Master COVID Vaccinations Workflow Guide

Standards and Workflow (SaW)
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Summary Report

Introduction
The purpose of this workflow guide is to provide Defense Health Agency (DHA) entities with views of orchestrated and repeatable patterns of activities related to Mass Immunizations. The intent is to increase accountability, improve communication and most importantly, provide superior customer service to all of our beneficiaries.

Though intended as an immediate resource, this guide is being developed using an iterative approach. As more details and potential limitations are revealed, it remains necessary to continuously add, modify, or delete information contained within, thereby providing a more accurate and complete product.

Background
The need to establish and conduct mass immunizations provides the agency with a significant opportunity to deliver immunizations to a large number of people at one or more locations in a short period of time, thereby preventing serious, vaccine-preventable diseases. This necessitates adopting, revising and implementing workflows that improve our ability to anticipate and respond to shifting demands. Additionally, given the disruptive nature of recent global events, the need to ensure our operations remain resilient is ever more paramount, hence developing and instituting a significantly different approach to delivering care.

Scope
The workflow diagrams and Tool Tips contained within this guide are visual representations of the immunization and immunization exemption documentation processes. The detailed activities depicted do not represent the ONLY way to document immunizations, particularly with AHLTA. Common practice is to document in the Immunization Module. However, MTFs should decide whether it is also necessary to create an encounter note, which facilitates capture of relative value units (RVUs).

Change Log

Project: Mass Immunizations				Date: 11 Dec 2020
Change No.	**Change Type (design, scope, schedule or other)**	**Description of Change Request**	**Date Submitted**	**Page(s)**
001	Design/scope	Add vaccine exceptions	23 Nov 2020	22-23
002	Design	Add appendix/appendices to Table of Content	23 Nov 2020	49-57
003	Design	Add MRRS Regular Immunization Guide	23 Nov 2020	43-44
004	Design	POCs list updated	30 Nov 2020	46
005	Design	Add preferred AHLTA documentation workflow	30 Nov 2020	25
006	Design	Mass Vaccination End-to-End Workflow	30 Nov 2020	24
007	Design	AHLTA Immunization Encounter Documentation Guide	23 Nov 2020	30-33
008	Design	Service Readiness Systems Comparison Grid updated	1 Dec 2020	20
009	Design	Update Case Scenario 1	4 Dec 2020	6-8
010	Design	Update Summary Report	8 Dec 2020	4
011	Design	Update Tool Tips	9 Dec 2020	28-58
012	Design	Removed ASIMS Documentation Process Diagram	11 Dec 2020	Appendix F
013	Design	Removed MEDPROS Documentation Process Diagram	11 Dec 2020	Appendix G
014	Design	Removed MRRS Documentation Process Diagram	11 Dec 2020	Appendix H

Patient Flow - Case Scenario 1
Fort Belvoir Community Hospital

FBCH Mass Flu Clinic Observations: *Implemented a modified drive-thru clinic which averages 300-400 patients per/day. Workflow designed to adhere to social distancing requirements (max building capacity = 50 people with 6-ft distance requirement).	
STATIONS	**FUNCTION**
Reception - Patients will drive up to the Reception Station where they will undergo COVID-19 screening. Screening is to ensure prevention measures are in place to maintain the safety and wellness of staff and all patients accessing the flu clinic.	**Staffing**: 2 Medics/Corpsmen **Location**: Outside Front Entrance to Building **Function(s)**: - COVID-19 Screening - Monitor/control patient flow - Provide Screening Tools(s) **Equipment**: - Screening Forms - Pens - Clipboards - Cavi Wipes & gloves to sanitize pens & clipboards
Registration – Welcomes and registers and/or logs patients in, before proceeding to the medical stations.	**Staffing**: 2 Medics/Corpsmen **Location**: Building Lobby; 2 tables positioned 6 feet apart **Function(s)**: - Check-in patient(s) - Collect pertinent demographic information for contact tracing, if needed - Monitor/control patient flow **Equipment**: 2 Computers

Patient Flow - Case Scenario 1
Fort Belvoir Community Hospital

FBCH Mass Flu Clinic Observations: *Implemented a modified drive-thru clinic which averages 300-400 patients per/day. 1 Ballroom at the Fort Belvoir Community Club is being utilized for offsite flu clinic. Workflow designed to adhere to social distancing requirements (Max building capacity = 50 people with 6-ft distance requirement. Max capacity includes number of staff and patients.). Traffic flows one way. Entrance and exit on opposite sides of the room.	
STATIONS	**FUNCTION**
Screening Station: Staff located at the Screening Station will provide patients with an Influenza Immunization Screening tool. Based on the results of the screening tool, patients will either proceed to the Immunization Station or be advised they do not meet screening criteria and to contact their Primary Care provider for further instructions.	**Staffing**: 2 Registered Nurses (RNs) **Location**: Positioned at the entry way; 1 table on both sides of the walkway. **Function(s)**: - Review screening tool; assess contraindications, as applicable - Maintain EpiPens - Monitor vaccine cooler (Vaxicooler); maintain & update temperature log
Immunization Station: Depending on age and special needs (i.e. wheelchair access), patients will be directed to 1 of 8 vaccination stations. 4 - Adult Stations (1 medic/corpsman per station) 2 – Pediatric Stations (2 medics/corpsmen per station) 2 – Special needs stations (1 medic/corpsman per station)	**Staffing**: 11 Medics/Corpsmen (one directs traffic to and from imms stations). **Location**: 8 stations, strategically positioned to maintain social distancing and to accommodate age groups and special needs populations. **Function(s)**: - Vaccinate patients - Review screening tool; assess contraindications, as applicable
Recovery – After receiving vaccinations, patients are directed to the Recovery Station, to wait the recommended 15 minutes to determine if there are adverse reactions to the vaccine. This station does not have a dedicated FTE but is routinely monitored by the Floor Coordinator and Clinic OIC.	**Staffing**: 0 **Location**: Main Floor, Ballroom, all **Function(s)**: - Serve as holding area for patients as they wait recommended time to observe for potential adverse reactions to vaccine - Monitor/control patient flow

Patient Flow - Case Scenario 1
Fort Belvoir Community Hospital

STATIONS	FUNCTION
Admin – Performs EHR documentation.	**Staffing**: 4-5 Medics/Corpsmen **Location**: Positioned near the exit; 3 strategically placed work stations, maintaining social distance requirements. **Function(s)**: - AHLTA data entry - Maintains all Influenza Screening tools, until collected and delivered to the Joint Medical Readiness Center (JMRC) for updates to service readiness systems (ASIMS, MEDPROS & MRRS).

Workflow Diagram

This diagram depicts Fort Belvoir Community Hospital's process of conducting a mass flu clinic.

Assumptions:
Vaccine vials are prefilled syringes (PFSs) or multi-dose (MDV). Vaccination recipients are eligible beneficiaries.

Risks:
To minimize chance of staff being exposed to COVID, leadership decided not to vaccinate within the confines of a vehicle, particularly vehicles with multiple people (i.e. vans).

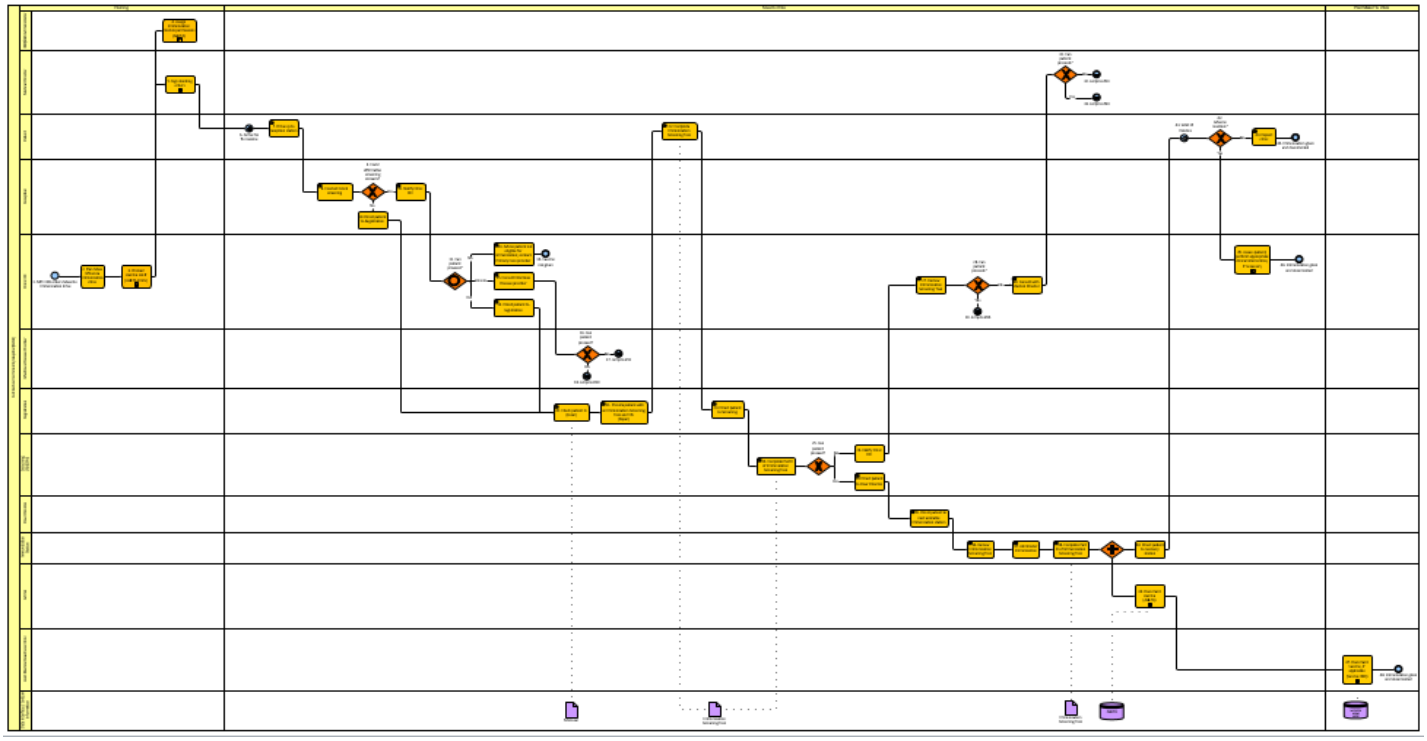


Figure 1: Fort Belvoir Mass Flu Clinic

Use Case Description (UCD)

UCD TYPE: AS IS **PROJECT: MASS IMMUNIZATIONS** **Process: FBCH MASS FLU DRIVE** **Date: 11/19/2020**	
Description	**Definition: The main business goal/objective for the use case.**
	Purpose: This use case describes the primary components of Fort Belvoir Community Hospital's process of conducting a Mass Flu drive. The preceding workflow diagram, along with this UCD, is intended to represent the workflow, data flow, events, decisions and other elements associated with the process of providing flu immunizations to a large population within a short period of time.
Actors	**Definition: Active participants in the use case.**
	Patient: An eligible person receiving medical or dental care or treatment. **Medical Director**: A physician who provides guidance and leadership on the use of medicine within a healthcare organization. Responsible for developing, implementing and enforcing protocols and guidelines for clinical staff. **Clinic OIC**: Manages and supervises other clinical staff. Responsible for maintaining clinical and patient-care standards. Bears joint responsibility with IMD/EHR administrator for ensuring appropriate vaccine lot numbers are pre-loaded in EHR Immunization modules, prior to mass immunization events. **Reception Station**: Responsible for providing screening tool and conducting COVID-19 pre-screening before patients can access the clinic. **Registration Station**: Responsible for collecting information related to patient's identity and eligibility. Ensures demographic information is accurately registered for the purpose of generating a medical record, keeping track of medical services provided, and facilitate billing, where applicable. **Screening Station**: Responsible for determining if there are any contraindications to the vaccine. **Floor Director**: Liaise with stations to ensure optimal patient throughput, which includes not exceeding building capacity restrictions. **Immunization Station**: Responsible for administering the vaccine. **Admin Station:** Department Lead of Standards and Workflow. **Infectious Disease Provider**: Specializes in preventing, diagnosing and treating infectious diseases caused by bacteria, viruses, fungi and parasites. Has extensive knowledge in immunology, epidemiology and infection control. **IMD/EHR Administrator**: Assists in role assignment approval process by correctly mapping requestor/user to EHR system roles. **Pharmacy**: Responsible for inventory and accountability of vaccine stock. **Joint Medical Readiness Center**: An integrated system of readiness and health that provides centralized appointments, medical assessments, and healthcare services. Responsible for the data entry and reporting of medical and dental readiness of service members.
Stakeholder	**Definition: Individuals affected by the use case but are not active participants (e.g. commanders, deputies, etc.).**
	MTF Commander Patient EHR Administrator Company Commanders Joint Medical Readiness Center
Assumptions	**Definition: The conditions necessary for the goal of the use case to be achieved.**
	1. Vaccine vials are prefilled syringes (PFSs) or multi-dose (MDV). 2. Vaccination recipients are eligible beneficiaries.

Use Case Description (UCD), cont…

Steps	**Definition: The sequence of interactions between actors and the system necessary to successfully meet the goal of the use case.**
	Planning Phase: 1. **START**: MTF Commander orders Mass Flu Immunization drive. 2. Clinic OIC plans mass influenza immunization drive. 3. Clinic OIC ensures designated support staff are trained on immunizations and EHR documentation 4. IMD/EHR Administrator assigns Immunization module permissions. 5. Clinic OIC/IMD/EHR Administrator preloads vaccine lot number in AHLTA Immunizations. 6. Medical Director signs standing orders. **Mass Flu Drive Phase:** 7. Patient arrives for flu vaccine. 8. Patient drives up to the reception station. 9. Reception staff conducts Covid screening 10. Reception staff provides patient with an Immunization Screening Tool and VIS. (Paper) 11. Patient completes Immunization Screening Tool in car, before reporting to registration. 12. **DECISION**: Covid affirmative screening answers? If no, proceed to Step 13. If yes, proceed to Step 14. 13. Reception staff directs patient to Registration. 14. Reception staff notifies Clinic OIC. 15. **DECISION**: Can patient proceed? If no, proceed to Step 16. If unsure, proceed to Step 18. If yes, proceed to Step 19. 16. Advise patient they are not eligible for immunization due to not meeting screening criteria; contact Primary Care provider. 17. **STOP**: Vaccine not give. Process terminates for patient unable to receive immunization. 18. Clinic OIC consults Infectious Disease provider. 19. Clinic OIC directs patient to Registration station. 20. **DECISION**: Can patient proceed? If no, return to Step 11. If yes, return to Step 19. 21. Jump to Step 11. Reception staff notifies Clinic OIC. 22. Jump to Step 19. Direct patient to registration. 23. Registration staff checks patient in. Documents demographic information on Excel sheet. 24. Registration staff directs patient to the Screening station. *Note: Registration is actively monitoring and communicating with the Floor director to determine room capacity. If nearing capacity, will direct patient to wait in car for a specified period of time. 25. Screening staff completes Part II of the Immunization Screening tool. 26. **DECISION:** Can patient proceed? If no, proceed to Step 26. If yes, proceed to Step 35. 27. Screening staff notifies Clinic OIC. 28. Clinic OIC reviews Immunization Screening Tool. 29. **DECISION**: Can patient proceed? If yes, proceed to Step 16. If no, proceed to Step 31. 30. Jump to Step 35. Direct patient to Floor Director. 31. Clinic OIC consults Medical Director. 32. **DECISION**: Can patient proceed? If no, jump to Step 16. If yes, proceed to Step 35.

Use Case Description (UCD), cont…

Steps (cont)	33. Jump to Step 16. Advise patient they are not eligible for immunization due to not meeting screening criteria; contact Primary Care provider. 34. Jump to Step 35. Direct patient to Floor Director. 35. Screening staff directs patient to Floor Director. 36. Floor Director directs patient to next available immunization station. *Note: Floor Director is actively monitoring and communicating with the Registration to number of people waiting in order to manage and control room capacity. If nearing capacity, will direct Registration to instruct patients to wait in car for a specified period of time or return at a designated time. 37. Immunization staff reviews Immunization Screening Tool. 38. Immunization staff administers immunization. 39. Immunization staff completes Part III of the Immunization Screening Tool. 40. Admin staff documents vaccine via AHLTA Immunization module. *Note: This step is done in parallel with Step 41. 41. Immunization staff directs patient to the recovery station. 42. Patient waits 15 minutes to determine if they experience any adverse reactions to the vaccine. 43. **DECISION**: Adverse reaction? If no, proceed to Step 44. If yes, proceed to Step 46. 44. Patient departs clinic. 45. **STOP**: Immunization given and documented. 46. Clinic OIC assesses patient; performs appropriate clinical intervention, if necessary. 47. **STOP**: Immunization given and documented. **Post Mass Flu Drive Phase:** 48. Joint Medical Readiness Center reviews Immunization Screening Tools. 49. Joint Medical Readiness Center updates hospital compliance tracker. This task is only accomplished for personnel assigned to FBCH. Fort Belvoir's tenant units are responsible for monitoring their own unit's compliance. 50. **STOP**: Immunization given and documented.
Data/Information Exchange	**Definition: Data/information necessary for communication among the team, management of the patient/process, decision support at the point of care, downstream use (e.g. outcome measures [HEDIS, PBAM, etc.], population health metrics, performance metrics, compliance, etc.).**
	1. Microsoft Excel • Patient log containing demographics 2. Immunization Screening Tool • Vaccine Name • Dose • Site • Lot Number • Manufacturer • Person administering immunization 3. AHLTA • Patient Registration • Immunization Module • AP (ICD Code = Z.23; CPT codes for vaccine administration, specific vaccine) • S/O (utilize template to populate narrative) 4. Service Readiness Systems • ASIMS • MEDPROS • MRRS

Use Case Description (UCD), cont…

Associated Process (es)	**Definition: Known processes that are influence and/or affected by the use case.**
	1. Medical Readiness 2. Coding
Related Issues	**Definition: List of issues that remain to be resolved.**
	None

Use Case Description (UCD)

UCD TYPE: AS IS **PROJECT: MASS IMMUNIZATIONS** **Process: FBCH IMMUNIZATIONS DOCUMENTATION** **Date: 11/19/2020**	
Description	**Definition: The main business goal/objective for the use case.**
	Purpose: This use case describes the primary components of Fort Belvoir Community Hospital's process of documenting flu immunizations administered to a patient during a Mass Flu drive. The preceding workflow diagram, along with this UCD, is intended to represent the workflow, data flow, events, decisions and other elements associated with the process of documenting flu immunizations in AHLTA's Immunization Module.
Actors	**Definition: Active participants in the use case.**
	Medic/Corpsman: Responsible for documenting all vaccinations given during the flu drive.
Stakeholder	**Definition: Individuals affected by the use case but are not active participants (e.g. commanders, deputies, etc.).**
	MTF Commander Patient EHR Administrator Company Commanders Joint Medical Readiness Center
Assumptions	**Definition: The conditions necessary for the goal of the use case to be achieved.**
	1. Medics/Corpsman documenting in AHLTA have been given appropriate privileges. 2. During mass events, medics/corpsmen already have appointment module open and ready to create new encounters/walk-ins.
Steps	**Definition: The sequence of interactions between actors and the system necessary to successfully meet the goal of the use case.**
	1. START: Vaccination given and needs to be documented. 2. Medic/Corpsman walks patient into clinic (COMM HEALTH FB), which initiates a new AHLTA encounter. 3. Medic/Corpsman clicks on "Immunizations" from Folder List. 4. Medic/Corpsman clicks "Give Vacc" on Individual Immunizations tab. 5. Medic/Corpsman deselect "Auto Fill Immunization Selected" box 6. Medic/Corpsman selects appropriate immunization. 7. Medic/Corpsman clicks or right arrow (>) to move immunization to "Immunizations Selected" list. 8. Medic/Corpsman clicks "OK". 9. Medic/Corpsman Medic/Corpsman selects Immunization Provider from drop-down list. 10. Medic/Corpsman edits Vaccine Select window cells to match info from the Immunization Screening Tool, as necessary. Mandatory fields: Vaccine, dose, site, lot number, manufacturer, and expiration date. 11. Medic/Corpsman checks "VIS Given" box. 12. Medic/Corpsman clicks "OK" 13. Medic/Corpsman selects documents AHLTA encounter. Process includes documenting SOAP. "Flu Shot 2020-2021" template is used to populate the note. 14. Medic/Corpsman clicks "OK" 15. STOP: Vaccine documented. * Note: All functions performed in AHLTA

Workflow Diagram

This diagram depicts Fort Belvoir Community Hospital's process of documenting an immunization during a mass flu clinic.

