

Mass Immunization Event: Worksheet Record Consent – Points to Remember

Page 1

QRC

Points to Remember:

- Do not use **# of Doses** field. Entering a value into this field may create an error in the worksheet.
- Users can only select "Grant" or "Refuse" as the consent options. When a client refuses consent, a reason for the refusal must be documented.
- Consent must be received in electronic, verbal or written format. When a paper copy of the consent is not available, the name of the individual who provided consent must be entered in the text box. Otherwise legal decision maker can be selected for paper consents.
- It is important to document the effective to and from date. Do not 'end' the consent on the same day that it is granted (Note: Consents are effective for a 1 year time frame with the exception of one-time immunizations). If creating a new consent after expiring a previous consent directive, <u>you</u> must wait until the following day to avoid overlapping dates.
- NOTE: Creating a new consent directive for a vaccine where an active directive exists may generate a warning such as "An active Consent Directive exists for the Agent/Antigen(s) selected; if a new overlapping consent record is successfully created the original consent directive will be automatically expired" When you select 'Save', you may get the Alert message "An active Consent Directive(s) existed for some of the Agent/Antigen(s) selected and it was automatically expired." and the confirmation message "Consent records for the selected client/agent combinations that are applicable toeh event have been updated successfully."
- If the previously applied active consent directives have changed, or consent was granted in error, the consent can be <u>updated</u> see page 4.
- If consent has been granted in error, or if the consent 'effective to' date has been extended, the consent can be <u>expired</u>. Once that action is completed, the consent will revert back to missing. New consent can be created the following day. See page 4 for details on expiring consent.
- Consent directives can be viewed by clicking the "Filter" arrow under the "Consent Readiness" column and selecting the applicable readiness from the drop list.









Mass Immunization Event: Worksheet Record Consent - Apply Consent to Multiple Clients at Time Page 3 QRC Select the check boxes The Record Select the radio The *Event* associated to the Consent for button beside the Worksheet page Search for the Mass clients' names OR Service modal appropriate Mass Click Worksheet Click Record Consent displays **Imms Event** 'select all' check box at opens Imms Event top of column; deselect any clients not needed The Consent will be Is the **Consent** The Clients name Uncheck the check The Instruction drop Yes Number of Doses recorded for agents: being granted? displays boxes for the agent(s) Defaults to the MIE list defaults to Grant leave blank not being administered immunizing agents No Select the **Effective** From/To date **Reason for Refusal** Instruction Select Form of Select most applicable Select **Refuse** from Consent from the drop from the drop list the drop list list Consent records for the selected client/ Select radio button Select Current User agent...updated beside Other Relation successfully' and select from the Click Save message displays drop list





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