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## 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.

$\leftarrow \rightarrow$	💞 Room	ng 🌔 Sci	reening 🦉	Plan	Synopsis	🕋 Wrap-Up	Chart Review	Care Everywhere	Immunizations	Order Review	MAR	IL
6/18/2	021 visit	for CLINIC	AL SUPPO	ORT (F	P) - 2nd s	shingles vac	cine					
深 Care	Teams 🔒 He	alth Maintenan <u>c</u> e	e 🖋 Immunizat	tion 🔹	Episodes of Ca	are 🚓 Care Every	where 👔 Que	estionnaires 👻 🗄	SmartSets 🕌 IL F	PMP 💉 Prep fo	r Procedu	ure

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.

SmartSets			1 I
Search for new SmartSet	+ Add		
Suggestions	ation		*
Favorites (23)			*
		✓ Open SmartSets	X Clear Selection
Itt Restore Clo	se	Previous	↓ Next



COVID-19 Vaccine Administration 🌶 Manage User Versions 🛪 🙊			
▼ Vaccines			
▼ Moderna			
Moderna SARS-CoV-2 Vaccine (1ST DOSE)			
Moderna SARS-CoV-2 Vaccine (2ND DOSE)			
▼ 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			
© Search			
You can search for an order by typing in the header of this section.			
			1
🐼 Associate 🖉 Edit Multiple 📀 Phase of Care 💿 Patient Estimate 🤮 Providers 👗 Research Association	X Remove	📩 <u>P</u> end	<u>S</u> ign

- **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 Fo	und
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	ntinue X Cancel

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

Provid	ers ×
Ordering Information Order mode 🏾	
Per protocol w/ co-sign	Q
Ordering provider	
ACANTHITE, QUINN	Q.
Authorizing Providers For procedures	
ACANTHITE, QUINN	<u>ب</u> ۵
Entry Information Entered by	
ACANTHITE, TERRY	Q
	✓ <u>A</u> ccept <u>X</u> <u>C</u> ancel

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## **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.

nmunizations	- All Type	S 🔻 All Admin T	ypes 👻 🗏 Incompl	ete Admins	🔊 Historical Admins 🕞 📴 li	mmunization <u>R</u> epor	t 🐉 Im	m Registry 🗧	Refresh
dministered Immu	nization								
Name:									
Pfizer-BioNTech SAF	RS-CoV-2 Vacci	nation		9	Given	•			
Date:		Time:			Given by:				
1/29/2021	Ċ.							5	
Lot #:		Dose:			VIS publish date:				
θ	<b>9</b>	0.3	mL	9					
NDC:	, ,				Item Selec	t			_ 🗆 🗙
Manufacturer:	Search:								Q
Pfizer	Lot	Manufacturer	Expiration Date	Product		NDC	VFC	Remaining	Storage Unit
Product	EL3246	Pfizer	4/30/2021	PFIZER C	OVID-19 VACCINE (EUA)	59267-1000-1	Yes	5	COVID VACCINES
	EL3247	Pfizer	5/31/2021	PFIZER C	OVID-19 VACCINE (EUA)	59267-1000-1	No	90	NMH COVID VACCINES
	EL8982	Pfizer	5/31/2021	PHZER C	COVID-19 VACCINE (EUA)	59267-1000-1	No	100	NMH COVID VACCINES
Expires:	EN5318	Pfizer	5/31/2021	PFIZER C	UVID-19 VACCINE (EUA)	59207-1000-1	140	2900	NIVIE COVID VACCINES
•									

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

All Admin Types     Image: Types	🔊 Historical Admins 🕞 🐉 Imm	nunization <u>R</u> ep	ort 🕏 Refresh Imm Registry 📿 I	Refresh	
Administered Immunization					
Name:					
Pfizer-BioNTech SARS-CoV-2 Vaccination	n	9	Given	•	
Date:	Time:		Given by:		
6/16/2021		4	TESTUSER, DOCTOR FIVE A	MBULATORY	, Q
Lot #:	Dose:		VIS publish date:		
ER8727 🔎 🗄	0.3 mL	,o			
NDC:	Site:		Comment:		
59267-1000-1	8	0			
Manufacturer:	Route:		Location:		
Pfizer 🔎	Intramuscular	,o			
Product	External:				
PFIZER COVID-19 VACCINE (EU		,o			
Expires:	Next due:				
7/31/2021		Ċ.			
1) Date EUA sheet was given to patie	ent 🔒 🗅				~
2) Does the patient currently have a fever (>101.0 F) or active infection?	🕒 🗅 Yes 🔾 No				
<ol> <li>Have you ever had an anaphylacti (life-threatening) reaction to a vaccine</li> </ol>	c 🚯 🗅 🔿 Yes 🔿 No e				~
			Accept as Incomplete	Accept	<u>C</u> ancel

5. 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.



