

## Job Aid: COVax<sub>ON</sub>- Receipt Generation

<b>COVAX Role Designation:</b>	<b>Site Super Users</b>
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In this document:

- Receipt Generation and Deletion Overview.
- Receipt Generation – Key Steps.
- Receipt Deletion – Key Steps

### Receipt Generation and Deletion Overview

Occasionally there may be a need to regenerate and/or email another receipt to a client. Situations when this may occur:

- Details under dose administered were recorded in error and were not identified until after the receipt was generated (e.g. the wrong immunizer, the wrong arm, or the wrong lot number were selected).
- A typo was identified in the email address entered in COVax and you need to correct this and resend the patient a receipt.
- The patient’s email address was not entered in COVax and the patient now wishes to receive email proof.

### Receipt Generation – Key Steps

1. Correct/update any necessary information in COVax. Enter the client’s email address under the client profile section (if they want an emailed copied of their receipt).
2. From the **Client Immunization** page, select the immunization record (i.e. Dose Administration or DA Record).

Person Account								
Test Client								
Age	Total Doses							
8 Years 0 Month(s)	2							
Alerts (0)								
Exemptions (0)								
Related	Details <b>Client Immunizations</b>							
Client Immunizations (10+)								
10+ Items • Sorted by Vaccination Date • Updated 13 minutes ago								
<input type="checkbox"/> Dose Administration	Record Type	Sub-type	Agent	Vaccine Product	Vaccination Date	Days Since Immunizat...	Status	
<input type="checkbox"/> 1	DA-32136272	Administered	Point of Service	COVID-19 mRNA	2022-05-20, 10:19 a.m.	4	Admin	
<input type="checkbox"/> 2	DA-32136166	Historical	Out of Province	COVID-19 non-replicating ve...	COVID-19 COVISHIELD	2022-05-16, 11:38 a.m.	8	Enterec

3. From the dose administration record, click **Generate Receipt**.

Client Immunization  
DA-32136113

Client: Test Client | Record Type: Administered | Days Since Immunization: 0 | Status: Administered

**Vaccine Product Information**  
Product: MODERNA COVID-19 mRNA-1273 | Diluent Product:  
Product Lot: MODERNA COVID-19 mRNA-1273 - MDNV08, 2022/10/18 | Diluent Product Lot:  
Agent: COVID-19 mRNA

Basic Details | Consent & Assessment | Vaccine & Product Details | Files | History

Client: Test Client | Vaccination Event: Bruce Health - Muskoka - TT

4. A new window will open. Check the **Email receipt to patient** checkbox when appropriate. Click **Next**, and then **Finish**.

Generate Receipt

Email receipt to patient  
[Click here to view receipt](#)

Next

After the receipt has been generated, the client will receive an email with a URL link. This link will direct the client to the COVID-19 patient portal where they can access their vaccination receipt.

## Receipt Deletion – Key Steps

If you wish to delete the old incorrect version of the receipt from the patient record, complete the following steps:

1. From the client profile, click on the **Related** tab and select **View All**.

Related | Details | Client Immunizations

Sociodemographic Data (0) [New]

Files (5) [Add Files]

- Dose\_Admin\_Bob Loblaw\_1653661475315.pdf (May 27, 2022 • 61KB • pdf)
- Dose\_Admin\_Bob Loblaw\_1652805370682.pdf (May 17, 2022 • 61KB • pdf)
- Dose\_Admin\_Bob Loblaw\_1653661460973.pdf (May 27, 2022 • 61KB • pdf)
- Dose\_Admin\_Bob Loblaw\_1652802883166.pdf (May 17, 2022 • 61KB • pdf)
- Dose\_Admin\_Bob Loblaw\_1652807835446.pdf (May 17, 2022 • 61KB • pdf)

View All

2. Select the down arrow next to the receipt row you wish to delete. Select **Delete** and confirm.

The screenshot shows a file management interface for 'Person Accounts > Bob Loblaw'. It displays a table of 5 PDF files. A context menu is open for the first file, showing options like 'Download', 'Share', 'Public Link', 'View File Details', 'Upload New Version', 'Edit File Details', 'Delete', and 'Remove from Record'. The 'Delete' option is highlighted with a red box.

Title	Owner	Last Modified	Size
Dose_Admin_Bob Loblaw_1653661475315.pdf	Generic Account N/A	2022-05-27, 10:24 a.m.	61KB
Dose_Admin_Bob Loblaw_1653661460973.pdf	Generic Account N/A	2022-05-27, 10:24 a.m.	61KB
Dose_Admin_Bob Loblaw_1652807835446.pdf	Generic Account N/A	2022-05-17, 1:17 p.m.	61KB
Dose_Admin_Bob Loblaw_1652805370682.pdf	Generic Account N/A	2022-05-17, 12:36 p.m.	61KB
Dose_Admin_Bob Loblaw_1652802883166.pdf	Generic Account N/A	2022-05-17, 11:54 a.m.	61KB