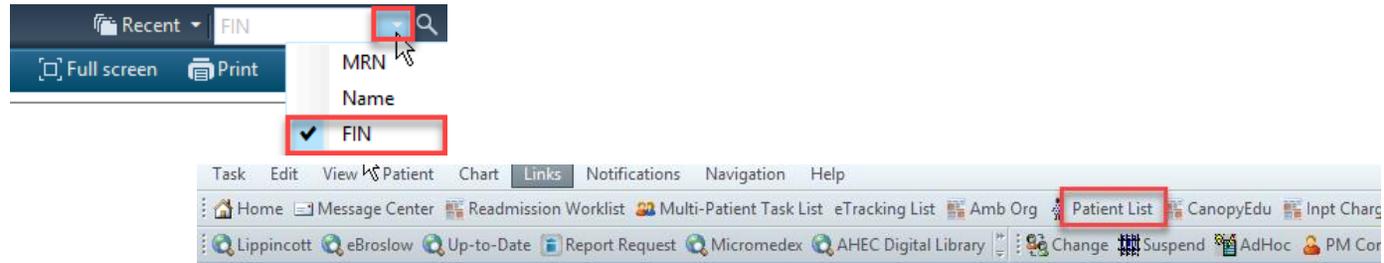


## Atrium Health COVID – Documenter Workflow

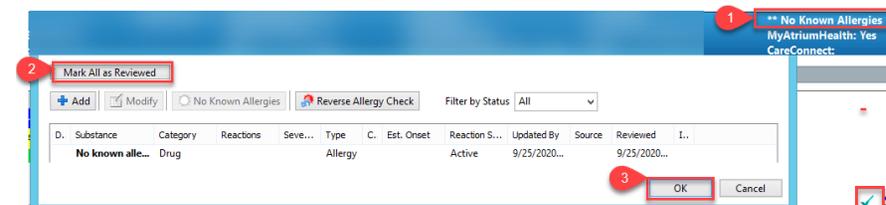
### Document Vaccine Administration

#### 1. Open Chart

- If patient presents with **QR code** change “search” criteria to “FIN”, click in search bar and scan code, press enter.
- If no QR code select **Patient List** from task bar, double click on patient’s name verifying DOB.



#### 2. Verify Allergies and “Mark as Reviewed”

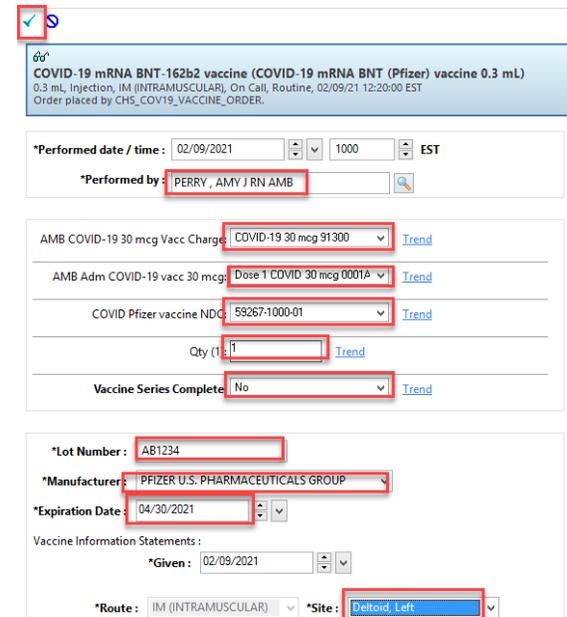


#### 3. Navigate to the MAR, single click on the task, scan QR code to auto-populate fields, then change ‘performed by’ if needed.

- Before signing ensure all fields are correct, **confirm 1st or 2nd dose, Vaccine Series Complete**
- If you click in the documentation box prior to scanning the fields will not populate correctly. Simply cancel charting and single click on the task again.

