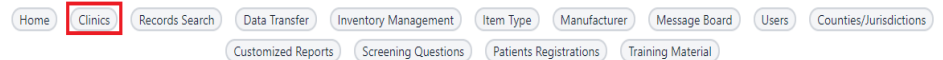
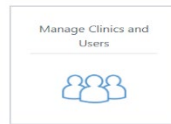


Note: This is the workflow for how to set up a private clinic in the PrepMod system. Private clinics could be helpful for targeted clinics or COVID-19 second dose clinics. Private clinics will not be visible on the public search page. Users with Clinic Management level access can create clinics.

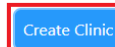
Steps to Follow:

1. Open the **Clinic Listing** page in either of the following ways:
 - a. From the PrepMod homepage, select **Manage Clinics and Users**
 - b. From any other PrepMod page, select **Clinics** from the menu bar.



2. Select the **Create Clinic** button.

2



3. Select the clinic type.

4. Select **Private** for the clinic type

- a. **Private = Clinic** is visible to PrepMod users at your Organization. Once a private clinic has been saved, you will be able to copy a unique URL that you can share with targeted individuals for clinics you are offering to a limited group of people. Users now have the ability to enable clinics to be included on a private clinic search page that will display selected private clinics. Please see the [Private Microsite](#) quick reference guide for instructions to enable and use this feature.

5. Follow the [Create a Clinic Quick Reference Guide](#) workflows to finalize setting up your clinic.

6. Follow the [Edit Clinic Quick Reference Guide](#) workflow to open the clinic you set up as a Private clinic

7. Scroll down the field where you marked the clinic as private and copy the link.

Is clinic public or private? *

Public
 Private
 Private - Open ⓘ

Invitation only

Registration URL: <https://staging.mtreadyclinic.org//appointment/en/re>



7



Click the blue button to the left of the Registration URL to copy the unique