



Immunizations: COVID-19 Record Immunizations - Data Entry Clerks

I. Add Providers to the Mass Immunization Event (if required)

When the Mass Immunization Event is created, Providers (Immunizers) will be added to the Event. Prior to batch recording immunizations, the Event should be reviewed to ensure the Provider has been added, so immunizations administered by the Provider can be documented.

1. Search Mass Immunization Event sure
2. Review the names in the 'Provided By' column to ensure the Provider (Immunizer) has been added. If the name of the Provider you are entering immunizations for is not in the list, add the Provider's Name.
3. Click on the **radio button** beside the Event ID number and Click on **Update**.

Event ID	Event Title	Event Date	Additional Dates	Client List	Provided By	Status
448	[09:00-9:49] RBC April 18th	2021 Apr 18		Y	TrainPHIMSI... Generic / TrainPHIMSI... Generic	Open

4. The **Update Mass Imms Event** page displays. Scroll to the **Event Providers** section. Click **Add**.

Provider ID	Provider	Verification Status	Workgroup	User
32679	TrainPHIMSIms01, Generic	Not Requested		
32685	TrainPHIMSIms07, Generic	Not Requested		

5. The **Add Event Providers** modal displays. **Enter the Provider's Name** (Last name first) in the type ahead field and once the Provider's name displays, click on the name. Click **Apply**.

Provider: Omega RN, Jennifer, Registered Nurse

Verification Status: Requested Not Requested

Workgroup: [Dropdown]

User: [Dropdown]

Apply Reset



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- The **Update Mass Imms Event** page displays again. Click **Save**. Once you save, a message 'Mass Immunization Event was successfully updated' displays. Click **Worksheet** at the top of the page return to the Event Worksheet.

Update Mass Imms Event

Number of Doses Required by Agent

Event Providers

Provider ID	Provider	Verification Status	Workgroup	User
30299	Omega RN, Jennifer	Not Requested		
32679	TrainPHIMSIImms01, Generic	Not Requested		
32685	TrainPHIMSIImms07, Generic	Not Requested		

Total: 3

II. Batch Entry - Recording Immunizations from the Mass Immunization Event Worksheet

Clients immunized on the same day with the same Immunizing agent, Lot Number, Route, Dosage, Site and by the same Provider, can be batched together from the Mass Immunization Event worksheet to record their immunizations.

- Search for clients on the Mass Immunization Worksheet. To expedite searches, click on '**CTRL + F**' on the keyboard. A Search/Find box will display in the top right corner of the page.

Event Worksheet

Event Title: [09:00-9:49] RBC April 18th
Event Date: 2021 Apr 18
Event Type: Outbreak

Event ID: 448
Location: RBC Convention Centre
Status: Open
Created By: TrainPHIMSIImms01, Generic

Displaying 86 out of 86 clients

Client ID	Client Name	Date of Birth	Gender	Immuniz... Agent	Forecast Status	Consent Readiness	Event Status
22710	Able, Jane	1957 Apr 14	Female	COVID19-Pfizer	Not Forecasted	Granted	---
245	Ahberg-W, Alden	1949 Oct 31	Male	COVID19-Pfizer	Not Forecasted	Missing	---
61580	Aidapa, Clay	1950 Feb 06	Male	COVID19-Pfizer	Not Forecasted	Missing	---



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- In the Search/Find box, type in the Client's **Last Name** first. The Client will be highlighted on the Event Worksheet. Confirm it is the correct Client and **click on the checkbox** on the left of the Client's name.

The screenshot shows a web browser window with the URL `ims-trn.sshareoneaitnmb.ca/pnsosm/immssweb/pages/massimms/worksneet/worksneet.xhtml?D10=448`. The search bar contains the text 'Jensen' and shows '1/1' results. Below the search bar, the 'Event Worksheet' table is displayed with the following data:

