



Mass Immunizations – Bar Code Use & Scan Sheets

Bar codes can help speed up the process of entering data in the mass immunization module during a mass immunization clinic. This barcode feature is only available when enabled under your facility administrative settings.

Select Application – Mass Immunizations (if applicable)

- 1. From the Main Menu click on **Select Application**
- 2. Select Mass Immunizations

| 🖌 Main | | |
|--------------------|-------------------------------|----------------------|
| Home | Select Application | |
| Logout | Choose an Application for the | nis session. |
| Select Application | Application: | Mass Immunizations ~ |

Vaccine Lot Number Scan Sheet

1. Select **Toolbox** then **Lot Numbers.**



2. Once on the Lot Number Maintenance page, enter one Lot Number in the Lot Number field. Select Search.

| Lot Number Maintenance | |
|-----------------------------|-----------------------------|
| Search/Add Lot Number - Sea | arch Required Before Adding |
| Vaccine | select v |
| Manufacturer | select Y |
| Lot Number | 12ABCD |
| Facility: | select T |
| Inactive | All T |
| Inactive Reason: | select T |
| | Clear Search |

3. If you see the Lot Number in the search results, click on **Select.**



4. If you do not see the Lot Number in the search results, select **Add** and enter the required Lot Number information.

Vaccinator Scan Sheet

1. Select **Physicians/Vaccinators** menu, then select **Search/Add.**



2. On the **Physicians/Vaccinator Maintenance** page, select the radio button for **Vaccinator.** Select **Search.**

| Search/Add Physician or Vaccinator - Search | Required Before Adding | | | |
|---|------------------------|-------------------|------|--------|
| O Physician Vaccinator O Both @ E | Entire List | | | |
| Physician/Vaccinator Last Name | | | | |
| Facility | RICHM | OND FAMILY CLINIC | | _ |
| | | | | Search |
| | | | | |
| Search Results | | | | 1 |

3. Under the **Search Results**, check any boxes for Vaccinators that will be giving vaccines during the mass immunizations clinic.

| serchiadd Phys | sician or Vaccinator - Sea | irch Required Before A | ding | | | | |
|----------------------------|------------------------------------|------------------------|---------------------------------|--------|----------|----------------|----------|
| ype: | | | Vaccinator | | | | |
| hysician/Vaccina | ator Last Name: | | | | | | |
| MS: | | | 1005 - RICHMOND FAMILY CLINIC | | | | |
| acility: | | | RICHMOND FAMILY CLINIC | 2 | | | |
| acility Group: | | | | | | | |
| FC PIN: | | | | | | | |
| | | | | | | | - |
| | | | | | | | Bac |
| | | | | | | | Bac |
| earch Resul | ts | | | | | | Bac |
| earch Resul Select | First Name | Middle Name | Last Name | Suffix | Inactive | Type | Bac |
| select | First Name NANCY | Middle Name | Last Name NEEDLE | Suffix | Inactive | Type V | Ba |
| Select | First Name NANCY SALLY | Middle Name | Last Name NEEDLE STITCHES | Suffix | Inactive | Type V V | Bac |
| earch Resul Select → | ts First Name NANCY SALLY | Middle Name | Last Name NEEDLE STITCHES | Suffix | Inactive | Type V V | Bac |
| earch Resul Select → | ts First Name NANCY SALLY | Middle Name | Last Name NEEDLE STITCHES | Suffix | Inactive | Type V V | Bac 2 |

4. Select Add to Scan Sheet

| | | | Vaccinator | | | | | |
|------------------|-----------------|-------------|-------------------------------|--------|----------|------|------|--|
| nysician/Vaccina | etor Last Name: | | | | | | | |
| MS | | | 1005 - RICHMOND FAMILY CLINIC | | | | | |
| city. | | | RICHMOND FAMILY CLINIC | | | | | |
| cility Group | | | | | | | | |
| C PIN: | | | | | | | | |
| | | | | | | | Bac | |
| | | | | | | | _ | |
| arch Resul | ta . | | | | | | | |
| Select | First Name | Middle Name | Last Name | Suffix | Inactive | Type | | |
| | NANCY | | NEEDLE | | | V | - 60 | |
| Limbs) | | | and the second second | | | 3.0 | 100 | |
| | SALLY | | STITCHES | | | | | |
| | SALLY | | STITCHES | | | | Ad | |

