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**

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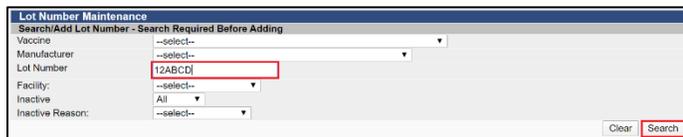
3. If you see the Lot Number in the search results, click on **Select.**
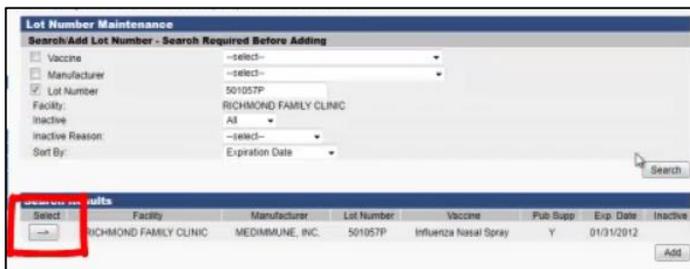
4. If you do not see the Lot Number in the search results, select **Add** and enter the required Lot Number information.

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.**
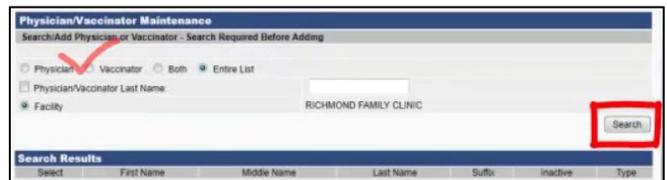
3. Under the **Search Results**, check any boxes for Vaccinators that will be giving vaccines during the mass immunizations clinic.
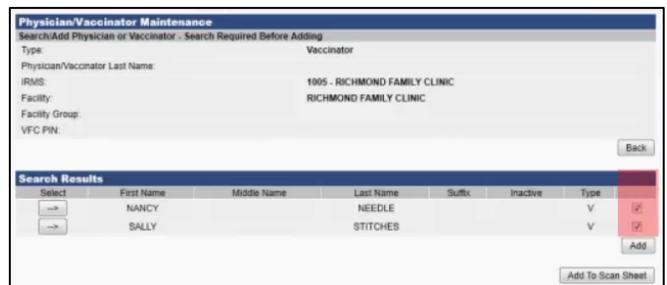
4. Select **Add to Scan Sheet**
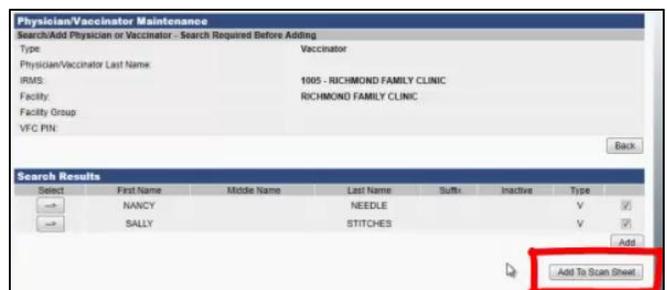
5. Once on the **Lot Number Maintenance [Detail]**, select **Add to Scan Sheet.**

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

7. Select **Back.**

8. Repeat steps 3-7 for all the Lot Numbers you intend to use during the Mass Immunizations Clinic.

9. Once you have added all Lot Numbers select **Scan Sheet** on the left menu. The Lot Numbers that were added will appear here.
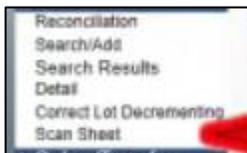
5. A pop-up will appear confirming the vaccinators were added to the scan sheet.

6. Select **Scan Sheet.**

7. Select **Create PDF.**

8. 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**.

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

11. Select the **Layout as Avery 5160** button.
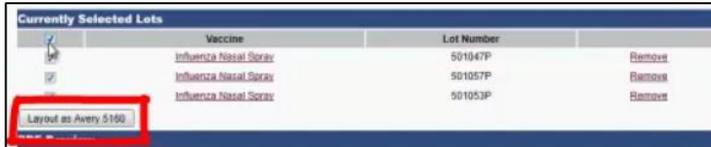
12. A **PDF view** section will fill up on the bottom half of the screen. You are also able to rearrange the labels in this section.

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

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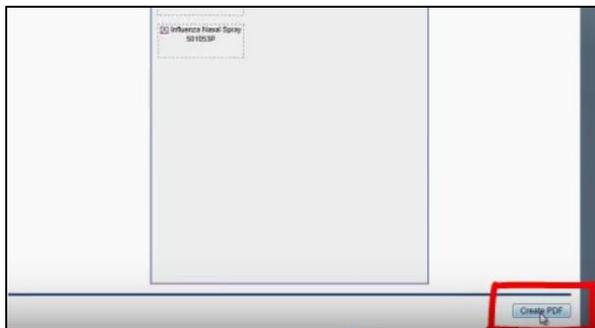
15. A pop-up window will display of the scan sheet. If you are ready to print the sheet, select **Print** within the window.

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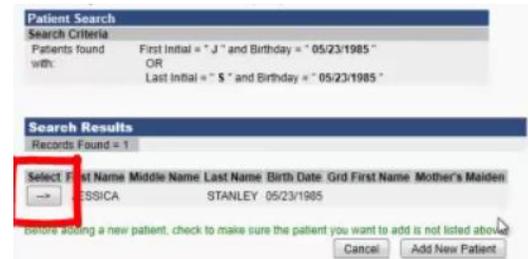
3. Select **Campaign** and **Tier**
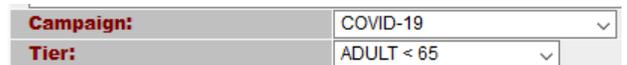
4. If a Vaccinator Scan Sheet was created previously, click in the **Scan Barcode** field, and scan the vaccinator scan sheet using the bar code.

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

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

7. Select **Save**.