



## 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.

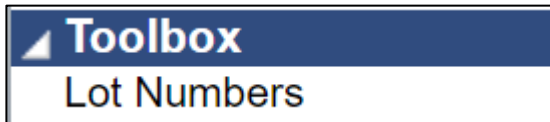
### Select Application – Mass Immunizations (if applicable)

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

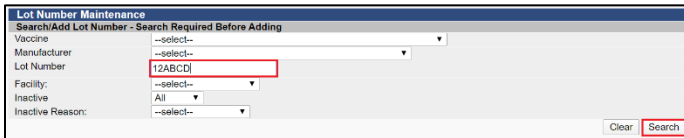


### Vaccine Lot Number Scan Sheet

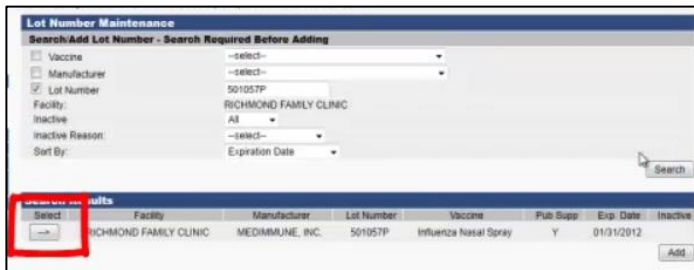
1. Select **Toolbox** then **Lot Numbers**.



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**.



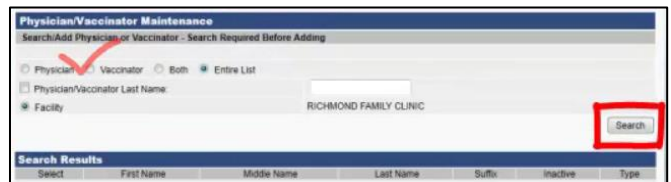
4. If you do not see the Lot Number in the search results, select **Add** and enter the required Lot Number information.

### Vaccinator Scan Sheet

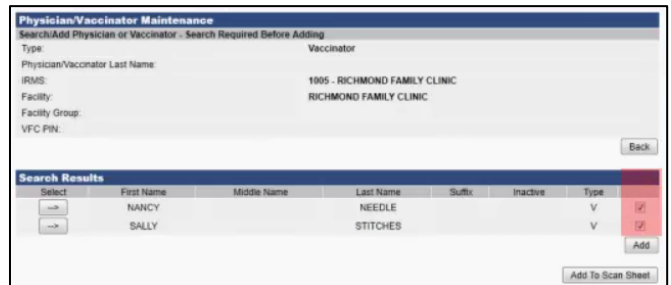
1. Select **Physicians/Vaccinators** menu, then select **Search/Add**.



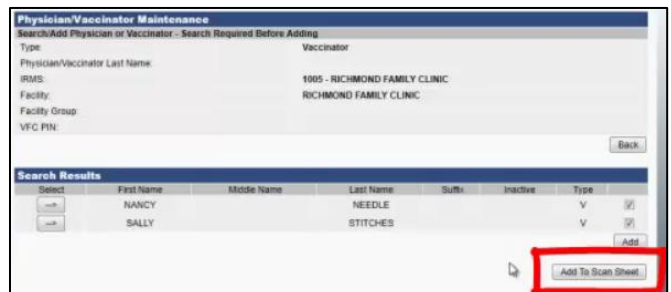
2. On the **Physicians/Vaccinator Maintenance** page, select the radio button for **Vaccinator**. Select **Search**.



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**



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

**Lot Number Maintenance [Detail]**

Manufacturer: MEDIMUNE, INC.  
 Lot Number Code: 9  
 Lot Number: 501057P  
 Vaccine: 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:

Buttons: View Lot Log, Generate Bar Code, **Add to Scan Sheet**, Back, Edit

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

**Lot Number Maintenance [Detail]**

Manufacturer: MEDIMUNE, INC.  
 Lot Number Code: 9  
 Lot Number: 501057P  
 Vaccine: 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:

Buttons: View Lot Log, View Offsite Log, Generate Bar Code, **Add to Scan Sheet**, Back, Edit

System Alert: 1 Vaccinator(s) added to Scan Sheet

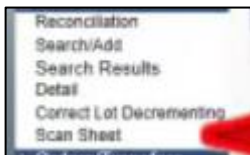
- Select **Back**.