5. Once on the Lot Number Maintenance [Detail], select Add to Scan Sheet.



6. A pop-up window will display, confirming you have successfully added this Lot Number to the scan sheet.

| lanufacturer: | MEDIMMUNE, INC. | | | |
|--------------------------|------------------------|-------------------|----|---|
| of Number Code | 9 | | | |
| ot Numbert | 501057P | | | |
| accinet | Influenza Nasal Spray | | | |
| acity | RICHMOND FAMILY CLINIC | | | |
| oces Used | 0 | | | |
| oses Wasted and Returned | 0 | | | |
| oses Wasted and Disposed | 0 | | | |
| oses Available | 200 | | | |
| opes Total | 200 | | | |
| xpiration Date: | 01/31/2012 | | | |
| ublicly Supplied: | Y | | | |
| DC Number: | | | | |
| active | | | | |
| active Reason. | | | | |
| | | | | Back Edit |
| | | | | |
| | | View Lot Log | 12 | View Offsite Log |
| | | | | |
| | | Generale Bar Code | | Add To Scan Sheet |
| | | | | The second se |
| | | | | [1] System Alert |
| | | | | Lot added to Scan Sheet |
| | | | | |

7. Select Back.

| Manufacturert | MEDIMMUNE INC. | | | |
|----------------------------|------------------------|-------------------|-----|--------------------------|
| Lot Number Code | 9 | | | |
| Lot Number: | 501057P | | | |
| Vaccinet | Influenza Nasal Spray | | | |
| Facility | RICHMOND FAMILY CLINIC | | | |
| Doses Used: | 0 | | | |
| Doses Wasted and Returned. | 0 | | | |
| Doses Wasted and Disposed | 0 | | | |
| Doses Available | 200 | | | |
| Doses Total: | 200 | | | |
| Expiration Date: | 01/31/2012 | | | |
| Publicly Supplied: | Y | | | |
| NDC Number | | | | |
| Inactive | | | | |
| Inactive Reason: | | | | |
| | | | | Back Fat |
| | | | | (man) (man) |
| | | View Lot Lon | D | Contraction of the local |
| | | where the tray | -10 | with Output rag |
| | | Generate Bar Code | | Add To Scan Sheet |
| | | Generale Bar Coce | | Auto 10 Scan Sheet |

- Repeat steps 3-7 for all the Lot Numbers you intend to use during the Mass Immunizations Clinic.
- Once you have added all Lot Numbers select Scan Sheet on the left menu. The Lot Numbers that were added will appear here.



5. A pop-up will appear confirming the vaccinators were added to the scan sheet.

| ype | | V | accinator | | | | |
|-------------------|------------------------------------|-------------|---------------------------------|--------|----------|----------------|----------------------------|
| Trusician/Vaccing | itor Last Name | | | | | | |
| RMS | | | 005 - RICHMOND FAMILY | CLINIC | | | |
| acity | | | CHMOND FAMILY CLINE | c | | | |
| acity Genun | | | | | | | |
| EC DIN- | | | | | | | |
| PG FIR. | | | | | | | - |
| | | | | | | | Beck |
| | | | | | | | |
| | | | | | | | |
| earch Result | ts | | | | | | |
| Select | First Name | Middle Name | Last Name | Sutte | inactive | Type | |
| carch Result | First Name NANCY | Middle Name | Last Name NEEDLE | Suffx | inactive | Type | 12 |
| Select | First Name NANCY SALLY | Middle Name | Last Name NEEDLE STITCHES | Suttx | inactive | Type V V | N |
| Select | First Name NANCY SALLY | Middle Name | Last Name NEEDLE STITCHES | Suffix | Inactive | Type V V | |
| earch Resul | ts First Name NANCY SALLY | Middle Name | Last Name NEEDLE STITCHES | Suffx | inactive | Type V V | IZ IZ Add |
| Select | Est Nanve NANCY SALLY | Midde Name | Last Name NEEDLE STITCHES | Suffi | Inactive | Type V V | IZ IZ Add |
| Select | Es First Name NANCY SALLY | Middle Name | Last Name NEEDLE STITCHES | Sutto | Inactive | Type V V | 2 Add an Sheet |
| Select | ts First Name NANCY SALLY | Midde Name | Last Name NEEDLE STITCHES | Suffix | Inactive | Type V V | 2 21 Add an Sheet |
| Select | ts First Name NANCY SALLY | Midde Name | Last Name NEEDLE STITCHES | Sutter | inactive | Type V V | ii G Ar |

6. Select Scan Sheet.



7. Select Create PDF.

| Vaccinator | |
|-----------------|-----------|
| NEEDLE, NANCY | Remove |
| STITCHES, SALLY | Bemove |
| | |
| | Create PD |

 A pop up window will appear to print or save the scan sheet that will be used by vaccinators during the mass immunizations clinic.



