

How to Chart SARS-CoV-2 Vaccinations

Start by loading your existing **Immunizations** topic. Utilize the steps below dependent on which option needs to be documented.

Exit	Vaccine Administered		Vaccine Not Administered		
ave	VACCINE ADMINISTERED:	VACCINE FACT SHEET:	FLU NOT GIVEN DUE TO:	PPV NOT UP TO DATE DUE TO:	SARS CoV-2 NOT GIVEN DUE TO
gn	hepatitis B	given to resident & family	not in facility during season	not eligible	not eligible
ar	influenza	given to resident/patient	received outside of facility	not offered	not offered
lore	pneumococcal (PPV)	given to family	not eligible	offered and declined on:	inability to obtain vaccine
	SARS-CoV-2 (Pfizer 1st Dose)	not given	not offered	AUTHORIZING INDIVIDUAL:	none of the above
	SARS-CoV-2 (Pfizer 2nd Dose)	given prior to admission	inability to obtain vaccine	RELATIONSHIP (AUTH. INDIVID.):	offered and declined on:
	SARS-CoV-2 (Moderna 1st Dose)	other:	none of the above	self	AUTHORIZING INDIVIDUAL:
	SARS-CoV-2 (Moderna 2nd Dose)		offered and declined on:	HC-POA	RELATIONSHIP (AUTH. INDIVID.)
	LOT NUMBER:		AUTHORIZING INDIVIDUAL:	legal guardian	self
	DATE ADMINISTERED:		RELATIONSHIP (AUTH. INDIVID.):	resident representative	HC- POA
	SITE ADMINISTERED:		self	other:	legal guardian
	right deltoid		HC- POA		resident representative
	left deltoid		legal guardian		other:
	right vastus lateralis		resident representative		
	left vastus lateralis		other:		
	right ventrogluteal				
	Other				

Vaccine Administered

Set alarm reminder for dose #2 SARS-CoV-2 OUT OF FAC (#2):

Utilize one of the below options if the vaccine was administered in the facility by a staff member of the facility. This means that the facility has administered the vaccination and plans to bill for it as well.

Chart SARS-CoV-2 (Pfizer) vaccine was administered

- 1. In the Vaccine Administered column, click onto Pfizer 1st dose or Pfizer 2nd dose.
- 2. Enter in the vaccine lot #. Click OK.
- 3. Select the date the vaccine was administered. Click OK.
- 4. Select the site the vaccine was administered to.
- 5. Select the expiration date. Click OK.
- 6. Select who the vaccine fact sheet was given to.
- 7. Click **Sign** to save the entry and exit out of the screen.

Chart SARS-CoV-2 (Moderna) vaccine was administered

- 1. In the Vaccine Administered column, click onto Moderna 1st dose or Moderna 2nd dose.
- 2. Enter in the vaccine lot #. Click OK.
- 3. Select the date the vaccine was administered. Click OK.



- 4. Select the site the vaccine was administered to.
- 5. Select the expiration date. Click OK.
- 6. Select who the vaccine fact sheet was given to.
- 7. Click **Sign** to save the entry and exit out of the screen.

Vaccine Not Administered

If the vaccine was not administered because it was declined, the facility does not have the ability to obtain the vaccine, or the resident is not eligible to receive the vaccine.

Chart SARS-CoV-2 vaccine was not administered

- 1. In the *Vaccine Not Administered* column for SARS-CoV-2, click onto the reason as to why the vaccine was not administered.
- 2. Type the name of the authorizing individual. Click **OK**.
- 3. Select the relationship of the authorizing individual.
- 4. Click **Sign** to save the entry and exit out of the screen.

Other

If the vaccine was administered by a 3rd party (e.g., Walgreens, CVS, a discharging hospital), whether it was within the facility or not, utilize one of the options below. This will allow for a facility to track that an immunization was administered, however it will then not be billed for by the facility.

Chart SARS-CoV-2 (dose #1) was administered by a third party/out of facility

- 1. In the Other Information column, click onto SARS-CoV-2 Out of Fac. (dose1).
- 2. Select the date the dose was administered. Click **OK**.
- 3. Select who administered the vaccination. Click **OK**.
- 4. Specify who the manufacturer was. Click **OK**.
 - a. If wanting to set a reminder to administer the 2nd dose, click onto the **Set alarm reminder for dose #2**. You will be prompted to enter the date and time that the alarm should pop up.
- 5. Click **Sign** to save the entry and exist out of the screen.
 - a. If you had set an alarm, upon clicking Sign, you will be prompted to select the user(s) that should be setup to receive the alarm. Filter for specific user groups by utilizing the Filter button. Select multiple users at a time by holding down the Ctrl key on your keyboard while highlighting names. Click OK to save selected name(s).

Chart SARS-CoV-2 (dose #2) was administered by a third party/out of facility

- 1. In the Other Information column, click onto SARS-CoV-2 Out of Fac. (dose2).
- 2. Select the date the dose was administered. Click **OK**.
- 3. Select who administered the vaccination. Click OK.
- 4. Specify who the manufacturer was. Click **OK**.
- 5. Click Sign to save the entry and exist out of the screen.