

Job Aid: COVaxON– How to record an Immunization Record (administer a dose)

COVAX Role Designation:	Site Super Users, Vaccinators
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In this document:

- Creating a New Immunization Record – Administered.
- Reviewing the Immunization Record.

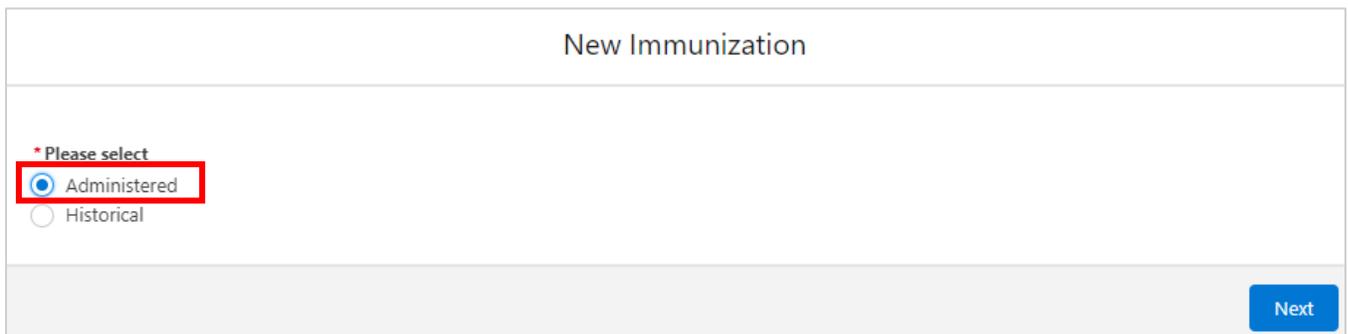
Creating a New Immunization Record – Administered

1. From the client profile, click **New Immunization**.



The screenshot shows a client profile for 'Test Client' with age '29 Years 11 Month(s)' and 'Total Doses' of '0'. In the top right corner, there are three buttons: 'New Immunization' (highlighted with a red box), 'Review Dose Administered', and 'Generate Unique Key'. Below these are sections for 'Alerts (0)' and 'Exemptions (0)', each with a 'New' button. At the bottom, there are tabs for 'Related', 'Details', and 'Client Immunizations', and a message: 'We found no potential duplicates of this Client.'

2. From the New Immunization window, select the **Administered** record type. Click **Next**.



The screenshot shows the 'New Immunization' window. It has a title 'New Immunization' and a form with two radio buttons: 'Administered' (selected and highlighted with a red box) and 'Historical'. A blue 'Next' button is located at the bottom right.

Note: the Historical dose option will only appear for users with Historical Dose permission.

3. Ensure the **Vaccination Event** is correct. The VE should auto-populate. This step is very **IMPORTANT**.

- a. If the **Vaccination Event** is correct, click **Next**.

The screenshot shows the 'New Immunization' form. Under the heading 'New Immunization - Administered', there is a dropdown menu for '* Vaccination Event'. The selected option is 'MLHU - TEST'. At the bottom right, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red box.

- b. If the Vaccination event is incorrect, click the **X** to edit. Type in your vaccination event starting with 'MLHU – ' and it should pop up as an option. Select your VE and click **Next**.

The screenshot shows the 'New Immunization' form with the search results for 'MLHU - T'. The dropdown menu is open, showing a search bar with 'MLHU - T' and a magnifying glass icon. Below the search bar, there are two search results: 'MLHU - Test VE 2' with ID '1314c000000A0ZAAU' and 'MLHU - TEST' with ID '1314c000000A8pAAE'. The 'Next' button is highlighted with a red box.

4. Select the correct inventory lot number of the **Vaccine** you will be administering using the drop-down arrows. Always check that the vaccine type and lot number are correct. This step is very **IMPORTANT**. Click **Next**.

The screenshot shows the 'New Immunization' form. Under the heading 'New Immunization - Administered', there is a dropdown menu for '* Select Vaccine'. The selected option is '--None--'. At the bottom right, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red box.

