

This page contains the same instructions as subsequent pages, without the screenshots.

In the <b>“In-Clinic Experience”</b> app (ICE), search for client record.	in Search Bar at top of screen, <input type="checkbox"/> Ensure droplist is on <b>“Profiles”</b> <input type="checkbox"/> Search for Client <input type="checkbox"/> Choose one of the 2 scenarios below
Scenario A: <b>Client record found</b> in ImmsBC	<input type="checkbox"/> Select correct client record from the list
Scenario B: <b>Cannot find Client record</b> in ImmsBC	<input type="checkbox"/> <b>Register Client</b> into ImmsBC
For all Clients registered in ImmsBC	In <b>Related</b> tab, review client history: <input type="checkbox"/> Alerts <input type="checkbox"/> Relevant Immunization History <input type="checkbox"/> Relevant Agent Forecasts <input type="checkbox"/> Adverse Event Following Immunization (AEFI) History <input type="checkbox"/> Relevant Risk Factors <input type="checkbox"/> ImmsBC Notes <input type="checkbox"/> Deferrals <input type="checkbox"/> Comments

Documenting Immunization Without an Appointment (DIWA)	<p><b>1</b> In the <b>Person Account</b>, click <b>“Related”</b> tab, &amp; in <b>Immunization Records</b> section, click <b>“Create Immunization Record”</b></p> <ol style="list-style-type: none"> <li>i. Select the <b>Agent</b> from the drop-list</li> <li>ii. Input the <b>Clinic Location</b></li> <li>iii. Input the <b>Date &amp; Time</b> of Vaccine Administration</li> <li>iv. Click <b>Record Immunization</b></li> </ol>
A pop-up window will appear, which starts with <b>“Client Details”</b> section.	
Client Details & Consent	<p><b>2</b> The “Informed Consent...” section will display any previously obtained consent.</p> <ol style="list-style-type: none"> <li>i. In the “Informed Consent...” section, <b>select the Provider Type</b> and Input the <b>name of the provider who obtained consent.</b></li> <li>ii. Input the <b>“Consent Effective to date”</b> as applicable.</li> <li>iii. Select <b>who provided informed consent.</b></li> <li>iv. Click <b>“Save Consent”</b></li> </ol>
Immunization Information	<p><b>3</b> In the pop-up window, scroll to the <b>Immunization Information</b> section.</p> <ol style="list-style-type: none"> <li>i. <b>Select Provider Type</b>, &amp; <b>validate Date &amp; Time</b> of Administration.</li> <li>ii. Input the <b>Provider.</b></li> <li>iii. Ensure <b>‘Show all lot numbers’</b> checkbox is clicked.</li> <li>iv. Input <b>Lot Number</b></li> <li>v. Select <b>Reason for Immunization &amp; injection site.</b></li> <li>vi. Select <b>Dosage</b></li> <li>vii. Click <b>“Save”</b></li> <li>viii. Add any <b>Medical Intervention comments</b> if necessary.</li> <li>ix. Click <b>“Confirm &amp; Save Administration.”</b></li> </ol>
Vaccine Administration Summary	<p><b>4</b> <b>Vaccine Administration Summary</b> will display</p> <ol style="list-style-type: none"> <li>i. Validate the <b>Client Details &amp; Vaccine Details.</b></li> <li>ii. Click <b>“Edit”</b> if any information presents a discrepancy.</li> <li>iii. After Validating all the information, click <b>“Confirm &amp; Save”</b></li> </ol>

## Documenting Immunization Without an Appointment

Documenting Immunization Without an Appointment (DIWA)

1

- In the **Person Account**, click **“Related”** tab, & in **Immunization Records**, click **“Create Immunization Record”**
- i. Select the **Agent** from the drop-list
  - ii. Input **Clinic Location**
  - iii. Input **Date & Time** of Vaccine Administration
  - iv. Click **Record Immunization**

