

Covid-19 Vaccine Ordering and Administration Primary Care Departments

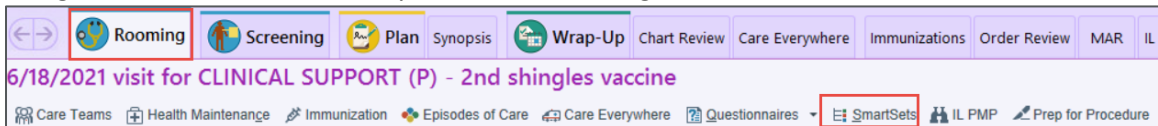
Expected Go Live Date	June 30, 2021
Impacted Locations	North: Grayslake Family Medicine, Northwest: Huntley MOB, West: Aurora Primary Care, Kish: Primary Care DeKalb, South: Mokena Primary Care, Family Medicine, Central: Lavin 2150, GIM (Galter 18)
Intended Audience	Clinical Support Staff

This tip sheet outlines the steps necessary to order and administer Covid-19 vaccines.

Place the Covid-19 Vaccine Order

From within the patient’s encounter.

1. Navigate to the SmartSets Activity, select the Rooming Tab > SmartSets.



2. Select the checkbox for the COVID-19 Vaccine Administration SmartSet, then select the Open SmartSets button. If the COVID-19 Vaccine Administration SmartSet is not already present under the Suggestions section, search for it using the Search for new SmartSet field.



3. Select the appropriate orders for the vaccine manufacture in your department location. If selecting the 2 dose option, select both the 1st and 2nd dose, then select the Sign button at the bottom right.

COVID-19 Vaccine Administration [Manage User Versions](#) ▾

Vaccines

- Moderna
 - Moderna SARS-CoV-2 Vaccine (1ST DOSE)
 - Moderna SARS-CoV-2 Vaccine (2ND DOSE) ■
Expected: 4 Weeks
- Pfizer
 - Pfizer SARS-CoV-2 Vaccine (1ST DOSE)
 - Pfizer SARS-CoV-2 Vaccine (2ND DOSE) ■
Expected: 3 Weeks
- Johnson & Johnson
 - Johnson & Johnson Sars-Cov2-Vaccine

Diagnosis

- Diagnosis
 - High priority for COVID-19 virus vaccination [Z23]

Ad-hoc Orders

You can search for an order by typing in the header of this section.

Associate Edit Multiple Phase of Care Patient Estimate Providers Research Association

Remove Pending **Sign**

NOTE: Ordering both doses in the initial appointment will save time later when the patient presents for the appointment for the second dose. The second dose should be ordered in this encounter for scheduling purposes.

4. Select the Continue button if the Potential Duplicate Orders Found window displays. This window displays because both doses are being ordered at once.

Potential Duplicate Orders Found

Duplicate Orders Found

Your New Orders

Pfizer SARS-CoV-2 Vaccine (1ST DOSE) Routine, Once	Do Not Order
Pfizer SARS-CoV-2 Vaccine (2ND DOSE) Routine, Future	Do Not Order

Do Not Order Any Continue Cancel

5. Select Per protocol w/co-sign in the Order mode field, select the appropriate ordering provider, then select the Accept button when finished.

Providers

Ordering Information

Order mode [Per protocol w/ co-sign](#)

Ordering provider [ACANTHITE, QUINN](#)

Authorizing Providers

For procedures [ACANTHITE, QUINN](#)

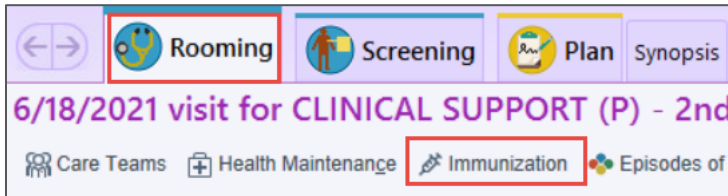
Entry Information

Entered by [ACANTHITE, TERRY](#)