Client ID	Client Name	Date of Birth	Gender	Immunization Agent	Forecast Status	Consent Readiness	Event Status
68484	Ishar, Daisy	1949 Apr 28	Female	COVID19-Pfizer	Not Forecasted	Missing	---
69831	Ivany, Valentine	1949 Dec 20	Male	COVID19-Pfizer	Not Forecasted	Missing	---
73106	Iwasaki, Mica	1949 Nov 06	Female	COVID19-Pfizer	Not Forecasted	Missing	---
68283	James, Zachery	1950 Jan 30	Male	COVID19-Pfizer	Not Forecasted	Missing	---
113733	Jensen, Allison	1958 Apr 14	Female	COVID19-Pfizer	Not Forecasted	Missing	---
72612	Jordens, Greta	1950 Feb 19	Female	COVID19-Pfizer	Not Forecasted	Missing	---

- Search for the next client by clearing the Search/Find box and repeating Step 2 for all the clients to be batch recorded.
- Once all required clients have been selected, scroll to the top of the Event Worksheet and click on **Record Immunization**.

The screenshot shows the 'Record Immunization' modal window. At the top, it displays event details: Event Title: [09:00-9:49] RBC April 18th, Event Date: 2021 Apr 18, Event Type: Outbreak, Event ID: 448, Location: RBC Convention Centre, Status: Open, Created By: TrainPHIMSSimms01, Generic. Below this, it says 'Displaying 86 out of 86 clients'. There is a search bar with 'Client Last Name or ID' and a search type dropdown. A row of buttons is visible, with 'Record Immunization' highlighted by a red box. Below the buttons is a table with columns: Alerts, Client ID, Client Name, Date of Birth, Gender, Immunization Agent, Forecast Status, Consent Readiness, and Event Status. The first row shows Client ID 22710, Client Name Able, Jane, Date of Birth 1957 Apr 14, Gender Female, Immunization Agent COVID19-Pfizer, Forecast Status Not Forecasted, Consent Readiness Granted, and Event Status ---.

- The Record Immunization modal displays:
 - Clients: Review list of clients to ensure they are the correct clients to batch record immunizations
 - Date Administered: Auto-populates
 - Time Administered: Select the radio button beside 'Leave blank'
 - Dosage: Auto-populates
 - Site: Select the correct Site from the drop list. This field will auto populate with the last Site entered.
 - Provider: Select the correct Provider



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Record Immunization

Clients:
Caulfield, Carrie
Heimark, Zeno

Coburn, Neve
Jensen, Allison

* Date Administered:
2021 Apr 18

Time Administered:
 Leave blank
 Enter time: hh:mm
 Use current time

Provider (Omega RN, Jennifer) for the logged-in user is not listed on the event. Non-provider recorded mode is applied.

Immunizing Agent	Lot Number	Trade Name	Route	* Dosage	* Site	* Provider
<input checked="" type="checkbox"/> COVID19-Pfizer	Pfizer123 Exp. 2021 Dec 31	Pfizer- BioNTech COVID-19 Vaccine	Intramuscular	0.3	Deltoid: left	TrainPHIMSimms10, G

6. Click **Save**

7. A confirmation message appears. Click **Confirm**.

Confirmation

⚠ The following clients have a forecast status of 'Up to Date' or 'Not Forecasted' for the following agents:
COVID19-Pfizer: 62579, 113733, 70399, 68526

Time Administered:
 Leave blank
 Enter time: hh:mm
 Use current time

Immunizing Agent	Lot Number	Trade Name	Route	Dosage	* Site	* Provider
<input checked="" type="checkbox"/> COVID19-Pfizer	Pfizer123 Exp. 2021 Dec 31	Pfizer- BioNTech COVID-19 Vaccine	Intramuscular	0.3	Deltoid: left	TrainPHIMSimms10, G

8. A message will display indicating the immunizations have been saved successfully.

Event Worksheet

Update Event More log print ?

Cohort ID: 749 Cohort Name: [09:00-9:49] RBC April 18th Encounter Group(s): Immunization Client List Name/ ID: [09:00-9:49] RBC April 18th / 842

Event Worksheet

Event Title: [09:00-9:49] RBC April 18th
Event Date: 2021 Apr 18
Event Type: Outbreak

Event ID: 448
Location: RBC Convention Cent
Status: Open
Created By: TrainPHIMSimms10, G

The immunization(s) have been saved successfully. The selected client forecast information will be refreshed by the next appropriate forecaster batch job.