data Transfer', 'Inventory Management' (highlighted with a '1'), 'Type', 'Manufacturer', 'Message Board', 'Create New User', 'Change Password', 'Counties', and 'Customized Reports'. Below this is a form with the following fields:

- Received Date ***: September 23, 2020 (highlighted with a '2')
- Item Type ***: Select
- Product Name ***: [Empty]
- Manufacturer ***: Select
- Lot Number ***: [Empty]
- Expiration Date ***: September 23, 2020
- Number of Items ***: [Empty]
- Inventory Packaging ***: Select
- Source of Items ***: Select
- County ***: Select
- Organization ***: Select an Option
- Information Sheet**: Choose File no file...lected

A 'Create' button (highlighted with a '3') is located at the bottom right of the form. Below the form is a table with the following data:

Select Item	Date Received	Item Type	Item Name	Manufacturer	Source	Lot Number	Expiration Date	Starting Qty	Pkg	Qty Use
<input type="checkbox"/>	08/01/2020	HPV	Gloves	Medimmune	VFC	1X34H24	08/26/2020	2000	Case	500
<input type="checkbox"/>	08/05/2020	Hepatitis B	Cotton Balls	GlaxoSmithKline	Borrowed	1X34H23	08/20/2020	2000	Case	0
<input type="checkbox"/>	08/11/2020	Meningococcal Meningitis (MCV4)	Get Well	GlaxoSmithKline	VFC	1X34H23	08/19/2020	2000	Unit	173

If the product or manufacturer being used at the clinic isn't on the drop-down list, you'll need to add it through **Inventory Management** and/or **Manufacturing Management** (next page), in order to update your current-day inventory.

To add product to the **Inventory Management** page:

1. On the top toolbar of the **View/Edit Clinic** page, click the **Inventory Management** tab.
 - a. The **Inventory Management** page displays.
2. Starting with the product **Received-Date**, work through each field, supplying the information requested.
3. When finished, click **Create**.
 - b. The new product will add itself to the master product-list as well as the drop-down menu on the **View/Edit Clinic** page.

To add a manufacturer, refer to the steps ahead.



HOW TO | ADD NEW INVENTORY OR MANUFACTURERS

The screenshot shows the 'Manufacturer Management' interface. At the top, a navigation bar contains several tabs: Home, Clinics, Records Search, Data Transfer, Inventory Management, Item Type, **Manufacturer** (highlighted with a red box and labeled '4'), Message Board, Create New User, Change Password, Counties, and Customized Reports. Below this, the 'Manufacturer Management' section is titled. It features a 'Name' input field (labeled '5') and a 'Create' button (labeled '6'). A search bar is located below the form. At the bottom, a table lists existing manufacturers with 'Edit' and 'Delete' buttons for each. The table has two columns: 'Name' and 'Actions'. The entries are GlaxoSmithKline, Pfizer, Medimmune, and Sanofi Pasteur. A circled 'C' is in the top right corner of the main content area, and a circled 'D' is in the top right corner of the table area.

Adding a manufacturer is very simple. Manufacturers must be in the system in order to properly complete the **Inventory Management** form (they must appear in the mandatory Manufacturer field/drop-down list).

4. On the top toolbar of the **View/Edit Clinic** page, click the **Manufacturer** tab.
 - c. The **Manufacturer Management** page displays.
5. In the **Name** field, enter the new manufacturer's name.
6. Click **Create**.
 - d. The manufacturer is added to the master list of names in the system.



You've completed the steps to add your missing inventory and manufacturers!

If you return to the View / Edit Clinic page, the new products and manufacturers will now appear on the required drop-down lists.

HOW TO | COMPLETE THE CLINIC ACTIVITY FORM



Clinics Listing

Search: CAREER AND TECH 2 Upcoming Past Closed Create Clinic

Date	County	Venue Name	Registered	Menu	Action
10/28/2020	Allegany	Calvert County Health Department	16	» Registration List » View/Edit Clinic » Clinic Activity » Customized Report	Delete
01/14/2021	Carroll	Career and Tech Center	42	» Registration List » View/Edit Clinic » Clinic Activity » Customized Report	Delete
11/30/2020	Somerset	Mt. Airy Elem.	18	» Registration List » View/Edit Clinic » Clinic Activity » Customized Report	Delete
12/16/2020	Calvert	Long Reach High School	38	» Registration List » View/Edit Clinic » Clinic Activity » Customized Report	Delete

1

2

3

To complete the Clinic Activity Form:

Manage Clinics & Users > Clinics Listings

1. Locate your clinic on the **Clinics Listings** page.
2. Use the **search** field if needed, to search-by-name.
3. Click the **Clinic Activity** link, when located.