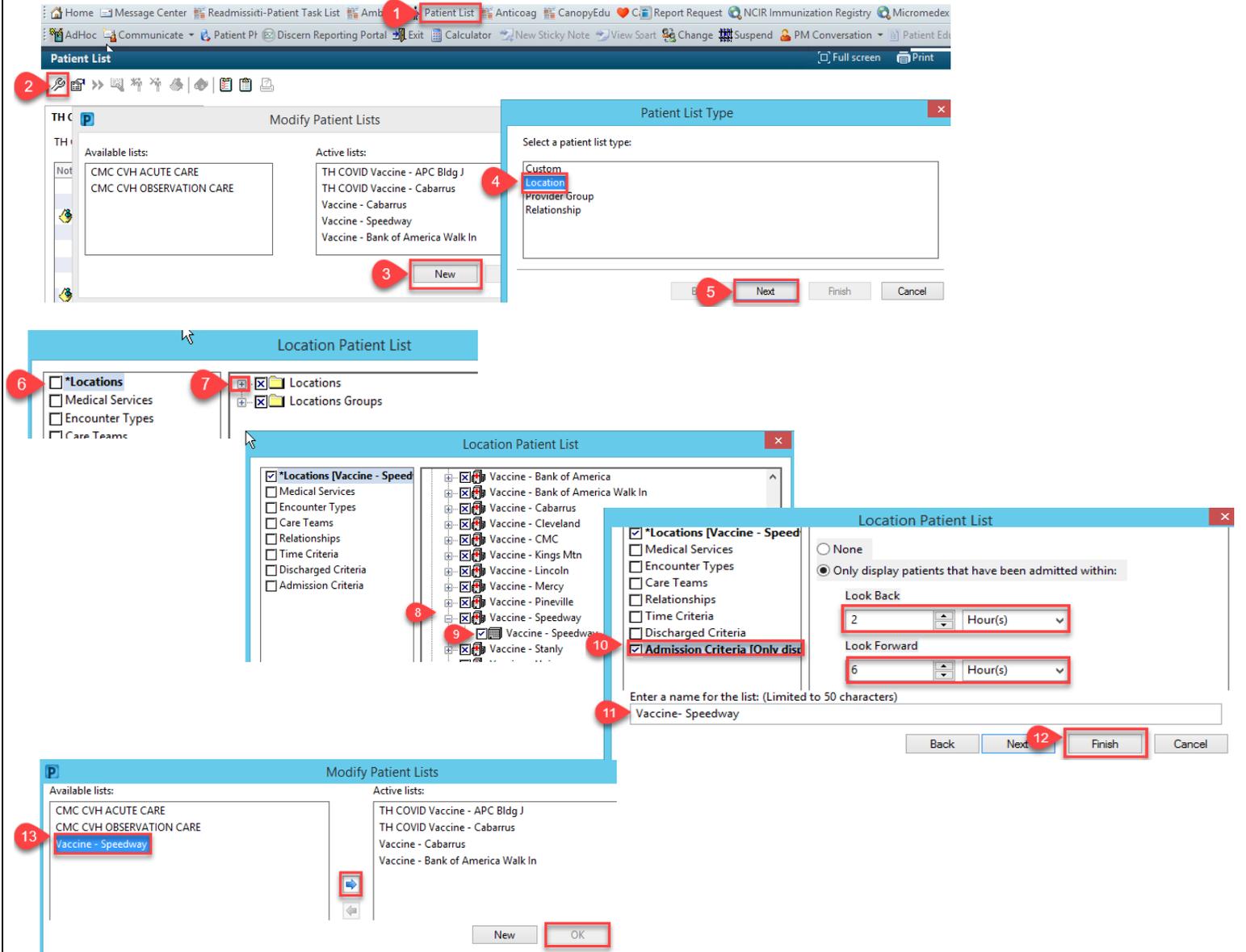


Medications	2/9/2021 12:20 EST
<b>Unscheduled</b>	
COVID-19 mRNA BNT-162b2 vaccine (COVID-19 mRNA BNT (Pfizer) vaccine 0.3 mL, Injection, IM (INTRAMUSCULAR), On Call, Routine, 02/09/21 12:20:00 EST Order placed by CHS_COV19_VACCINE_ORD...	0.3 mL Not given within 5 days.
COVID-19 mRNA BNT-162b2 vaccine	
AMB COVID-19 30 mcg Vacc Charge	
AMB Adm COVID-19 vacc 30 mcg	
COVID Pfizer vaccine NDC	
Qty (1)	
Vaccine Series Complete	



To build a Patient List

1. Select **Patient List** from the task bar
2. Select the 'wrench'
3. Click 'new'
4. Select 'location'
5. Select 'next'
  
6. Click 'Location'
7. Expand 'Locations'
8. Find correct 'Vaccine-clinic'
9. Click in box to select
10. Select Admission Criteria set timeframes as seen
11. Confirm 'name'
12. Select 'Finish'
  
13. Move newly created list to Active list.



The screenshots illustrate the following steps:

1. Select **Patient List** from the task bar.
2. Select the 'wrench' icon in the toolbar.
3. Click 'New' in the 'Modify Patient Lists' dialog.
4. Select 'Location' in the 'Patient List Type' dialog.
5. Click 'Next' in the 'Patient List Type' dialog.
6. Click 'Locations' in the 'Location Patient List' dialog.
7. Expand 'Locations' in the 'Location Patient List' dialog.
8. Find correct 'Vaccine-clinic' (e.g., Vaccine - Speedway) in the 'Location Patient List' dialog.
9. Click in box to select (checkbox) in the 'Location Patient List' dialog.
10. Select Admission Criteria set timeframes as seen (e.g., Look Back: 2 Hour(s), Look Forward: 6 Hour(s)) in the 'Location Patient List' dialog.
11. Confirm 'name' (e.g., Vaccine - Speedway) in the 'Location Patient List' dialog.
12. Select 'Finish' in the 'Location Patient List' dialog.
13. Move newly created list to Active list in the 'Modify Patient Lists' dialog.