Bar Code Use

1. On the **Patients Search** page, move your cursor to the **Capture Barcode** field. Scan the patient's ID barcode with your barcode scanner. Select **Search**.

| aness anotheroon | | |
|-----------------------|--|--|
| First Name or Initial | | |
| Last Name or Initial | · · · · · · · · · · · · · · · · · · · | |
| Birth Date: | | |
| Capture Barcode | DBA20130523DB819850523DBC2DBD20 00/f523D04U506DAW135DAYBRODAL546 8.JEFFERSON AVEDANTACOMADAOWADAP984182WZ WA050812E15512WB2WC32 | |

10. Select the **Select All box** in the **Currently Selected Lots section** to select all the list of Lots.

| | Text | Foot Size | Style | |
|------------------|--|-----------|--------------------|--------|
| | | 54 💌 | Normal + | Add |
| rrently 5 lecter | l Lots | | | |
| 1.1 | Vaccine | 1 | ot Number | |
| | | | | |
| - | Influenza Nasal Spray | | 501047P | Remove |
| 10 | Influenza Nasal Spray Influenza Nasal Spray | | 501047P 501057P | Remove |

11. Select the Layout as Avery 5160 button.

| × | Vaccine | Lot Number | |
|-------------------|-----------------------|------------|---------|
| 3 | Influenza Nasal Spray | 501047P | Remove |
| 121 | Influenza Nasal Spray | 501057P | Ranova |
| - | Influenza Nasal Spray | 501053P | Herrowe |
| woul as Avery 516 | 0 | | |

12. A **PDF view** section will fill up on the bottom half of the screen. You are also able to rearrange the labels in this section.



13. Enter fields under **Add Free Text** section to enter a text label to the scan sheet before printing it.

| Add Free Text | | | |
|-------------------------|-----------|----------|-------------|
| Text | Font Size | Style |) (<u></u> |
| Sample Mass Imms Clinic | 14 - | Normal 💌 | ADA |

14. Select Create PDF



15. A pop-up window will display of the scan sheet. If you are ready to print the sheet, select **Print** within the window.

- 2. If the patient:
- Does not exist, click on **Add New Patient** and enter the required information.
- Does exist, **select** the patient, and complete the steps below.

| Patients found with: | First Initial = " J " and Birthday = " 05/23/1985 " OR | | |
|-------------------------------------|--|--|--|
| | Fast hand | | |
| | | | |
| | | | |
| Search Resul | 15 | | |
| Search Resul Records Found = | 1 | | |
| Records Found = Select F st Name | 1 1 Middle Name Last Name Birth Date Grd First Name Mother's Maiden | | |

3. Select Campaign and Tier

| Campaign: | COVID-19 | ~ |
|-----------|------------|---|
| Tier: | ADULT < 65 | ~ |

4. If a Vaccinator Scan Sheet was created previously, click in the **Scan Barcode** field, and scan the vaccinator scan sheet using the bar code.

| Campaign: | 2011-2012 INFLUENZA SEASON · | |
|------------|-----------------------------------|--|
| Tier: | HOUSEHOLD CONTACTS . | |
| Vaccinator | Scan Barcode Here NEEDLE, NANCY + | |

5. If a Lot Number Scan Sheet was previously created, click on **Capture Lot Barcode** button.

| | 07/29/2011 | | | |
|------|--------------------------------|------------|---|---|
| | Vaccine/Medicine | Date | Manufacturer / Lot | |
| 13.1 | infu inact 48+ mos pres free | 07/29/2011 | | |
| 5 1 | influ spit 36+ mos | 07/29/2011 | | |
| 10 | influ split 6-35 mos pres free | 07/29/2011 | | |
| | influenza Nasai Spray | 07/29/2011 | MEDIMMUNE, INC. / 501057P MEDIMMUNE, INC. / 501047P MEDIMMUNE, INC. / 501053P | |
| Con | traindications Add | | | |
| Prin | nt | | | - |
| | | | | |

6. Pop up will appear, scan the correct Lot Number from the printed **Lot Number Scan Sheet**. Select **OK**.



7. Select Save.

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