

# In-Clinic Handbook

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- Creating a Clinic
- Editing a Clinic
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- Inventory Management

# Creating a Clinic



Step 1:  
From main menu, select  
**Manage Clinics** and Users

Manage Clinics and Users

Start Clinic **Standard**

Find a Record

Refer Patient for Services

Enroll Provider or Business

Inventory Management

Generate Reports

Send a Message

Logout

# Creating a Clinic

## Step 2: Select **Create Clinic**

- Home
- Clinics**
- Records Search
- Data Transfer
- Inventory Management
- Item Type
- Manufacturer
- Message Board
- Create New User
- Change Password
- Counties
- Customized Reports

### Clinics Listing

Search:   All  Upcoming  Past  Closed

Date ↕	County	Venue Name	Registered ↕	Menu	Action
09/01/2020	Carroll	Elmer Wolfe Elem.	16	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <input type="button" value="Delete"/>
09/01/2020	Carroll	Westminster West Middle	81	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <input type="button" value="Delete"/>
09/03/2020	Carroll	Northwest Middle	31	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <input type="button" value="Delete"/>
09/03/2020	Carroll	South Carroll High	29	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <input type="button" value="Delete"/>

# Creating a Clinic

## Step 4: Select **Clinic Type**

**Create Clinic**

Number of Patients Registered: 0

**Clinic Type \***

- General
- General
- Childhood
- Flu
- School Flu Children & Adults

Public Private

**Collect Insurance Information?**

Yes  No

**Services Provided \***

Testing  Vaccination  Screening  Anti-Viral Distribution

**Open to \***

All Ages  Children  Ad  Seniors  Other

County \*

Organization \*

Venue \*

Setting

**Date, Time, Location**

Clinic Date \*

Start Time \*

End Time \*

Address \*

Zip Code \*

City \*

State \*

General – All types of vaccines for people of all ages

Childhood – All childhood vaccines

Flu – Flu vaccinations for all ages

School Flu – School-located clinics. Free vaccines for children, insurance information **required** for school staff



# Creating a Clinic

## Step 5: Select **Clinic Details**

Public Clinics appear in the Find a Clinic search at

[www.marylandvax.org](http://www.marylandvax.org)

Private Clinics get a unique link you can send to targeted patients. You will be emailed the link. You also can get it by going into View/Edit Clinic—the link will appear next to where you selected Private Clinic.

**Is clinic public or private? \***  
 Public  Private

**Collect Insurance Information?**  
 Yes  No

**Services Provided \***  
 Testing  Vaccination  Screening  
 Anti-Viral Distribution

**Open to \***  
 All Ages  Children  Adults  
 Seniors  Other

County \*  
Select

Organization \*  
Select an Option

Venue \*  
Select an Option

Setting  
Select

**Date, Time, Location**

Clinic Date \* Start Time \* End Time \*  
 9:00 AM  5:00 PM

**Address \***

Zip Code \* City \* State \*

**Appointment Information**

Appointments available \*  
 Yes, required  Yes, optional  No (Walk-In)

Social Distancing Capacity Registration Deadline \*

**Add Another Date**

Click here to add multiple clinic dates at the same location.

# Creating a Clinic

## Step 6: Select **Appointment Details**

### Appointment Information

Appointments available \*

Yes, required  Yes, optional  No (Walk-In)

Social Distancing Capacity

Select

Registration Deadline \*

Allow registration on the same day (This will re-open registrations on the date of the clinic even if registration deadline has passed).

Appointment Frequency (in minutes): Every \*

1

Appointment Slots \*

-- Select --

How long will each vaccination appointment take?

How many vaccinators will you have?

### Contact Information

Contact Person

Contact Person

Contact Phone Number

Contact Number

Contact E-mail

Contact Email Address

Back-Up Contact Person

Back-Up Contact Person

Back-Up Contact Phone Number

Back-Up Contact Number

Back-Up Contact E-mail

Back-Up Contact Email Address

### Additional Clinic Details

Incidents Comments (This information will be displayed publicly in the clinics listings)

Enter Details Here

These details display--exactly as written--with the public clinic listing.

# Creating a Clinic

## Step 7: Select **Staffing and Vaccinations Offered**

### Registration and Staff

Lead Tester's Name

Lead Tester's Name

If you know who's working, enter their names here.

