Reconcile COVID-19 Immunizations from External Organizations

Impacted User: All Users

COVID-19 vaccinations administered at external organizations can be added to PennChart. The following steps are the preferred workflow for adding the COVID-19 immunization as it will ensure accurate information is obtained from external sources.

Locate the Reconcile Outside Information Activity

1. Click the Reconcile Outside Information Storyboard icon.

OR

2. Click Chart Review.

3. Click the Snapshot tab.

4. Click the reconcile outside information banner inside Immunizations/Injections.
OR

5. Click Plan.

6. Click Review.

7. Click the **reconcile outside information** banner inside Immunizations/Injections.

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**Add a COVID-19 Immunization to the Chart**

1. Click the **Immunizations** tab.

2. Locate the COVID-19 Vaccination to be added to the chart and click the appropriate add button.
   a. 1st dose:
      i. **Note:** If the patient received both the 1st and 2nd doses at an outside organization, the +All button will add both of these administrations to the chart together.

   b. 2nd dose:
3. **Click Accept.**