The screenshot shows the 'Person Account' for ASHANTI KRABBE. The 'Related' tab is selected, and the 'Immunization Records (1)' section is visible. A modal window titled 'What Immunization do you want to record?' is open. The modal contains the following elements:

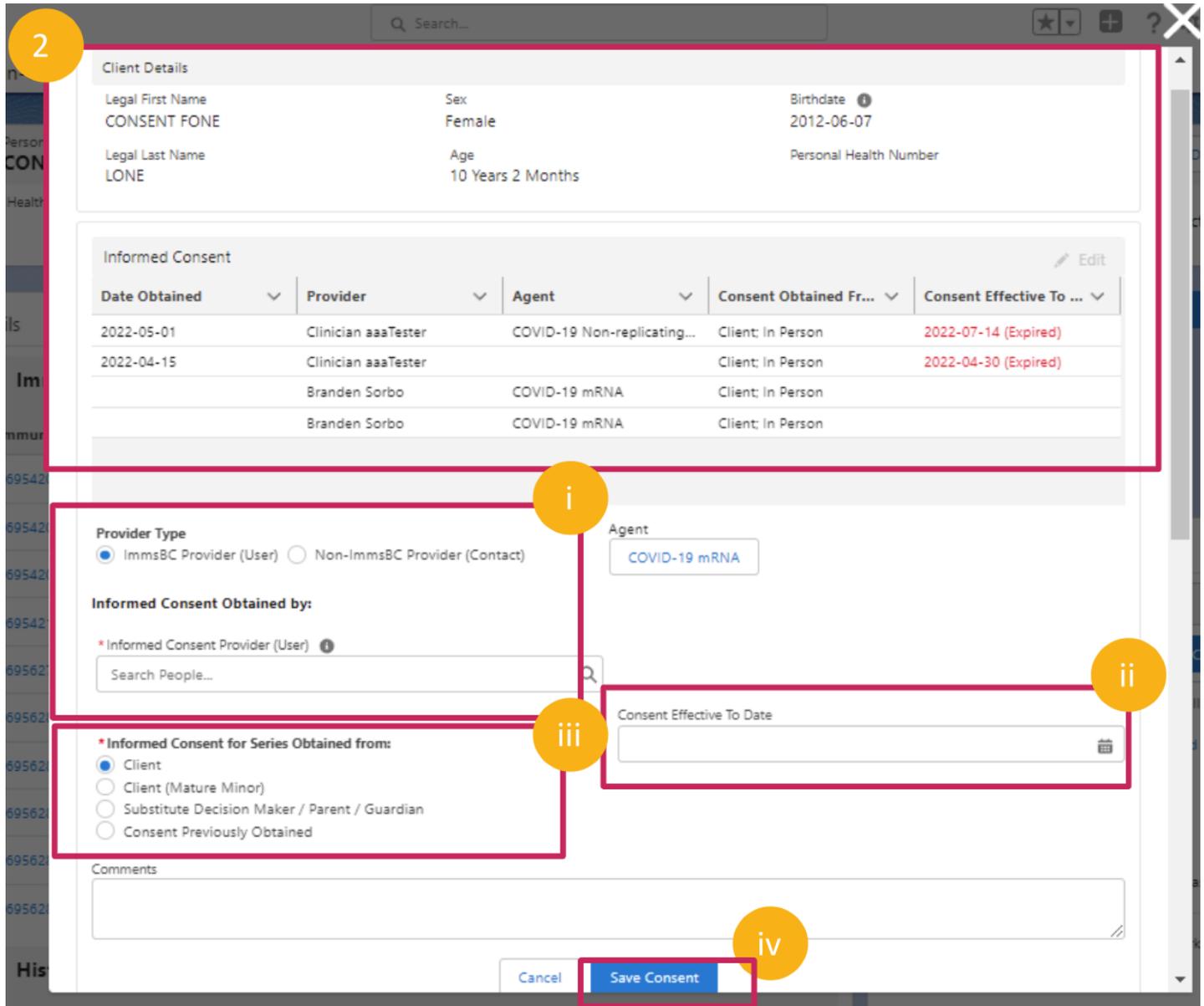
- A warning message: "Pharmacy users: do not record vaccine administration without an appointment. A PharmaNet billing claim will not be submitted".
- A dropdown menu for selecting an Agent, with a yellow callout 'i' pointing to it.
- A text input field for Clinic Location, with a yellow callout 'ii' pointing to it.
- A date/time picker for Date/Time Administration, with a yellow callout 'iii' pointing to it.
- A 'Record Immunization' button, with a yellow callout 'iv' pointing to it.