**Lot Number Maintenance [Detail]**

Manufacturer: MEDIMUNE, INC.  
 Lot Number Code: 9  
 Lot Number: 501057P  
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 Doses Wasted and Disposed: 0  
 Doses Available: 200  
 Doses Total: 200  
 Expiration Date: 01/31/2012  
 Publicly Supplied: Y  
 NDC Number:  
 Inactive:  
 Inactive Reason:

Buttons: View Lot Log, View Offsite Log, Generate Bar Code, **Back**, Edit, Add to 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.



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

**Physicians/Vaccinator Maintenance**

Search/Add Physician or Vaccinator - Search Required Before Adding

Type: Vaccinator  
 Physician/Vaccinator Last Name: NANCY  
 First Name: SALLY  
 Facility: RICHMOND FAMILY CLINIC  
 Facility Group:  
 VFC PIN:

Buttons: Back, Add to Scan Sheet

Select	First Name	Middle Name	Last Name	Suffix	Inactive	Type
<input type="checkbox"/>	NANCY		NEEDLE			V
<input type="checkbox"/>	SALLY		STITCHES			V

Buttons: Add, Add to Scan Sheet

System Alert: 2 Vaccinator(s) added to Scan Sheet

- Select **Scan Sheet**.



- Select **Create PDF**.

**Currently Selected Vaccinators**

Vaccinator	Remove
NEEDLE, NANCY	Remove
STITCHES, SALLY	Remove

Buttons: Create PDF

- 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

- 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**.

**Patient Search**

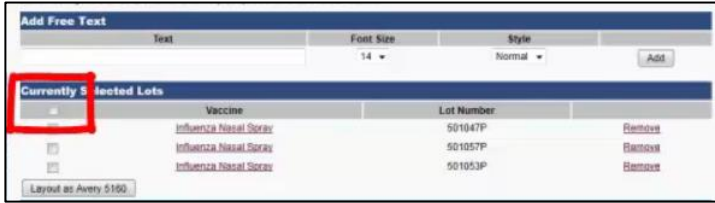
Patient Information

First Name or Initial:  
 Last Name or Initial:  
 Birth Date:

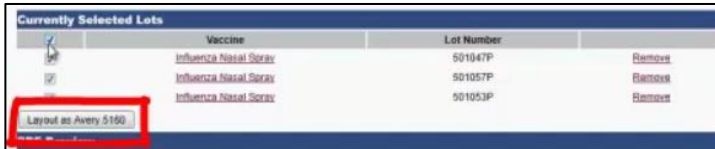
Capture Barcode: DB6201305230BB190505230BC2D0D20 ~  
 00F523DAU506DAW135DAYBRODAL546 ~  
 8 JEFFERSON ~  
 AVEDANTACOMADAOWADAP98418ZWZ ~  
 WA050812E1551ZWBZWC32 ~

Buttons: 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.



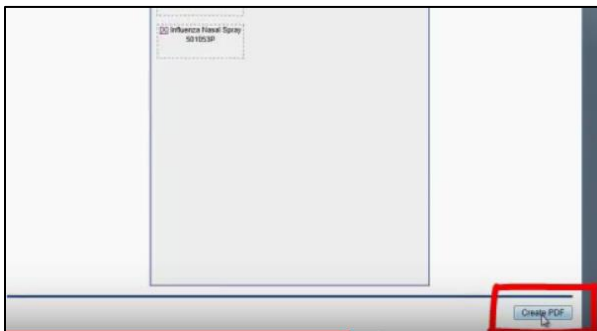
12. A **PDF view** section will fill up on the bottom half of the screen. You are also able to rearrange the labels in this section.



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



14. Select **Create PDF**



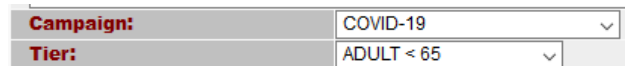
15. A pop-up window will display of the scan sheet. If you are ready to print the sheet, select **Print** within the window.

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**



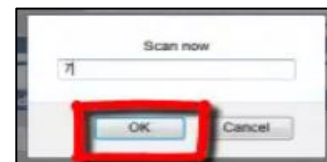
4. If a Vaccinator Scan Sheet was created previously, click in the **Scan Barcode** field, and scan the vaccinator scan sheet using the bar code.



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**.