Note: If the lot number is not showing up, contact your Super User. Check that the VEI status is set to 'Active' and/or connect with COVID Vaccine Informatics (COVIDVaccine.Informatics@mlhu.on.ca).

5. Complete the **Pre-Screening Assessment**. Based on the pre-screening assessment, vaccinators must use their clinical knowledge to determine if the client should receive the vaccine. If 'Yes', select the **Pre-screening Assessment Completed** checkbox.

New Immunization

Do you have allergies to polyethylene glycol, tromethamine or polysorbate?

Have you had a serious allergic reaction to a vaccine or medication given by injection (e.g., IV, IM), needing medical care?

Do you have a weakened immune system or are you taking any medications that can weaken your immune system (e.g., high dose steroids, chemotherapy)?

If yes, are you receiving stem cell therapy, CAR-T therapy, chemotherapy, immune checkpoint inhibitors, monoclonal antibodies or other targeted agents?

If on one of the therapies listed: Have you spoken with your treating health care provider about getting the vaccine?

Do you have a bleeding disorder or are you taking blood thinning medications?

Have you ever felt faint or fainted after receiving a vaccine or medical procedure?

Comments

Pre-screening Assessment Completed

Previous
Next

6. Complete the **Dose Information** page. Review the Vaccine Information sheet with the client (or client’s proxy) and select the **Vaccine Information Sheet Information** checkbox if appropriate. Click **Finish**.

Note: If the vaccinator determines the client should not receive the vaccine, uncheck the **Vaccine Information Sheet Information** checkbox. Select a **Reason vaccine was not administered** from the drop-down list. Once populated, the client can then exit the location.

New Immunization

New Immunization - Administered

The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

I am consenting on the client’s behalf and I confirm that I am the client’s substitute decision maker (e.g., parent, legal guardian).

* Reason vaccine was not administered

--None--

Reminder: Please add the missing Primary Care Provider information on the client screen if known. Please enter the Primary Care Provider Name.

Previous
Finish

- a. If the client is receiving **Pfizer vaccine**, select the **Diluent** inventory. This should auto-populate when one diluent is being used.

New Immunization

New Immunization - Administered

The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

I am consenting on the client's behalf and I confirm that I am the client's substitute decision maker (e.g., parent, legal guardian).

Vaccine : PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - BNTH414, 2022-10-08

* Diluent

PFIZER Diluent 0.9% Sodium Chloride null null - 7799, 2021-12-09

--None--

PFIZER Diluent 0.9% Sodium Chloride null ml - NACL009, 2022-07-27

PFIZER Diluent 0.9% Sodium Chloride null null - 7799, 2021-12-09

* Anatomical Site

Left deltoid / deltoïde gauche

* Dosage Administered

0.3

Previous Finish

- b. If a client is receiving **Moderna vaccine**, select the appropriate value from the **Dosage Administered** dropdown list (i.e. 0.25 or 0.5).

New Immunization

New Immunization - Administered

The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

I am consenting on the client's behalf and I confirm that I am the client's substitute decision maker (e.g., parent, legal guardian).

Vaccine : MODERNA COVID-19 mRNA-1273 0.5 ml - MDNV08, 2022-10-18

* Route

Intramuscular / intramusculaire

* Anatomical Site

Left deltoid / deltoïde gauche

* Dosage Administered

--None--

--None--

0.5

0.25

Previous Finish

- c. Complete all required fields including **Route** (defaults to intramuscular), **Anatomical Site**, **Date** and **Time** (defaults to current date/time, but can be edited if needed), and **Administered by** (type in the provider name and the field should auto-populate).

Note: If the vaccinator's name is not available as an option when searching with the **Provider** field, select 'Other Clinician, Other Designation' and manually enter the name of the vaccinator in the **Administered By (Other)** field. The vaccinator's details should be entered as [First Name] [Last Name], [Designation or Provider Role], [Professional License]. You can contact Informatics Support to submit a request to COVax ITS Support to be added as a provider.