## Client Details & Consent

Client Details & Consent

2

- The “Informed Consent...” section will display any previously obtained consent.
- i. In the “Informed Consent...” section, **select Provider Type** and Input name of the **provider who obtained consent**.
  - ii. Input **“Consent Effective to date”** as applicable.
  - iii. Select **who provided informed consent**.
  - iv. Click **“Save Consent”**



The screenshot shows a web application interface for documenting informed consent. A search bar is at the top. Below it is a 'Client Details' section with fields for Legal First Name (CONSENT FONE), Legal Last Name (LONE), Sex (Female), Age (10 Years 2 Months), Birthdate (2012-06-07), and Personal Health Number. The 'Informed Consent' section contains a table with columns: Date Obtained, Provider, Agent, Consent Obtained From, and Consent Effective To. The table lists two previous consent entries. Below the table are form fields for 'Provider Type' (radio buttons for ImmsBC Provider (User) and Non-ImmsBC Provider (Contact)), 'Agent' (text field with 'COVID-19 mRNA'), 'Informed Consent Obtained by:' (searchable text field), 'Informed Consent for Series Obtained from:' (radio buttons for Client, Client (Mature Minor), Substitute Decision Maker / Parent / Guardian, and Consent Previously Obtained), 'Consent Effective To Date' (calendar field), and 'Comments' (text area). At the bottom are 'Cancel' and 'Save Consent' buttons.

Date Obtained	Provider	Agent	Consent Obtained Fr...	Consent Effective To ...
2022-05-01	Clinician aaaTester	COVID-19 Non-replicating...	Client; In Person	2022-07-14 (Expired)
2022-04-15	Clinician aaaTester	COVID-19 mRNA	Client; In Person	2022-04-30 (Expired)
	Branden Sorbo	COVID-19 mRNA	Client; In Person	
	Branden Sorbo	COVID-19 mRNA	Client; In Person	

## Immunization Information

Immunization Information	<p><b>3</b></p> <ol style="list-style-type: none"> <li>i. <b>Select Provider Type, &amp; validate Date &amp; Time</b> of Administration. Input the <b>provider</b>.</li> <li>ii. <b>Ensure below checkbox is clicked</b> <ol style="list-style-type: none"> <li>i. 'Show all lot numbers' which will ensure all lot #s in ImmsBCare are displayed.</li> <li>ii. If lot number still does not display click 'Show depleted lot numbers' which displays existing lot #s that have run out of supply</li> </ol> </li> <li>iii. Input the <b>Lot Number</b>.                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the <b>correct Reason for Immunization</b>.                             <ul style="list-style-type: none"> <li>o <b>Do not select</b> "Pandemic Priority Population" if one of the other reasons to the right applies:</li> <li>o LTC &amp; AL Residents must be identified as such</li> </ul> </li> <li><input type="checkbox"/> Select <b>injection Site &amp; Dosage</b></li> </ul> </li> <li>iv. Click <b>"Save"</b></li> <li>v. Add any <b>Medical Intervention comments</b>, if necessary.</li> <li>vi. Click <b>"Confirm &amp; Save Administration."</b></li> </ol>	<ul style="list-style-type: none"> <li>--None--</li> <li>Pandemic Priority Population</li> <li>Physician</li> <li>AL Resident</li> <li>LTC Resident</li> <li>AL Staff</li> <li>Community</li> <li>Hospital/Acute</li> <li>LTC Staff</li> </ul>
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The screenshot shows the 'Immunization Information' form with the following elements highlighted by callouts:

