Mass Immunization Waiting Room Feature

The "Waiting Room" feature allows you to pre-enter a list of patients waiting to be vaccinated. It can be used to create a list of patients that have "appointments" for vaccine administration, prior to the start of a Mass Immunization clinic.

Schedule Patients

1. Log in to the Mass Immunization Module
2. Click **Patient > Search/Add**
3. Enter the following data:
   a. **First Name or Initial**
   b. **Last Name or Initial**
   c. **Date of Birth** (dd/mm/yyyy)
4. Click **Search** button in the lower right

5. "**Select**" patient from the list
   a. If you do not see the patient you were searching for listed, click on the "Add New Patient" button

6. Click the "**Save and Queue**" button at the bottom of this screen.

7. A popup message will appear telling you that a Vaccination/Medication or Contraindication has not yet been selected. Click "**OK**" to close this popup window.
8. Your patient is now in the "**Waiting Room**" queue.

Repeat 1-7 to add additional patients to the Waiting Room Queue.

Access the Waiting Room During the Clinic

1. Click **Main menu>Patients>Waiting Room**

2. "Administration Waitlist" screen displayed, line listing of every patient on the current Waiting Room list
3. **Select** a patient listed

4. Validate the accuracy of the patient's address information, click on **the checkbox** in the upper left corner

5. **Select** a Campaign, Tier, and Vaccinator if blank.
6. **Select** Vaccine Lot Number to administer.
7. If you want to print the patient vaccination record, check the "**Print**" checkbox.
8. If the patient will receive more than one vaccination and needs to go to another Vaccination Station, click on "**Save and Queue**" at the bottom of the screen. This will send the patient back to the Waitlist.
9. If this is the last and/or only vaccination the patient will receive select "**Save**."

- You will be automatically returned to
  "**Administration Waitlis**t" screen

10. **Select** the next patient who will be
    vaccinated.

**Repeat steps 1-11 to record the
administration of an immunization for each
patient in the Waiting Room.**

11. If the patient is not present when their name
    is called at the clinic you may click **Defer** on
    the right side to delay the patient and place
    them into the Deferred section of the page.

12. If you would like to **remove** the patient from
    the schedule click **Remove** on the right side.

Organization/Facility: STC ORGANIZATION (1239) / STC FACILITY 4						
Administration Waitlist						
Total Patients In Queue: 2				Total Patients Deferred: 1		
Deferred Patients	**First Name**	**Middle Name**	**Last Name**	**Birth Date**	**Time Added/Deferred**	
-->	TEST		MASS	01/02/1950	8:28 PM /5:51 PM	Remove
Waitlist	**First Name**	**Middle Name**	**Last Name**	**Birth Date**	**Time Added**	
-->	RACHEL		TEST	06/07/1990	5:46 PM	Defer / Remove