

# Mount Sinai Health System

## Epic Tip Sheet



### Covid-19 Vaccine Pod Clinical Workflow

Users Impacted by the Change: Covid-19 Vaccine Pod Clinical Epic Users

(See quick guide check-list at end of document)

#### 1. LOG INTO COVID-19 VACCINE POD EPIC DEPARTMENT

- Mount Sinai will offer a variety of Covid-19 Vaccine Pod locations. As clinicians it's crucial to log into the correct department based on the location you are stationed at the time. Please see list below.

Address	Epic Department Name	Epic Department ID
3201 Kings Hwy, Room 141, Brooklyn, NY	3201 KINGS HWY VACCINE POD	44001005
281 1st Ave, GMA, New York, NY	281 1ST AVE VACCINE POD	41052002
440 W 114 Street, Muhlenberg 4th Floor, New York, NY	440 W 114 VACCINE POD	43006060
25-20 30th Ave, 6th Floor, New York, NY, 11102	25-20 30TH AVE VACCINE POD	8800001
1000 10th Ave, Conference Room C, New York, NY	1000 10TH AVE VACCINE POD	43001056
1468 Madison Ave, GP West Lobby, New York, NY	1468 MADISON AVE VACCINE POD	80040101

#### 2. OPEN VACCINE ENCOUNTER FROM EPIC SCHEDULE

- Covid-19 Vaccine appointments will appear on the Epic schedule. They will look and behave the same as other Encounters currently in place. Open the visit to begin documentation.

#### 3. VACCINE FLOWSHEET

- The very first thing you must do within the first and second dose visit is complete the Covid Vaccine Flowsheet.
- Within the visit, locate the "Doc Flowsheet" tab on the left of screen. If you cannot find, search within the "More" button on the bottom left of the screen.
- Once the Flowsheet activity is open the default will be the "Covid Vaccine Questionnaire". If you do not see this, use the search bar and type the name above, then open.
- Fill out the yes/no questions, then click file when complete.

**Doc Flowsheets**

File Add Group Add LDA Cascade Insert Col Hide Device Data Compact Last Filed Details Go to Date Legend Chart Correction MAR

COVID VACCINE QUESTIO... Annual Wellness Visit

Search

Expanded View All

1m 5m 10m 15m 30m 1h 2h

12/15/20

0600

**OTHER**

Are you feeling sick? If no, proceed. If yes and moderately or severely ill, do not vaccinate. No

Have you been told to isolate or quarantine for COVID-19 in the last 10 days? If no, proceed. If yes, defer to after this period is over. No

Have you been treated with antibody therapy for COVID-19 in the last 3 months? If no, proceed. If yes, defer to > 3 months after therapy. No

Have you ever had a serious or life-threatening allergic reaction, such as hives or difficulty breathing to any vaccine or shot? If no, No

Have you had a vaccine (including flu shot) in the last two weeks? If no, proceed. If yes, reschedule for 2 weeks after the other vaccine. No

Are you pregnant or considering becoming pregnant soon? If no, proceed. If yes, No

Do you have an immunocompromising condition? If no, proceed. If yes, just state the following "You may have a less strong immune No

Do you take medications that affect your immune system including steroids, chemotherapy, or radiation therapy? If not, proceed. If yes, No

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### 4. COVID-19 VACCINE POD VISIT 1 SMARTSET (DOSE #1)

- The Covid-19 Vaccine is a 2 dose workflow. To begin the process, click the “Plan” tab, and locate the “SmartSets” section.
- You’ll likely notice the Covid SmartSets as suggestions, however you’re able to search them using “Covid” as well
- “COVID-19 VACCINE PFIZER 1<sup>ST</sup> VISIT SMARTSET” is what you’ll need for the first visit. For the second dose/visit you’ll need the SmartSet of the same name with 2<sup>nd</sup> in place of 1<sup>st</sup> in the name.
- The SmartSet contains the orders as well as other items needed to satisfy the encounter.
- The next step will guide you through completing the vaccine order questions.

COVID-19 VACCINE PFIZER 1ST VISIT SMARTSET [Personalize](#) [⌵](#)

- ▼ PFIZER COVID-19 Vaccine Orders
  - ▼ COVID-19 PFIZER ORDERS
    - ☒ COVID-19 (Pfizer) VACCINE POD PANEL
      - ☒ Covid-19 Vaccine Pfizer [ⓘ Routine, Office Procedures/Supplies](#)
      - ☒ Covid-19 Vaccine Pfizer [ⓘ Routine, Office Procedures/Supplies](#)
- ▼ Reason for Visit
  - ▼ COVID-19 VACCINE RFV
    - ☒ COVID-19 Vaccine
- ▼ Diagnosis
  - ▼ COVID-19 VACCINE DIAGNOSIS
    - ☒ Encounter for vaccination [Z23]
- ▼ Documentation
  - ▼ COVID-19 VACCINE PROGRESS NOTE
    - ☒ COVID-19 Vaccine Progress Note
- ▼ Patient Instructions
  - ▼ COVID-19 VACCINE PATIENT INSTRUCTIONS
    - ☒ COVID-19 Vaccine Patient Instructions
- ▼ Level of Service
  - ▼ COVID-19 VACCINE LEVEL OF SERVICE
    - ☒ CV [CV]

[Associate](#) [Edit Multiple](#) [Patient Estimate](#) [Providers](#) [Remove](#) [End](#) [Next](#)

