



# VACCINATE UTAH

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Registrar Portal  
User Guide

**MTX**



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

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 Registrar, you will use the Vaccinate Utah system to manage the inflow of patients at clinics for the vaccination and extend the registration functionality to patients who may/may not be able to use the online registration portal. The system will provide a unique QR code to every patient which is linked to their record in the system.

The Vaccinate Utah Registrar user guide will provide the detailed script in terms of navigating through the system along with the visuals to make working with the system smooth and easy. It will provide an overview of how you will use the system as a Registrar.



## Logging In to the portal

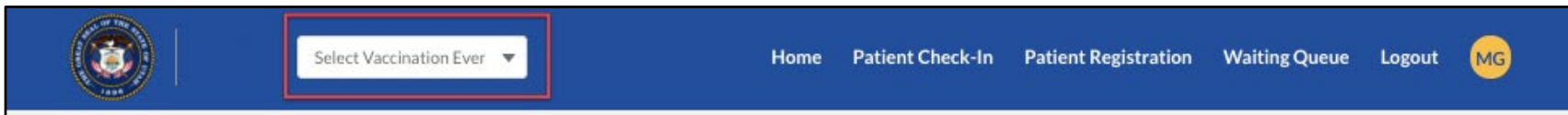
- 1 Users will click on the link below and sign in with their individual Salesforce Credentials.  
<https://vaccinate.utah.gov/clinic>

A screenshot of the Salesforce login interface. At the top is the Salesforce logo, a blue cloud with the word "salesforce" in white. Below the logo is a white login form with a light blue background. The form contains the following elements: a "Username" label above a text input field; a "Password" label above a text input field; a blue button labeled "Log In to Sandbox"; a checkbox labeled "Remember me"; and a link labeled "Forgot Your Password?".

salesforce
Username
<input type="text"/>
Password
<input type="password"/>
<input type="button" value="Log In to Sandbox"/>
<input type="checkbox"/> Remember me
<a href="#">Forgot Your Password?</a>



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”

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



The screenshot shows a web application interface for a COVID event. At the top, there is a navigation bar with a dropdown menu for "Lake City COVID Event" and a menu with items: Home, Patient Check-In, Patient Registration, Waiting Queue, Logout, and a user profile icon labeled "MG".

The main content area is divided into four quadrants:

- Patient check-in:** Includes an illustration of a building with a location pin. Text: "Check patient in for a scheduled vaccination appointment". Button: "CHECK-IN A PATIENT →".
- Walk in registration:** Includes an illustration of a doctor and a patient. Text: "Register a walk in patient for a vaccination appointment". Button: "REGISTER A PATIENT →".
- Historical Vaccine Records:** Includes an illustration of two doctors. Text: "Check patient vaccine historical data and related information". Button: "SEARCH FOR A PATIENT →".
- Appointments:** Includes an illustration of a person and a calendar. Text: "Check patient appointments and related information". Button: "APPOINTMENTS →".



# Walk-In Registrations

1 For Walk-in registration, click on “**Patient Registration**” at the top of the **Home** page.



2 Once you click on the button, you will be redirected to the “**Schedule a Vaccination**” page.





## Vaccine Screening Questions

1

You will be directed to the **Vaccine Screening Questions** page. You will need to determine the patient’s eligibility to schedule a vaccine appointment.

*Note: If they answer “yes” to any question, it does not necessarily mean they should not be vaccinated. It just means additional questions may be asked. If a question is not clear, please ask your lead for clarification.*

Answer all required screening questions and then click on “**Next.**”

The screenshot shows the 'Vaccine Screening Questions' page within the 'VACCINATION PORTAL'. The page header includes the Utah state seal, the text 'VACCINATION PORTAL', a language dropdown set to 'English', and navigation links for 'Home' and 'Schedule a Vaccination' with a 'HT' icon. A blue banner below the header contains the text: 'Please contact your local health department if you experience any issues (https://ualhd.org/).' The main content area is titled 'Schedule a vaccination' and includes a 'Cancel' button. A sidebar on the left lists six steps: 1. Vaccine Questionnaire (highlighted), 2. Schedule an Appointment, 3. Personal Information, 4. Health Insurance, 5. Consent, and 6. Confirmation. The main content area contains the following questions:

- Vaccine Screening Questions**
- \* Are you feeling sick today?  
 Yes  No  Don't know
- \* Have you ever received a dose of COVID-19 vaccine?  
 Yes  No  Don't know
- If yes, which vaccine product?  
Select an option [dropdown menu]
- If selected Another Product  
[text input field]
- \* Have you ever had a severe allergic reaction (e.g., anaphylaxis) to something? For example, a reaction for which you were treated with epinephrine or EpiPen®, or for which you had to go to the hospital?  
 Yes  No  Don't know
- Was the severe allergic reaction after receiving a COVID-19 vaccine?  
 Yes  No  Don't know
- Was the severe allergic reaction after receiving another vaccine or another injectable medication?  
 Yes  No  Don't know
- \* Have you received passive antibody therapy (monoclonal antibodies or convalescent serum) as treatment for COVID-19?  
 Yes  No  Don't know





## Schedule an Appointment

2

If the patient has received an Invite Code, you will be able to enter it in the **Invite Code** textbox and then select **“Submit”**. At the time, all of our appointments have invite codes. Check with a lead for each day's invite code as it may change daily.

Next, enter the **ZIP code** of the desired location for your appointment to see available vaccination locations and times.

Note: The search results will display all available appointments on the selected date and future dates at the locations within the proximity of the ZIP code. If the system shows only appointments for future dates and not the date you selected, that means there are no appointments available for the date you selected.

After selecting an appointment location and time, click **Next**.

The screenshot shows the 'VACCINATION PORTAL' interface. At the top, there is a navigation bar with the Utah seal, the text 'VACCINATION PORTAL', a language dropdown set to 'English', and links for 'Home' and 'Schedule a Vaccination'. Below this is a light blue banner with the text: 'Please contact your local health department if you experience any issues (https://uahlhd.org/)' and a 'Cancel' button. The main heading is 'Schedule a vaccination' with a sub-instruction: 'Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.' A progress indicator on the left shows steps: 1. Vaccine Questionnaire (checked), 2. Schedule an Appointment (active), 3. Personal Information, 4. Health Insurance, 5. Consent, and 6. Confirmation. The 'Schedule an Appointment' form includes: an 'Invite Code' field with a 'Submit' button; 'Search start on' (Feb 11, 2021) and 'ZIP code' fields; and a 'Next Available Appointment' section. This section displays results for Feb 11, 2021 and Feb 12, 2021. For Feb 11, 2021, there are two events: 'SE event' at 50 N 1st W St, Price, Utah 84501, US, with times 10:00 AM, 10:10 AM, 10:20 AM, 10:30 AM, 10:40 AM, 10:50 AM, 11:00 AM, and 11:10 AM; and 'tricity event2' at 96 North 1st West, Manila, UT 84046, US, with times 10:00 AM, 10:10 AM, 10:20 AM, 10:30 AM, 10:40 AM, 10:50 AM, 11:00 AM, and 11:10 AM. For Feb 12, 2021, there are also two events: 'SE event' at 50 N 1st W St, Price, Utah 84501, US, with times 8:00 AM, 8:10 AM, 8:20 AM, 8:30 AM, 8:40 AM, 8:50 AM, 9:00 AM, 9:10 AM, and 9:20 AM; and 'tricity event2' at 96 North 1st West, Manila, UT 84046, US, with times 9:00 AM, 9:10 AM, 9:20 AM, 9:30 AM, 9:40 AM, 9:50 AM, 10:00 AM, 10:10 AM, and 10:20 AM.



## Personal Information

3

Next, enter the patient's **Personal Information** in all the required fields marked with a red asterisk (\*). Click on **“Next”** to continue.