Result: The **Clinic Activity Form** will open for the selected clinic.

The **Clinic Activity Form** is used to **document patient, clinic, and inventory details** after a clinical event.

The Clinic Activity Form



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Clinic Activity Form

North Carroll Middle

Clinic Status: Upcoming » Registration List » Virtual Queue » View/Edit Clinic » **Activity Form** » Activity Report » Customized Report

Clinic Date: 09/16/2020 County: Hampstead Venue Name: North Carroll Middle

Lead Tester's Name: Joanna Reynolds Patients Registered: 56

Clinic Start Time: 08:00 AM Clinic End Time: 03:00 AM Clinic Length (in minutes): 420

Clinic Incidents or Comments

Vaccine Name	Vaccine Lot Number	# of Starting Kits	# of Vaccines Administered	# Unusable Vaccines	# Vaccines Returned	Default
	1X34H23	2000	0	0	0	<input type="radio"/>
	1X34H23	2000	0	0	0	<input type="radio"/>
	1X34H24	2000	0	0	0	<input type="radio"/>

A

Search:

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
TestUserUsman Garza	09/11/2020	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserU Cain		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserUs Hudson	09/11/2020	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>

The **Clinic Activity Form** is used at the clinic to track and document:

- Vaccine inventory used during the clinic
- Patient details post-vaccine (eg, type of vaccine, admin site, reaction)
- Post-clinic timing (start & end times, clinic length)

Turn the page for steps to complete the form.



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Clinic Activity Form

WCHD Snow Hill

Clinic Status: Upcoming » Registration List » View/Edit Clinic » **Activity Form** » Activity Report

Lower section of form: Patient & Clinical Data

Search: 5

6

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
4 TestUserUsman Garza	09/11/20	7 <input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserU Cain		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserUs Hudson	09/11/2020	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserUs Hudson	09/11/2020	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Remark	<input type="button" value="Delete"/>

The first section of the **Clinic Activity Form** that should be completed is the patient section documenting the clinic encounter. **After administering the vaccine and assessing patient, document outcome prior to patient leaving.**

4. Locate your patient in the **Patient Name** column.
5. If preferred, type your patient's name into the **Search** field.
6. For walk-in patients, select **Add More Patients**. [Click here for instructions](#).
7. Based on the clinical outcome, select one radio button after each name to indicate: **vaccinated, refused, sick, or absent/ withdrawn**.
 - When the **vaccinated** radio button is selected, a new window opens to collect additional detail. (Next page.)
 - Windows may vary based on vaccination, test, or screening.



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Select	Vaccine	Route	Site	Reaction
<input type="checkbox"/>	Afluria (Polio)	IM		None
<input type="checkbox"/>	Bexero (MenB)	IM		None
<input checked="" type="checkbox"/>	Boostrix (Tdap)	IM		None
<input checked="" type="checkbox"/>	Menactra (Meningococcal Meningitis (MCV4))	IM		None

8

General Reaction: None

Vaccinator: Please Select

[Update](#) [Close](#)

When the **vaccinated** radio button is selected, a new window opens to collect additional detail.

- d. The first column displays a list of all possible vaccines / tests a patient may receive based on the unique clinic and product inventory.
 - Each clinic will have a unique list of vaccines / tests/ inventory.
8. Begin by selecting the radio button(s) in front of the **vaccine(s) or test name(s)** that were administered to the patient the day of the clinic.



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Select	Vaccine	Route	Site	Reaction
<input type="checkbox"/>	Afluria (Polio)	9 SubQ ✓ IM	10 RA LA	None ▾
<input type="checkbox"/>	Bexero (MenB)	IM ▾	▾	None ▾
<input type="checkbox"/>	Boostrix (Tdap)	IM ▾	▾	None ▾
<input type="checkbox"/>	Menactra (Meningococcal Meningitis (MCV4))	IM ▾	▾	None ▾
General Reaction		11 ✓ None Local Syncope Anaphylaxis		
Vaccinator		12 ✓ Emerita Cormier Lino Blick LLD Britt Gaylord		
				13 Update Close

For the remaining options, choose responses from the drop-down menus.