- d. Check that the **Reason for Immunization (RIM)** and **Institution** are appropriate. **Institution** is required when RIM is Congregate Living, Long Term Care, Retirement Home, or Child and Youth Eligible Population.

* Administered By
TEST NURSE17, Registered Nurse, 12533485

* Reason For Immunization
Congregate Living: Resident

Institution ⓘ
Castle Peak Retirement Residence [N0095]

Previous Finish

- e. Once all the fields have been completed, click **Finish**.

7. A new client immunization record is created with a **Status** of 'Administered'.

Person Account
Test Client New Immunization

Age: 29 Years 11 Month(s) | Total Doses: 1

Alerts (0)

Exemptions (0)

Related | Details | Client Immunizations

Client Immunizations (1)
1 item • Sorted by Vaccination Date • Updated 4 minutes ago

<input type="checkbox"/>	Dose Administration	Record Type	Sub-type	Agent	Vaccine Product
1	<input type="checkbox"/>	DA-32136113	Administered	Point of Service	COVID-19 mRNA

Review the immunization record and generate a receipt

Review the immunization record for accuracy.

1. From the client record, click on the **Client Immunization** tab.

Person Account
Test Client

Age: 29 Years 11 Month(s) | Total Doses: 1

Alerts (0) | Exemptions (0)

Client Immunizations (2)

Dose Administration	Record Type	Sub-type	Agent	Vaccin	Vaccination Date	Days-5	Status
1	DA-32136114	Administered	Point of Service	COVID-19 mRNA	2022-05-06, 11:17 p.m.	0	Entered in Error
2	DA-32136113	Administered	Point of Service	COVID-19 mRNA	2022-05-06, 4:15 p.m.	0	Administered

2. From the **Client Immunizations** page, select the appropriate Dose Administration (DA) record.

Person Account
Test Client

Age: 29 Years 11 Month(s) | Total Doses: 1

Alerts (0) | Exemptions (0)

Client Immunizations (2)

Dose Administration	Record Type	Sub-type	Agent	Vaccin	Vaccination Date	Days-5	Status
1	DA-32136114	Administered	Point of Service	COVID-19 mRNA	2022-05-06, 11:17 p.m.	0	Entered in Error
2	DA-32136113	Administered	Point of Service	COVID-19 mRNA	2022-05-06, 4:15 p.m.	0	Administered

3. Ensure that the dose administration record is accurate.

Client Immunization
DA-32136272

Client: Test Client | Record Type: Administered | Days Since Immunization: 4 | Status: Administered

Vaccine Product Information

Product : Pfizer-Biontech Comirnaty pediatric
Product Lot : Pfizer-Biontech Comirnaty pediatric - FBC1606, 2022/06/16
Agent : COVID-19 mRNA

Diluent Product : PFIZER Diluent 0.9% Sodium Chloride
Diluent Product Lot : PFIZER Diluent 0.9% Sodium Chloride - NACL009, 2022/07/27

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

Basic Details

Client	Test Client	Vaccination Event	Simcoe Health - Muskoka - TT
Dose Administration	DA-32136272	Reason for Immunization	Child and Youth Eligible Population
Sub-type	Point of Service	Immediate AEFI	<input type="checkbox"/>
Days Since Immunization	4	Source	Health Care Provider
Country Vaccine Administered	Canada	Authorized Organization	Muskoka Public Health - TT

Generate a receipt

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

Client Immunization
DA-32136113

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

Vaccine Product Information

Product : MODERNA COVID-19 mRNA-1273
 Product Lot : MODERNA COVID-19 mRNA-1273 - MDNV08, 2022/10/18
 Agent : COVID-19 mRNA

Diluent Product :
 Diluent Product Lot :

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

Basic Details

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

2. 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.

3. After a client has been immunized, ask the client to wait for 15 minutes after their dose to monitor for symptoms of AEFI.

Completion of Sociodemographic Data in a client record

This information will be used for planning purposes to determine how vaccines were distributed and promoted in Ontario. A client must provide consent for the user to record sociodemographic details about them.

Refer to the **Completion of Sociodemographic Data Job Aid**.