Assumptions:
Medics/Corpsman documenting in AHLTA have been given appropriate privileges.

Risks:
None

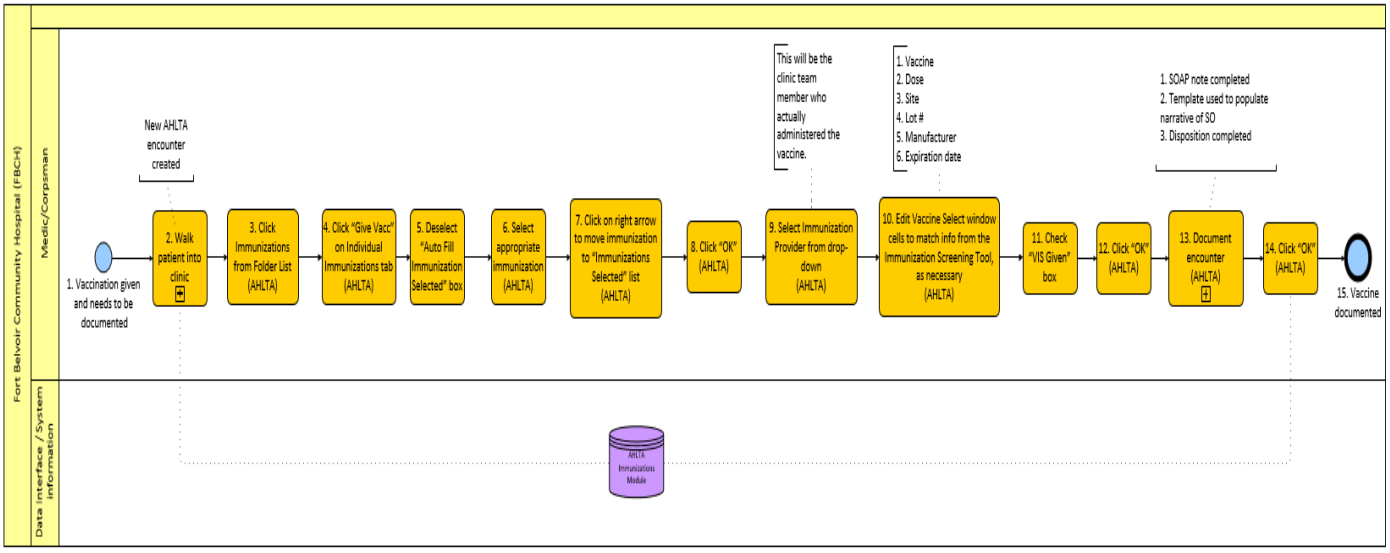


Figure 2: FBCH Mass Flu Immunization Documentation Process

Patient Flow - Case Scenario 2
Vicenza Army Health Clinic

Workflow Diagram

This diagram depicts Vicenza Army Health Clinic's process of conducting a mass flu clinic for Active Duty beneficiaries.

Assumptions:
The vaccine has been recorded as stock in AHLTA.
All patients are Active Duty.

Risks:
None noted.

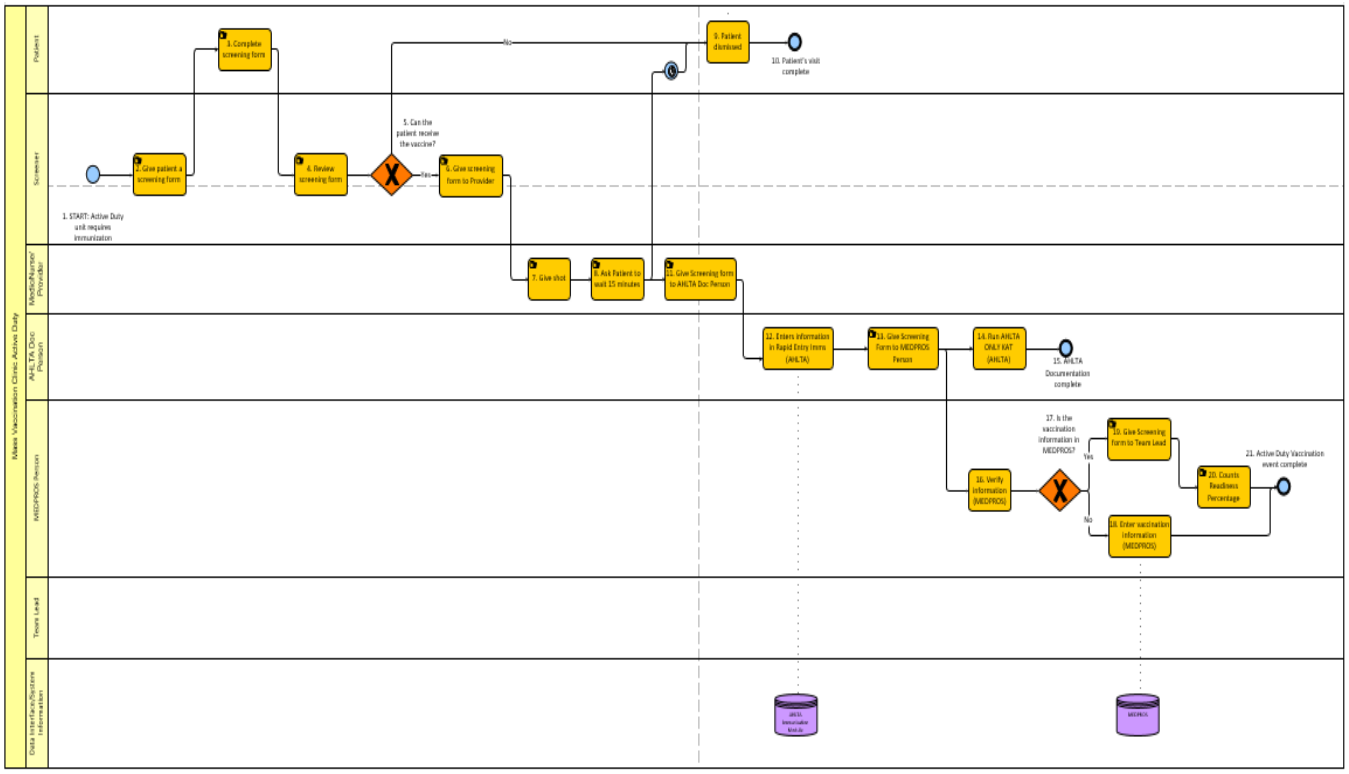


Figure 3: Vicenza Army Health Clinic Active Duty Mass Flu Clinic

Vicenza Use Case Description (UCD)

UCD TYPE: AS IS **PROJECT: MASS IMMUNIZATIONS** **Process: VICENZA MASS VACCINATION CLINIC – MASS VACCINATION** **Date: 11/18/2020**	
Description	**Definition: The main business goal/objective for the use case.**
	Purpose: This use case describes the primary components of Vicenza Army Health Clinic's process for conducting an Active Duty mass flu clinic. The preceding workflow diagram, along with this UCD, is intended to represent the workflow, data flow, events, decisions and other elements associated with the process of providing flu immunizations to a large Active Duty population within a short period of time.
Actors	**Definition: Active participants in the use case.**
	Patient: An eligible person receiving medical or dental care or treatment. **Medic/Nurse/Provider:** **AHLTA Doc Person**: **Screener**: Responsible for providing patients with Immunization Screening Tool and determining if there are any contraindications to the vaccine. **Team Lead**: **MEDPROS Person**: Responsible for the data entry and reporting of medical and dental readiness of service members.
Stakeholder	**Definition: Individuals affected by the use case but are not active participants (e.g. commanders, deputies, etc.).**
	MTF Commander Company Commanders Joint Medical Readiness Center
Assumptions	**Definition: The conditions necessary for the goal of the use case to be achieved.**
	1. The vaccine has been recorded as stock in AHLTA. 2. All patients are Active Duty.
Steps	**Definition**: The sequence of interactions between actors and the system necessary to successfully meet the goal of the use case.
	1. START: Active Duty unit requires immunization. 2. Screener gives patient a screening form. 3. Patient completes screening form. 4. Screener reviews screening form. 5. DECISION: Can the patient receive the vaccine? If yes, proceed to Step 6. If no, proceed to Step 9. 6. Screener give screening form to Provider. 7. Medic/Nurse/Provider gives shot. 8. Medic/Nurse/Provider asks patient to wait 15 minutes. 9. Dismiss patient. 10. STOP: Patient's visit complete. 11. Medic/Nurse/Provider gives screening form to AHLTA Doc Person. 12. AHLTA Doc Person enters information in Rapid Entry Imms. (AHLTA) 13. AHLTA Doc Person gives screening form to MEDPROS person. 14. AHLTA Doc Person runs "AHLTA ONLY KAT". (AHLTA) 15. STOP: AHLTA documentation complete. 16. MEDPROS person verifies information (MEDPROS) 17. DECISION: Is the vaccination information in MEDRPOS? If no, proceed to Step 18. If yes, proceed to Step 19. 18. MEDPROS person enters vaccination information (MEDPROS)

Use Case Description (UCD), cont…

Steps (cont)	19. MEDPROS person gives screening form to Team Lead. 20. Team Lead counts readiness percentage. 21. **STOP**: Active Duty Vaccination event complete. **PROCESS TERMINATES**
Data/Information Exchange	**Definition: Data/information necessary for communication among the team, management of the patient/process, decision support at the point of care, downstream use (e.g. outcome measures [HEDIS, PBAM, etc.], population health metrics, performance metrics, compliance, etc.).**
	1. AHLTA • Immunization Module • MEDPROS
Associated Process (es)	**Definition: Known processes that are influence and/or affected by the use case.**
	1.
Related Issues	**Definition: List of issues that remain to be resolved.**
	None

Patient Flow - Case Scenario 3

LRMC Pediatric Immunization Rodeo

Workflow Diagram

This diagram depicts Landstuhl Regional Medical Center's process of conducting an immunization rodeo for pediatric patients.

Assumptions:

- The vaccine has been recorded as stock in AHLTA.
- Clinic templates have been created to accommodate the number of vaccines on hand.

Risks:
None noted.

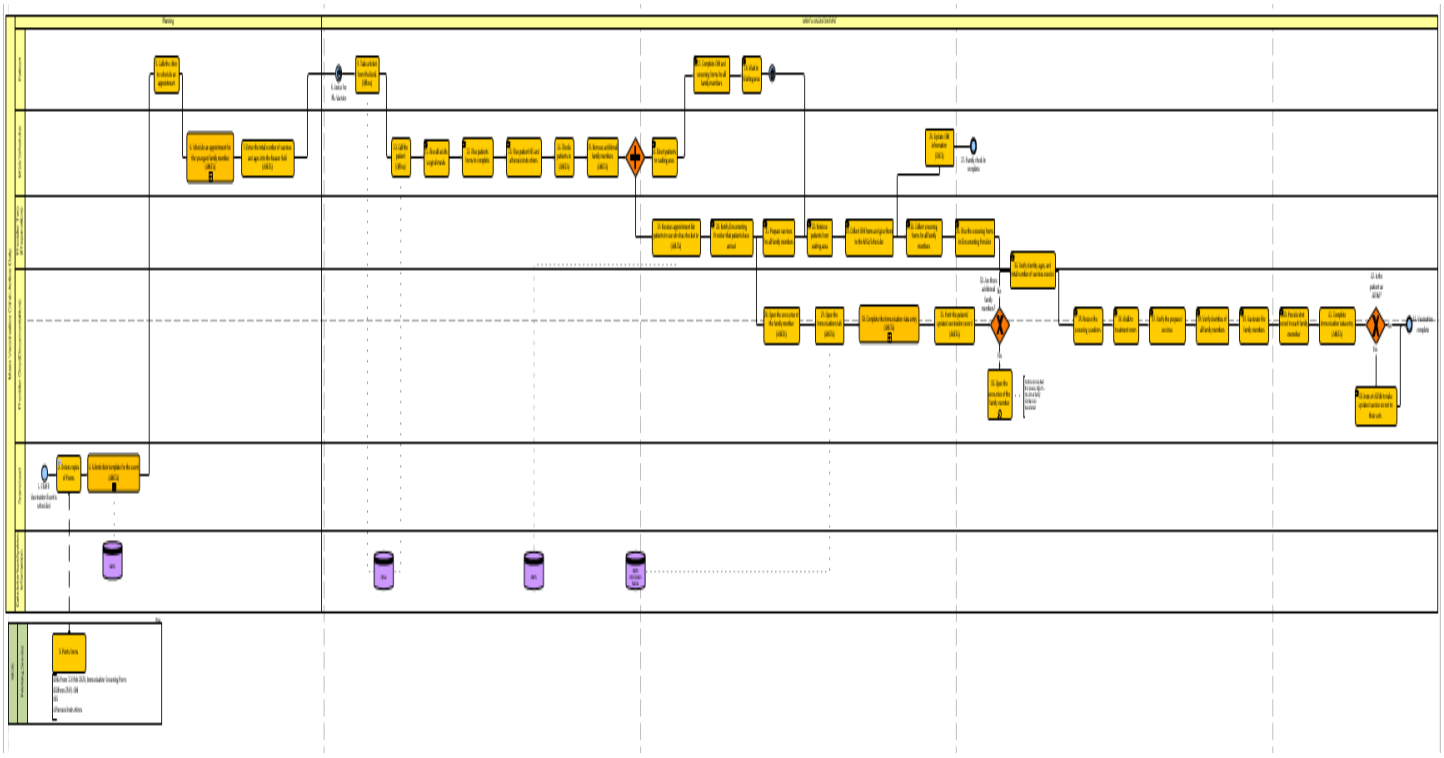


Figure 4: LRMC's Pediatric Rodeo

LRMC Use Case Description (UCD)

UCD TYPE: AS IS **PROJECT: MASS IMMUNIZATIONS** **Process: LANDSTUHL MASS VACCINATION CLINIC – MASS VACCINATION** **Date: 11/18/2020**	
Description	**Definition: The main business goal/objective for the use case.**
	Purpose: This use case describes the primary components of Landstuhl Army Medical Center's process for conducting a Pediatric Flu Vaccination rodeo. The preceding workflow diagram, along with this UCD, is intended to represent the workflow, data flow, events, decisions and other elements associated with the process of providing flu immunizations to a large pediatric population within a short period of time.
Actors	**Definition: Active participants in the use case.**
	Patient MSA/Scheduler Provider Two Provider One Team Lead
Stakeholder	**Definition: Individuals affected by the use case but are not active participants (e.g. commanders, deputies, etc.).**
	MTF Commander Unit Commanders Military Readiness
Assumptions	**Definition: The conditions necessary for the goal of the use case to be achieved.**
	1. The vaccine has been recorded as stock in AHLTA. 2. Clinic Templates have been created to accommodate the number of vaccines on-hand.
Steps	**Definition**: The sequence of interactions between actors and the system necessary to successfully meet the goal of the use case.
	Planning Phase: 1. **START**: Vaccination Event is scheduled. 2. Team Lead orders copies of forms. 3. VIOS Printer Services prints forms. 4. Team Lead submits clinic template for the event. (AHLTA) 5. Patient calls the clinic to schedule an appointment 6. MSA/Scheduler schedules an appointment for the youngest family member. (AHLTA) 7. MSA/Scheduler enters the total number of vaccines and ages into the "Reason" field. (AHLTA) Mass Flu Vaccination Event: 8. Patient arrives 9. Patient takes a takes a ticket from the kiosk. (Qflow) 10. MSA/Scheduler calls the patient. (Qflow) 11. MSA/Scheduler gives all adults surgical masks. 12. MSA/Scheduler gives patients forms to complete. 13. MSA/Scheduler gives patient VIS and aftercare instructions. 14. MSA/Scheduler checks patients in. (AHLTA) 15. MSA/Scheduler browses additional family members. (AHLTA) 16. MSA/Scheduler directs patients to waiting area. 17. Patient completes OHI and screening forms for all family members. 18. Patient waits in the waiting area. 19. Provider Two (Preparation) reviews appointment list patients to see who has checked in. (AHLTA).

