



Documenting COVID-19 Vaccination in Zotec

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These following steps are for the Vaccine Administrator OR the Dual Access user.

m?fromURI=/oauth2/v1/authorize/redirect?okta_key=aMq6-qadRidryMQVDnji23ILRDx

COVID Vaccine - On... hospital vaccine cli... IDOH COVID 19 Im... HelpDesh

ZOTEC
PARTNERS

Sign In with your E-Mail Address

E-Mail Address

|

! This field cannot be left blank

Remember me

Next

Need help signing in?

Login at

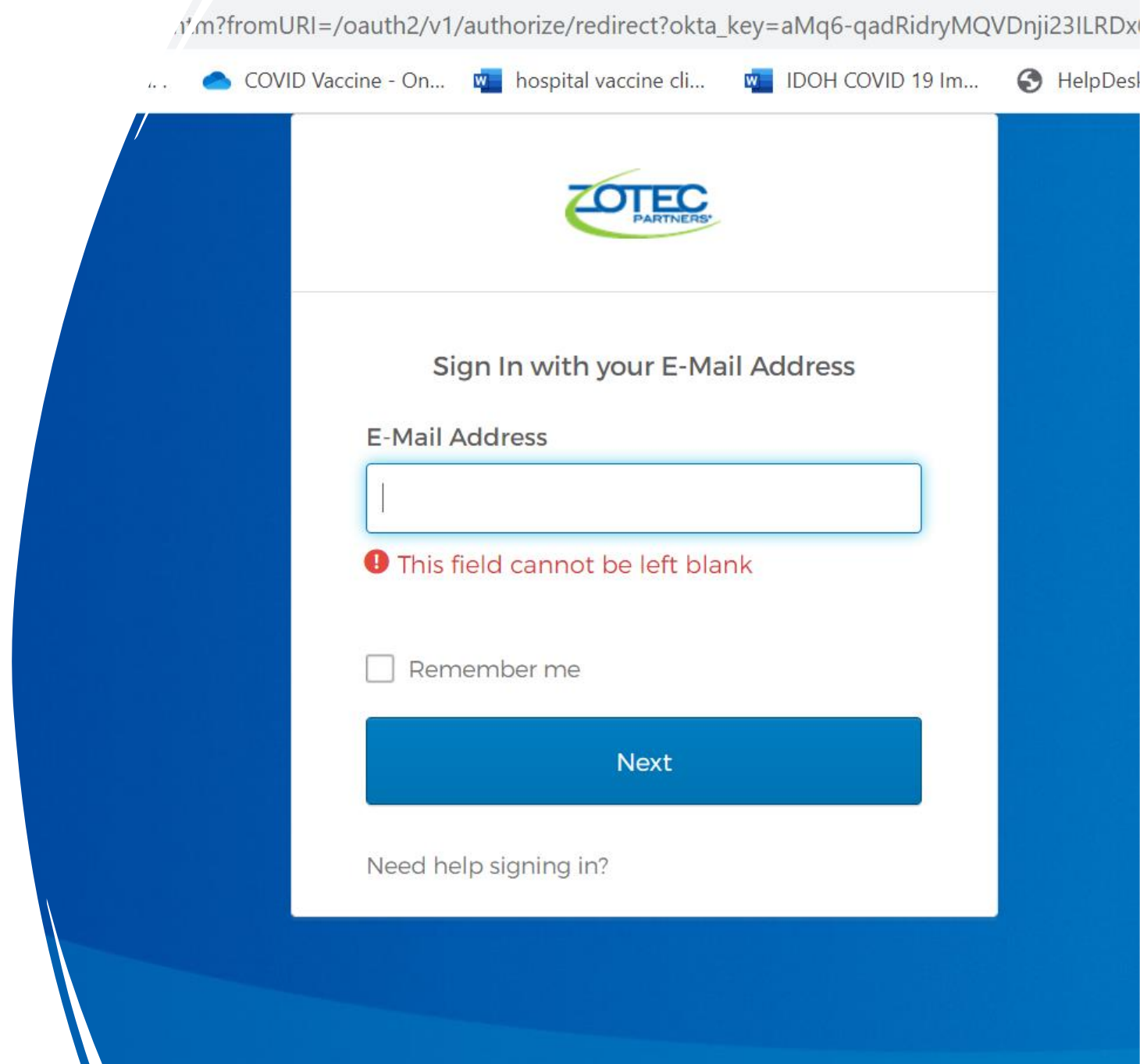
<https://checkin.coronavirus.in.gov>

If you do not have login access, your hospital can request it for you.

