COVID19 Vaccine Administration Documentation

Impacted Users: Vaccinating Staff

Login 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: 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

2. Click on the MPS icon.

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

   COVID-19 VACCINE Schedule Personalization

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 entity’s 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.
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.
Tip Sheet

1. MCP – Siddiq Faisal (employees), Kathryn Robison (non-employees)
2. CCH – Karen Pinsky (employees & non-employees)
3. PPMC - Sajjad Savul (employees), Michael Posencheg (non-employees)
4. Rittenhouse- Jerry Jacob (employees)
5. Radnor – Dr. Kyle Bardet and Dr. Janice Hillman (adolescent medicine)
6. Valley Forge - Louis Destefano
7. PENN MONROE MEDICAL ASSOCIATES - Dr. Raul Valcarcel
8. INTERNAL MEDICINE WITHERSPoon - Dr. Sean Naini

5. Click Administer.

Reviewing 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* **Delete**.

9. *Click* **Mark as Reviewed**.