Use Case Description (UCD), cont…

Steps (cont)	20. Provider Two (Preparation) notifies documenting provider that patients have arrived. 21. Provider Two (Preparation) prepares vaccines for all family members. 22. Provider Two (Preparation) retrieves patients from waiting area. 23. Provider Two (Preparation) collects OHI forms and give them to the MSA/Scheduler. 24. Provider Two (Preparation) collects screening forms for all family members. 25. Provider Two (Preparation) gives the screening forms to documenting provider. 26. MSA/Scheduler updates OHI information. (CHCS) 27. **STOP**: Family Check-in complete. 28. Provider One (Documentation) opens the encounter of the family member. (AHLTA) 29. Provider One (Documentation) opens the Immunizations tab. (AHLTA) 30. Provider One (Documentation) completes immunization data entry. (AHLTA) 31. Provider One (Documentation) prints the patients' updated vaccination record. (AHLTA) 32. **DECISION**: Are there additional family members? If yes, proceed to Step 33. If no, proceed to Step 34. 33. Provider One (Documentation) open the encounter of each family member. *Continue to loop back thru process (Steps 25-28) until all family members are documented. (AHLTA) 34. Provider One (Documentation)/Provider Two (Preparation) verifies identity, ages, and total number of vaccines needed. 35. Provider One (Documentation) reviews the screening questions. 36. Provider One (Documentation) walks to treatment room. 37. Provider One (Documentation) verifies the prepared vaccines. 38. Provider One (Documentation) verifies identities of all family members. 39. Provider One (Documentation) vaccinates all family members. 40. Provider One (Documentation) provides shot record to each family member. 41. Provider One (Documentation) completes immunization data entry. (AHLTA) 42. **DECISION**: Is the patient an ADSM? If yes, proceed to Step 43. If no, proceed to Step 44. 43. Provider One (Documentation) instructs patient to take updated vaccine record to their unit. 44. **STOP**: Vaccination complete.
Data/Information Exchange	**Definition: Data/information necessary for communication among the team, management of the patient/process, decision support at the point of care, downstream use (e.g. outcome measures [HEDIS, PBAM, etc.], population health metrics, performance metrics, compliance, etc.).**
	1. AHLTA • Immunization Module • MEDPROS 2. QFlow
Associated Process (es)	**Definition: Known processes that are influence and/or affected by the use case.**
	1. Appointing & Scheduling 2. Patient Registration/Check-In 3. Third Party Collections
Related Issues	**Definition: List of issues that remain to be resolved.**
	None

EHR & Service Readiness Systems Comparison Grid

Field Number	COVID-19 Data Element		MHS Genesis Data Element	AHLTA Data Element	ASIMS Data Element	MEDPROS Data Element	MRRS Data Element
25	**NDC**	To be updated when COVID vaccine is available	Entered in Immunization Management: Lot ties to NDC, including charting, can be pulled into a report.				
27	**Lot number**	n/a	**Lot Number:** Entered in the Immunization Management, Inventory Worklist window. Open the Define Item Location Properties window. The lot must be modified through the Inventory Worklist Management window, it is not free text	**Lot Number:** This is a free text field. Can be edited via the **Immunization History Edit** Window.	**Lot Number:** This is a free text field. Can be edited via the **Edit Immunizations Details** Window.	**Lot Number:** This is a free text field. Can be edited **via the ADD Immunizations Details Window.**	**Lot Number:** Enter the immunization lot number or indicate if its unknown by typing UNK.
28	**Vaccine expiration date**	n/a	**Expiration Date:** Updated in Immunization Management, Inventory Worklist.			**Expiration Date:** This is a free text field. Can be edited **via the ADD Immunizations Exception Window.**	**Expiration Date:** This field is not visible on the data entry page.
29	**Vaccine administering site**	HL7 defined table 0163 LT (Left thigh) LA (left arm) LD (left deltoid) LG (left gluteus medius) LVL (left vastus lateralis) LLFA (left lower forearm) RT (right thigh) RA (right arm) RD (right deltoid) RG (right gluteus medius) RVL (right vastus lateralis) RLFA (right lower forearm)	**SITE:** The Site is a drop-down list: Arm, Left Arm, Left Upper Arm, Right Arm, Right Upper Deltoid, Left Deltoid, Right Gluteus Medius, Left Gluteus Medius, Right Thigh, Left Thigh, Right Vastus Lateral, Left Vastus Lateral, Right Ventragluteal, Left Ventralglueal, Right	**SITE:** The Site is a drop-down list: Left Arm Right Arm Left Thigh Right Thigh Left Gluteal Right Gluteal Intranasal Oral Other Unknown	**SITE:** The Site is a drop-down list: Left Arm Right Arm Left Thigh Right Thigh Oral Intranasal Divided LT and RT	**SITE:** The Site is a drop-down list: Left Arm Right Arm Left Thigh Right+J5 Thigh Oral Intranasal Divided LT and RT Via Add immunizations Window	**SITE:** This is a drop-down list: Left Buttock Left Deltoid Left Forearm Outer Aspect Right Arm Right Buttock Right Deltoid Right Forearm Unknown
30	**Vaccine route of administration**	HL7 defined table 0162 or FDA NCI Thesaurus (NCIT) NCIT values preferred and provided for reference C38238 (Intradermal) C28161 (Intramuscular) C38284 (Nasal) C38276 (Intravenous) C38288 (Oral) C38676 (Percutaneous) C38299 (Subcutaneous)	**ROUTE:** The Route pulls from the order sentence.	**ROUTE:** The Route is a drop-down list: Intradermal(ID) Intramuscular(IM) Intranasal(IN) Intravenous(IV) Oral(PO) Subcutaneous(SC) Percutaneous(PC) Other Unknown	**ROUTE:** The Route is a drop-down list: ID IM IN Oral SC SCAR	**ROUTE:** The Route is a drop-down list: ID IM IN Oral SC SCAR **Via Add immunizations Window**	**ROUTE:** The Route is a drop- down list: Intradermal Intramuscular Nasal Oral Scarification Subcutaneous Unknown
31	**Dose number**	Locally Defined ValueSet: 1 (Valid first dose) 2 (Valid second dose) 3 (Valid third dose) 4 (Valid fourth dose) 5 (Valid Fifth dose) 6 (Valid sixth dose) INV (Invalid dose) UNK (Unknown validity)	Visible on Immunization workflow component and Mass vacc. If series is completed it will not prompt for administration	**Two fields:** **a. Series:** Populated using a drop-down. Can edit via the Individual Immunizations Tab. User will enter the number of vaccines in a series administered to the patient. **# in Series**: Displays maximum number of administrations recommended for the series. Can be viewed in Imms Module on Individual Immunizations tab.) Usually pre-populated by Imms Admin.	Functions similar to AHTLA, need details.	Enter the dosage in the Dose text box (only if blank or default dose in not what was administered).	**Series:** Displays the series number for the immunization, if applicable. Series number is selected from a drop-down menu.
32	**Vaccination series complete**	Locally Defined ValueSet: YES (Yes) NO (No) UNK (Unknown)	Calculated based on the vaccbuilder configuration.	**Vaccine History:** The grid in the Individual Immunizations tab displays all immunizations the patient is required to have based on the vaccination groups to which the patient is assigned. Color coding indicates whether immunizations are current or overdue per established vaccine schedules. Immunizations highlighted in green are current while immunizations highlighted in red are overdue.	Calculated from Inventory Set-up		History displays the series informatin and the date the last vaccination was given.
35	**VTrckS provider PIN**	n/a	Not used				

EHR & Service Readiness Systems Comparison Grid (Vaccine Exceptions)

Where is it entered?	PowerChart	Located on the "Vaccine History" tab	Select "Add Imm Exception" located on the side menu	Mass Exceptions Records Data Entry Screen, Load Exception Data, will be displayed.	Check the box located on Immunization Information page
Additional Info	MHS Genesis has a two-step Exeption entry process	Temp requires Exemption End Date	Verify Expiration date	Enter expiration date or it will default to "permanent"	Requires a Code to identify a reason
Is there Adverse Event Reporting?				Yes, drop down (MAJOR, EQUIV, UNK, NONE)	Yes, it is located on the Edit page
	Refuse - Do Not Give	None	Medical (Perm)	Admin Deceased	Admin Deceased
	Parent or Guardian Refuses	Pos Titer	Medical (Temp)	Admin Emergency Leave	Admin Emergency lv
	Patient Refuses	Medical (Perm)	Admin (Temp)	Admin Missing	Admin Missing
	Permaently Refused	Admin (Refusal)	Medical Reactive	Admin PCS	Admin PCS
	Unnecessary	Medical (Temp)	Medical Declined	Admin Refusal	Admin Refusal
	Already had disease	Not Required	Admin (Refusal)	Admin Separation	Admin Separation
	Expectation Not Necessary	Not Suscep		Medical Assumed	Admin Temporary
	Vaccine Shortage	Admin (PCS)		Medical Declined	Medical Assumed
	Contraindicated - Do Not Give	Admin (Temp)		Medical Immune	Medical Declined
	Allergy to Z-phenoxyethanol	Admin (Sep/Ret)		Medical Permanent	Medical Immune
	Allergy to Aluminum (Disorder)	Admin (Deceased)		Medical Reactive	Medical Permanent
	Allergy to baker's yeast (Anaphylatic)	Admin (Missing)		Medical Temporary	Medical Reactive

EHR & SERVICE READINESS SYSTEMS COMPARISON GRID (Vaccine Exceptions, cont…)

Where is it entered?	PowerChart	Located on the "Vaccine History" tab	Select "Add Imm Exception" located on the side menu	Mass Exceptions Records Data Entry Screen, Load Exception Data, will be displayed.	Check the box located on Immunization Information page
Additional Info	MHS Genesis has a two-step Exeption entry process	Temp requires Exemption End Date	Verify Expiration date	Enter expiration date or it will default to "permanent"	Requires a Code to identify a reason
Is there Adverse Event Reporting?				Yes, drop down (MAJOR, EQUIV, UNK, NONE)	Yes, it is located on the Edit page

	Allergy to Eggs (disorder)	Med Reactive			Medical Supply
	Allergy to Gelatin (Disorder)	Medical Decline			Medical Temporary
	Allergy to Latex (Disorder)	No Vaccine			Not Required
	Allergy to Neomycin (Disorder)	Pos Test			Substitute TwinRix
	Allergy to Polymyxin B (Disorder)				
	Allergy to rodent protein (Anaphylactic)				
	Allergy to Streptomycin (Disorder)				
	Allergy to Thimerosal (Anaphylactic)				
	Allergy to This Vaccine (Anaphylactic)				
	Arthus Hypersensitive Reaction History				
	Chronic Disease (Disorder)				
	Contraindicated				
	Encephalophathy Due to Previous DTaP				
	History of Intussusception				
	History of Purpura (Situation)				
	Immunodeficiency Due to Any Cause				
	Positive Titer				
	Thromboctopenic Disorder				
	Underlying, Evolving Neurologic Disorder				

Basic Immunization Data Flow
ITS to/from DEERS

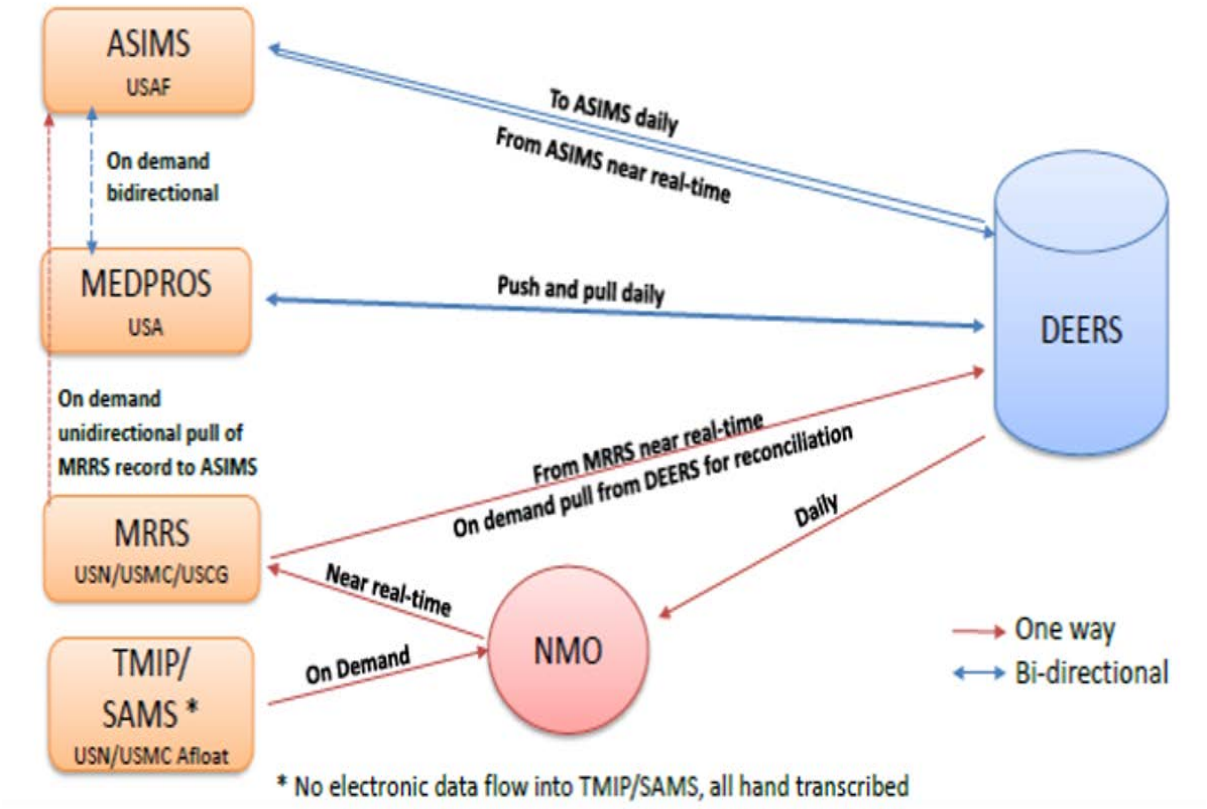


Figure 5: Immunization Data Flow Diagram

Mass Vaccination
End-to-End Workflow

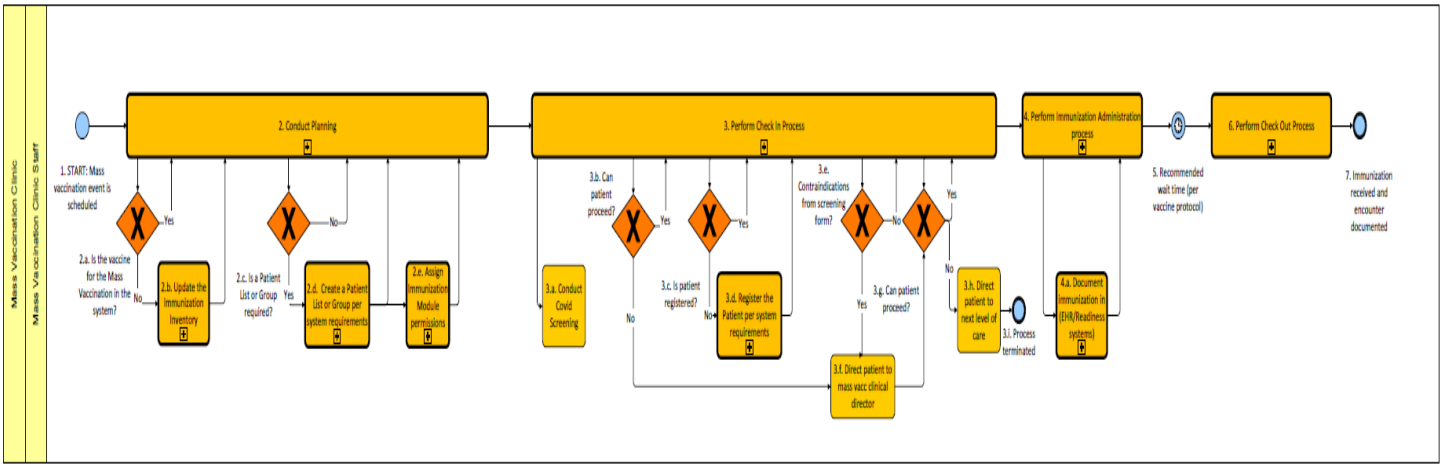


Figure 6: Mass Vaccination End-to-End Workflow

Preferred Immunization Documentation Workflow

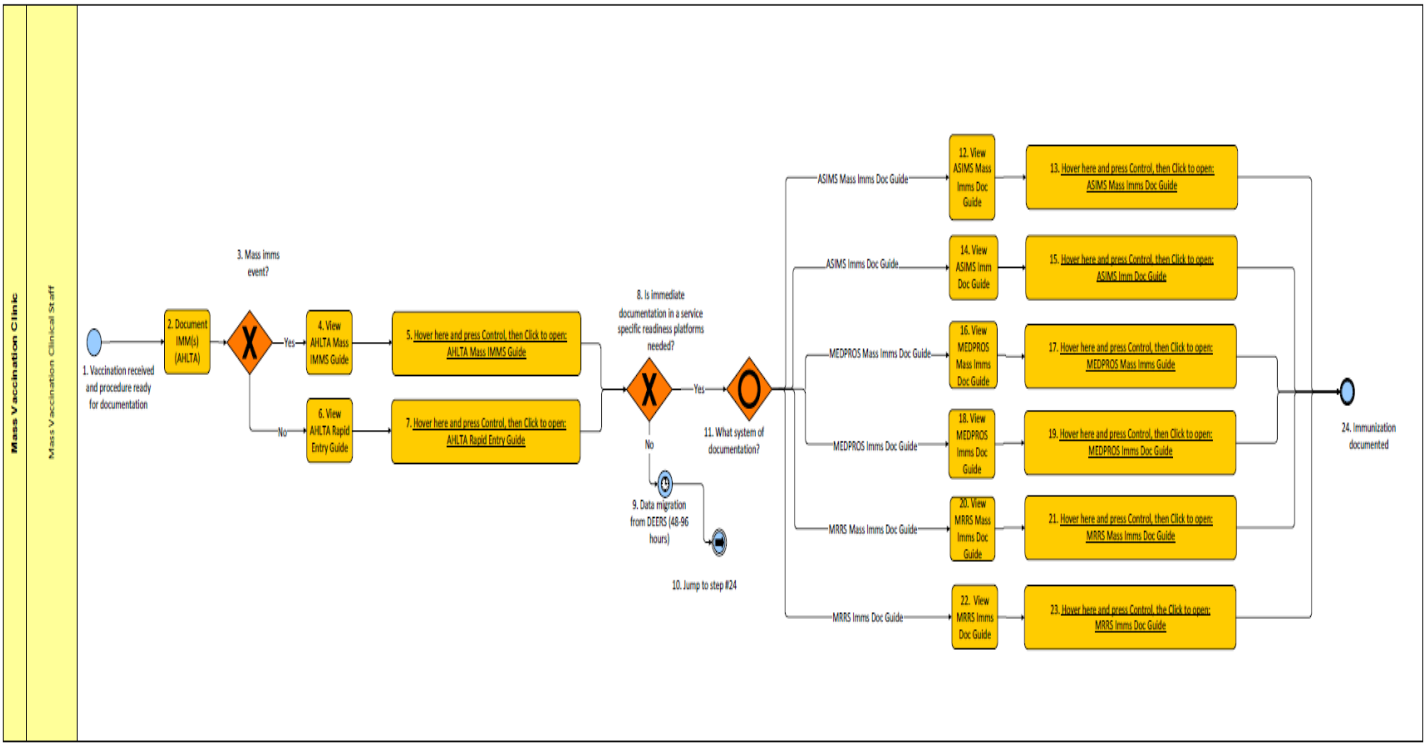
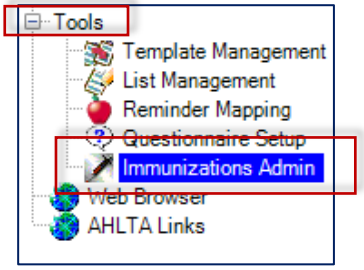
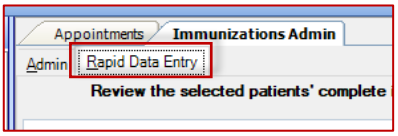
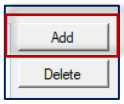
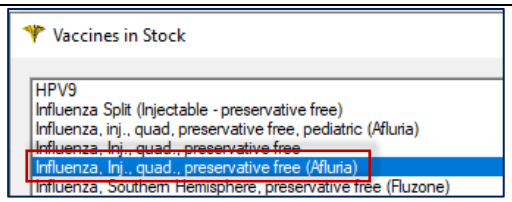
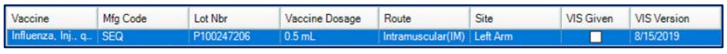
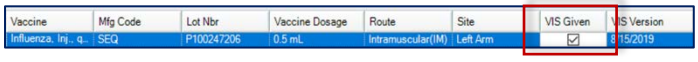