If your hospital did so, the email to create an account comes from.

reply@zotecpartners.com

User accounts take 1 hour to sync. Therefore please create your account before you start your work.



The screenshot shows a web browser window with the URL `...m?fromURI=/oauth2/v1/authorize/redirect?okta_key=aMq6-qadRidryMQVDnji23ILRDx`. The browser tabs include "COVID Vaccine - On...", "hospital vaccine cli...", "IDOH COVID 19 Im...", and "HelpDes...". The page content features the ZOTEC PARTNERS logo at the top. Below the logo, the heading "Sign In with your E-Mail Address" is displayed. There is an input field labeled "E-Mail Address" which is currently empty. A red error message below the field states "This field cannot be left blank". Below the input field is a checkbox labeled "Remember me" which is unchecked. A blue "Next" button is positioned below the checkbox. At the bottom of the form area, there is a link that says "Need help signing in?".

Vaccine Administrator and Dual Access User Steps

- What follows are the steps that a Vaccine Administrator or Dual User can see.
- **The person administering the Vaccine is fully responsible for these steps.**



Phone (123-456-7890), first name, last name, or DOB (mm/dd/yyyy)



Schedule Appointment

HANCOCK REGIONAL

Time	First Name	Last Name	DOB	Service	Appointment Type	Status
7:00 AM	Late Oclock	Test	01/01/1900	Immunizations	COVID VACCINE	Checked In

Verify Location and Date

In order to be visible to Vaccine Administrators the Patient must be “Checked-In”

Patient Information

DEMOGRAPHICS ✓

Test Test

Date of Birth
01/01/1990

Sex
Male

Address
1234
Indianapolis, IN 46204

County
MARION

Contact Mobile Phone
(317) 601-4749

Contact Email Address
--

Preferred Communication Method
Text Message and auto-dialed call

[Edit](#)

ADDITIONAL DEMOGRAPHICS ✓

Preferred Language

Today 1

Upcoming ?

Past ?

IMMUNIZATIONS APPOINTMENT

Checked In ?

COVID VACCINE

Date/Time
Thursday, December 10, 9:30 AM

Provider
PROVIDER TEST, COVID

Location
HANCOCK REGIONAL

[Patient Intake Form](#) ?

Eligibility Code
V23

[Document Vaccination](#)

Accession IDs ?
SARS-COV-2 (COVID-19) vaccine, 30 mcg/0.3mL dose : ---

[Cancel](#)

[Reschedule](#)

[Complete Appointment](#)

[Print Labels](#)

Select:
"Document Vaccination"

Eligibility Code

V23

[Document Vaccination](#)

Accession IDs ?

SARS-COV-2 (COVID-19) vaccine, 100 mcg/0.5mL dose : ---

SARS-COV-2 (COVID-19) vaccine, 30 mcg/0.3mL dose : ---

Patient Information

DEMOGRAPHICS

Late Oclock Test

Date of Birth
01/01/1900

Sex
Male

Address
test
Indianapolis, IN 46202

County
MARION

Contact Mobile Phone
(999) 999-9999

Contact Email Address
--

Preferred Communication Method
Text Message and auto-dialed call

Edit

ADDITIONAL DEMOGRAPHICS

Preferred Language

Today 2

Upcoming ?

Past ?

SCHEDULED VACCINATION

Checked In ?

COVID-19, Mrna, LNP-S, PF, 100 Mcg/ 0.5 MI

Dose

Add Vaccine Info ?

Remove Vaccine

SCHEDULED VACCINATION

Checked In

COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3 MI

Dose

Add Vaccine Info

Remove Vaccine

Add Additional Vaccine

Return to Appointments

There will be 2 different brands preloaded for each patient of COVID-19 Vaccine to choose from at this time.

- Moderna will be listed as 100Mcg/0.5MI.

- Pfizer will be listed as 30 Mcg/0.3MI

SCHEDULED VACCINATION Checked In [?]

