



Training Prewrite Guidance

View the demo video in its entirety then attempt the following tasks. If you have questions, please take notes, and share your questions during training.

PrepMod Video Demo (45 Minutes)

https://us02web.zoom.us/rec/share/H9SVi2UuCT-4PKATKqXlu3TyO_LN_OKc419j7Ty8e3ofmErxzumFoNjaq6aSMHm.t_ftRwfTSLBm4URP

Passcode: UW?Q+3zG

FOR ADMINISTRATORS	
Patient, Provider, Business Sign-Up (Do this three times and remember the names you entered so you can search for them later)	
Go to PrepMod Public-Facing Homepage: <u>https://demo.vaccineconsent.com/appointment/en/clinic/search</u>	
Search for a clinic	
Register someone using consent form	
Register additional family members for service	
Sign up for the waiting list	
Search for a new appointment	

<p>Go to the Administrative Site https://demo.vaccineconsent.com/clinics ID: trainingdemo2422@test.com Password: Julyprepdemo@22</p>	
CLINIC REGISTRATION LIST	
Generate a consent form	
Check to see if you are on the waiting list for the clinic for which you registered.	
View the history of five people	
CREATE CLINIC	
Enter clinic details	
Enter staff names	
Enter vaccine products for the clinic	
Search for the clinic on public-facing site https://demo.vaccineconsent.com/appointment/en/clinic/search	
See if information entered carries over to Activity Form	
Archive A Clinic/ Bring Back an Archived Clinic	
View/EDIT CLINIC	
Add two new staff, Update the page, go to the Activity Form, vaccinate a patient, and see if your staff are listed.	
Add two new vaccines, Update the page, go to the Activity Form, vaccinate a patient, and see the vaccines are listed.	

CLINIC ACTIVITY FORM	
Enter vaccine events/records for several people	
Click on vaccine events/records already entered (blue button is already filled) and see if the details you selected are displayed	
Leave page and return to see if information entered remains.	
Practice moving around the page. Notice when recording a vaccination Update saves the information. Close allows you to leave without changing the record.	
Save and Submit the Clinic, go to the top of the page and Reopen the Page. <i>(On a live site, Save and Submit will Close the Clinic, Send Vaccination Records and Send record to the IIS System)</i>	
VIRTUAL QUEUE	
Turn on and turn off Virtual Queue	
Adjust the social distancing capacity	
Open for Check in and Check in patients	
Open the clinic and mark patients as arrived	
Pause Automation	
FIND A RECORD	
Go to a clinic Registration page, add a new patient under the Add More Patients button.	
Go to Record Search, did the person you registered show up in Find a Record?	
Click on a name and go to Edit Consent to make changes.	
Click on Edit button to adjust demographic and insurance fields.	
INVENTORY MANAGEMENT	
Enter New Inventory Supply and then search for the new inventory below.	
Click on Inventory name to view where the inventory is being used.	

Click on Edit to update Inventory.	
MISCELLANEOUS	
Go to Send a Message, draft a message, and select recipients	
Go to Create Users and create three users (use a dummy email address or an email address you already have)	
Go to Change Password and change your password.	
Go to Customized Reports and generate three customized reports.	

FOR STAFF USERS	
Patient, Provider, Business Sign-Up (Do this three times and remember the names you entered so you can search for them later)	
Go to PrepMod Public-Facing Homepage: https://demo.vaccineconsent.com/appointment/en/clinic/search	
Search for a clinic	
Register someone using consent form	
Register additional family members for service	
Sign up for the waiting list	
Search for a new appointment	

<p>Go to the Administrative Site https://demo.vaccineconsent.com/clinics ID: traingdemo2422@test.com Password: Julyprepdemo@22</p>	
CLINIC REGISTRATION LIST	
Generate a consent form	
Check to see if you are on the waiting list for the clinic for which you registered.	
View the history of five people	
EDIT CLINIC	
Add two new staff, Update the page, go to the Activity Form, vaccinate a patient, and see if your staff are listed	
Add two new vaccines, Update the page, go to the Activity Form, vaccinate a patient, and see the vaccines are listed	
CLINIC ACTIVITY FORM	
Enter vaccine events/records for several people	
Click on vaccine events/records already entered (blue button is already filled) and see if the details you selected are displayed	
Leave page and return to see if information entered remains	
VIRTUAL QUEUE	
Review options to adjust virtual queue parameters	
Turn on and turn off virtual Queue	
Check in patients	

Mark patients as arrived	
Pause Automation	
Adjust the social distancing capacity	
FIND A RECORD	
On the Clinic Activity Form, enter a health encounter for three people (vaccinated, refused, sick or absent/withdrawn)	
Check Registration List or Clinic Activity to see if the new entry shows up when you click on the name in the Registration List.	
Did the person you registered show up in Find a Record?	
INVENTORY MANAGEMENT	
Enter New Supply and then Search for it at the bottom of the page.	
Edit inventory by clicking edit to the right of the inventory entry at the bottom of the page.	
Click on an Item Name to view where the inventory is being used.	
MISCELLANEOUS	
Go to the icon at the top righthand side of the page – observe that you can edit email, password from this page.	