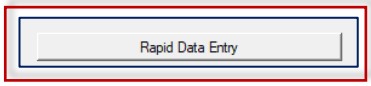
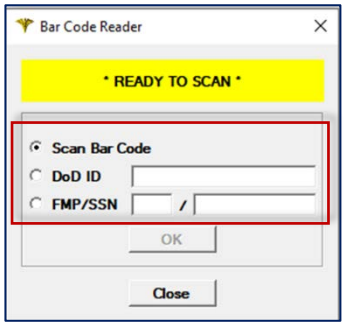
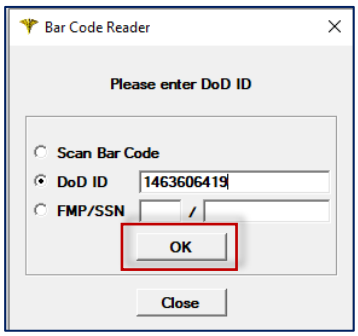
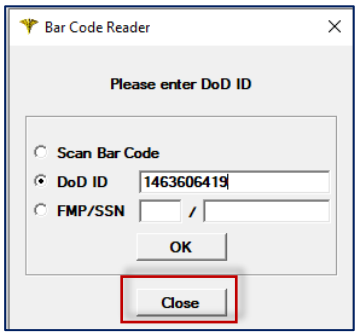
Figure 7: Preferred AHLTA Immunization Documentation Workflow

AHLTA
Rapid Data Entry Immunization Guide

Overview: Tool Tip guide on how to document immunizations in AHLTA
Role: Nurse, Medic, HN1, and or Corpsman

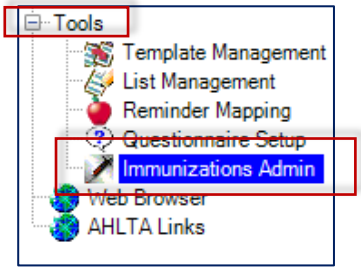
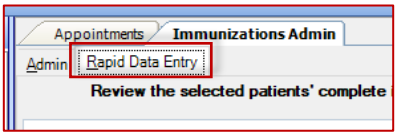
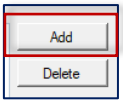
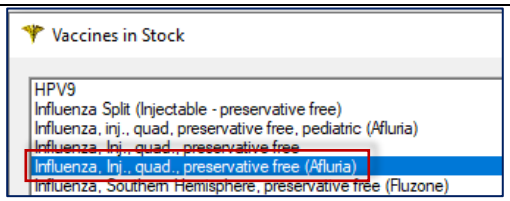
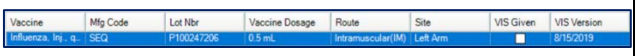
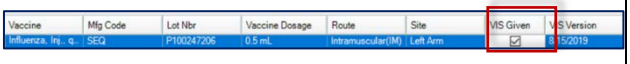
	Tool Tip	Action
1		Click the **"+"** to the left of the Tools from the Folder List to expand Click "**Immunizations Admin"** from the AHLTA Folder List
2		Select **"Rapid Data Entry"**
3		Select **"Add"**
4		Highlight the Vaccine from the Vaccines in Stock list
5		Click **"OK"** The vaccines are added to the list of vaccines on the Multiple Entry tab
6		Verify Vaccine Information If the Vaccine needs to be edited click the field (Sections H-K below outlines the field options)
7		Check the **"VIS Given"** box
8		The **"Immunization Date"** defaults to the current date, modify by clicking the down arrow

AHLTA
Rapid Data Entry Immunization Guide, cont…

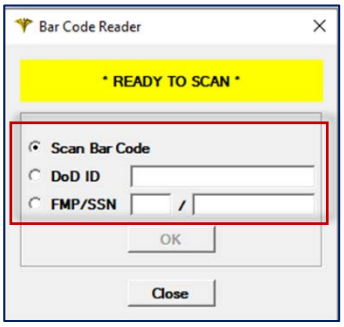
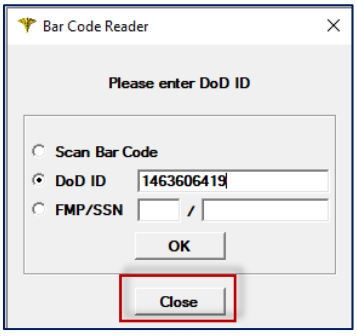
9		When Vaccination information, Immunization Date, and Immunization Provider are accurate click **"Rapid Data Entry"**
10		Enter the Patient's information Bar Code Scanners may be used if available
11		Click **"OK"** to complete the Vaccination for this patient While in this mode, to enter the patient's information until the data entry is complete
12		When the vaccination entry is complete, click **"Close"**

AHLTA
Rapid Data Entry Immunization Guide, cont…

Note: Rapid Data Entry does not complete any encounter documentation.

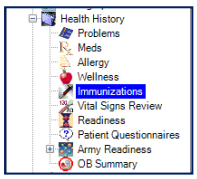
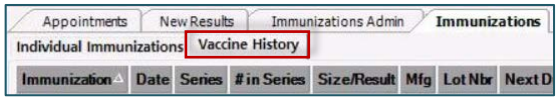
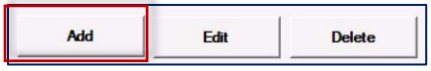
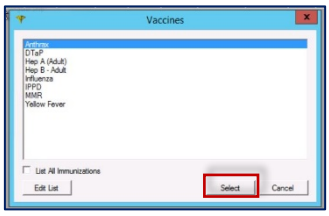
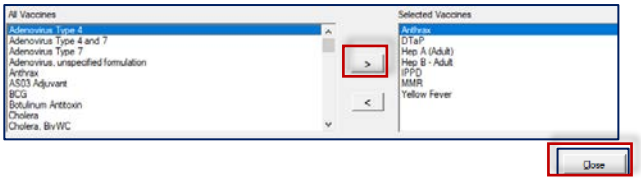
Entry Tools		
	Tool Tip	**Action**
1		**Use of AHLTA Rapid Entry is not recommended if you have received the Pfizer Vaccine. The dose is not correct in AHLTA (0.25 mL), as the correct option (0.3 mL) will not be available until AHLTA CF 7.1 is deployed.** Click the **"+"** to the left of the Tools from the Folder List to expand Click "**Immunizations Admin"** from the AHLTA Folder List
2		Select **"Rapid Data Entry"** *Note: Rapid Data Entry does not complete any encounter documentation*
3		Select **"Add"**
4		Highlight the Vaccine from the Vaccines in Stock list
5		Click **"OK"** The vaccines are added to the list of vaccines on the Multiple Entry tab
6		Verify Vaccine Information If the Vaccine needs to be edited click the field (Sections H-K below outlines the field options)
7		Check the **"VIS Given"** box
		The **"Immunization Date"** defaults to the current date, modify by clicking the down arrow
8		When Vaccination information, Immunization Date, and Immunization Provider are accurate click **"Rapid Data Entry"**

AHLTA
Rapid Data Entry Immunization Guide, cont…

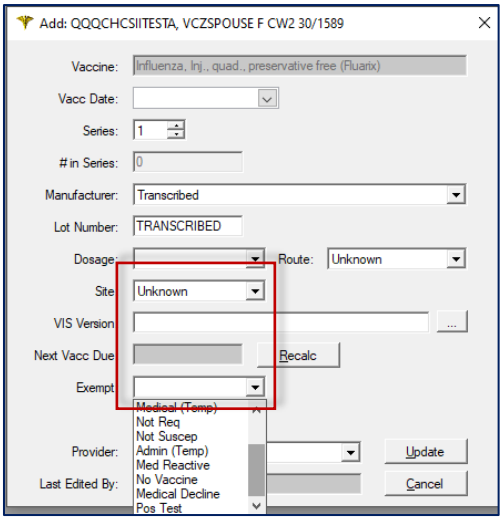
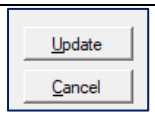
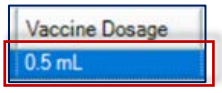
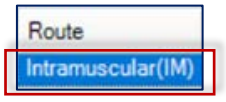
9		Enter the Patient's information Bar Code Scanners may be used if available
10		Click **"OK"** to complete the Vaccination for this patient While in this mode, to enter the patient's information until the data entry is complete
11		When the vaccination entry is complete, click **"Close"**

AHLTA
Rapid Data Entry Immunization Guide, cont…

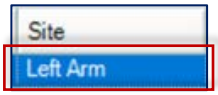
Note: Rapid Data Entry does not complete any encounter documentation.

	Additional Entry Tools	
	Immunization Exemption	**Action**
A		***Note: A focused Exemption for a vaccine cannot be entered while entered while in Rapid Entry, it must be done from the Vaccine History tab* Select **"Immunizations"** from the left main menu bar of AHLTA
B		Select the **"Vaccine History"** tab
C		Select **"Add"**
D		Select the Vaccine for the Exemption Click **"Select"** and go to step F To add a new Vaccine to the list check **"List all Immunizations"**
E		Find the desired Vaccine and click the **">"** (right arrow) to add a new Vaccine to the Selected Vaccines list and click **"Close"**

AHLTA
Rapid Data Entry Immunization Guide, cont…

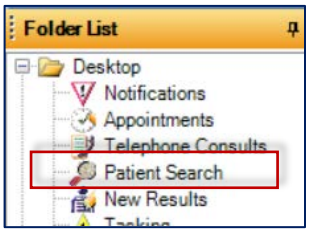
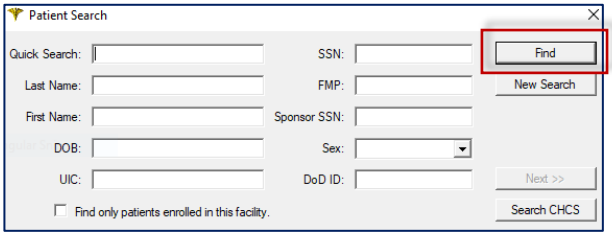
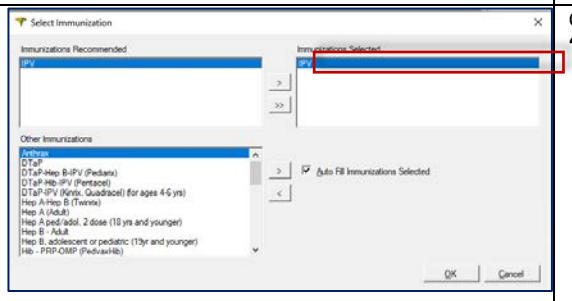
F		Select **"Exempt"** drop-down list: None Pos Titer Medical (Perm) Admin (Refusal) Medical (Temp) Not Required Not Suscep Admin (PCS) Admin (Temp) Admin (Sep/Ret) Admin (Deceased) Admin (Missing) Med Reactive Medical Decline No Vaccine Pos Test
G		Select **"Update"**
	Drop-down Menu Details	**Action**
H		The Lot Nbr should not be changed while in Rapid Data Entry mode To modify the Lot Nbr, go to Vaccine Management under Immunization Admin
I	0.0025 mL 0.1 mL 0.2 mL 0.25 mL 0.5 mL 0.65 mL 0.7 mL 1 mL 2 mL 100 mL 1 tablets 2 tablets 	To change the Vaccine Dosage double-click the dosage currently entered in the Vaccine Dosage field
J	Intradermal(ID) Intramuscular(IM) Intranasal(IN) Intravenous(IV) Oral(PO) Subcutaneous(SC) Percutaneous(PC) Other Unknown 	To change the Route double-click the route currently entered in the Route field

AHLTA
Rapid Data Entry Immunization Guide, cont…

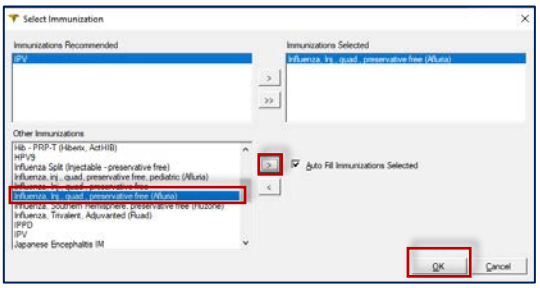
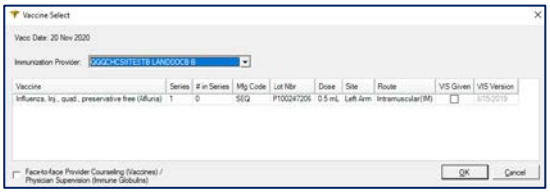
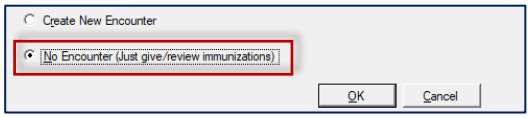
	Left Arm Right Arm Left Thigh Right Thigh Left Gluteal Right Gluteal Intranasal Oral Other Unknown 	To change the Site double-click the site currently entered in the Site field

AHLTA
Encounter Immunization Guide

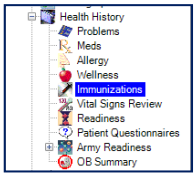
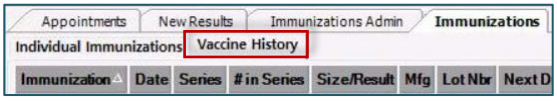
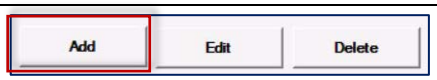
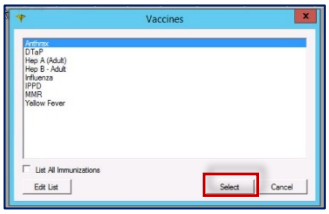
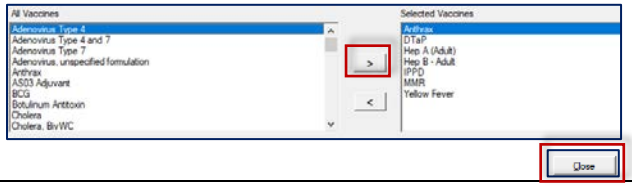
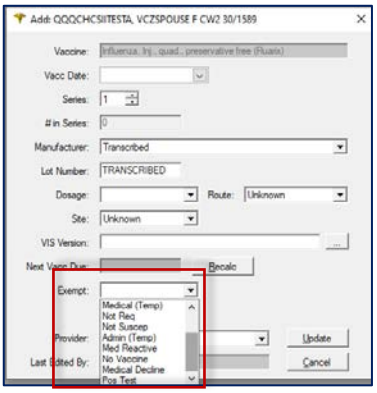
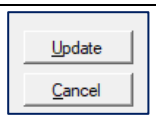
Overview: Tool Tip guide on how to document immunizations in AHLTA
Role: Nurse, Medic, HN1, and or Corpsman

	Tool Tip	Action
1		Click the **"Patient Search"** from the Folder List in AHLTA
2		Enter the Patient's information and click **"Find"**
3		Click the **"+"** to the left of the patient's name from the AHLTA Folder List to expand Click **"Immunizations"** from the AHLTA Folder List
4		Click **"<"** to remove unwanted immunizations from the **"Immunizations Selected"** box

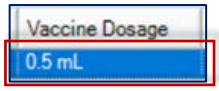
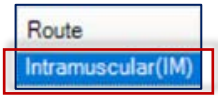
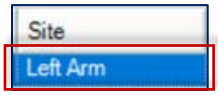
AHLTA
Encounter Immunization Guide, cont…

5		Select the desired immunization from the **"Other Immunization"** box Click on "**>**" (right arrow) to move the immunization to **"Immunizations Selected"** list, then click **"OK"**
6		Review selected immunizations in the **"Vaccine Select"** window If fields require modification, refer to sections H-K at the end of this guide
7		Check the **"VIS Given"** box Edit **"Vaccine Select"** window cells to match the Immunization(s) as necessary, then click "**OK**"
8		Select **"No Encounter"** **
9		Click **"OK"**
10		Click **"Give Vacc"** on Individual Immunizations