6. Review the Administration History section for the administration details.

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Immunizations - All Types	🔻 All Admin Types 👻 🗏 Incomplete Adn
Administration History	
	Administered On
Immunizations	
	cination 1/8/2021
Immunizations from Immuni	ization Registries
✓ Mark as Reviewed Last reviewed by T	Fest, Rn Amb, RN on 1/11/2021 at 2:29 PM

7. 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.

Plan	Order	<b></b> ]h	•
🖹 AI	ll Notes llergies/Con	traindications	
0	pen Orders		☆

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

ç	C Re	efresh 🐐 View	s ▼ ▼ Filter Documents The La	bels 🔞 Association 🤅	Discontinue 🗸 Relea	se 🔻 🖶	Reprint 🛱 Extend
	Stat	Status	Order	Class	Phase of Care	Remaini	Standing Interva
Γ	Not	part of any	Freatment Plan				
ŀ		Future	Comp Metabolic Panel	Lab Collect		1/1	
		Esture	CRC with Differential	Lab Collect		1/1	
Ī		Future	CBC with Differential	Lab collect		1/1	

**CRITICAL STEP:** Verify that only the order for the 2<sup>nd</sup> 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.

	Order Review ×
€	The system has encountered a problem. The following orders are not released. CBC with Differential: Please release order from a Scheduled visit Pfizer SARS-CoV-2 Vaccine (2ND DOSE): Please release order from a Scheduled visit
	Continue

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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.

nmunizations -	All Type	S 🔻 All Admin T	ypes 👻 🗏 Incompl	ete Admins	🗐 Historical Admins 👻	Immunization <u>R</u> epor	t 📴 Im	m Registry 🕻	Refresh	
Administered Immuni	zation									
Name:										
Pfizer-BioNTech SARS-CoV-2 Vaccination				,o	Given	•				
Date:		Time:			Given by:					
1/29/2021								3	0	
Lot#:		Dose:			VIS publish date:					
θ	P 1	0.3	mL	ç						
NDC:	0	Item Select – 🗖 🗖 🗙								
Manufacturer:	Search:								Q	
Pfizer	Lot	Manufacturer	Expiration Date	Product		NDC	VFC	Remaining	Storage Unit	
Product:	EL3246	Pfizer	4/30/2021	PFIZER	COVID-19 VACCINE (EU	JA) 59267-1000-1	Yes	5	COVID VACCINES	
	EL3247	Pfizer	5/31/2021	PFIZER	COVID-19 VACCINE (EU	IA) 59267-1000-1	No	90	NMH COVID VACCINES	
	EL8982	Pfizer	5/31/2021	PFIZER	COVID-19 VACCINE (EU	IA) 59267-1000-1	No	100	NMH COVID VACCINES	
Expires:	EN5318	Pfizer	5/31/2021	PFIZER	COVID-19 VACCINE (EU	JA) 59267-1000-1	No	3900	NMH COVID VACCINES	

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

Name:							
Pfizer-BioNTech SARS-CoV-2 Vac	cination	0	Given 💌				
Date:	Time:		Given by:				
6/16/2021		J	TESTUSER, DOCTOR FIVE AN	UBULATORY	5		
_ot #:	Dose:		VIS publish date:				
ER8727 🔎 🗄	0.3 mL	9					
NDC:	Site:		Comment				
59267-1000-1 🔎	9	9					
Manufacturer:	Route:		Location:				
Pfizer 🔎	Intramuscular	9					
Product:	External:						
PFIZER COVID-19 VACCINE (EU,		,p					
Expires:	Next due:						
7/31/2021		Ċ.					
1) Date EUA sheet was given or representative	to patient 🚯 🗋						
2) Does the patient currently h fever (>101.0 F) or active infe	ave a 🕒 🗅 🔿 Yes 🔿 No						
3) Have you ever had an anap (life-threatening) reaction to a	hylactic 🔒 🗋 🔿 Yes 🔿 No						



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



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