Clinic Staff

Clinic Staff Person's Name

[Add more staff](#)

### Vaccinations

Measles, Mumps, Rubella

DTaP

MenB

Varicella (chickenpox)

Hepatitis A

Hib

Pneumococcal Pneumonia (PCV13)

Rotavirus

Td

Influenza (IIV)

Type or select the vaccines being offered. This appears on the last page of the consent form for patient selection.

Submit

Cancel

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# Editing a Clinic

# Editing a Clinic

## Step 1: Go to **Clinic Listings**



- Home
- Clinics**
- Records Search
- Data Transfer
- Inventory Management
- Item Type
- Manufacturer
- Message Board
- Create New User
- Change Password
- Counties
- Customized Reports

### Clinics Listing

Search:   All  Upcoming  Past  Closed

Date ↓↑	County	Venue Name	Registered ↓↑	Menu	Action
09/30/2020	Howard	Hammond Middle School	1	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <input type="button" value="Delete"/>
10/02/2020	Howard	Hammond Elementary School	7	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <input type="button" value="Delete"/>
10/08/2020	Howard	Hammond High School	129	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <input type="button" value="Delete"/>
10/09/2020	Howard	Hammond Middle School	126	<a href="#">» Registration List</a> <a href="#">» Clinic Activity</a>	<a href="#">» View/Edit Clinic</a> <a href="#">» Customized Report</a> <input type="button" value="Delete"/>

Scroll or search for your clinic.

Click on View/Edit Clinic

# Editing a Clinic

## Step 2: Entering **Staff and Vaccines**

### Registration and Staff

Lead Tester's Name

Enter the names of clinic staff.

Clinic Staff



Click here to add more staff

[Add more staff](#)

### Vaccinations

Polio x Measles, Mumps, Rubella x Meningococcal Meningitis (MCV4) x

### Clinic Inventory

Type or select the vaccines being offered. Check Lot# to be sure it is the right product before pressing **Add Item**.

IPV (Polio) [dropdown menu]

Lot #: R1D973M • Type: Polio • Exp. Date: 07/17/2021 •

Add Item

Manufacturer	Lot Number	Expiration Date	# of Items	Action
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# Editing a Clinic

## Step 3: Entering **Vaccine Supply for Clinic**

### Clinic Inventory

Items selected will appear in the table

Type in the number of each vaccine you have in clinic.

Add Item

Name (Type)	Manufacturer	Lot Number	Expiration Date	# of Items	Action
ActHib (Hib)	Sanofi Pasteur	UJ186AAA	05/31/2021	<input type="text" value="20"/>	<input type="button" value="Remove"/>
TDVax (Td)	Merck	A124A	02/14/2022	<input type="text" value="40"/>	<input type="button" value="Remove"/>
Varivax (Varicella (chickenpox))	Merck	T012552	04/10/2022	<input type="text" value="20"/>	<input type="button" value="Remove"/>
Adacel (Tdap)	Sanofi Pasteur	U6706AA	07/03/2022	<input type="text" value="30"/>	<input type="button" value="Remove"/>

Press Update when after you've updated the clinic staff and vaccine.

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# Conducting a Clinic

# Conducting a Clinic

Step 1:  
Find Clinic Activity Form in  
**Clinic Listings**

Scroll or search  
for your clinic.

Click on Clinic Activity

**Clinics Listing**

Search:   All  Upcoming  Past  Closed

Date ↑	County	Venue Name	Registered ↑	Menu
09/30/2020	Howard	Hammond Middle School	1	<a href="#">» Registration List</a> <a href="#">» View/Edit Clinic</a> <a href="#">» Clinic Activity</a> <a href="#">» Customized Report</a>
10/02/2020	Howard	Hammond Elementary School	7	<a href="#">» Registration List</a> <a href="#">» View/Edit Clinic</a> <a href="#">» Clinic Activity</a> <a href="#">» Customized Report</a>

Or  
**View/Edit Clinic**

**View/Edit Clinic**

Hammond Elementary School

Clinic Status: Upcoming

[» Registration List](#) [» View/Edit Clinic](#) [» Activity Form](#) [» Activity Report](#)

Number of Patients Registered: 7

# Conducting a Clinic

**Clinic Activity Form**  
Hammond Elementary School

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

Fill these out  
at the  
END OF  
CLINIC

Clinic Date: 10/02/2020      County: Reisterstown      Venue Name: Hammond Elementary School

Lead Tester's Name:      Patients Registered: 7

Clinic Start Time:        Clinic End Time:

Clinic Length (in minutes):

Clinic Incidents or Comments:

Make sure all vaccines  
selected in Edit Clinic  
appear here.