AHLTA
Encounter Immunization Guide, cont…

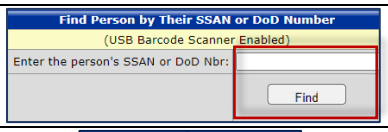
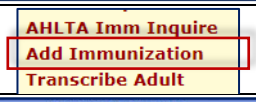
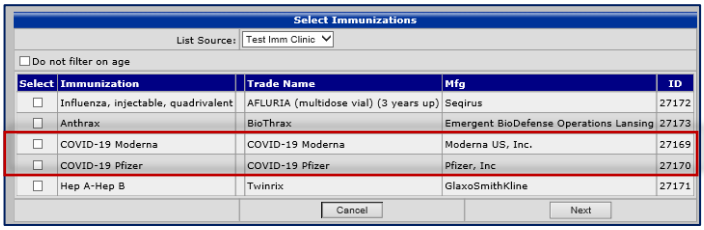
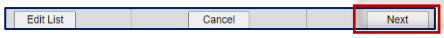
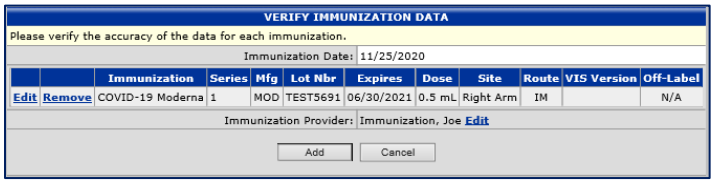
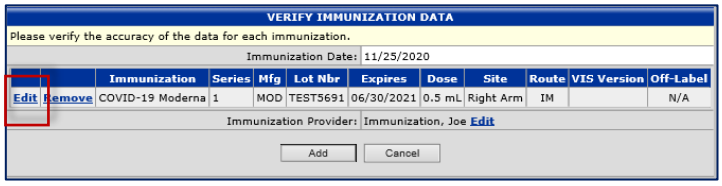
	Additional Entry Tools	
	Immunization Exemption	**Action**
A		**Note: A focused Exemption for a vaccine cannot be entered while entered while adding an immunization, it must be done from the Vaccine History tab Select **"Immunizations"** from the left main menu bar of AHLTA
B		Select the **"Vaccine History"** tab
C		Select **"Add"**
D		Select the Vaccine for the Exemption Click **"Select"** and go to step F To add a new Vaccine to the list check **"List all Immunizations"**
E		Find the desired Vaccine and click the **">"** (right arrow) to add a new Vaccine to the Selected Vaccines list and click **"Close"**
F		Select **"Exempt"** drop-down list: None Pos Titer Medical (Perm) Admin (Refusal) Medical (Temp) Not Required Not Suscep Admin (PCS) Admin (Temp) Admin (Sep/Ret) Admin (Deceased) Admin (Missing) Med Reactive Medical Decline No Vaccine Pos Test
G		Select **"Immunizations"**

AHLTA
Encounter Immunization Guide, cont…

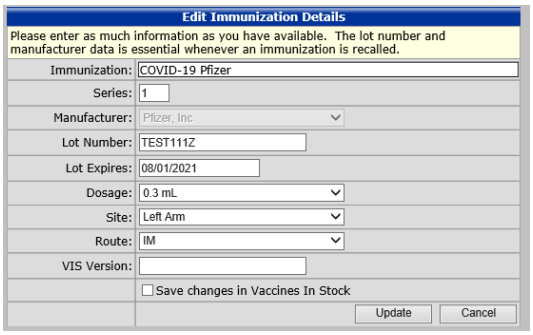
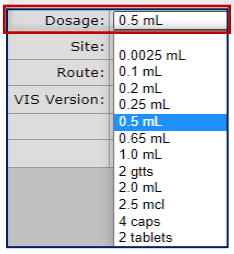
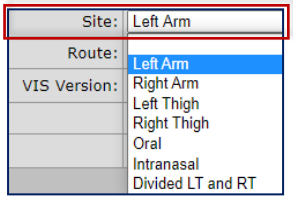
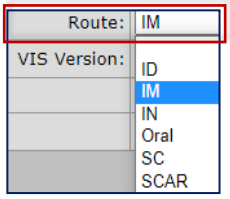
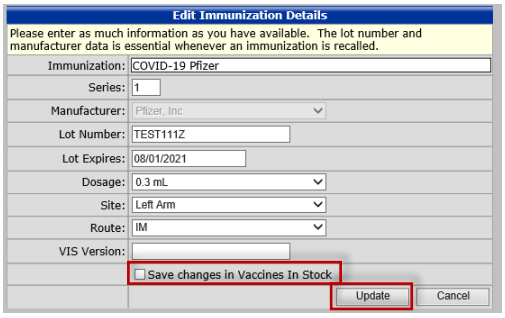
	Drop-down Menu Details	Action
H		The Lot Nbr should not be changed while in Rapid Data Entry mode To modify the Lot Nbr, go to Vaccine Management under Immunization Admin
I	0.0025 mL 0.1 mL 0.2 mL 0.25 mL 0.5 mL 0.65 mL 0.7 mL 1 mL 2 mL 100 mL 1 tablets 2 tablets 	To change the Vaccine Dosage double-click the dosage currently entered in the Vaccine Dosage field
J	Intradermal(ID) Intramuscular(IM) Intranasal(IN) Intravenous(IV) Oral(PO) Subcutaneous(SC) Percutaneous(PC) Other Unknown 	To change the Route double-click the route currently entered in the Route field
K	Left Arm Right Arm Left Thigh Right Thigh Left Gluteal Right Gluteal Intranasal Oral Other Unknown 	To change the Site double-click the site currently entered in the Site field

ASIMS COVID
Immunization Documentation Guide

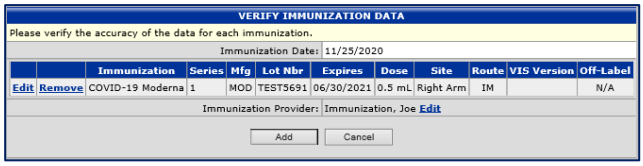
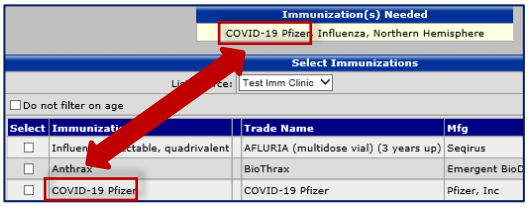
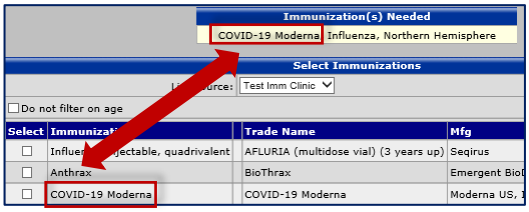
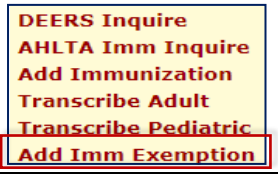
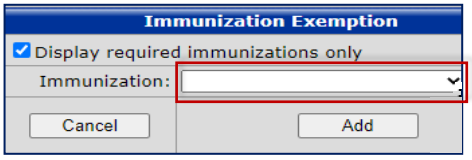
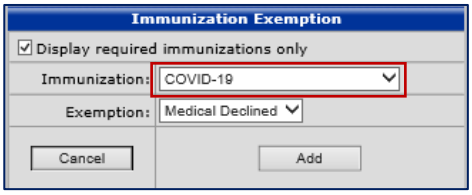
Overview: Tool Tip guide on how to document immunizations in ASIMS
Role: Nurse, Medic, HN1, and/or Corpsman

	Initial Immunization	
	Tool Tip	**Action**
1		Select **"Find Person"** from the left main menu bar of ASIMS
2		Enter patient **"SSN or DoD ID"** then click **"Find"** If a barcode scanner is available, it can be used to scan a patient's DoD Identification
3		Select **"Add Immunization"** from the left menu bar of ASIMS
4		Verify the date and click the **"Select"** button to the right of the Immunization Date field Click **"Next"**
5		Click the box in the Select column to select the correct vaccine The correct manufacturer MUST be selected: **COVID-19 Moderna** **COVID-19 Pfizer**
6		Click **"Next"**
7		Verify the Immunization Data
8		If the Immunization data is accurate, Click **"Add"** Documentation is complete, view A1 and B1 for the second dose To Edit the Immunization Data, follow steps 9-16
9		To modify any of the data, click **"Edit"**

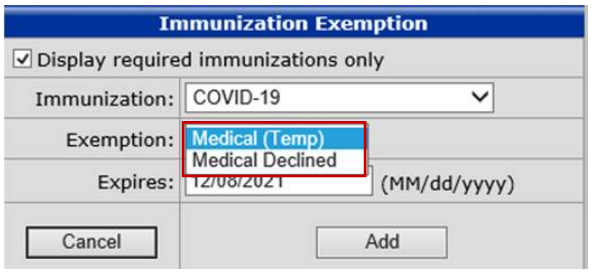
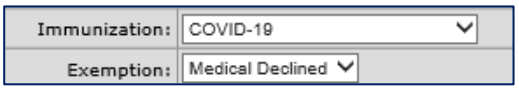
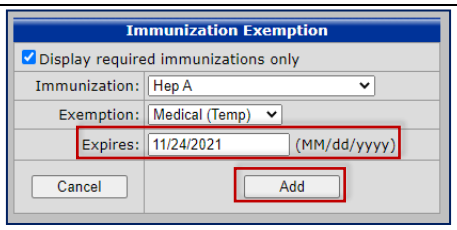
ASIMS COVID
Immunization Documentation Guide, cont…

10		The following fields can be modified on the Edit Immunization Details screen: Series Lot Number Lot Expires Dosage (drop-down list) Site (drop-down list) Route (drop-down list) Vis Version Check/Uncheck **"Save changes in Vaccines In Stock"** (This will apply the changes globally to the site's Vaccines in Stock list. In general, it should be unchecked because a local immunization administrator should be monitoring and updating the vaccines in stock list accordingly.) Click on the field(s) that require modification(s)
11		To change **"Dosage"** select the appropriate Dosage from the drop-down list for the COVID Vaccine
12		To change the Site select the **"Site"** from the drop-down list
13		To change the route select the **"Route"** from the drop down list for the COVID Vaccine
14		The **"Save settings for future data entry"** Check/Uncheck Save changes in Vaccines In Stock (this will apply the changes globally to the site's Vaccines in Stock list. In general, it should be unchecked because a local immunization administrator should be monitoring and updating the vaccines in stock list accordingly.)" Click **"Update"** to confirm changes

ASIMS COVID
Immunization Documentation Guide, cont…

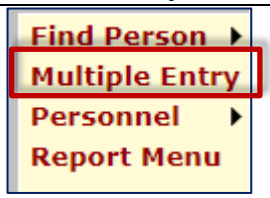
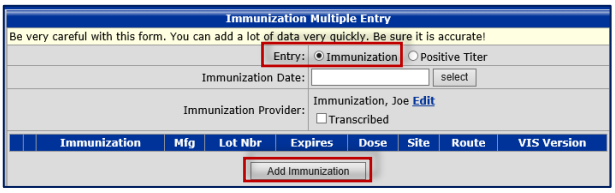
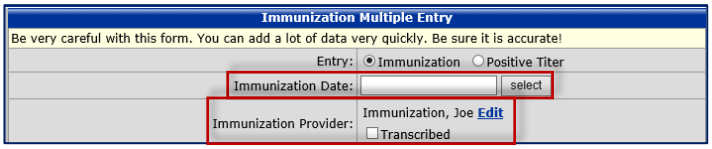
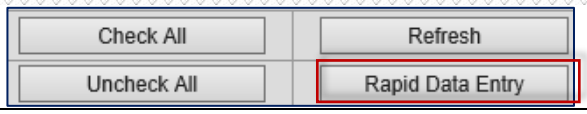
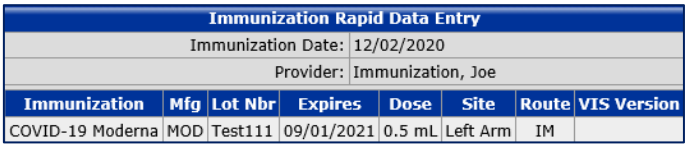
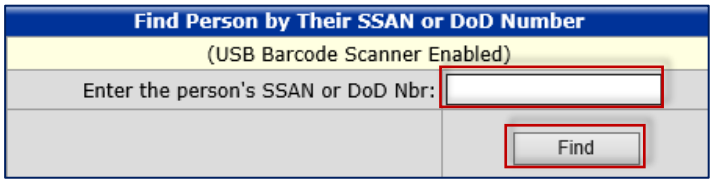
15		Verify the Immunization Data
16		If the Immunization data is accurate, Click **"Add"** Documentation is complete, view A1 and B1 for the second dose
	Providing the Second Dose in a Series	
A1		The COVID Vaccine is a Two (2) Dose series Alternate vaccine manufacturers will not populate once the series is started
B1		The COVID Vaccine is a Two (2) Dose series Alternate vaccine manufacturers will not populate once the series is started
	Additional Entry Tools	
	Immunization Exemption	**Acti on**
A2		Select **"Add Imm Exemption"** from the left main menu bar of ASIMS Note: Exemptions and Declination process is nearly identical to other vaccinations Same menu selection for both decline/exempt options
B2		Select **"Immunization"** from the drop-down menu
C2		Process to enter the COVID-19 vaccination is nearly identical to other vaccinations The same menu selection is used for both decline/exempt options From the first drop down, select COVID-19

ASIMS COVID
Immunization Documentation Guide, cont…

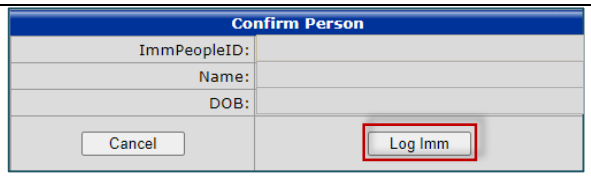
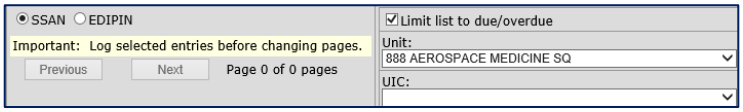
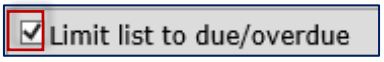
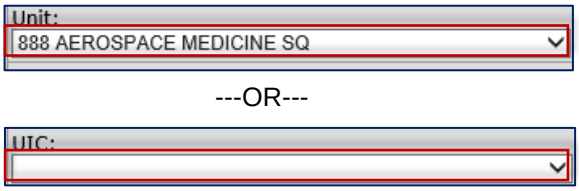
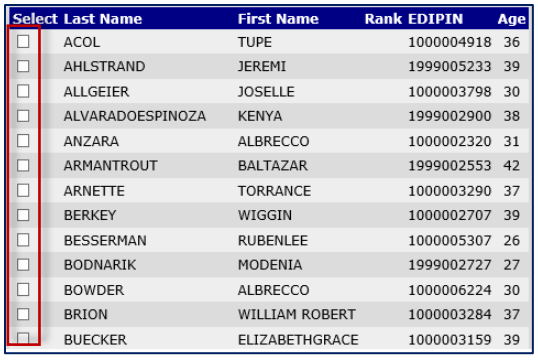
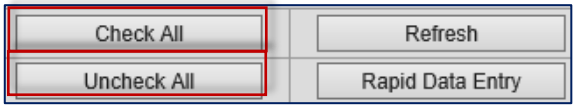
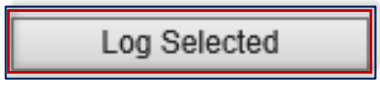
D2		Select an **"Exemption"** from the drop-down menu: Medical (Temp) Medical Declined (These are the only exemptions available in the initial phases of COVID vaccine administration.)  REMEMBER: **"Medical Declined"** will be cleared from the immunization status of uniformed beneficiaries once a FHP measure
E2		Verify the **"Expires"** date Click **"Add"**

ASIMS COVID
Mass Immunization Documentation Guide

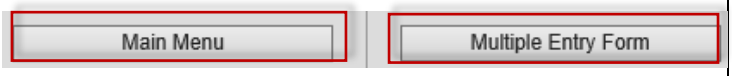
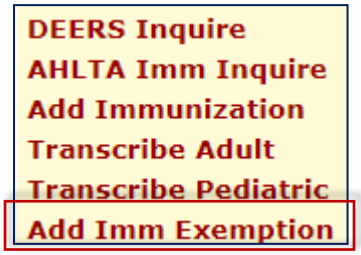
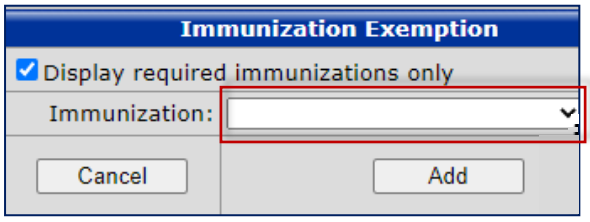
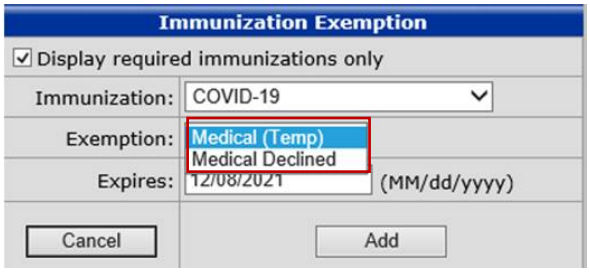
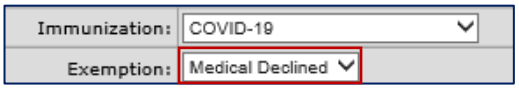
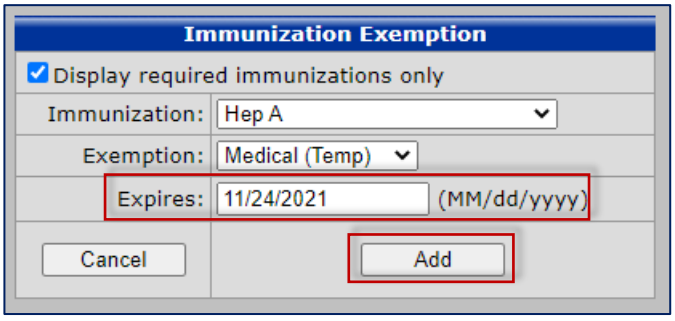
Overview: Tool Tip guide on how to document immunizations in ASIMS
Role: Nurse, Medic, HN1, and or Corpsman

