COVID-19 Vaccine Screening for Office Visits

Impacted Users: MA, RN, & LPN

This tip sheet will review the new **Storyboard** icon and the process for how to complete the COVID-19 vaccine screening.

**Key Points:**
- COVID-19 vaccine screening will not appear if patient is fully vaccinated and it is properly documented in the **Immunization** activity.
  - NOTE: the screening questions will appear if it has not been **14 days** since the last vaccine dose.
- COVID-19 vaccine icon is populated in **Storyboard** based on documentation in the **Immunization** activity.
- If a COVID-19 immunization is available through **Reconciler**, it should be added to PennChart.
- **Immunization** activity should only be updated if the staff member visualizes an acceptable form of proof that the COVID-19 vaccine was administered.
  - It can be a card, picture of a card, other health system portal shown on a mobile device, or even a receipt from a pharmacy if it has the appropriate information on it, including name, date(s) of vaccine, brand, and lot number.
  - The proof needs to be viewed, but the scanning is not required.
- COVID-19 vaccine screening question will continue to appear if “defer assessment” is selected.

**Jump To:**
- Storyboard COVID-19 Vaccine Icon
- Scanned COVID-19 Vaccine Card Available
- Scanned COVID-19 Vaccine Card Not Available
Storyboard COVID-19 Vaccine Icon

The new COVID-19 Vaccine icon will now appear in all Storyboards.

**Fully Vaccinated**
- This icon will show after a patient is considered fully vaccinated (14 days after 2\textsuperscript{nd} dose Pfizer/Moderna or single dose of J&J).
- Click on the icon to jump to the Immunization activity.
- Hover over the icon to see more information.
- If a COVID-19 vaccine card has been scanned in with the document type of Covid-19 vaccination record, a hyperlink will be available to visualize the card.

**Partially or Not Vaccinated**
- This icon will show for all patients that are either partially vaccinated or not vaccinated.
- Click on the icon to jump to the Immunization activity.
- Hover over the icon to see more information.
- Partially Vaccinated:
- **Not Vaccinated**

  ![Image of PennChart Tip Sheet](image)

- **Not Vaccinated** – If documentation indicates patient is interested, additional section will appear as shown below:

  ![Image of Expanded Tip Sheet](image)
Rooming the Patient

At check in, PSAs will be asking patients if they have received the COVID-19 vaccine. If yes, the PSA asks for their COVID-19 vaccination card and scans into patient’s chart.

1. At the start of rooming the patient, hover over the COVID-19 Storyboard icon and check for a scanned vaccine card.

Scanned COVID-19 Vaccine Card Available

1. Click on the Storyboard icon.
2. This opens the Immunizations activity.
3. Check for the Immunizations from outside sources banner that says ‘External immunizations need attention.’
4. Click on Go Reconcile.

5. If COVID-19 vaccine available, add the information to PennChart through reconciliation. If it is not available, proceed to step 6.
   - Tip sheet for Reconciling or Documenting Historical Vaccine Dose

6. Go to Historical Administration and add pertinent information about the vaccine including:
   - Brand
   - Date(s) of administration
   - Lot number(s)
     - It is important to capture the lot number if they are legible on the scanned in card.
   - Update External field to confirmed, if the vaccine card is viewed.
7. Click Accept.
8. Once the Storyboard is refreshed, the information will now be viewable in the COVID-19 Vaccine icon.
Scanned COVID-19 Vaccine Card Not Available

1. *Find* the **COVID-19 Vaccine** section in your **Rooming** tab if you have one, most likely located under **Health Screening** section.
2. *Click* on **COVID-19 Vaccine** section.
3. *Ask* the patient the COVID-19 vaccine screening question.

Patient is Partially or Fully Vaccinated

1. *Document* if an acceptable form of proof of COVID-19 vaccination was visualized.
2. *Click* the **Immunization** activity hyperlink.

   ![Immunization Activity](image)

3. Once in the **Immunization** activity:
   - If there is a COVID-19 vaccine available for reconcile, you are able to pull that information into PennChart without visualization of a card.
   - If there is no COVID-19 vaccine available to reconcile, and you have viewed an acceptable form of proof of COVID-19 vaccination, proceed with documenting them as **Historical Immunizations**.
   - **Tip sheet for Reconciling or Documenting Historical Vaccine Dose**

Patient is Not Vaccinated

1. Complete the question that populates to determine if that patient is interested in getting the COVID-19 vaccination.
   - This information is going to inform how we communicate with the patient about getting the vaccine.
2. *Click Close.*

   ![Immunization Activity](image)