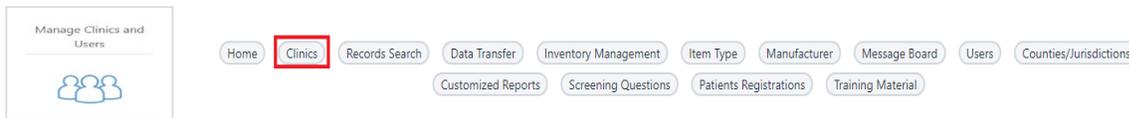


Note: This guide explains the workflow for organizations that have chosen to document vaccines given into PrepMod. Vaccines entered in PrepMod will transfer to imMTrax when you Save and Submit to close the clinic.

Steps to Follow:

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



2. Locate the clinic that you wish to view or edit by scrolling through the list or by entering the Clinic ID in the **Search** field.
3. Select **Clinic Activity**.

Clinics Listing

2

Search: All Upcoming Past Closed Search Reset Create Clinic

Date	County/Jurisdiction	Venue/Location	Type	Access	Registrations	Menu	Action
01/18/2021	Lewis And Clark	Lewis and Clark County Public Health	COVID	Public	Confirmed: 2 Waitlist: 0	» Registration List » Clinic Activity » Activity Report » View/Edit Clinic » Customized Report	Delete
01/20/2021	Lewis And Clark	Lewis & Clark County Fairgrounds, West Custer Avenue, Helena, MT, USA	COVID	Public	Confirmed: 1 Waitlist: 0	» Registration List » Clinic Activity » Activity Report » View/Edit Clinic » Customized Report	Delete
01/22/2021	Lewis And Clark	Lewis and Clark County Public Health	COVID	Public	Confirmed: 2 Waitlist: 0	» Registration List » Clinic Activity » Activity Report » View/Edit Clinic » Customized Report	Delete

3

PrepMod Document Vaccines Quick Reference

4. On the Clinic Activity form, scroll down to the list of patients and document the vaccination outcome for the patient by taking the following steps:
 - a. Locate the patient by scrolling through the list or entering part of their name in the Search field.
 - b. Select one of the following outcomes for the patient:
 - **Vaccinated**
 - **Refused**
 - **Sick**
 - **Absent/Withdrawn**

4a

Search:

Patient Name ↑	Vaccine #	DOB ↑	Appointment Time ↑	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
Christmas Eve	(1st)	07/12/1975	09:00 am	4b <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Remark"/>	<input type="button" value="Delete"/>

< Prev 1 Next >

5. If you selected **Vaccinated**, a popup window displays. Enter the fields below:
 - a. Select the checkbox for the vaccine you gave the patient
 - b. Enter the Route of Administration
 - c. Enter the Site of Administration
 - d. Enter the vaccinator who gave the vaccine
6. Once you have entered the required vaccination details, click the **Update** button.

Vaccinated: Christmas Eve

Select	Vaccine	Lot No.	Route	Site	Reaction	Vaccination Date
5a <input checked="" type="checkbox"/>	Moderna COVID-19 Vaccine (COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose - CARTON, 10 MULTI-DOSE VIALS)	027 L20 A	IM 5b <input type="text"/>	RA 5c <input type="text"/>	<input type="text"/>	January 22, 2021

General Reaction

Vaccinator * **5d**

Does this vaccination complete the series? No Yes

6

7. Once every patient is updated, click the purple **Save and Submit Button**. This action will send information to imMTrax. **Please note: Only click the Save and Submit at the end of the clinic to avoid creating duplicate records in imMTrax.**

Vaccine Name	Vaccine Lot Number	# of Starting Doses	# of Doses Administered	# Unusable Doses	# Remaining Doses
Moderna COVID-19 Va	027L20A	25	1	0	24
Totals:		25	1	0	24

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