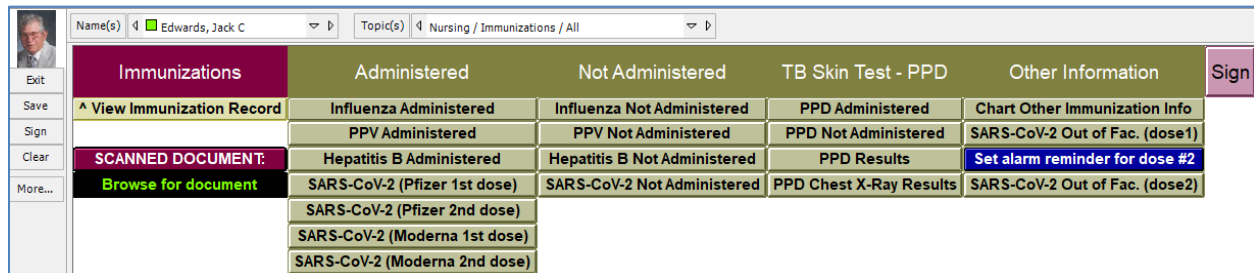# How to Chart SARS-CoV-2 Vaccinations

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

Vaccine Administered

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

Chart SARS-CoV-2 (Moderna) vaccine was administered
1. In the *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. Click **OK.**
5. Select the expiration date. Click **OK.**
6. Select who the vaccine fact sheet was given to. Click **OK.**
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 *Not Administered* column, click onto **SARS-CoV-2 Not Administered**.

2. Select the reason as to why the vaccine is not being given. Click **OK.**
3. Type the name of the authorizing individual. Click **OK.**
4. Select the relationship of the authorizing individual. Click **OK.**
5. 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/outside of the 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/outside of the 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.