



Workflow for administering vaccinations:

FIS:

1. The FIS will need to obtain the most up to date insurance information from the patient and scan into the patient's profile in Pioneer.
 - a. If the patient has Medicare as primary, the FIS will also need to make a copy of the Red, White, and Blue card to later send to the management office for billing.
2. Once insurance and new patient demographics if applicable have been obtained the patient will also need to sign a immunization consent form.
3. The FIS will also need to complete the (white) vaccine request note with the applicable vaccine that is requested. (Attention is needed to ensure the correct vaccine is circled. Verify age of the patient for the high dose influenza vaccine, shingrix and pneumococcal.) The vaccine request note and signed consent form need to be placed in a blue basket and given to the input tech.

Input Tech:

1. At the time of receiving the blue basket for the vaccine(s) request the input tech will obtain and print the GRITS record of the patient to give to the pharmacist. (Input tech should review the records to ensure the patient is eligible for receiving the vaccine before the next step is taken. If the patient is not eligible the pharmacist will need to be notified to communicate this to the patient.)
2. Once eligibility has been verified, the input tech can begin the billing process in Pioneer.
 - a. If the patient has Medicare (RWB card), follow these steps:
 - i. Input the vaccine in the patient's profile and place the vaccine on hold.
 - ii. Print label and follow step #3.
3. After billing is successful the input tech will print a label and "backtag" the label on the back of the (white) vaccine request note. This note also serves as the prescription for the vaccine. Note should be scanned into the image tab of the Rx.
 - a. If the patient is receiving their first shingrix vaccine, the second dose will need to be future filled for two months.
4. The basket will then be passed to the dispense tech.

Dispense Tech:

1. The dispense tech will obtain the appropriate vaccine from the refrigerator and give the vaccine and blue basket to the pharmacist to check.
2. The pharmacist will need to communicate the price of the vaccine to the FIS to then process the sale in the POS system.
3. During the sale transaction the dispense tech will need to ensure the area in which the immunization will be given is prepared with the following:
 - a. Gloves
 - b. Alcohol prep pads
 - c. Vaccine
 - d. Band-aid and cotton ball
 - e. VIS (Vaccine information sheet) most up to date
4. The FIS will escort the patient to the immunization area once sale is complete.

Pharmacist:

1. Pharmacists will need to “pre-check” any vaccine transfers to Hahira for MedB billing.
2. The pharmacist will give the patient the VIS (Vaccine Information Sheet) for the vaccine they are receiving to review before being administered.
3. Once the patient has read and understands the information from the VIS the pharmacist will then administer the vaccine.
4. After administration, the patient should be offered to wait 15 minutes to be monitored for any adverse reactions. During this time the pharmacist will complete the consent form with the proper documentation.

FIS:

1. If the patient has Medicare the FIS will send the vaccine consent form, copy of the RWB card, and the inventory transfer of the vaccine(s) to Carin in the management office.
2. FIS will then send a copy of the consent form with Fax Cover Sheet to that patient’s listed Primary Care Physician on the consent form for notification of the administered vaccine. This must be done at least 72 hours from administration.

Legend:

FIS duties

Input Tech duties

Dispense Tech duties

Pharmacist duties