



# VACCINATE UTAH

---

Vaccinator Portal  
User Guide





## Table of Contents

<b>Introduction</b>	3
<b>Logging In to the Portal</b>	4
<b>Patient Check-In</b>	6
Scanning QR Code for Appointment	7
Patient Look Up	11

### **Salt Lake County Onsite Level 1 Tech Support Contacts:**

Rhett Facer – Mountain America  
E-mail [RFacer@slco.org](mailto:RFacer@slco.org)  
Cell: 801-603-5116

Fernando Espejo - Salt Palace  
[FEspejo@slco.org](mailto:FEspejo@slco.org)  
Cell: 801-824-5911

Zack Amaral – Maverik Center (including overflow lot)  
[ZAmaral@slco.org](mailto:ZAmaral@slco.org)  
Cell: 385-350-5265

Last updated 2/24/21 - PC



## Introduction

As a vaccinator, this user guide will help you use the Vaccinate Utah system to update the vaccine information for patients. The portal will provide you with the relevant information about the patients, answers to the screening questions, and will enable you to enter the details of vaccines being administered.

The Vaccinator user guide provides a detailed script that will guide you through the system and its use. It will provide an overview of how to use the application as a Vaccinator.



# Logging In to the Portal

- 1 Users will click on the link below and sign in with their individual Salesforce Credentials.  
<https://vaccinate.utah.gov/clinic>

- 2 After logging in, choose your clinic site in the drop-down menu to the right of the **Utah Logo**.

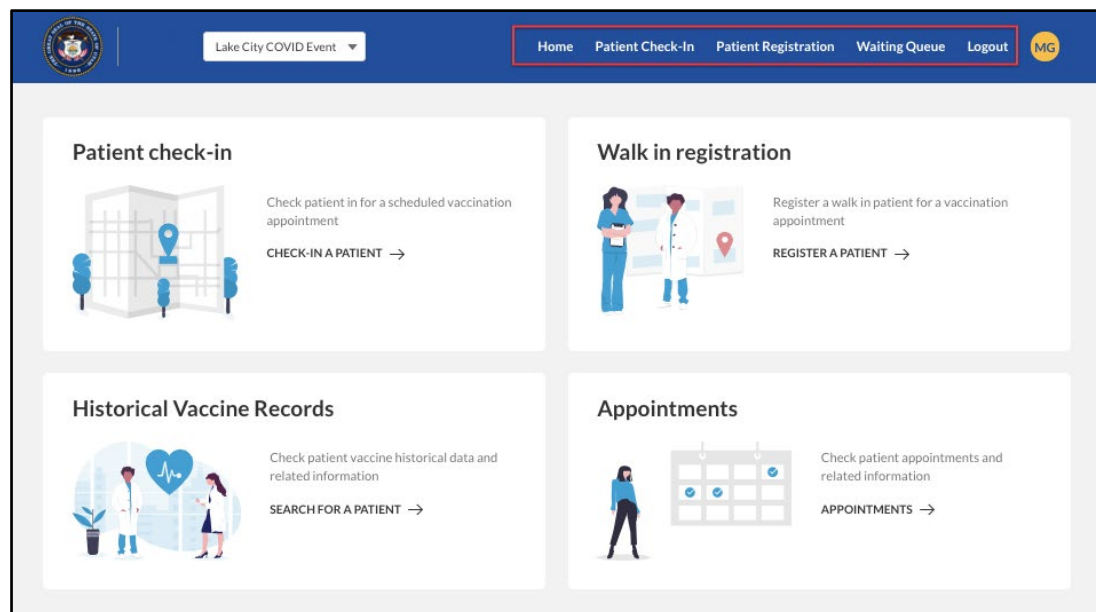


3 Once you select your site, the home page will include:

- **Appointment Details** - You will be able to see appointments for the day and quick action buttons for “CHECK-IN” and “CANCEL. You can search by “First Name” OR “Last Name” AND “DOB”.
- Please ensure you have an event selected and that there are staff members assigned to that event.

