



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

Select	First Name	Middle Name	Last Name	Birth Date	Grd First Name	Mother's Maiden
-->	TEST		MASS	01/02/1950	LANE	ROBIN

Before adding a new patient, check to make sure the patient you want to add is not listed above.

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.

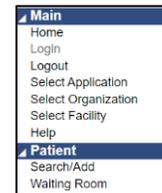
Deferred Patients	First Name	Middle Name	Last Name	Birth Date	Time Added/Deferred
-->	TEST		MASS	01/02/1950	8:28 PM /5:51 PM

Waitlist	First Name	Middle Name	Last Name	Birth Date	Time Added
-->	RACHEL		TEST	06/07/1990	5:46 PM

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

Deferred Patients	First Name	Middle Name	Last Name	Birth Date	Time Added/Deferred
-->	TEST		MASS	01/02/1950	8:28 PM /5:51 PM

Waitlist	First Name	Middle Name	Last Name	Birth Date	Time Added
-->	RACHEL		TEST	06/07/1990	5:46 PM

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 Waitlist" 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	
<input type="button" value="→"/>	TEST		MASS	01/02/1950	8:28 PM / 5:51 PM	<input type="button" value="Remove"/>
Waitlist	First Name	Middle Name	Last Name	Birth Date	Time Added	
<input type="button" value="→"/>	RACHEL		TEST	06/07/1990	5:46 PM	<input type="button" value="Defer"/> <input type="button" value="Remove"/>