	Entry Tools	
	Tool Tip	**Action**
1		Select **"Multiple Entry"** from the left menu bar of ASIMS **IMPORTANT NOTE: The user must <u>always</u> ensure the information showing on the screen is correct before documenting**
2		Ensure that **"Immunization"** is selected as the **Entry** (Positive Titer is not currently applicable for COVID19) From the Immunization Rapid Data Entry screen select **"Add Immunization"** from the middle section of the screen
3		Click the **"Select"** button to the right of the Immunization Date field and select a date from the calendar, this is the date administered Ensure the **"Immunization Provider"** is correct, it should be the name of the immunization user who administered the shot **"Transcribed"** only applies if the immunization was administered by another facility and not documented in any DOD immunization system
	Will the Mass Immunization data entry be done using Rapid Data Entry or a Unit List?	If using Rapid Data Entry with or without a barcode scanner, follow Steps 4-7 If using a Unit List, follow Steps 8-13
4		Select **"Rapid Data Entry"** from the lower right section of the screen
5		Verify the Immunization information This information will not change while in the Rapid Data Entry screen. Each patient record will be documented with the same information to include the Site and Route **Important: If wrong shot was selected, click "Remove" and start over.** **If you need to edit any information for the shot, click "Edit"**
6		Enter patient **"SSN or DoD ID"** then click **"Find"** If a barcode scanner is available, it can be used to scan a patient's DoD Identification

ASIMS COVID
Mass Immunizations Documentation Guide, cont…

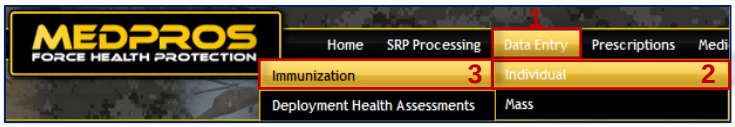
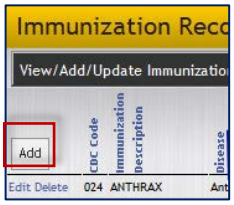
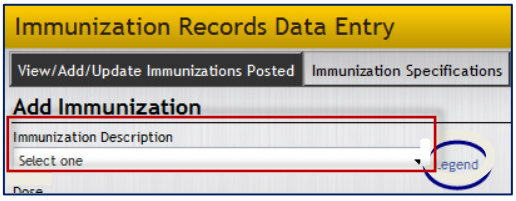
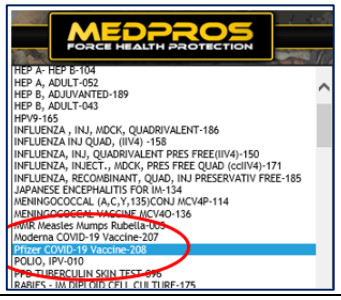
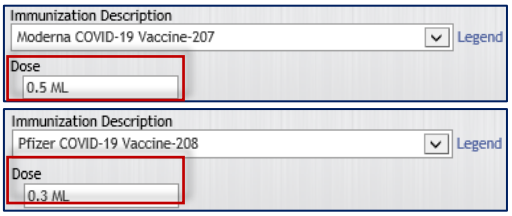
7		Visually **"Confirm Person"** then click **"Log Imm"** to log the immunization for that member After clicking you will be returned to step 6, **"Find Person by Their SSAN or DoD Number"**
8		Once the immunization information has been completed, enter the Unit information in the right side of the screen
9		Uncheck the **"Limit list to due/overdue"** When checked, only people for whom the vaccine is mandatory will be available **COVID is not yet mandatory you must uncheck this box to load AF military members for selection**
10		From the **"Unit"** drop down list, select one specific unit, or all units The box in the lower left will display names alphabetically, either limited to the unit you selected or from your base AF personnel list if you selected all units From the **"UIC"** drop down list the UIC (aka PASCode) can be used rather than unit name
11		Click the **"Select"** box to check the boxes to the left of the name of the members for whom you are going to log the shot information displayed on the top of the screen **Note: The form only loads 40 members, so at the bottom you will see the words "Important: Log selected entries before changing pages."**
12		Click **"Check All"** to check the **Select** the boxes for all members on the screen Click **"Uncheck All"** unchecks the **Select** boxes for all members on the screen
13		After reconfirming the shot details, click **"Log Selected"** The same shot information (lot number, site, route, etc.) will be added to all personnel selected

ASIMS COVID
Mass Immunizations Documentation Guide, cont…

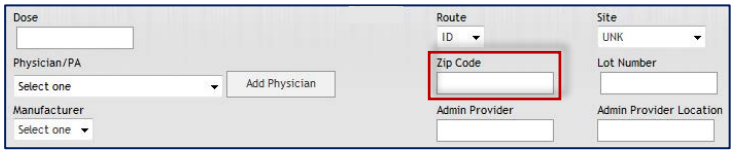
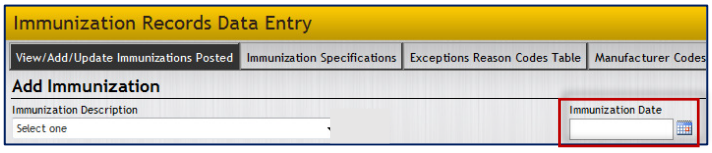
Additional Entry Tools		
	How to Modify the Immunization or Exit	**Action**
**		To modify the Immunization information, click **"Multiple Entry Form"** to return to the previous screen To exit this mode, click **"Main Menu"**
	How to Add an Immunization Exemption	**Action**
A		*NOTE: To add an exemption, the user must exit Rapid Entry mode and return to the Main Menu* Select **"Add Imm Exemption"** from the left main menu bar of ASIMS
B		Select **"Immunization"** from the drop-down menu *Note: Positive Titer is not currently applicable for COVID19*
C		Select an **"Exemption"** from the drop-down menu: Medical (Temp) Medical Declined (These are the only exemptions available in the initial phases of COVID vaccine administration.)  REMEMBER: **"Medical Declined"** will be cleared from the immunization status of uniformed beneficiaries once a FHP measure
D		Verify the **"Expires"** date Click **"Add"**

MEDPROS COVID Immunization Documentation Guide

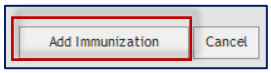
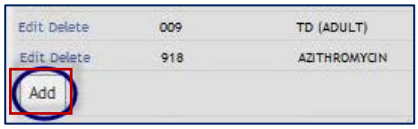
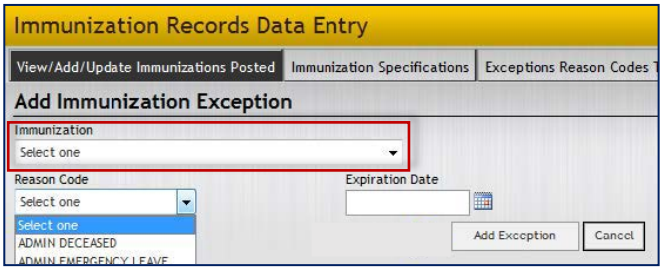
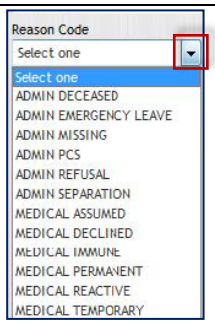
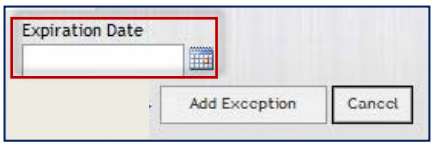
Overview: Tool Tip guide on how to document immunizations in MEDPROS/MWDE
Role: Nurse, Medic, HN1, and or Corpsman

	Entry Tools	
	Tool Tip	**Action**
1		From the menu at the top of the MEDPROS page, Hover over **"Data Entry" (1)** Move down to select **"Individual" (2)** Move left and select **"Immunization" (3)**
2		Immunizations of a Soldier may be added by clicking "**Add**"
3		Click **"Immunization Description"** to select the immunization from the drop-down list
4		Select the vaccine to be administered **Moderna COVID-19 Vaccine-207** **Pfizer COVID-19 Vaccine-208**
5		**"Dose"** text box will be pre-populated
6		Select the physician or PA from the **"Physician/PA"** **-Or-** Enter the Physician's Name, Physician's SSN, and click **"Submit"**

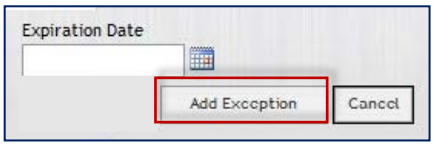
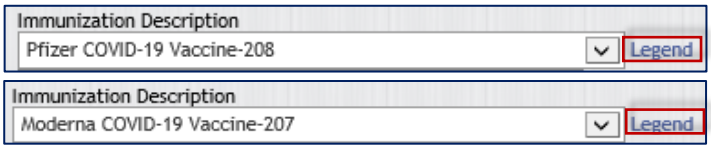
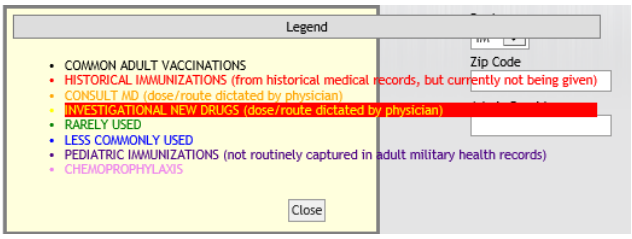
MEDPROS COVID Immunization Documentation Guide, cont…

7		Select the **"Manufacturer"** from the drop-down list
8		Enter the **"Admin Provider"** (the person who administered immunization – i.e. SGT John Smith) Enter the **"Admin Provider Location"** (name of clinic or facility where shots administered – not the City, which is identified by the Zip Code)
9		Select the **"Route"** from the drop-down menu: ID IM IN Oral SC SCAR
10		Enter the **"Zip Code"** where the immunization was administered
11		Enter the date (or select the date from the pop-up calendar to right of date field) the immunization was given in the **"Immunization Date"** box
12		Select the site on the body where the immunization was given from the **"Site"** drop-down menu: Left Arm Right Arm Left Thigh Right+J5 Thigh Oral Intranasal Divided LT and RT

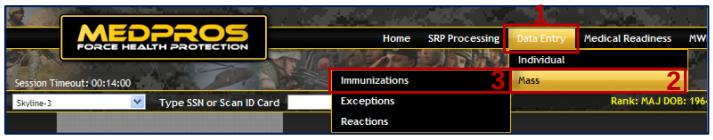
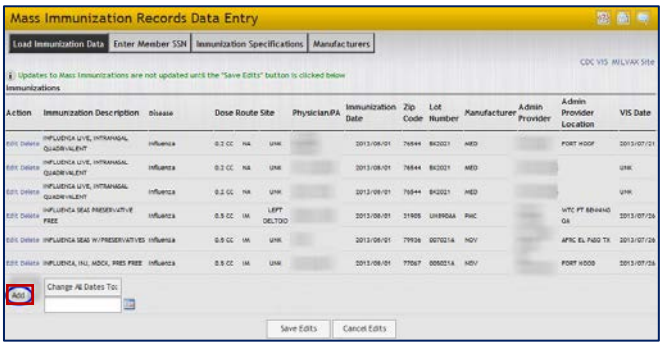
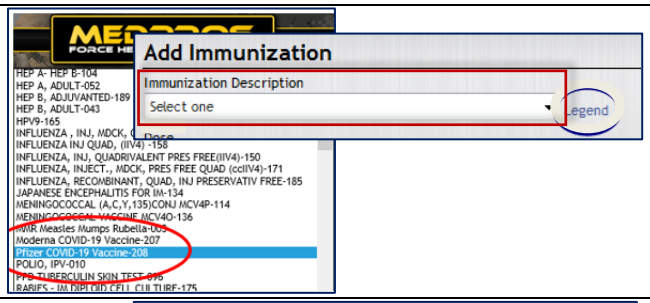
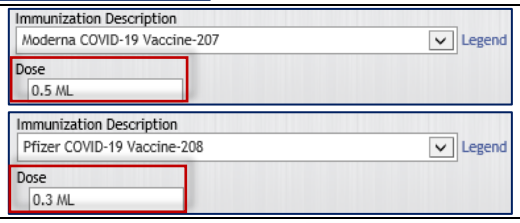
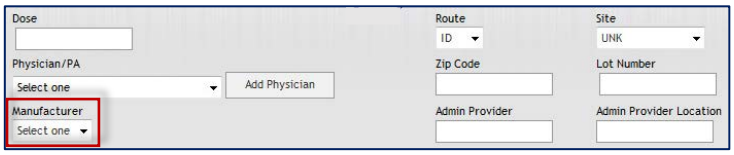
MEDPROS COVID Immunization Documentation Guide, cont…

13		Enter the **"Lot Number"** of the immunization
14		Click **"Add Immunization"**
	Additional Entry Tools	
	Immunization Exceptions	**Action**
A		Within the View/Add/Update Immunizations Posted tab, you may Add, Edit or Delete Exceptions in the area below the Immunizations received area
B		To add an exception, click the **"Add"** button below the Immunization Exception area
C		Click the **"Immunization"** down arrow to select the immunization from the drop-down list
D		Select a **"Reason Code"** from the drop down menu NOTE: "999" indicated permanent exceptions that will not expire
E		If the Exception is temporary, enter an **"Expiration Date"** Exceptions that are permanent will default to permanent when their code is selected

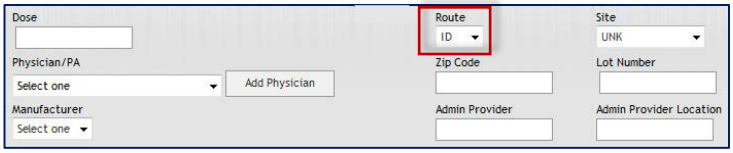
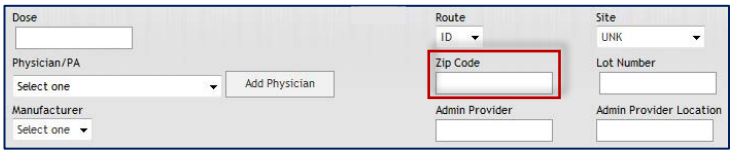
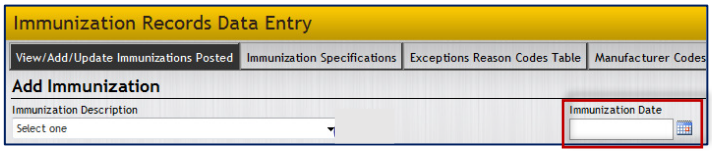
MEDPROS COVID Immunization Documentation Guide, cont…

F		Click **"Add Exception"**
	Vaccine Information Statement (VIS)	**Action**
G		To access the Vaccine Information Sheet (VIS) **"Click Here"**
	Legend	**Action**
H		Click **"Legend"** to view information about the Immunization
I		Both Moderna and Pfizer COVID-19 vaccines are currently regarded as **"INVESTIGATIONAL NEW DRUGS"**

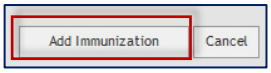
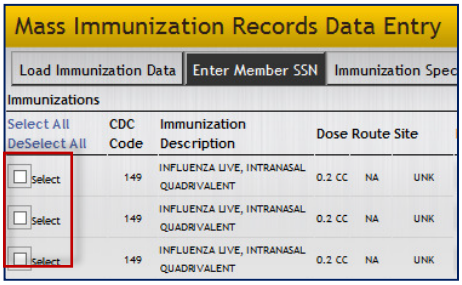
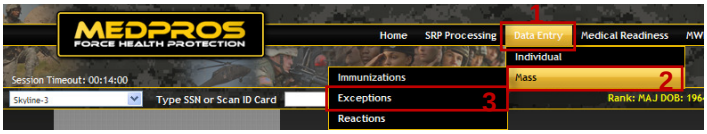
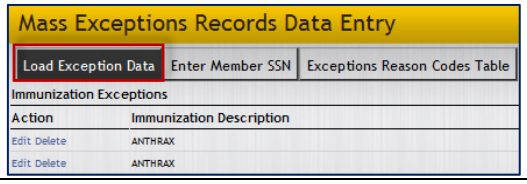
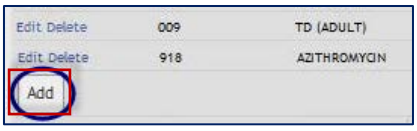
MEDPROS COVID Mass Immunization Documentation Guide

	Tool Tip	Action
1		From the menu at the top of the MEDPROS page, Hover over **"Data Entry" (1)** Move down to select **"Mass" (2)** Move left and select **"Immunizations" (3)**
2		To add an immunization, click **"Add"**
3		Click **"Immunization Description"** to select the immunization from the drop-down list Select the vaccine to be administered: **Moderna COVID-19 Vaccine-207** **Pfizer COVID-19 Vaccine-208**
4		**"Dose"** text box will be pre-populated
5		Select the physician or PA from the **"Physician/PA"** **-Or-** Enter the Physician's Name, Physician's SSN, and click **"Submit"**
6		Select the **"Manufacturer"** from the drop-down list

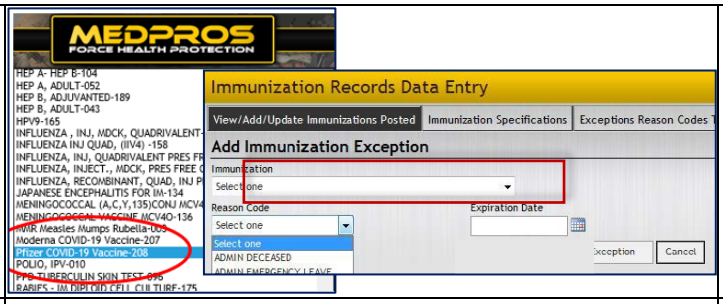
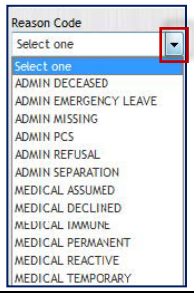
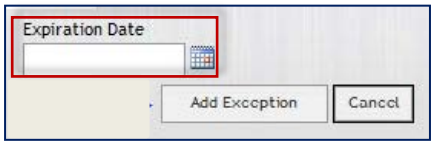
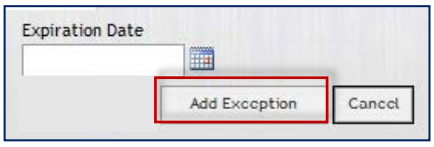
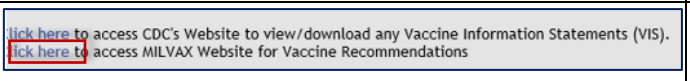
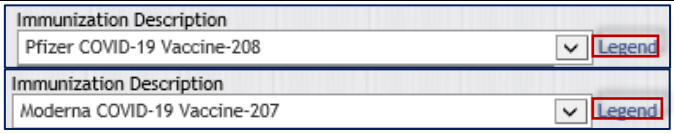
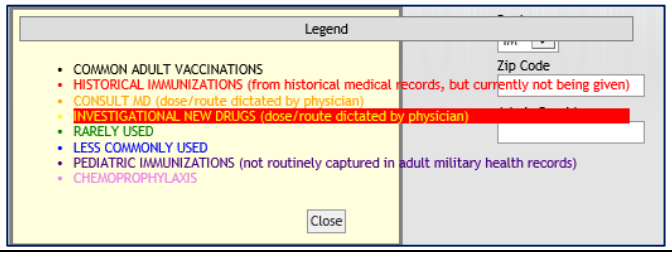
MEDPROS COVID Mass Immunization Documentation Guide, cont…