COVID-19, Mrna, LNP-S, PF, 100 Mcg/ 0.5 MI
Dose

[Add Vaccine Info [?]](#) [Remove Vaccine](#)

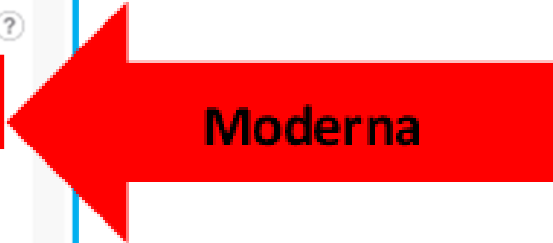
SCHEDULED VACCINATION Checked In

COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3 MI
Dose

[Add Vaccine Info](#) [Remove Vaccine](#)

[Add Additional Vaccine](#)

[Return to Appointments](#)



Moderna



Pfizer

We really need to make sure we are choosing the correct vaccine.

Both will be loaded and will be added to a patient

Select Add Vaccine Info

SCHEDULED VACCINATION Checked In

COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3 MI
Dose

[Add Vaccine Info](#) [Remove Vaccine](#)

- You will have the option to scan the lot number or enter manually. Again, you must double check that you are selecting the correct vaccine that is being given.

- You can see it says Pfizer here. Add the lot number. There is a temporary expiration date that we will be using that I will show on the next slide

Add Vaccine Immunization Information

Vaccine Name

COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3 MI Dose

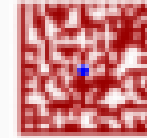
Manufacturer

Pfizer, Inc - Pfizer-BioNTech COVID-19 Vaccine

Lot Number

Expiration Date

mm/dd/yyyy



Scan Vaccine Packaging

Enter Vaccine Info Manually

Decline Vaccine

Cancel

NOTE

The other vaccine listed is Moderna. If you are administering PFIZER and mistakenly click the Moderna listing, you would need to back out and remove the vaccine.

Add Vaccine Immunization Information

Vaccine Name

COVID-19, Mrna, LNP-S, PF, 100 Mcg/ 0.5 MI Dose

Manufacturer

Moderna US, Inc. - Moderna COVID-19 Vaccine

Lot Number

Expiration Date

mm/dd/yyyy



SCHEDULED VACCINATION

Checked In [?]

COVID-19, Mrna, LNP-S, PF, 100 Mcg/ 0.5 MI
Dose

Add Vaccine Info

Remove Vaccine

Add Additional Vaccine

Return to Appointments

If you accidentally removed the vaccine that you are delivering, you can add it back on with the add additional vaccine button on the bottom right of the page

The temporary expiration date that we will be using is going to be 12/31/9999

Add Vaccine Immunization Information

Vaccine Name

COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3 MI Dose

Manufacturer

Pfizer, Inc - Pfizer-BioNTech COVID-19 Vaccine

Lot Number

1234

Expiration Date

12/31/9999



SCHEDULED VACCINATION

Checked In

COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3 MI
Dose

Vaccine Name	COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3...
CVX Code	208
Lot Number	1234
Manufacturer	Pfizer, Inc
VIS Publication Date	
Expiration Date	12/31/9999

[✎ Edit Vaccine Information](#)

Decline Vaccine

Document Administration

You will return to the MAIN Screen.
You now need to document
administration

- Double check information is correct
- Select “Document Administration”

Add Vaccine Administration Information

Please Enter the Vaccine Administration Information

Vaccine Name	COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3 MI Dose
CVX Code	208
Lot Number	1234
Manufacturer	Pfizer, Inc
VIS Publication Date	
Expiration Date	12/31/9999
Administering Facility	ISDH24
Administering Date	12/10/2020 08:40:20

Administration Site

Administration Route

Dosage Amount

mL

The “Administration Site” and “Administration Route” will have prepopulated options that will appear when you start typing in the field

- You can cancel the appointment at any time before you choose complete appointment.
- You can also reschedule at any time (I.e., if someone was feeling sick and wanted to hold off)
- There is no need to print any labels
- **Make sure to encourage the patient to schedule the next appointment for their second dose.**

Cancel

Reschedule

Print Labels

Complete Appointment

More Vaccine Specific directions to follow

- The Vaccine EUA will include further directions for how to watch/treat the patient, immediately post vaccination.
- Please encourage and help the patient schedule their next dose before they leave.
- ZOTEC will automatically send a reminder BUT we should encourage scheduling the next appointment ASAP.

Questions?



<https://eportal.isdh.in.gov/C19VaxHelpDeskCustomer/>