Vaccine Name	Vaccine Lot Number	# of Starting Kits	# of Vaccines Administered	# Unusable Vaccines	# Vaccines Returned	Default
ActHib(Hib) #54	UJ186AAA	1	0	0	0	<input type="radio"/>
TDVax(Td) #56	A124A	1	0	0	0	<input type="radio"/>
Varivax(Varicella (chik	T012552	1	0	0	0	<input type="radio"/>
Adacel(Tdap) #76	U6706AA	1	0	0	0	<input type="radio"/>
<b>Totals:</b>		4	0	0	0	

# Conducting a Clinic

## Step 2: Enter Vaccine Encounter

Adacel(Tdap) #76 U6706AA 1 0 0 0

Totals: 4 0 0 0

Search or scroll  
for a patient

Save Save and Submit

Search: Patient's first name or last name Search

Click on  
Vaccinated  
button

Add More Patients +

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
<a href="#">Joseph Austin</a>	01/06/2005	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
<a href="#">Tiffany Tate</a>	04/04/1904	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
<a href="#">Gregory Tascoe</a>	06/07/1905	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
<a href="#">Tiffany Branch</a>	04/16/1917	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
<a href="#">Charles County Department</a>	03/02/2012	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
<a href="#">Rising Sun School</a>	03/04/2011	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete

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# Conducting a Clinic

## Step 2: Enter Vaccine Encounters

Vaccinated: Joseph Austin

Select	Vaccine	Route	Site	Reaction
<input type="checkbox"/>	ActHib (Hib)	IM		None
<input checked="" type="checkbox"/>	Adacel (Tdap)	IM	RA LA	No
<input type="checkbox"/>	TDVax (Td)	IM		None
<input type="checkbox"/>	Varivax (Varicella (chickenpox))	IM		None

General Reaction: None

Vaccinator: Please Select

Update Close

Select the vaccine(s) administered

Select Route and Site

Vaccinated: Joseph Austin

Select	Vaccine	Route	Site	Reaction
<input type="checkbox"/>				None
<input type="checkbox"/>				None
<input type="checkbox"/>				None
<input type="checkbox"/>	Varivax (Varicella (chickenpox))	IM		None

General Reaction: None

Vaccinator: Please Select

Beyonce  
Jay Z  
Mickey Mouse  
Elton John

Update Close

Select Individual or General Reaction

Select Vaccinator

UPDATE  
when done

# Adding a Patient

Click here to access a consent form for this clinic

Save Save and Submit

Search:

Add More Patients +

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
<a href="#">Joseph Austin</a>	01/06/2005	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
<a href="#">Tiffany Tate</a>	04/04/1904	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
<a href="#">Gregory Tascoe</a>	06/07/1905	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
<a href="#">Tiffany Branch</a>	04/16/1917	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
<a href="#">Charles County Department</a>	03/02/2012	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
<a href="#">Rising Sun School</a>	03/04/2011	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>

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# Closing a Clinic

**Clinic Activity Form**  
Hammond Elementary School

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

Clinic Date: 10/02/2020

County: Reisterstown

Venue Name: Hammond Elementary School

Lead Tester's Name:

Patients Registered: 7

Clinic Start Time:

09:00 AM

Clinic End Time:

05:00 PM

Clinic Length (in minutes): 480

Clinic Incidents or Comments

Enter the  
ACTUAL  
start and  
end time of  
the clinic

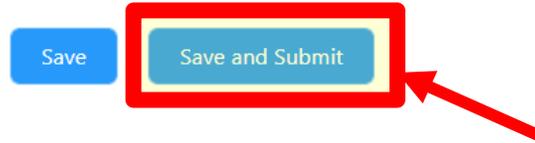
Enter any comments or  
extraordinary incidents  
related to the clinic.

Vaccine Name	Vaccine Lot Number	# of Starting Kits	# of Vaccines Administered	# Unusable Vaccines	# Vaccines Returned	Default
ActHib(Hib) #54	UJ186AAA	1	0	0	0	<input type="radio"/>
TDVax(Td) #56	A124A	1	0	0	0	<input type="radio"/>
Varivax(Varicella (chik	T012552	1	0	0	0	<input type="radio"/>
Adacel(Tdap) #76	U6706AA	1	0	0	0	<input type="radio"/>
<b>Totals:</b>		4	0	0	0	

# Closing a Clinic

## Step 3: **Save and Submit**

Search:



Press this after all encounter have been entered.

