Note: After a clinic is closed, Clinic Management Users and Lead Staff can Clone a Clinic to create a second dose clinic. When a clinic has been cloned, patients are scheduled for an appointment on the second date. They are given the same appointment slot as their original clinic, and their consent information from the original clinic is transferred to the new clinic.

If you are only using PrepMod for scheduling, you will <u>not</u> be able to use this feature.

Steps to Follow:

1. Follow the steps in the [Document Vaccines Quick Reference Guide](#) to complete vaccine documentation and Close the clinic.

2. Navigate to the Clinic Listing page and search for the clinic you want to clone
   a. **<u>Workflow tip</u>**: make a note of the clinic ID when you create the clinic so that you can easily search for the clinic later using the search by Clinic ID functionality.

3. On the **Clinic Listing** page, click on the Clone Clinic link.
   a. Note: The clinic you want to clone MUST be closed (i.e., you have clicked the purple Submit button to send data to imMTrax) for you to see the Clone Clinic hyperlink.

Clinics Listing

Search: 5163 ○ All ○ Upcoming ○ Past ● Closed   [Search] [Reset] [View Archive] [Create Clinic]

Date ⇅	County / Jurisdiction ⇅	Clinic Id ⇅	Venue / Location ⇅	Type ⇅	Access ⇅	Registrations ⇅	Menu		Action
01/25/2022	Lewis And Clark	5163	Lewis & Clark County Fairgrounds, West Custer Avenue, Helena, MT, USA	COVID	Private	3	» Registration List » Clone Clinic » Customized Report » History	» View/Edit Clinic » Clinic Activity » Activity Report	Archive

‹ Prev   1   Next ›

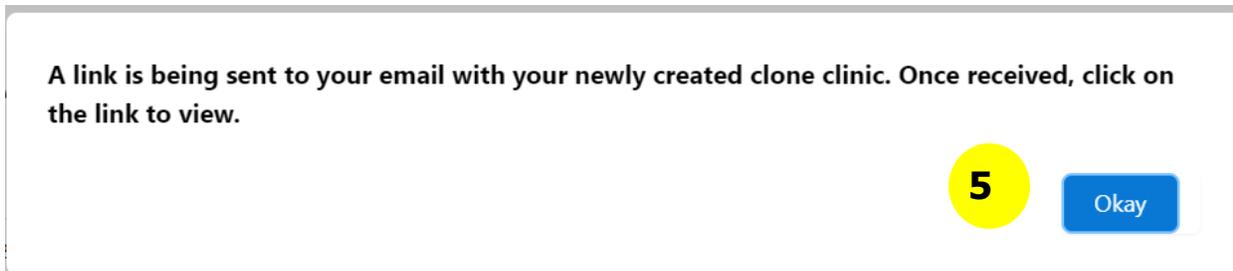4. When a page like the screenshot below comes up, input the date of the follow-up clinic.

Clone Lewis & Clark County Fairgrounds, West Custer Avenue, Helena, MT, USA on Tuesday, 01/25/2022

Date of clinic clone

February 15, 2022

[Clone Clinic]

5. A pop-up message like the screenshot below will come up. Click the **Okay** button to acknowledge this message.

A link is being sent to your email with your newly created clone clinic. Once received, click on the link to view.

5

Okay

6. You will receive an email with a link to View and Edit your clinic if your clinic was successfully cloned.

Clinic Lewis & Clark County Fairgrounds, West Custer Avenue, Helena, MT, USA on Tuesday, 01/25/2022 has been succesfully cloned to Tuesday February 15, 2022.

Lewis And Clark - Lewis & Clark County Fairgrounds, West Custer Avenue, Helena, MT, USA 02/15/2022 5189 [staging.mtreadyclinic.org]   **6**

The contents of this email is confidential and intended for the recipient specified in the message only. It is strictly forbidden to share any part of this message with any third party. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution or copying of it or its contents is strictly prohibited. If you received this message, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

7. You may also navigate to the **Clinic Listing** page to search for your cloned clinic using the Upcoming clinics search filter.

8. You will see the cloned clinic display if your closed clinic was successfully cloned. After the clinic type, you will see the text (clone) in parenthesis.

Clinics Listing   **7**

Search: 5189   ○ All ⦿ Upcoming ○ Past ○ Closed   [Search] [Reset] [View Archive] [Create Clinic]

Date ⇅	County / Jurisdiction ⇅	Clinic Id ⇅	Venue / Location ⇅	Type ⇅	Access ⇅	Registrations ⇅	Menu		Action
02/15/2022	Lewis And Clark	5189	Lewis & Clark County Fairgrounds, West Custer Avenue, Helena, MT, USA **8**	COVID (clone)	Private	2	» Registration List » Clinic Activity » Activity Report	» View/Edit Clinic » Customized Report » History	Archive

‹ Prev 1 Next ›

9. Follow the steps in the Registration List Quick Reference Guide to navigate to the registration page for the cloned clinic.

10. All patients with a clinic encounter status of vaccinated will have their demographic information and consent copied to the cloned clinic. Patients will be automatically registered for the same appointment time as the timeslot they chose for the original clinic.

    Note: Clinic staff will have the opportunity to edit demographic information, health screening questions, and patient consent. Please follow the steps in the **Edit Consent Quick Reference Guide** if you need to edit any patient consent forms.

Registration List

Gallatin County Fairgrounds A (cloned from Gallatin County Fairgrounds A on Saturday, 01/15/2022)
February 05, 2022 09:00 AM to 05:00 PM

10

Clinic Status: Upcoming   » Registration List » Virtual Queue » View/Edit Clinic » Activity Form » Activity Report » History

Total Appointments: 144   **Number Registered:** 3   **On Hold:** 0   **Available Appointments:** 141   **Waiting List:** 0

See Waiting List (0)

Search: [Patient's first name or last name]   Search

Email Vaccination Record | Email Reminder | Bulk View Consent | Download Waiting List (0) | Download Registration List

Bulk Cancel Appointments | Add More Patients +

☐ Name ⇅		Date of Birth ⇅	Age ⇅	Gender ⇅	Appointment Time ⇅	Occupation ⇅	Prior Dose Type					
☐ Miss Piggy	2nd ⑦	09/20/1970	51	Male	12:10 pm		Other	Move to new Clinic	Email Reminder	Edit Consent	View Consent	Cancel
☐ Kermit Frog	2nd ⑦	06/20/1970	51	Male	12:00 pm	Other	Other	Move to new Clinic	Email Reminder	Edit Consent	View Consent	Cancel
☐ Frosty Snowman	2nd ⑦	12/21/1961	60	Male	09:00 am	Other	Other	Move to new Clinic	Email Reminder	Edit Consent	View Consent	Cancel

11. If the patient cannot make their scheduled appointment time, they can cancel their appointment from the registration confirmation email they received when you cloned the clinic. Follow the steps in the **Move Patient Appointment Quick Reference Guide** to assist the patient with getting moved to another open appointment slot.