- 3**: The 'Immunization Information' header.
- i**: The 'Administration' section, including 'Date of Administration' (Aug 1, 2022) and 'Time' (12:00 a.m.).
- ii**: The 'Provider' search field and the 'Show all lot numbers' checkbox.
- iii**: The 'Route' dropdown menu.
- iv**: The 'Save' button.
- v**: The 'Medical Intervention' section, including 'Intervention Necessary' and 'Medical Intervention Comments'.
- vi**: The 'Confirm & Save Administration' button at the bottom.

## Vaccine Administration Summary

Vaccine Administration Summary	4	<p><b>Vaccine Administration Summary</b> will display</p> <ol style="list-style-type: none"> <li>i. Validate the <b>Client Details &amp; Vaccine Details</b>.</li> <li>ii. Click <b>“Edit”</b> if any information presents a discrepancy.</li> <li>iii. After Validating all the information, click <b>“Confirm &amp; Save”</b></li> </ol>
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4

Vaccine Administration Summary

Client Details

<b>Legal First Name</b> Alex	<b>Legal Last Name</b> Marshall
<b>Sex</b>	<b>Age</b> 40
<b>PHN</b> 9879456589	<b>BirthDate</b> 1982-02-10

Vaccine Details

<b>Trade Name</b> COVISHIELD	<b>Agent</b> COVID-19 Non-replicating Viral Vector
<b>Lot Number</b> 4120Z003	<b>Dosage</b> 0.5

**Clinic Location**  
Age 12 and Above - Abbotsford - Abby Pharmacy

**Date/Time of Administration**  
2022-03-30 7:00 PM

ii

Edit

iii

Confirm and Save

Ensure Completion & Document Next Agent	<ol style="list-style-type: none"> <li>i. Review <b>Related Tab</b> in <b>Person Account</b> to ensure documentation has been completed.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="font-size: small;">Details <u>Related</u> Appointment Scheduling</p> <p><b>Immunization Records (4)</b> <span style="float: right; font-size: x-small;">Create Immunization Record</span></p> <table border="0" style="width: 100%; font-size: x-small;"> <thead> <tr> <th><input type="checkbox"/> Immunization Record</th> <th>Agent</th> <th>Date/Time of Submission</th> <th>Pathway Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 00044274</td> <td>COVID-19 mRNA</td> <td>Oct 18, 2022, 12:00:00 a.m.</td> <td>After Care</td> <td style="text-align: right;"><a href="#">Go to In-Clinic Experience</a></td> </tr> </tbody> </table> </div> <ol style="list-style-type: none"> <li>ii. To document another Agent, click <b>Create Immunization Record</b> and repeat above steps.</li> </ol> <p>Report records requiring remediation to <a href="mailto:PublicHealthInformatics@islandhealth.ca">PublicHealthInformatics@islandhealth.ca</a></p>	<input type="checkbox"/> Immunization Record	Agent	Date/Time of Submission	Pathway Status	Action	<input type="checkbox"/> 00044274	COVID-19 mRNA	Oct 18, 2022, 12:00:00 a.m.	After Care	<a href="#">Go to In-Clinic Experience</a>
<input type="checkbox"/> Immunization Record	Agent	Date/Time of Submission	Pathway Status	Action							
<input type="checkbox"/> 00044274	COVID-19 mRNA	Oct 18, 2022, 12:00:00 a.m.	After Care	<a href="#">Go to In-Clinic Experience</a>							

## Sources of Help

Sources of Help	<p>Documentation Resources:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ImmsBC Knowledge tab → Published Articles</li> <li><input type="checkbox"/> <a href="#">Public Health Informatics SharePoint</a></li> </ul> <p>For Immediate Help: <a href="mailto:publichealthinformatics@islandhealth.ca">publichealthinformatics@islandhealth.ca</a></p>
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