COVID19 Vaccine Administration Documentation

Impacted Users: Vaccinating Staff

Log In and Access the Multi-Provider Schedule (MPS)

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: 938 Employee Health PAH
   - Rittenhouse: 1554 OCCUPATIONAL HEALTH RITTENHOUSE

2. Click on the MPS icon.

   ➢ Note: Refer to the COVID 19 MPS tip sheet for MPS personalization for more efficient navigation.

Documenting the Immunization

Opening the Immunization Clinic Activity

1. Make sure that the date highlighted on the calendar matches the date you are administering vaccines.
2. Expand the department folder in the left column by clicking the dropdown arrow.
   Select your Occupational Health COVID-19 Vaccine schedule and date.
   ➢ Note: This will display only patient names who are scheduled for COVID-19 vaccinations.
3. Click on Immunization Clinic to open the Immunization activity/sidebar.
Documenting Vaccine Administration from Immunization Clinic Activity

1. Locate the patient you wish to document on. Click on the patient name, patient information will then populate sidebar.

2. Review existing allergies or use links to Add and Reconcile allergies then click Mark as Reviewed.

3. Click in Imm box and choose correct vaccine.
   - Note: If incorrect vaccine is chosen, a warning banner will display to alert you of the discrepancy. For instance, if “Moderna” was chosen for an appointment for “Pfizer 2nd dose” the following warning would fire.
4. **Document** required fields.
   - Supervising Providers:
     - **PAH** – Christopher Rees (employees), Daniel Feinberg (non-employees)
     - **HUP** - Judith McKenzie (employees), Neil Fishman (non-employees)
       - NOTE: Be sure 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)

5. **Click** Administer.
Review Allergies

Add Allergies Provided Through MyPennMedicine (MPM)

1. *Click* on **New allergies from outside sources are available for reconciliation** in Allergies section of sidebar report to open link.

2. *Click* the **green plus** sign to add new allergies that have been reported.
   - Note: Allergies with source icon of 🌿 Patient have been added by the patient via MyPennMedicine.

3. *Click* **Accept** in the bottom right corner.

4. In **Allergies/Contraindications**, *click* **Mark as Reviewed**.
Manually Adding Allergies to the Patient’s Chart

1. Click on Allergies header in section of sidebar report.

2. Enter allergy name.

3. Select the appropriate allergy and click Accept.

4. Enter the Reaction, Reaction type, and Severity by selecting the magnifying glass in each field and choosing from the menu.

5. Enter comments, if necessary.
6. **Click Accept.**

7. To update an allergen, **click** on the name of the allergen listed under Allergies/Contraindications to **edit** the information.

8. If an allergy was entered in error, **click** the allergen, **click X Delete**.

9. **Click** Mark as Reviewed.