7		Enter the Admin Provider (the person who administered immunization – i.e. SGT John Smith) Enter the Admin Provider Location. (name of clinic or facility where shots administered – not the City, which is identified by the Zip Code)
8		Select the **"Route"** from the drop-down menu: ID IM IN Oral SC SCAR
9		Enter the **"Zip Code"** where the immunization was administered
10		Enter the date (or select the date from the pop-up calendar to right of date field) the immunization was given in the **"Immunization Date"** box
11		Select the site on the body where the immunization was given from the **"Site"** drop-down menu: Left Arm Right Arm Left Thigh Right+J5 Thigh Oral Intranasal Divided LT and RT
12		Enter the **"Lot Number"** of the immunization

MEDPROS COVID Mass Immunization Documentation Guide, cont…

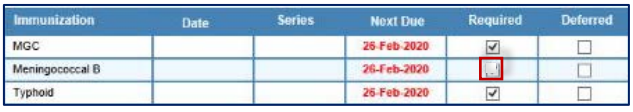
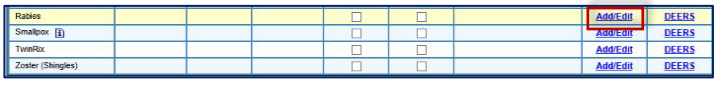
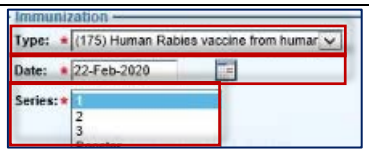
13		Click **"Add Immunization"**
14		Click **"Enter Member SSN"**
15		Click **"Member SSN"** to enter the service member's Social Security Number and click **"Verify SSN"** and immunizations will appear and will be ready to load
16		Check the **"Select"** box(es) of the immunizations administered to the Soldier
17		Click **"Load Immunizations"** ***Repeat steps 15-17 as necessary to record all immunizations given during mass immunization event***
	Additional Entry Tools	
	Immunization Exceptions	**Action**
A		From the menu at the top of the MEDPROS page, Hover over **"Data Entry" (1)** Move down to select **"Mass" (2)** Move left and select **"Exceptions" (3)**
B		The Mass Exceptions Records Data Entry screen "**Load Exception Data"** tab
C		To add an exception, click the **"Add"** button below the Immunization Exception area

MEDPROS COVID Mass Immunization Documentation Guide, cont…

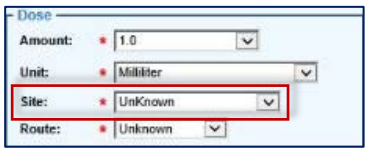
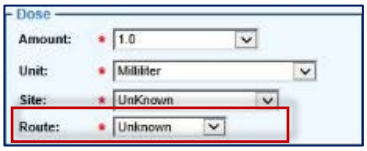
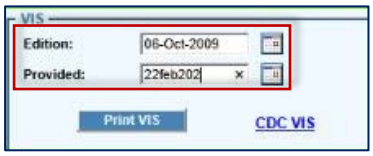
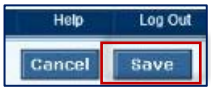
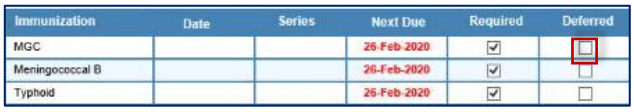
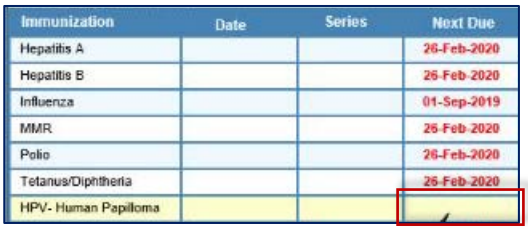
D		Click the **"Immunization"** down arrow to select the immunization from the drop-down list
E		Select a **"Reason Code"** from the drop down menu NOTE: "999" indicated permanent exceptions that will not expire
F		If the Exception is temporary, enter an **"Expiration Date"** Exceptions that are permanent will default to permanent when their code is selected
G		Click **"Add Exception"**
	Vaccine Information Statement (VIS)	**Action**
H		To access the Vaccine Information Sheet (VIS) **"Click Here"**
	Legend	**Action**
I		Click **"Legend"** to view information about the Immunization
J		Both Moderna and Pfizer COVID-19 vaccines are currently regarded as **"INVESTIGATIONAL NEW DRUGS"**

MRRS COVID Immunization Documentation Guide

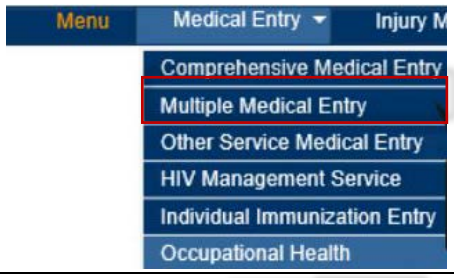
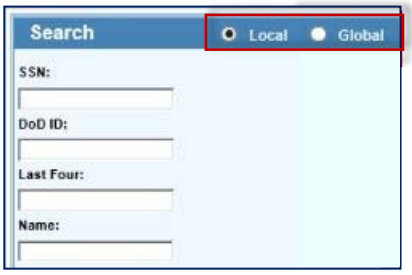
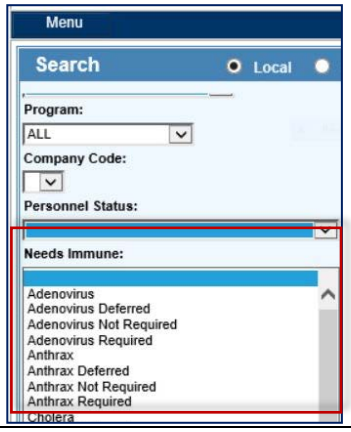
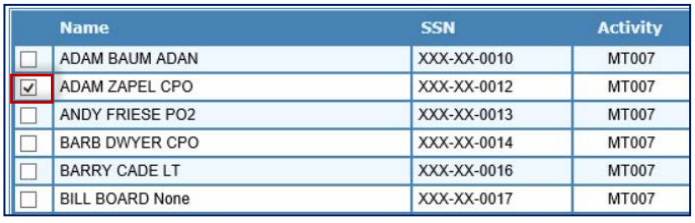
Overview: Tool Tip guide on how to document immunizations in MRRS
Role: Nurse, Medic, HN1, and or Corpsman

Entry Tools		
	Tool Tip	**Action**
1		To view a wider range of member records, select **"Global"** Enter/Select search criteria into the appropriate fields: NOTE: If **Last Four** (of the member's Social Security Number) is entered for a Global search, then entering at least the first two (2) letters of the **Name** (Surname/Last Name) is required
2		Select **"Apply"** to search for the patient
3		Click within the row of the member's Name, SSN, Activity, and Unit.
4		Click the **"Immune"** tab
5		Check the **"Required"** box to indicate if an immunization is required. Some immunizations are required by default
6		Click **"Add/Edit"** to view and edit the immunization record or to add a record within the immunization series
7		Select the immunization **"Type"** from the dropdown menu, enter the **"Date"** of the immunization in DD-MM-YYYY format If the immunization is a **"Series"** the menu will be active, select the series number
8		Type the "**Lot Number"** of the vaccine or type UNK (unknown) if it's not already indicated Select the **"Manufacturer"** from the dropdown list
9		Select the member's immunization "**Dose"** amount from the dropdown menu The options will vary on the immunization added/edited

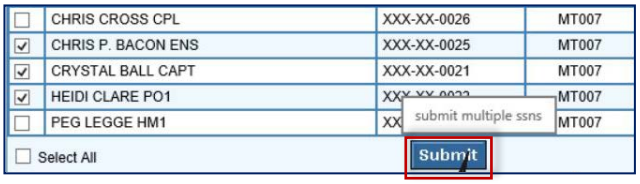
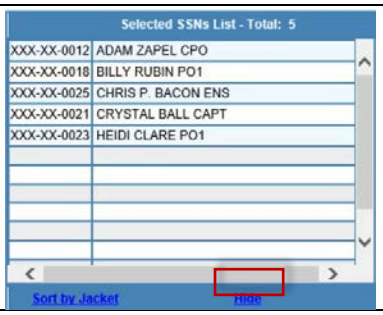
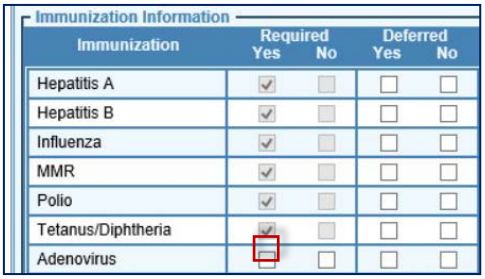
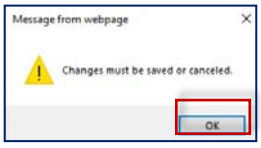
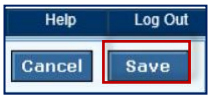
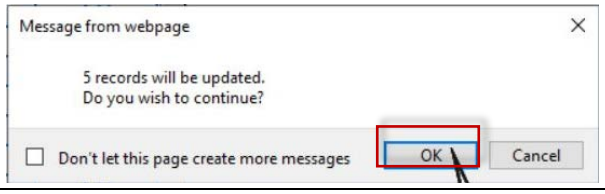
MRRS COVID Immunization Documentation Guide, cont…

10		Select the **"Site"** from the dropdown list: Left Buttock Left Deltoid Left Forearm Outer Aspect Right Arm Right Buttock Right Deltoid Right Forearm Unknown
11		Select the **"Route"** from the dropdown list: Intradermal Intramuscular Nasal Oral Scarification Subcutaneous Unknown
12		Enter the **Vaccine Information Sheet (VIS) Edition** date and the date **Provided** in DD-MM-YYY format or click the calendar icon to select a date
13		Click **"Save"** on the top right side of the screen
	Additional Entry Tools	
	Defer Vaccine	**Action**
A		Check the **"Deferred"** box in the row of the immunization to be deferred
B		Select a deferred **"Code"** from the dropdown list.
C		The **"Next Due"** date will be removed when the Deferred box is checked

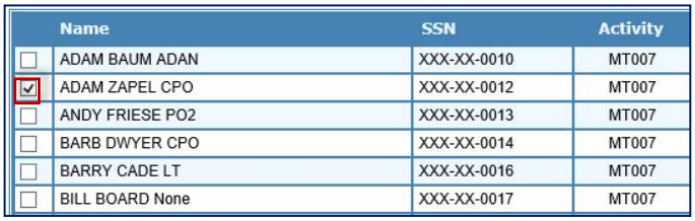
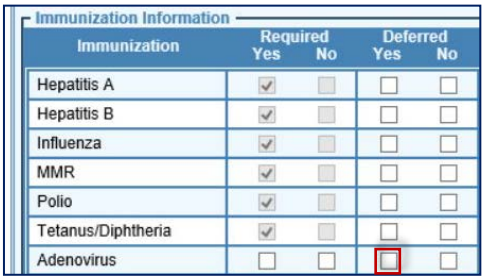
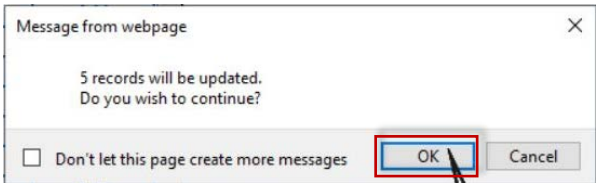
MRRS COVID Rapid Immunization Documentation Guide

Entry Tools		
	Tool Tip	**Action**
1		To begin entering an Immunization event for a group, hover over the "**Medical Entry"** menu and click "**Multiple Medical Entry"**
2		Select **"Local"** or **"Global"** Search for the members by entering or selecting search criteria (optional, but it helps narrow your search) To view ALL member records, select nothing else and skip to Step 3
3		Click the arrow to expand the **"Needs Immune"** options and select the desired immunization
4		Select **"Apply"** to search
5		**"Check"** each box to the left of all the member's names receiving the immunization

MRRS COVID Rapid Immunization Documentation Guide, cont…

6		When all the boxes of the members are selected click **"Submit"**
7		Click the **"Immune"** tab
8		Click **"Hide"** to remove the **"Selected SSNs List"** from the current view
9		In the **"Immunization List"** check the box below **"Required/Yes"** to the right of the required immunization
10		Click **"OK"** from the **"Message from webpage"** to confirm
11		Click the **"Save"** box in the upper right corner of the screen
12		Verify the number of records to be updated and click **"OK"**

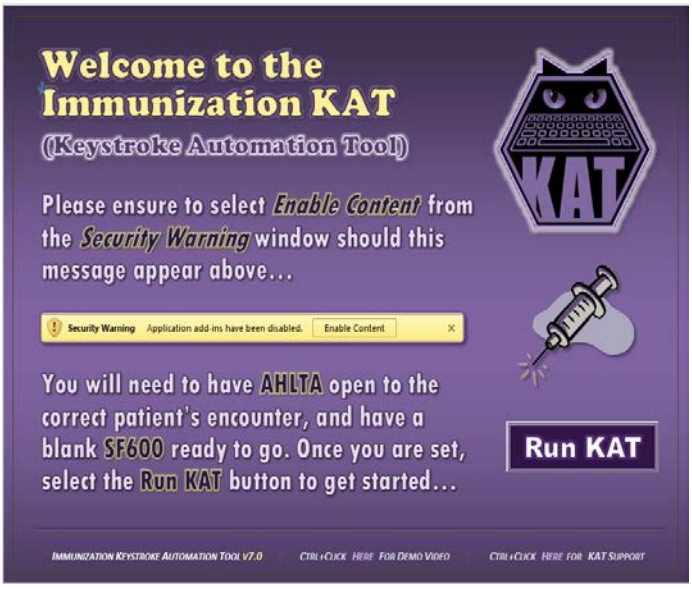
MRRS COVID Rapid Immunization Documentation Guide, cont…

13		A confirmation window will pop-up Click **"close window"**
	Additional Entry Tools	
	Defer Vaccine	**Action**
A		Complete Steps 1-8 to select the members who require that the immunization be Deferred
B		Skip Step 9 and instead, use the **"Immunization List"** to check the box below **"Deferred/Yes"** to the right of the required immunization
C		Complete Steps 10-13 to complete the documentation of the deferred immunization

Keystroke Automation Tool (KAT)

The Keystroke Automation Tool is a PASBA approved coding engine that aids completion of AHLTA immunization documentation. The benefits of integrating the KAT in clinical workflows include:

- Users are able to automatically create immunization encounters in two mouse clicks
- Automatically updates the AHLTA Immunization Module
- Ensures coding accuracy (DX and CPT codes used for every encounter, every time)



FLU SHOT VACCINATION INFORMATION (23 Count Limit)											AHLTA IMMS MODULE
CODE	Button Label	mL (Dropdown)	Route (Dropdown)	Location (Dropdown)	VIS Date	ICD 10	CPT Code	Manufacturer (Dropdown)	LOT #	EXP Date	Exact Immunization name in AHLTA (Dropdown)
1	Fluarix, Pres. Free	0.5 mL	Intramuscular(IM)	Right Arm	15-Aug-19	Z23	INF 90686	SmithKline	12345678	2-Oct-22	Influenza, Inj., quad., preservative free (Fluarix)
2	FluLaval Pres. Free	0.5 mL	Intramuscular(IM)	Right Arm	08/15/2019	Z23	INF 90686	SmithKline	98765432	2-Aug-23	Influenza, Inj., quad., preservative free (FluLaval)
3	Alfuria, Peds1	0.25 mL	Intramuscular(IM)	Right Arm	15-Aug-19	Z23	INF 90687	Seqirus	12345678	12-Dec-21	Influenza, Inj., quad., preservative free, pediatric (Alfuria
4	FluLaval w/Pres.	0.5 mL	Intramuscular(IM)	Right Arm	15-Aug-19	Z23	INF 90686	SmithKline			Influenza, Inj., quad., contains preservative (FluLaval)
5	Alfuria w/Pres	0.5 mL	Intramuscular(IM)	Right Arm	15-Aug-19	Z23	INF 90686	Seqirus			Influenza, Inj., quad., contains preservative (Afluria)
6	Flulaval w/o Pres	0.5 mL	Intramuscular(IM)	Right Arm	15-Aug-19	Z23	INF 90686	SmithKline			Influenza, Inj., quad., preservative free (FluLaval)
7	Fluad Adjuvanted	0.5 mL	Intramuscular(IM)	Right Arm	15-Aug-19	Z23	INF 90688	Seqirus	3333	12-Jan-20	Influenza vaccine, quadrivalent, adjuvanted (Fluad)

For more information regarding installation and set-up of the Immunization KAT, contact your MTF Clinical Systems Trainer or visit the Tri-Service Clinical Systems Trainer Community of Practice via the link below.

https://info.health.mil/dhss/home/UserInt/EUT/CSTCoP/STSD/Imms-KAT_HelpGuide.pdf

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Glossary Grid

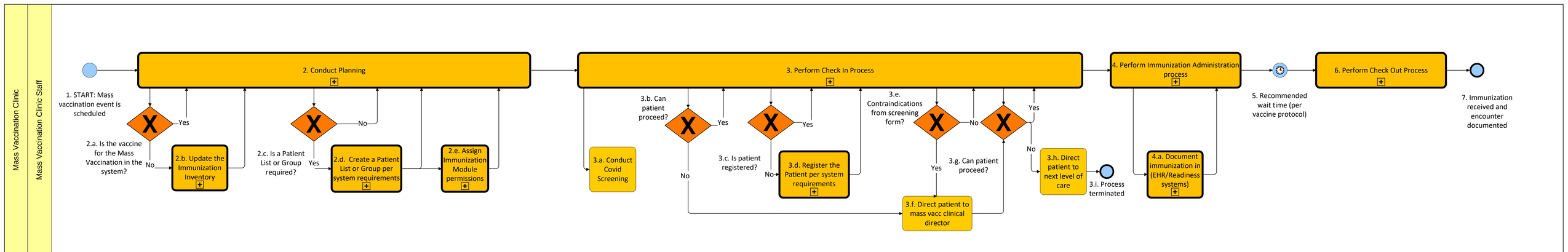
Name	Aliases	Labels	Definition
AHLTA	Armed Forces Health Longitudinal Technology Application	EHR	The electronic health record system used by medical providers of the U.S. Department of Defense.
ASIMS	Aeromedical Services Information System		A web-based application that provides the Air Force the capability to track medical readiness, including immunization data, through a web portal for all personnel both in fixed or deployed facilities.
EHR	Electronic Health Record	AHLTA, MHS GENESIS	A digital version of a patient's paper chart. EHRs are real-time, patient-centered records that make information available instantly and securely.
IMMs	Immunizations		The process of being vaccinated. Or, abbreviated title of AHLTA's Immunization module.
IMR	Individual Medical Readiness		Service medical readiness system of records.
MEDPROS	Medical Protection System		Provides for the data entry and reporting/tracking of medical and dental readiness information for Soldiers, Units, and Task Forces.
MRRS	Medical Readiness Report System		Navy, Marine Corps and Coast Guard's tool designed to record and track IMR elements to include immunizations, dental status, physical exams and etc.
MTF	Military Treatment Facility		A facility established for the purpose of furnishing medical and/or dental care to eligible beneficiaries.
Patient	Beneficiary		Any person determined to be eligible for benefits and authorized treatment in an MTF.