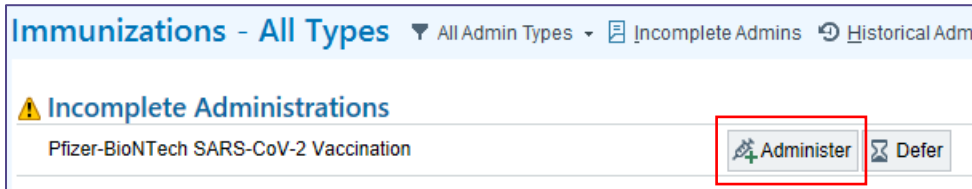
Accept Cancel

Administration Documentation First Dose

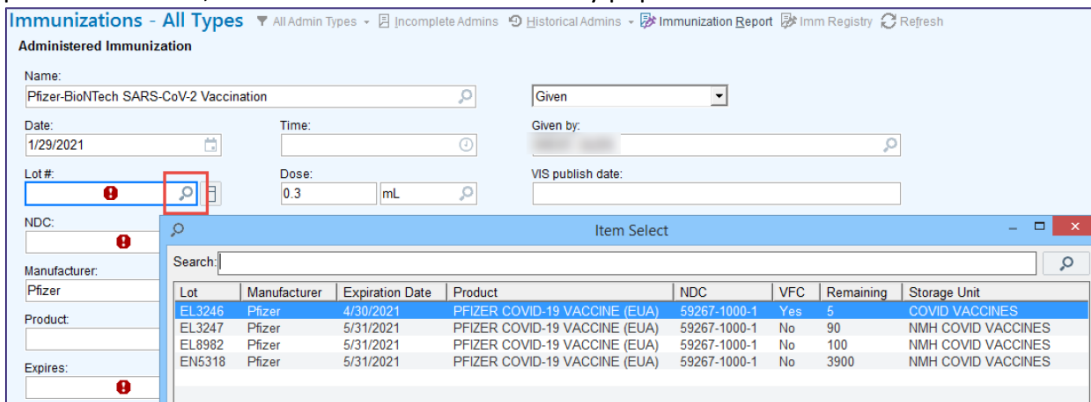
1. Navigate to the Immunization navigator section, select the Rooming Tab > Immunizations.



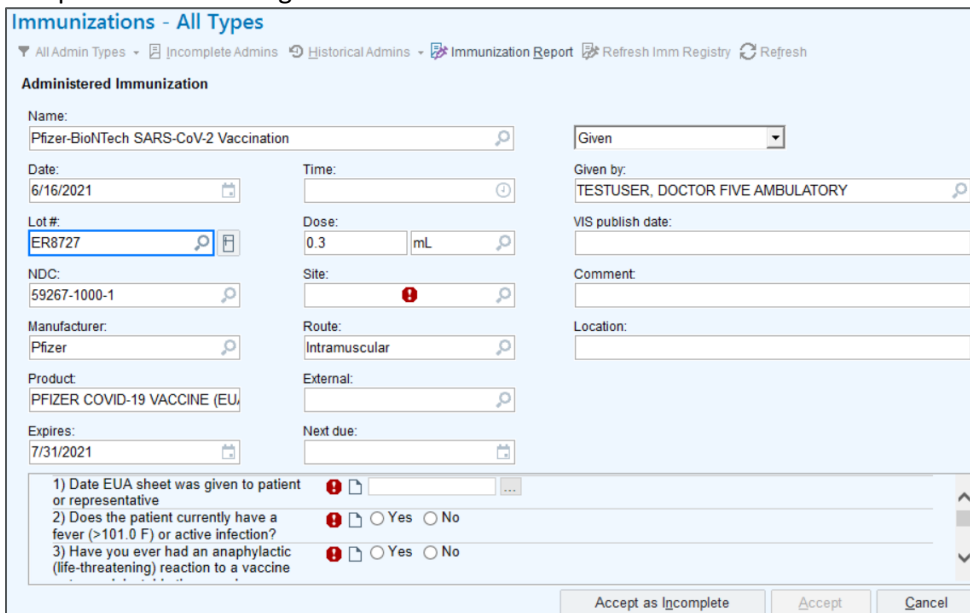
2. Select the Administer button under the Incomplete Administrations section.



3. Select the magnifying glass icon in the Lot# field and choose the appropriate Lot from the picklist. The NDC, and Product fields automatically populate once the Lot number is selected.



4. Complete the remaining details in the Administered Immunization section.



- Complete all the appropriate details in the order questions section. For the SECOND DOSE questions, select the First Dose: N/A option, select the Accept button when finished.