Tabs Include:

- **Home** - Redirect yourself to the home page
- **Patient Check-In** - Here, you can scan the QR code for patient check-in OR use the text box for checking a patient in with their Confirmation Number
- **Patient Registration** - This feature provides the option for registering the walk-in appointments and adding them to the Waiting Queue
- **Waiting Queue** - This queue includes Appointment Time, Check-In Time, First Name, Waiting Time, and Status fields for patients
- **Logout** - User Logout





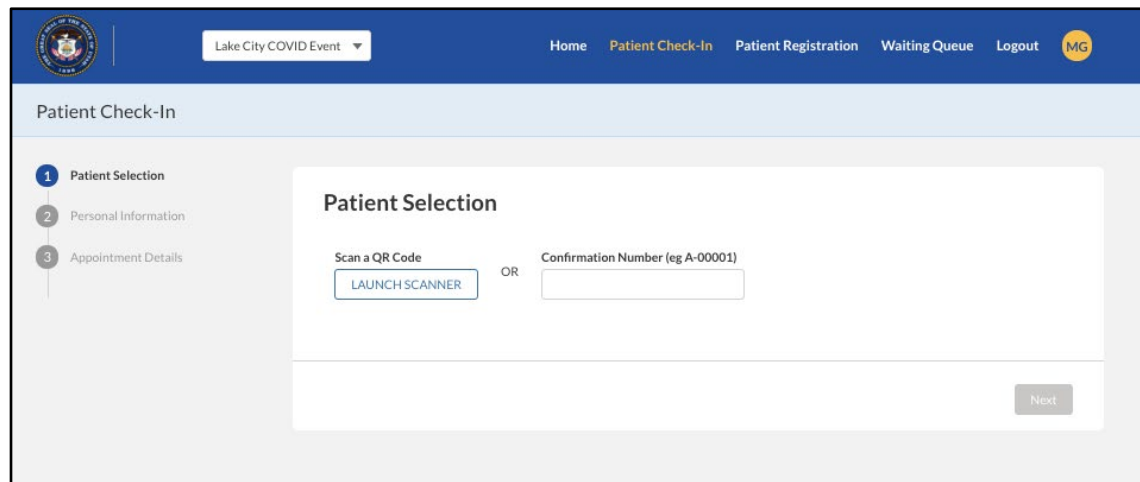
# Patient Check-In

1 Click on the **Patient Check-In** Tab.



2 Patients can be checked in for their appointment by scanning the **QR code** in the confirmation email OR by entering their **Appointment ID**.

If a patient does not have either of these, you can search by patient name on the Home Page





## Scanning QR Code for Appointment

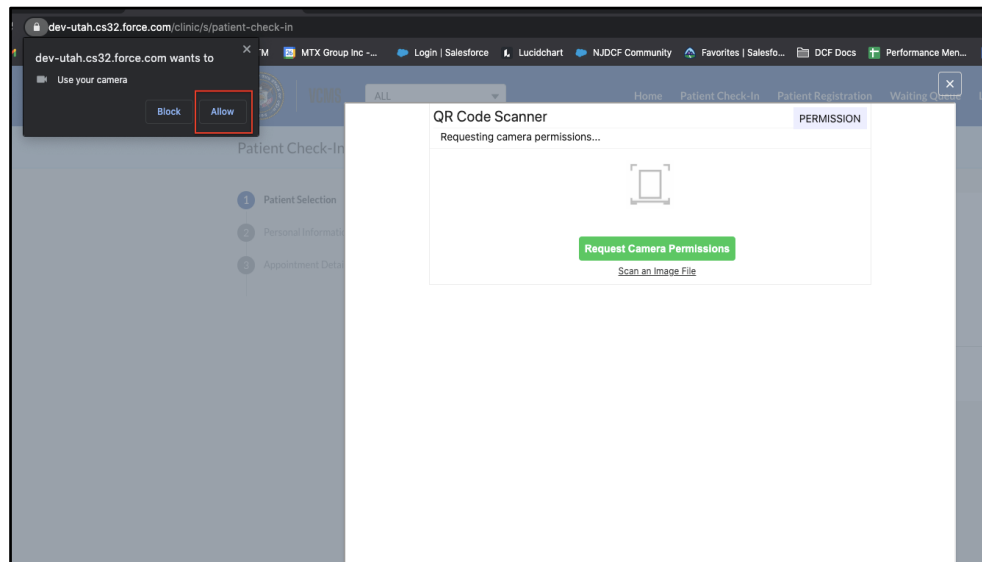
- 1 In order to check in a patient through a QR code, click on the **“Launch Scanner”** on the **Patient Check-In Tab**