Glossary Grid, cont…

Name	Aliases	Labels	Definition
Primary Care Manager	PCM, Physician, Provider		The first echelon provider that exercises primary decision authority regarding diagnosis and treatment of an individual patient.
QFlow			A healthcare queue management solution that provides all aspects of a seamless flow of information.

MASS_VACCINATION_End_to_End_WF (FINAL)

Doc Block	Diagram Description	List of acronyms used
Mass Vaccination Clinic – End to End Process (Business Process Model) Tool Used to Generate: MS Visio Date/Time Modified: 20Nov2020 System/Project Name: MHS Architecture Version Number: MHS v.12 Authoring Organization: DHA/HIT/SAW Author Email: Federal Approval Email:	This diagram describes a simple End to End process to execute a mass vaccination event in any mass vaccination module. This process starts when the event is scheduled and concludes when the patient has checked out and the vaccine encounter is closed. Assumptions:	



Preferred AHLTA Immunization Documentation Workflow

Doc Block

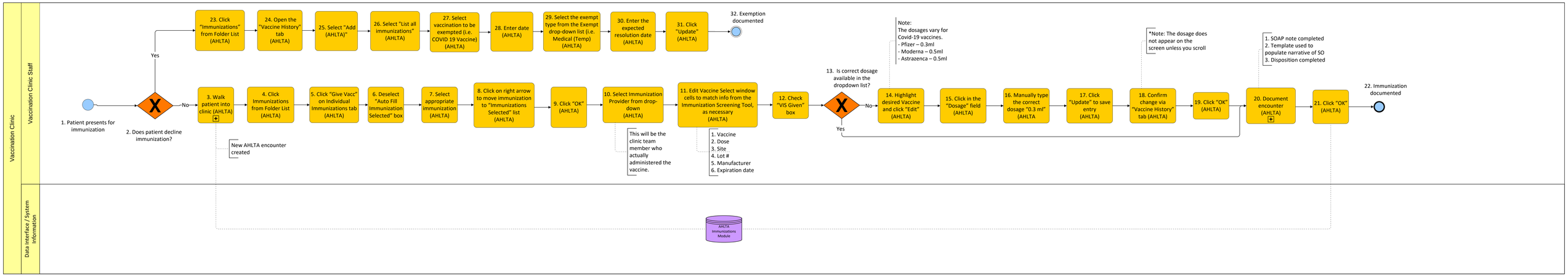
AHLTA Covid-19 Pfizer Documentation Guide
(Business Process Model)
Tool Used to Generate: MS Visio
Date/Time Modified: 11 Dec 2020
System/Project Name:
MHS Architecture Version Number: MHS v.12
Authoring Organization: DHA/HIT/SAW
Author Email: Kim.l.banks.civ@mail.mil
Tina.y.johnson.civ@mail.mil
Annmarie.schultz2.civ@mail.mil

Diagram Description

This diagram describes a simple AHLTA documentation of theCovid-19 Pfizer immunization and how to change the entry to the correct dose

List of acronyms used

Imms – Immunizations
Vacc - Vaccine



FORT BELVOIR COMMUNITY HOSPITAL_AHLTA IMMUNIZATION DOCUMENTATION_09 DEC 2020_FINAL

Doc Block

Fort Belvoir – AHLTA Immunizations Documentation
(Business Process Model)
Tool Used to Generate: MS Visio
Date/Time Modified: 09 Dec 2020/0830
System/Project Name:
MHS Architecture Version Number: MHS v.12
Authoring Organization: DHA
Author Email: tina.y.johnson2.civ@mail.mil
Kim.l.banks.civ@mail.mil
Federal Approval Email:
Antoinette.g.mantz.mil@mail.mil

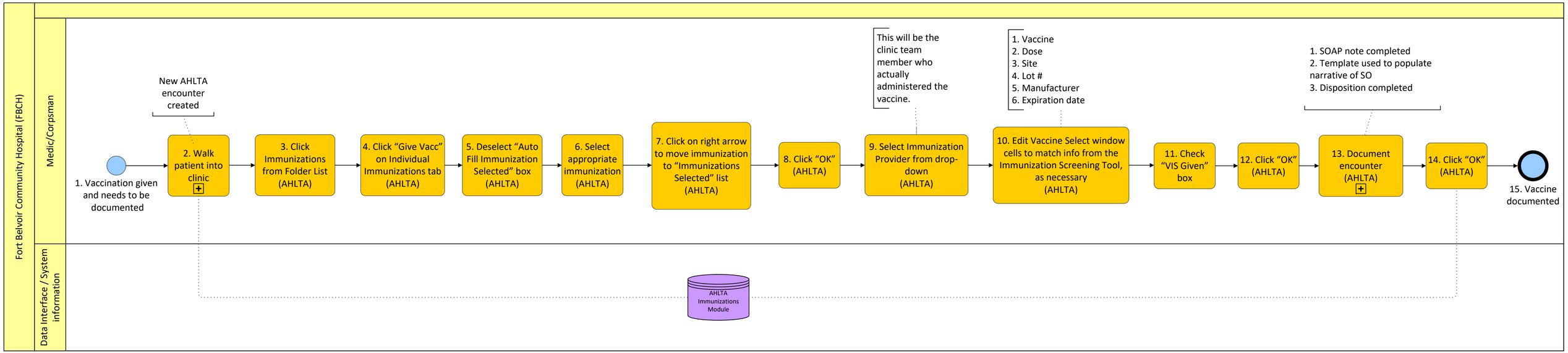
Diagram Description

This diagram depicts Fort Belvoir Community Hospital's process of documenting flu immunizations administered to a patient during a Mass Flu Campaign.

Assumptions:
Medics/Corpsman documenting in AHLTA have been given appropriate privileges.

List of acronyms used

AHLTA – Armed Forces Health Longitudinal Technology Application



FORT BELVOIR COMMUNITY HOSPITAL_MASS FLU DRIVE_16 NOV 2020_DRAFT

Doc Block

Fort Belvoir – Mass Flu Drive
(Business Process Model)
Tool Used to Generate: MS Visio
Date/Time Modified: 09 Dec 2020/0830
System/Project Name:
MHS Architecture Version Number: MHS v.12
Authoring Organization: DHA
Author Email: tina.g.johnson2.civ@mail.mil
Kim.e.banks.civ@mail.mil
Federal Approval Email:
Antoinette.g.mantz.mil@mail.mil

Diagram Description

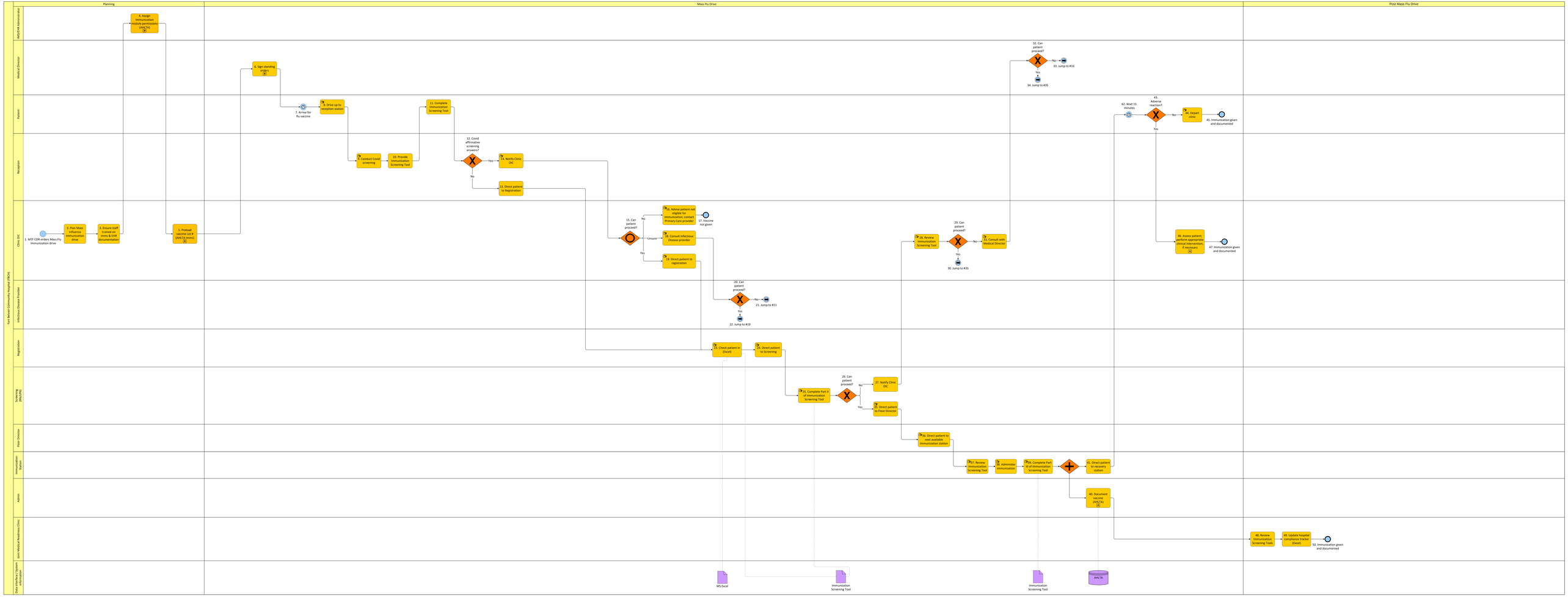
This diagram depicts Fort Belvoir Community Hospital's process of conducting a mass flu clinic.

Assumptions:
Vaccine vials are prefilled syringes (PFSs) or multi-dose (MDV). Vaccination recipients are eligible beneficiaries.

Risks: To minimize chance of staff being exposed to COVID, leadership decided not to vaccinate within the confines of a vehicle, particularly vehicles with multiple people (i.e. vans).

List of acronyms used

AHLTA – Armed Forces Health Longitudinal Technology Application
ASMIS – Aeromedical Services Information System
Imms – Immunization
IMR – Individual Medical Readiness (Service medical readiness system of record)
MEDPROS – Medical Protection System
MRRS – Medical Readiness Reporting System
OIC – Officer in Charge
VIS – Vaccine Information Sheet



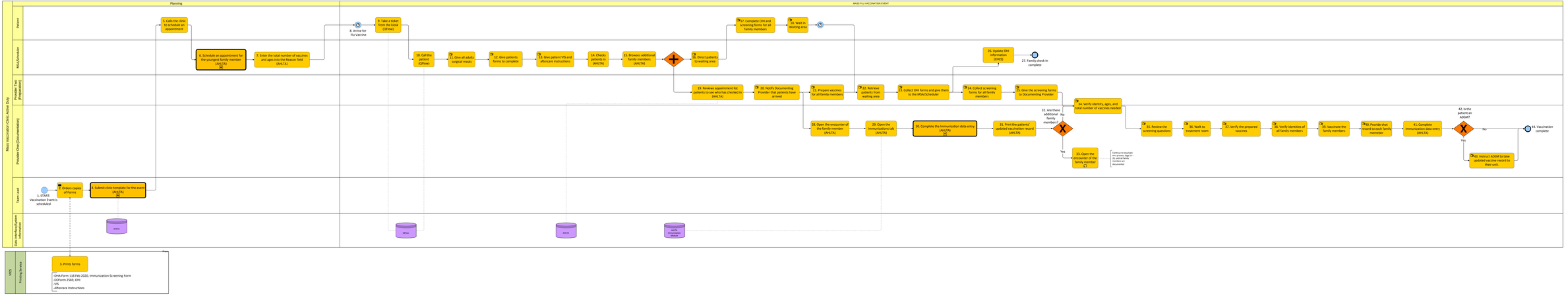
LRMC_Peds_Mass_Vaccination_11/20/2020

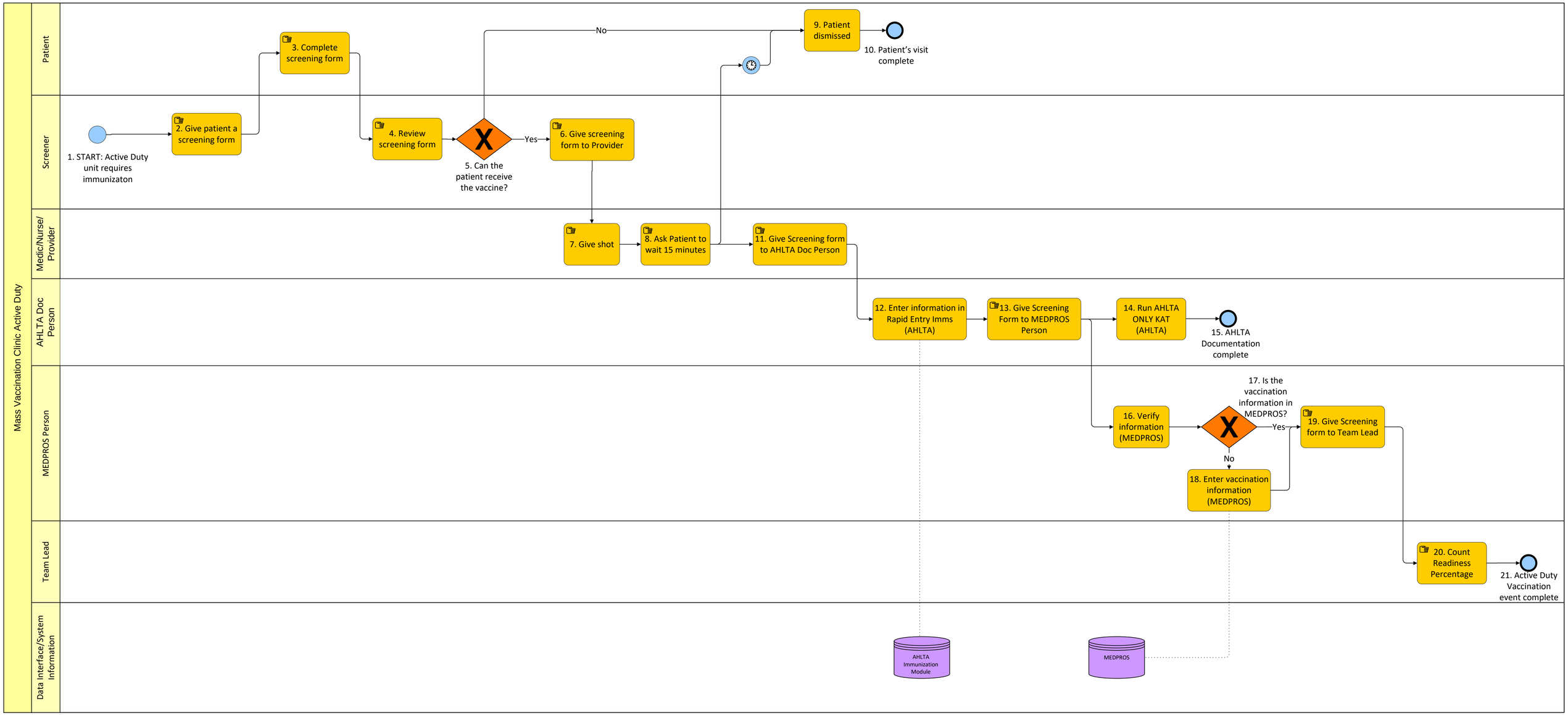
Doc Block
LRMC Peds Mass Vaccination Clinic – Mass Vaccination
(Business Process Model)
Tool Used to Generate: MS Visio
Date/Time Created: 11/20/2020 7:00
Name/Project Name:
Mass Vaccination
Authoring Organization: DHA/HIT/SAW
Author Email: annmarie.schultz2.civ@mail.mil
Federal Approval Email:

Diagram Description
This diagram depicts the process of the Landstuhl Regional Medical Center's pediatric clinic flu vaccination rodeo.

Assumptions:
The vaccine has been recorded as stock in AHLTA.
Clinic Templates have been created to accommodate the number of vaccines on-hand.

List of acronyms used:
ADSM- Active Duty Service Member
AHLTA- Armed Forces Health Longitudinal Technology
SSN- Social Security Number
VIS- Vaccine Information Statement



ACTIVE_DUTY_MASS_VACCINATION_HIGH_LEVEL_VICENZA_FINAL

Doc Block	Diagram Description	List of acronyms used
Vicenza Mass Vaccination Clinic – Mass Vaccination (Business Process Model) Tool Used to Generate: MS Visio Date/Time Modified: 11 DEC 2020 System/Project Name: ASIMS Authoring Organization: DHA/HIT/SAW Author Email: annmarie.schultz2.civ@mail.mil Federal Approval Email:	Assumptions: The vaccine has been recorded as stock in AHLTA. All patients are Active Duty.	SSN Social Security Number VIS Vaccine Information Statement