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
<a href="#">Joseph Austin</a>	01/06/2005	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
<a href="#">Tiffany Tate</a>	04/04/1904	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
<a href="#">Gregory Tascoe</a>	06/07/1905	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
<a href="#">Tiffany Branch</a>	04/16/1917	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
<a href="#">Charles County Department</a>	03/02/2012	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>
<a href="#">Rising Sun School</a>	03/04/2011	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Remark	<input type="button" value="Delete"/>

This CLOSES THE CLINIC and sends the information to your IIS, EHR, and/or billing system.

Only Super Administrators will be able to make changes after submitting.

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# Inventory Management

# Adding New Inventory



## Step 1: Enter details of products

- Home
- Clinics
- Records Search
- Data Transfer
- Inventory Management**
- Item Type
- Manufacturer
- Message Board
- Create New User
- Change Password
- Counties
- Customized Reports

### Inventory Management

Upload Supplies

<b>Received Date *</b> September 29, 2020	<b>Item Type *</b> Select	<b>Product Name *</b> 	<b>Manufacturer *</b> Select
<b>Lot Number *</b> 	<b>Expiration Date *</b> September 29, 2020	<b>Number of Items *</b> 	<b>Inventory Packaging *</b> Select
<b>Source of Items *</b> Select	<b>County *</b> Select	<b>Organization *</b> Select an Option	<b>Information Sheet</b> Choose File No file chosen

Create

Enter all details and press CREATE.

# Entering Inventory Events

Enter details of event where product was used.

## New Entry for Gloves (Received 08/01/2020)

Event Date *	Event Type *	Quantity Used	Quantity Lost *
<input type="text"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>
Quantity Loaned *	Quantity Returned *	Quantity Destroyed *	Clinic
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clinic	Event Date	Event Type	Total Qty	Qty Used	Qty Lost	Qty Loaned	Qty Returned	Qty Destroyed	Quantity Remaining	Action
	08/26/2020	Hospital		500	3	3	3	3		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<b>TOTALS</b>			<b>2000</b>	<b>500</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1488</b>	

# Editing Inventory

Search or scroll for your vaccine.

Search:



Item Type	Item Name	Manufacturer	Source	Lot Number	Expiration Date	Starting Qty	Pkg	Qty Used	Qty Lost	Qty Loaned	Current Qty	Actions
HPV	<a href="#">Gloves</a>	MedImmune	VFC	1X34H24	08/26/2020	2000	Case	500	3	3	1488	<a href="#">Edit</a> <a href="#">De</a>
Hepatitis B	<a href="#">Cotton Balls</a>	GlaxoSmithKline	Borrowed	1X34H23	08/20/2020	2000	Case	0	0	0	2000	<a href="#">Edit</a> <a href="#">De</a>
Meningococcal Meningitis (MCV4)	<a href="#">Get Well</a>	GlaxoSmithKline	VFC	1X34H23	08/19/2020	2000	Unit	173	6	5	1805	<a href="#">Edit</a> <a href="#">De</a>
HPV	<a href="#">Get Well</a>	GlaxoSmithKline	Borrowed	1X34H	08/26/2020	2000	Case	0	0	0	2000	<a href="#">Edit</a> <a href="#">De</a>
Polio	<a href="#">Afluria</a>	Pfizer	Private Purchase	1X34H23	08/20/2020	2000	Box	0	0	0	2000	<a href="#">Edit</a> <a href="#">De</a>

# Editing Inventory

Received Date * August 18, 2020	Item Type * Polio	Product Name * Afluria	Manufacturer * Pfizer
Lot Number * 1X34H23	Expiration Date * August 20, 2020	Number of Items * 2000	Inventory Packaging * Box
Source of Items * Private Purchase	County * Calvert	Organization * Calvert Health Department	Information Sheet Choose File No file chosen

Update

Change any needed details and UPDATE.

# When You Need Assistance

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PrepMod Help Desk

888-503-0515

[techsupport@vaccineconsent.com](mailto:techsupport@vaccineconsent.com)

8 a.m. to 8 p.m. Monday thru Friday