



# VACCINATE UTAH

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Vaccinator Portal  
User Guide





## Table of Contents

<b>Introduction</b>	3
<b>Logging In to the Portal</b>	4
Patient Look Up Appointment	6
Patient Look Up Waiting Que	8
<b>Start Vaccination Process for Patient</b>	9

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## 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>

salesforce

Username

Password

Log In to Sandbox

Remember me

[Forgot Your Password?](#)

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

Select Vaccination Ever

Home Patient Check-In Patient Registration Waiting Queue Logout MG

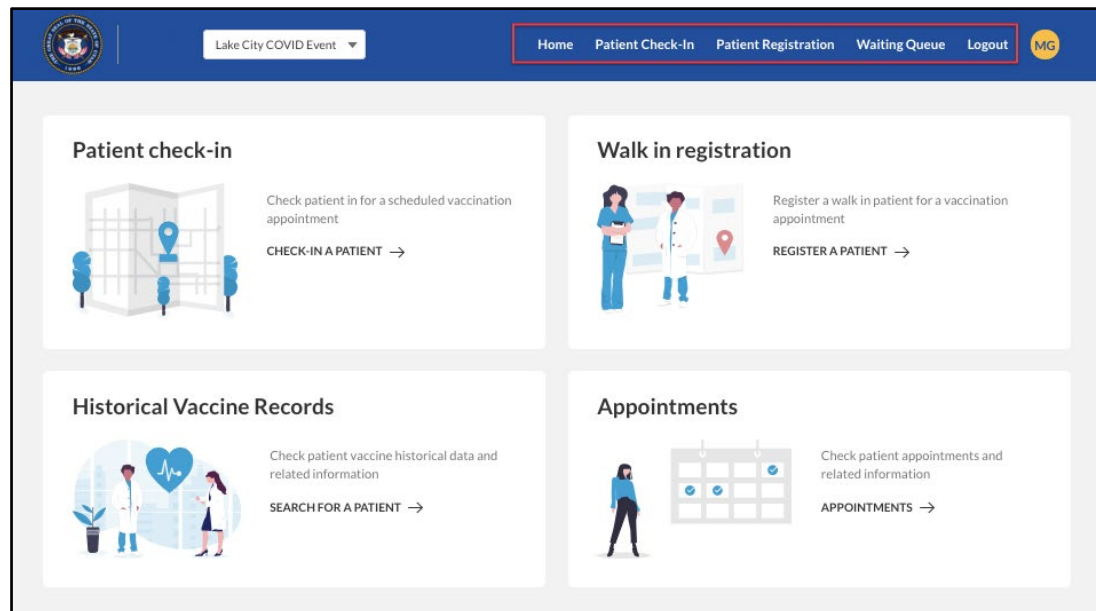


3 Once you select your site, the home page will include:

- **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 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 displays the home page of the Vaccinator application. At the top, there is a blue navigation bar with the following elements from left to right: the state seal, a dropdown menu for 'Lake City COVID Event', a 'Home' tab highlighted with a red box, and other tabs for 'Patient Check-In', 'Patient Registration', 'Waiting Queue', 'Logout', and a user profile icon labeled 'MG'. Below the navigation bar, the main content area is divided into four white panels with light blue borders. The top-left panel is titled 'Patient check-in' and includes an icon of a building with a location pin, the text 'Check patient in for a scheduled vaccination appointment', and a 'CHECK-IN A PATIENT →' button. The top-right panel is titled 'Walk in registration' and includes an icon of two medical professionals, the text 'Register a walk in patient for a vaccination appointment', and a 'REGISTER A PATIENT →' button. The bottom-left panel is titled 'Historical Vaccine Records' and includes an icon of two medical professionals with a heart and stethoscope, the text 'Check patient vaccine historical data and related information', and a 'SEARCH FOR A PATIENT →' button. The bottom-right panel is titled 'Appointments' and includes an icon of a person standing next to a calendar, the text 'Check patient appointments and related information', and an 'APPOINTMENTS →' button. This 'Appointments' panel is highlighted with a red border.



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  [Search](#)

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.



# Patient Look Waiting Quene

1

The patient will be added to the bottom of the **Waiting Queue** after being checked-in with a timer that displays minutes elapsed since check-in.