Patient Selection

Scan a QR Code  OR Confirmation Number (eg A-00001)

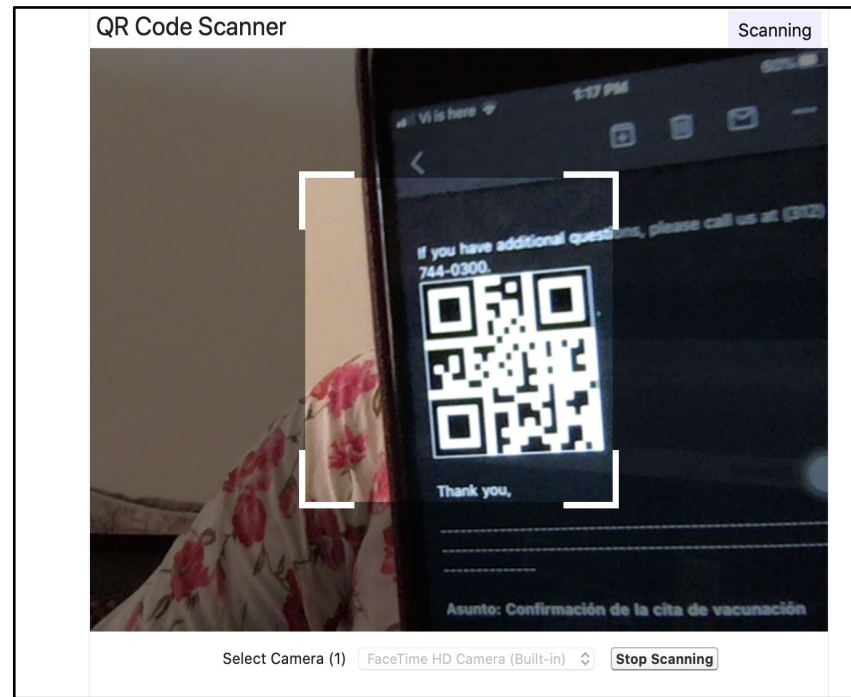
Next

- 2 Once you click on the button, you will be redirected to the **QR Code Scanner** Page. Your device may request access to your camera. Please provide camera access to proceed further.





- 3 Place the **QR code** in front of the camera and ensure it is placed within the edges displayed on the screen.







**4** After successfully scanning, you will be directed to the **Patient Information** page. Confirm the patient's information for verification and click on **"Next"**

**Personal Information**

<b>First Name</b> RITVIK	<b>Last Name</b> JAIN	<b>Mother's Maiden Name</b> TEST MMN	
<b>Gender</b> Male	<b>Date of Birth</b> Jan 26, 1983	<b>Age</b> 37	<b>Ethnicity</b> Not Hispanic/Latino
<b>Race</b> American Indian or Alaska Native			
<hr/>			
<b>Primary Phone Number</b> (931) 297-9021	<b>E-mail</b> ✉ sai.kandukuri+02@mtxb2b.com	<b>Zipcode</b> 84001	
<b>Street Address</b> ASASAS	<b>City</b> Altamont		
<b>State</b> UT	<b>County</b> Duchesne		
<hr/>			
<b>How should we reach out to you for vaccination reminders?</b> Email			



5 Review information populated under **Appointment Details**. Click **“Submit”** to complete the check-in.

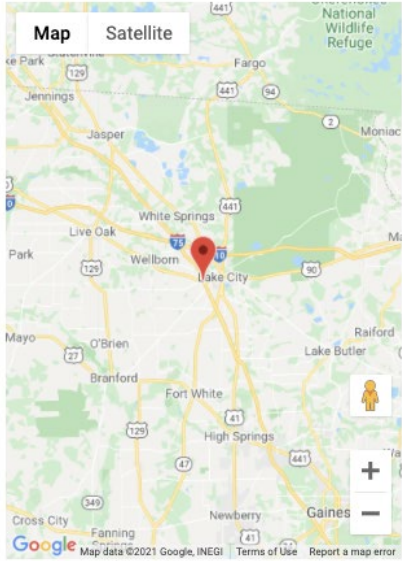
### Appointment Details

The following appointment has been scheduled.