9. Select **Route** of administration: subcutaneous or intramuscular.
10. Choose administration **Site**: RA (Right Arm) or LA (Left Arm)
11. Select a **General Reaction**: local (to the site), syncope (fainting), anaphylactic (severe, potentially life threatening).
12. Select a **Vaccinator**: the staff member who administered the test.
13. Click **Update** to save patient results.
 - **FYI.** When patient results are entered and saved into the system, he/she is concurrently closed out of the **Virtual Queue**, if the clinic has practiced social distancing.



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Search:

14

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
TestUserUsman Garza	09/11/2020	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserU Cain		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
TestUserUs Hudson	09/11/2020	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Remark	<input type="button" value="Delete"/> 16

 EN ES

Sign Up for Vaccinations - WCHD Snow Hill on 09/17/2020

1 PERSONAL INFORMATION 2 HEALTH INSURANCE 3 HEALTH QUESTIONS 4 ADD FAMILY 5 CONSENT FOR SERVICES 6 REVIEW 7 APPOINTMENT

You will have an opportunity to register your minor children in a future step.

15

First Name * Middle Initial

Last Name * Mother's Maiden Name *

Race Occupation Date Of Birth * Age Gender *

Email Address * Retype Email Address *

14. For walk-in or patients that need to be added in real-time, click the **Add More Patients** button.
15. The system will redirect to the **ReadiConsent** form. Simply complete the fields and follow the prompts to add the patient.
16. For patients that need to be removed from the system, click **delete**.

The remainder of the **Clinic Activity Form** form is completed after the clinic has closed.



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Clinic Activity Form

WCHD Snow Hill

Clinic Status: Upcoming » Registration List » View/Edit Clinic » **Activity Form** » Activity Report

Clinic Date: 09/17/2020 County: Snow Hill Venue Name: WCHD Snow Hill

Lead Tester's Name: Patients Registered: 4

Clinic Start Time: 09:00 AM 17 Clinic End Time: 03:30 AM 18 Clinic Length (in minutes): 390 **E**

Clinic Incidents or Comments: 19

Vaccine Name	Vaccine Lot Number	# of Starting Kits	# of Vaccines Administered	# Unusable Vaccines	# Vaccines Returned	Default
	YL2L3	100	0	0	0	<input type="radio"/>
	YL2L3	100	0	0	0	<input type="radio"/>
Totals:		200	0	0	0	

20 Save Save and Submit

When the clinic has officially closed, add the final data to complete the **Clinic Activity Form**:

17. Select the actual **clinic start time**.
18. Select the actual **clinic end time**.
 - e. The system will tally the **total clinic length in minutes**.
19. Add **clinic incidents or comments**.
20. Click **Save**. **Always remember to save work throughout the day!** 



HOW TO | COMPLETE THE CLINIC ACTIVITY FORM

Clinic Activity Form

WCHD Snow Hill

Clinic Status: Upcoming » Registration List » View/Edit Clinic » **Activity Form** » Activity Report

Vaccine Name	Vaccine Lot Number	# of Starting Kits	# of Vaccines Administered	# Unusable Vaccines	# Vaccines Returned	Default
Boostrix (tDap)	YR3X90	100	0	0	0	<input type="radio"/>
	YL2L3	100	0	0	0	<input type="radio"/>
Totals:		200	0	0	0	

23 **24**

Search:

Lastly, enter and add product inventory.

21. Enter the **total number of vaccines administered** (for the day).
22. Add **number of unusable or returned vaccines**, if any.
 - f. The system will total each column when completed.
23. Click **Save** to capture updates.
24. When the clinic is finished and all details have been documented, **Save and Submit for final submission**. The form is sent to the registry/IIS, EHR, and the billing system.
 - While multiple clinicians can concurrently enter data into the form, **only an authorized administrator can save and submit data as final**.
 - **Save and Submit is a one-time, final action – by an administrator**.
 - By contrast, **SAVE** should be used throughout the day by any user entering data, to manually save updates and changes.



You have successfully completed the Clinic Activity Form!