The screenshot shows the 'Waiting Queue' page for a 'Lake City COVID Event'. The navigation bar includes 'Home', 'Patient Check-In', 'Patient Registration', 'Waiting Queue' (highlighted with a red box), and 'Logout' with a user icon 'MG'. The search filters include 'First Name', 'Last Name', 'Date of Birth', and 'Scheduled For' (set to 1/28/2021). A search button is present. Below the filters is a table with columns: Appointment, Check-in Time, First Name, Last Name, Waiting Time, and Status. One entry is shown: 2021-01-28 07:46:27, JOHNNY BRAVO, 0:1:19, Checked in. Action links 'Cancel', 'View', 'Edit', and 'Start' are visible for this entry. A pagination control shows '1' of 1 items.

2


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

This screenshot is identical to the one above, but the row for patient JOHNNY BRAVO is highlighted in a light red color. The 'Waiting Time' for this patient is now 1:1:31, indicating the timer has turned red.





## Start Vaccination Process for Patient

1	To start the vaccination process, click on the <b>Waiting Queue</b> Tab at the top of the page to be redirected to the page with the appointments. Click on the <b>“Start”</b> button.
	
2	Once you click on <b>“Start,”</b> you will be directed to the patient’s personal information page(pictured in next page). Confirm the personal information and click on <b>“Next”</b> to continue.



### Vaccination

#### Personal Information

Please complete all of the fields below to continue

* First Name JAMES	Middle Initial 	* Last Name BOND	
Mother's Maiden Name 	* Gender Male	* Date of Birth 2/7/1967	Age 53
* Ethnicity Hispanic/Latino	* Race Black or African American		
* Primary Phone Number (656) 898-9090	* E-mail bond@noemail.com	* Zipcode 84021	
* Street Address 20 MAIN ST		Apt/Suite 	
* City Duchesne	* State UT	* County Duchesne	
* How should we reach out to you for vaccination reminders? Email			

Next



4

The next screen is for viewing the **Vaccine Screening Questions**. You can see the answers to screening questions completed by the patient when they scheduled their appointment and have the ability to edit the answers as needed. After confirmation click on **“Next”** to continue.

The screenshot shows a web application window titled "Vaccination" with a close button (X) in the top right corner. The main heading is "Vaccine Screening Questions". The form contains several questions with radio button options for "Yes", "No", and "Don't know".

- Question 1: "Are you feeling sick today?" with "No" selected.
- Question 2: "Have you ever received a dose of COVID-19 vaccine?" with "No" selected.
- Question 3: "If yes, which vaccine product?" with a dropdown menu showing "Moderna".
- Question 4: "If selected Another Product" with a dropdown menu showing "Moderna".
- Question 5: "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?" with "Don't know" selected.
- Question 6: "Was the severe allergic reaction after receiving a COVID-19 vaccine?" with "No" selected.
- Question 7: "Have you received passive antibody therapy (monoclonal antibodies or convalescent serum) as treatment for COVID-19?" with "No" selected.
- Question 8: "Have you received another vaccine in the last 14 days?" with "Don't know" selected.
- Question 9: "Have you had a positive test for COVID-19 or has a doctor ever told you that you had COVID-19?" with "No" selected.
- Question 10: "Do you have a weakened immune system caused by something such as HIV infection or cancer or do you take immunosuppressive drugs or therapies?" with "Don't know" selected.
- Question 11: "Do you have a bleeding disorder or are you taking a blood thinner?" with "Don't know" selected.
- Question 12: "Are you pregnant or breastfeeding?" with "Don't know" selected.

At the bottom of the form, there is a "Please note:" section with a light blue background. Below the note, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red rectangular border.



5

The last screen is for **Vaccine Lot Information**. On this page, review the current information and add the necessary Vaccine Information:

- Brand Name
- Lot Number
- Body Site
- Dosage Number

Edit/update the information as needed. Once you confirm the patient’s personal information and screening questions click **“Done.”**

**Vaccination**

**Vaccine Lot Information**

Date Of Vaccination: 1/28/2021

Vaccinator: SEClinic Admin

\* Brand Name: Moderna

\* Lot Number: 112236

Body Route: Intranasal

Expiration Date: 1/31/2022

Dosage: 1

\* VFC Eligibility: Select an Option

Body Site: Select Body Site

Dosage Number: 1st

VIS Publication Date: Jan 27, 2021

Back Done

This concludes a brief overview of the responsibilities of the Vaccinator in the Vaccinate Utah system. For any questions while using this guide, please [contact your lead or onsite level 1 tech support](#) located on page 2 of this packet.