COVID19 Vaccine Monitoring Clinician Documentation

Impacted User: Clinician monitoring the patient after receiving the COVID19 vaccine

Log In Using the Correct Log In Department

1. Log in with the correct log in department:

   **PCAM**: 1561 COMMUNITY COVID 19 VACCINES PCAM 15 S  
   **PPMC**: 1562 COMMUNITY COVID 19 VACCINES PPMC  
   **Princeton**: 1559 COMMUNITY COVID 19 VACCINES PMPH  
   **CCH**: 1560 COMMUNITY COVID 19 VACCINES CCH  
   **PAH**: 1565 COMMUNITY COVID 19 VACCINES PAH  
   **Rittenhouse**: 1554 OCCUPATIONAL HEALTH RITTENHOUSE  
   **Radnor**: 1563 COMMUNITY COVID 19 VACCINES PMR  
   **Valley Forge**: 1580 COMMUNITY COVID 19 VACCINES VALLEY FORGE  
   **Penn Monroe Medical Associates**: 1408  
   **Internal Medicine Witherspoon**: 1203

Using the Multi-Provider Schedule (MPS)

Locate the Multi-Provider Schedule (MPS)

1. **Click** on the MPS icon.  
   ➢ Note: The icon will be found in the top left hand corner under the Epic button.

Change the Provider and Access the Patient’s Chart

1. Make sure that the date highlighted on the calendar matches the date you are monitoring.
2. *Click* on your name under **My Schedule** to see the patients schedule for vaccination.

![My Schedule](image)

3. **Highlight** the patient you wish to document on.

![Occupational Health CCH Department (All Providers)](image)

4. *Click* the **icon next to the Change Prov** button in the MPS toolbar.

![Change Prov icon](image)

5. **Select** Change Prov To Me button.
   
   ![Change Prov to Me](image)

   - Note: Your name will now be populated into the provider column for this encounter. Doing this will cause open encounters to populate to your In Basket to be closed.


7. You have now entered the patient’s COVID-19 Vaccine encounter.
Using the Covid-19 Vaccination Smart Set

The COVID-19 Vaccination SmartSet is a tool that allows users to automate several elements of the patient’s chart and reduce time spent documenting.

Locating the SmartSet Section

1. Click the Plan activity in the row of tabs across the top of the patient chart.

2. Click the SmartSets section at the top of the center column.

3. Select COVID-19 Vaccination from the list of available options.
   - Note: Two versions of the SmartSet are available for employees and non-employees. If you do not see the SmartSet listed as Suggestions type “Covid” into Search box.
   - The differences between the two rests in the Patient Instructions. The verbiage is slightly different for employees and non-employees.

4. Right Click on the correct SmartSet to add it to your favorites.

   - Note: Adding SmartSets to your favorites only needs to be done once.
Completing the SmartSet

1. The SmartSet contains: **Chief Complaint, Level of Service, Diagnosis, Progress Note and Patient Instructions.**
   - Note: These required elements of the chart will populate automatically when the SmartSet is signed.

2. **Select** the **Patient Instructions** corresponding to the correct vaccine and dose.

3. The **>15 Min Follow up - No Reaction Progress Note** is defaulted in. In order to document a reaction *click on Click for more*. *Check* the box next to **>15 minute Follow up – Reaction.**
4. **Click Sign** to complete the SmartSet.

5. **Enter** the identified **Authorizing Provider** and **click Accept**.

   - Authorizing providers for **employees** and **non-employees** are listed below.
     - PAH – Christopher Rees (employees), Daniel Feinberg (non-employees)
     - HUP - Judith McKenzie (employees), Neil Fishman (non-employees)
       - Take note to select the correct Judith McKenzie MD associated with Penn Medicine.
     - MCP – Siddiq Faisal (employees), Kathryn Robison (non-employees)
     - CCH – Karen Pinsky (employees & non-employees)
     - PPMC- Sajjad Savul (employees), Michael Posencheg (non-employees)
     - Rittenhouse- Jerry Jacob (employees)
     - Radnor- Kyle Bardet and Janice Hillman (adolescent medicine)
     - Valley Forge – Louis Destefano
     - Penn Monroe Medical Associates – Raul Valcarcel
     - Internal Medicine Witherspoon – Sean Naini

6. All the elements included in the **SmartSet** will now be applied to the patient’s chart.
Documenting A Progress Note

Clinical staff will be required to generate a progress note.

Locate the Note Pane

7. The note pane will be visible on the right side of your screen. *Click* into the note to make and adjustments as needed.

>15 Min Follow up - No Reaction Progress Note

- Add documentation if needed then *Click Accept.*

>15 minute Follow up – Reaction Progress Note

Once the note template has been pulled in, you will notice a series of locations in the note where certain text is highlighted in yellow. These are SmartLists. These lists are designed to provide you with options that allow you to answer the questions appropriately.

*Note: Some lists contain the symbol ***. Clicking on these symbols will allow you to free text a unique response.*

1. To begin moving through the note, *place* your cursor in the title of the note.
2. Using your keyboard, *press* the *F2 button.* Your cursor will automatically be taken to the next field requiring your attention.
3. **Follow** the previous step until all fields have been completed successfully.  
   *Note: Any incomplete fields will not allow the encounter to be signed.*

**Finishing the Visit**

After you have finished monitoring the patient and have completed your note documentation, you must close the encounter by signing it.

1. **Click** **Sign Encounter**.