The screenshot shows a web form titled "Personal Information" with a sidebar on the left containing a progress indicator with six steps: 1. Vaccine Questionnaire (checked), 2. Schedule an Appointment (checked), 3. Personal Information (active), 4. Health Insurance, 5. Consent, and 6. Confirmation. The main form area contains the following fields:

- \*First Name**: Text input with value "NEW"
- Middle Initial**: Text input (empty)
- \*Last Name**: Text input with value "DEMO"
- Mother's Maiden Name**: Text input (empty)
- \*Gender**: Dropdown menu with value "Female"
- \*Date of Birth**: Date picker with value "1/1/1996" and a calendar icon
- Age**: Text input with value "25"
- \*Ethnicity**: Dropdown menu with value "Hispanic/Latino"
- \*Race**: Dropdown menu with value "Asian"
- \*Primary Phone Number**: Text input with value "111-111-1111"
- E-mail**: Text input (empty)
- \*Zipcode**: Text input with value "84001"
- \*Street Address**: Text input with value "123 TEST"
- Apt/Suite**: Text input (empty)
- \*City**: Text input with value "Altamont"
- \*State**: Dropdown menu with value "UT"
- \*County**: Text input with value "Carbon"
- \*How should we reach out to you for vaccination reminders?**: Dropdown menu with value "SMS - Text Message"

At the bottom right of the form are two buttons: "Back" and "Next".



## Health Insurance

1

Enter patient's health insurance information and click "Next."

### Personal Information

1.2 Health Insurance

\* Do you have insurance?  
 Yes  No

\* Type of insurance  
Private

#### Type of insurance

* Insurance Name BCBS	* Member ID Number 1234	* Group Number 00
* Relationship To Patient Self	* Insured Adult's First Name JOHNNY	* Insured Adult's Last Name BRAVO
* Insured Adult's Date Of Birth 1/15/1957	Medical Assistance Number	

Back Next



## Consent

1

On the **Consent** page, you will find four consent check-boxes. Please read the consent statements to the walk-in patient and check them off when you are finished.

Click on “**Next**” to continue.

### Consent

Please provide your consent.

I consent to the use or disclosure of my/my child's protected health information to carry out treatment, payment, and health care operations, including disclosures to the Social Security Administration, its intermediaries, or any public or private insurance. I understand I have the right to appeal an assessed fee and to have a fair hearing regarding said fee.

I consent to the use or disclosure of my/my child's protected health information to carry out treatment, payment, and health care operations, including disclosures to the Social Security Administration, its intermediaries, or any public or private insurance.

HIPAA I acknowledge receipt of a copy of the Southeast Utah Health Department (Health Department) Notice of Privacy Practices - For Protected Health Information (Notice) which I have or will carefully review and acknowledge my rights for a more complete

Back

Next



# Walk-In Check In Process

1

The patient will be added to the bottom of the queue for walk-in registration with a timer that displays minutes elapsed since check-in.

The screenshot shows the 'Waiting Queue' interface. At the top, there is a navigation bar with 'Lake City COVID Event' and links for 'Home', 'Patient Check-In', 'Patient Registration', 'Waiting Queue' (highlighted with a red box), and 'Logout'. Below the navigation bar, there are search filters for 'First Name', 'Last Name', 'Date of Birth', and 'Scheduled For' (1/28/2021). A 'Search' button is located to the right of these filters. Below the filters is a table with the following columns: 'Appointment ... ↓', 'Check-in Time', 'First Name', 'Last Name', 'Waiting Time', and 'Status'. The table contains one entry: '2021-01-28 07:46:27', 'JOHNNY', 'BRAVO', '0:1:19', and 'Checked in'. To the right of the entry are links for 'Cancel', 'View', 'Edit', and 'Start'. At the bottom of the table are navigation arrows and a page number '1'.

2

If the patient has been waiting for more than an hour, the timer will turn **red** to alert the Registrar.

The screenshot shows the 'Waiting Queue' interface. At the top, there is a navigation bar with 'Lake City COVID Event' and links for 'Home', 'Patient Check-In', 'Patient Registration', 'Waiting Queue' (highlighted with a red box), and 'Logout'. Below the navigation bar, there are search filters for 'First Name', 'Last Name', 'Date of Birth', and 'Scheduled For' (1/28/2021). A 'Search' button is located to the right of these filters. Below the filters is a table with the following columns: 'Appointment ... ↓', 'Check-in Time', 'First Name', 'Last Name', 'Waiting Time', and 'Status'. The table contains one entry: '2021-01-28 07:46:27', 'JOHNNY', 'BRAVO', '1:1:31', and 'Checked in'. The entire row is highlighted in red. To the right of the entry are links for 'Cancel', 'View', 'Edit', and 'Start'. At the bottom of the table are navigation arrows and a page number '1'.

This concludes a step by step overview of the Vaccination 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.