COVID-19 Vaccination BPA for Vaccine Scheduling

Impacted Users: Physicians, Nurse Practitioners, Physician Assistants, Medical Assistants/CSAs, RNs and LPNs

This tip sheet will review the process to alert clinicians of the COVID-19 vaccine scheduling offer for patients within an Office Visit, Telemedicine Visit, MPM Encounter, Telephone Encounter.

A BPA will now fire when a clinician enters a patient’s chart for an Office Visit, Telemedicine Visit, MPM Encounter, or Telephone Encounter if the patient has an active scheduling ticket and hasn’t scheduled their vaccine yet. Physicians, Nurse Practitioners, Physician Assistants, Medical Assistants/CSAs, RNs, and LPNs will see this BPA.

During the Encounter

1. **Click** on appropriate **Acknowledge Reason**.

   ![BPA Screen Shot]

   **Acknowledge Reason Actions**

   **Schedule Patient for Vaccine**
   - **Patient Deferred** - BPA will re-fire in 3 months
   - **Patient Declined** - BPA will re-fire in 6 months
   - **Patient Wants Information** - BPA will re-fire the next time a Physician, Nurse Practitioner, Physician Assistant, Medical Assistant/CSAs, RN or LPN enters the chart.
   - **Patient Has Already Received Vaccine** - Document the historical immunization per this tip sheet: [Documenting Historical COVID-19 Immunizations Outside an Encounter]
   - **Other (comment)** – Clinician will be prompted to make a comment. BPA will re-fire for the next Physician, Nurse Practitioner, Physician Assistant, Medical Assistant/CSAs, RN or LPN that enters the chart.

   MAs/CSAs should select “Patient Deferred” or “Patient Declined” accordingly, but try to encourage patient to discuss with their provider.
If ‘Schedule for Vaccine’ Is Selected

For an Office Visit
Direct the patient to a walk-in COVID-19 vaccine clinic. If they can’t go in the moment, they can schedule in the practice.

Message to schedule COVID-19 Vaccine will populate in the Check-out note section, if “Schedule Patient for Vaccine” is selected.
- Patient should be instructed to check out with the PSA to schedule the vaccine visit.

For Telephone Encounters
BPA will alert that the patient is eligible to receive the COVID-19 vaccine.

For Telemedicine Visit, MPM Encounter and Telephone Encounters.
If you have the security to schedule, Click APPTS in the ‘Epic row’.
1. **Double Click** on the **patient’s name** or **type** in patient’s **Name/MRN** to select the patient.

If you do not have the security to schedule, **Route the chart** to the scheduling pool.

1. **Type** in the name of the scheduling pool in the **Enter recipients** field.
2. **Type** in the **Comments** section to schedule patient for COVID vaccine.
   
   *For Example: "Please schedule patient for COVID-19 Vaccine. Thank you."*
3. **Click Send Now**.