Name	RITVIK JAIN	Confirmation Number	A-00013
Location	Lake City Medical Center (COVID Site) 340 NW Commerce Dr	Date And Time	1/20/2021 12:10 PM
Status	Not checked in		

[Cancel appointment](#)

[Reschedule appointment](#)



[Back](#) [Submit](#)



## Patient Look Up

- 1 From the Home page click the **Appointments** Tab then use the search bar to check-in a patient using the patient look-up.

The screenshot shows a web application interface for a COVID event. At the top, there is a navigation bar with the following elements: the state seal, a dropdown menu for 'Lake City COVID Event', a 'Home' button (highlighted with a red box), and links for 'Patient Check-In', 'Patient Registration', 'Waiting Queue', 'Logout', and a user profile icon labeled 'MG'. Below the navigation bar, there are four main content cards. The 'Appointments' card is highlighted with a red border. Each card contains an illustration, a brief description, and a call-to-action button with a right-pointing arrow.

- Patient check-in**: Check patient in for a scheduled vaccination appointment. [CHECK-IN A PATIENT →](#)
- Walk in registration**: Register a walk in patient for a vaccination appointment. [REGISTER A PATIENT →](#)
- Historical Vaccine Records**: Check patient vaccine historical data and related information. [SEARCH FOR A PATIENT →](#)
- Appointments**: Check patient appointments and related information. [APPOINTMENTS →](#)



2 Navigate to the **Name** and **DOB** search bar at the top of the page. Enter the patient's information and click **Search**.

**Appointments**

First Name  Last Name  Date of Birth  Scheduled For 1/28/2021

Time ↓	First name	Last name	Date of Birth	Phone	Status	
	TEST	CHLP	01/15/1995	(123) 123-1231	Cancelled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Revive</a>
	JOHNNY	BRAVO	01/15/1957	(123) 675-9876	Checked in	<a href="#">Cancel</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Start</a>
	TEST	WAKING	01/15/2000	(213) 123-1231	Cancelled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Revive</a>
9:00 AM	RITVIK	JAIN	01/26/1983	(931) 297-9021	Cancelled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Revive</a> <a href="#">Prior Dosage</a>
9:00 AM	RITVIK	JAIN	01/26/1983	(931) 297-9021	Not checked in	<a href="#">Cancel</a> <a href="#">Check-In</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Prior Dosage</a>
9:50 AM	Sameer	Khan SSO	01/12/2021	(941) 360-9333	Not checked in	<a href="#">Cancel</a> <a href="#">Check-In</a> <a href="#">View</a> <a href="#">Edit</a>
12:10 PM	TEST	WW	01/15/2000	(123) 456-7890	Not checked in	<a href="#">Cancel</a> <a href="#">Check-In</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Prior Dosage</a>
12:10 PM	TEST	WWONE	01/15/2001	(123) 456-7890	Not checked in	<a href="#">Cancel</a> <a href="#">Check-In</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Prior Dosage</a>

< 1 >

3 Click **View** next to the correct time slot and confirm their DOB. Once you have found the correct appointment, click **Check-In** to add the patient to the **Waiting Queue**.

10:10 AM	TEST	WW	01/15/2000	(123) 456-7890	Not checked in	<a href="#">Cancel</a> <a href="#">Check-In</a> <a href="#">View</a> <a href="#">Edit</a>
----------	------	----	------------	----------------	----------------	---

This concludes a step by step overview of the Check-in Portal. For any questions while using this guide, please contact your lead or onsite level 1 tech support located on page 2 of this packet.