



Division of  
**Immunization**

### Auxiliary Guide for ZOTEC Data Entry – (back-up)

#### **Procedure Summary**

The Indiana Department of Health (IDOH) has partnered with Zotec during Phase 1A of COVID-19 vaccination efforts. Zotec has the available features needed to collect important data on patient demographics. You will document vaccine administration for your facility's patients using Zotec. **If the system is to fail the following procedure will need to be followed to ensure accurate data is recorded.**

#### **Procedure Details**

If Zotec is not functioning properly and you are unable to check in a patient one of the following procedures needs to be followed.

1. Information is documented on paper and input back in Zotec. (This process will allow IDOH to submit the information to insurance to then reimburse back to the facility completing the vaccination.)
  - a. Fill out Patient Intake form with patient demographic information and vaccine related questions
  - b. Keep these records until Zotec is functioning properly again
  - c. Input Patient Intake information into Zotec and complete appointment
  
2. Information is documented on paper, scanned and sent to Immunization division to be documented in CHIRP. (This process will NOT allow IDOH to submit the information to insurance to then reimburse back to the facility completing the vaccination.)
  - a. Fill out Patient Intake form with patient demographic information and vaccine related questions
  - b. Scan the paper record
  - c. Send email to IDOH Immunizations - [immunize@isdh.in.gov](mailto:immunize@isdh.in.gov)