11) FOR SECOND DOSE: After your first COVID vaccine, did you receive any medical treatment for adverse effects? First Dose: N/A

12) I understand the risks and benefits of the COVID-19 vaccine, including the

Accept as Incomplete Accept Cancel

- Review the Administration History section for the administration details.

Immunizations - All Types All Admin Types Incomplete Adm

Administration History

Immunizations	Administered On
<ul style="list-style-type: none"> Pfizer-BioNTech SARS-CoV-2 Vaccination 	1/8/2021

Immunizations from Immunization Registries

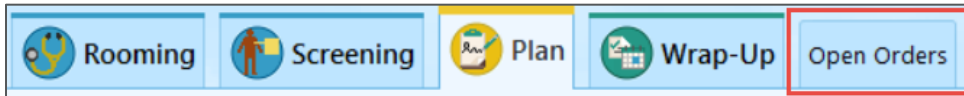
Mark as Reviewed Last reviewed by Test, Rn Amb, RN on 1/11/2021 at 2:29 PM

- Select the Sign Visit button if appropriate to the encounter visit type.

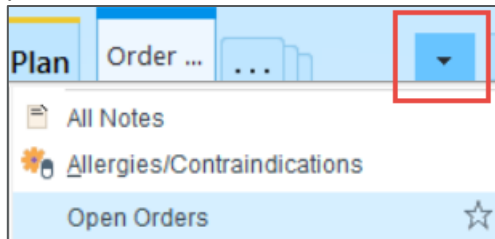
Release the Second Dose Order

From within the patient's encounter.

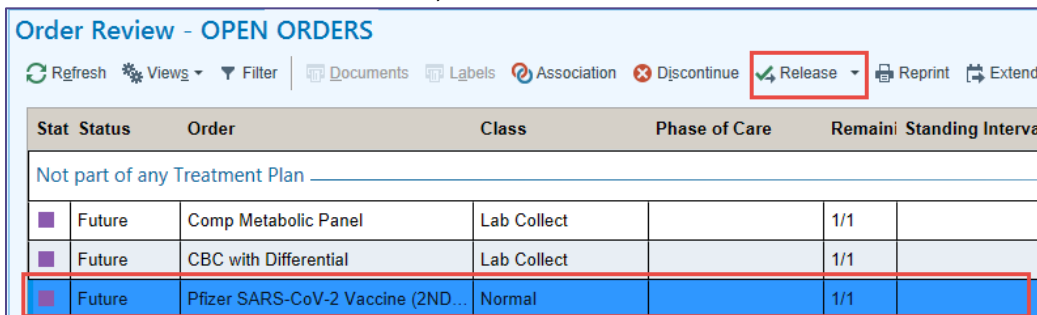
1. Navigate to the Open Orders Activity Tab.



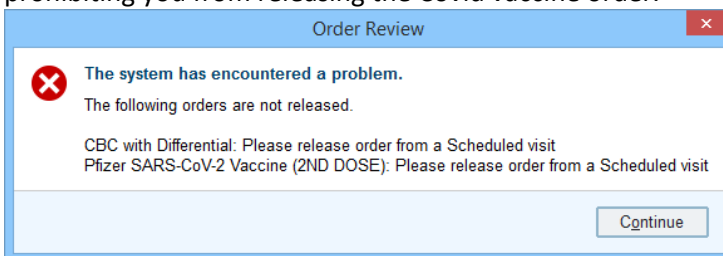
- If the Open Orders Tab is not present on the toolbar, select the More Activity drop down arrow and navigate to the Open Orders and select the star icon to favor this activity as a tab in your toolbar.





2. Select the order for the second dose, then select the Release button.



CRITICAL STEP: Verify that only the order for the 2nd dose of the Covid vaccine is highlighted before selecting Release. If other orders are selected the following message will appear prohibiting you from releasing the Covid vaccine order.



5. Complete all the appropriate details in the order questions section, including the SECOND DOSE questions. When finished, select the Accept button.

FOR SECOND DOSE: After your first COVID vaccine, did you receive any medical treatment for adverse effects?   Yes No First Dose:N/A

6. Review the Administration History section for the administration details.
7. Select the Sign Visit button if appropriate to the encounter visit type.