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### FILL OUT COVID-19 VACCINE ORDER QUESTIONS (DOSE 1 AND DOSE 2)

- You'll notice the Covid-19 Vaccine Orders contains several required questions, just as other orders do.
- You must fill out the 4 required questions marked with the red "!".
- Also note when answering "Yes" to "Are you a Mount Sinai Employee" you'll see an additional question, what location. \*\*\*Click the magnifying glass to select appropriate location from that list.\*\*\*
- Even though the panel has 2 orders, the answers you complete from order 1 will automatically copy into order 2.
- Also note order 1 and order 2 are the same apart from the status (normal vs. future). This difference reflects the dose today "Normal" vs dose 2 in the future "Future".
- Screenshots below reflect Dose 1 "Normal" vs Dose 2 "Future"

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### 5. SIGN COVID-19 VACCINE POD SMARTSET

- Once all questions are complete, sign the SmartSet.
- You may receive a “Duplicate Orders Found” warning. Please click “Continue”. This is due to the order being technically ordered twice, it’s expected.

Potential Duplicate Orders Found

**Duplicate Orders Found**

Your New Orders

Covid-19 Vaccine Pfizer Routine, Once	Do Not Order
Covid-19 Vaccine Pfizer Routine, Expected 1/9/2021	Do Not Order

☒ Do Not Order Any

- **\*\*\*RN, LPN, Students, etc will have an extra step.\*\*\***
  - o When clicking Sign you will see a Providers / Protocol popup.
  - o You must click “Per protocol” which will populate the “Order mode” field.
  - o Next enter your authorizing / ordering provider. Consult your pod leadership for more information if needed.
  - o “Entered by” is likely your own name, if not match the name you put in fields above.

Providers

**Ordering Information**

Order mode

Per protocol

**Per protocol** Verbal with readback Telephone with readback Per Protocol (Cosign Required)

Ordering provider

**Authorizing Providers**

For procedures

**Entry Information**

Entered by

AMBRN

Comments

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### 6. OPEN THE IMMUNIZATIONS ACTIVITY

- \*\*\* Please consult with your clinical and operational leadership to decide who will be administering\*\*\*
- With the SmartSet signed, you are ready to administer Dose #1.
- The administration workflow is much the same as many other immunizations/injections.
- Open the Immunizations activity. It will live on the left of the screens, near or below the rooming/plan tab. If not, it will appear within “More” button on the bottom left of the screen.
- Once open, located the Covid-19 Vaccine order, and click “Administer”



#### Incomplete Administrations

COVID-19 Vaccine (Pfizer) EUA

 Administer  Defer  Delete

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### 7. ADMINISTER DOSE #1

- \*\*\* Please consult with your clinical and operational leadership to decide who will be administering\*\*\*
- Within the Immunizations activity you'll notice a variety of fields to fill out. Notice most, if not all will be pre-populate to reflect the Covid-19 Vaccine specifications. Please make edits only if needed, for example to change the injection Site (default of Left deltoid)
- \*\*\* The Population Group question on the bottom is required. It must be filled out \*\*\*
- Once you complete and review, click "Accept" to complete the administration process.

**Immunizations - All Types** | All Admin Types | Incomplete Admins | Historical Admins | Immunization Report | Imm Registry | Refresh

**Administered Immunization**

Name: COVID-19 Vaccine (Pfizer) EUA

Given: Given

Date: 12/15/2020

Time:

Given by: PALMIERI, PAUL

Lot #: XXXX

Dose: 0.3 mL

VIS publish date:

NDC: 59267-1000-1

Site: Left deltoid

Comment:

Manufacturer: Pfizer

Route: Intramuscular

Location:

Product: Pfizer COVID19 Vacc (Unapprov)

External:

Expires: 11/12/2021

Next due:

Population Group: ☒ Healthcare Provider/Hospital Staff ☐ Long-term/Health Care Providers ☐ Long-term Care Facility Resident ☐ Health Care Provider - Other

Accept as Incomplete | Accept | Cancel

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### 8. COMPLETE THE REMAINING REQUIRED ITEMS WITHIN THE DOSE #1 ENCOUNTER

- This encounter may require some items to be addressed in order to sign.
- Review and click "Sign" once ready. As mentioned the SmartSet will likely satisfy all items for you.

### 9. DOSE #2 ENCOUNTER WORKFLOW (RELEASE THE "FUTURE" DOSE 2 ORDER)

- The second dose workflow is much of the same as Dose 1 with a few changes.
- **\*\*\*First, you must complete the flowsheet questionnaire workflow. This is mandatory in all vaccine visits\*\*\***
- Since the SmartSet contained both orders, the second dose is already signed, **do not order a second vaccine. This would result in 2 more vaccines, total of 4.**
- Since dose 2 was ordered as "Future" it must be "Released" before you can administer.
- To release the future dose 2 order, locate the "Open Orders" or "Orders" Tab below or around the Rooming and Notes tab. If you do not find, click "More" on the bottom left of the screen.
- Once in the activity, located and select the Covid Vaccine. Then click "Release".
- The second dose is now ready to administer.

#### Order Review - Open Orders

Refresh Views Filter Association Discontinue Release Cosign Orders Reprint Extend Reject Orders Accept Orders

Treatment Pla	Stz	Status	Class	Order	Rema	Standing In	Last Perfor	Expected	Expires	Order Date	Comments
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Not part of any Treatment Plan

	Future	Office Proce...	COVID-19 VACCINE P...	1/1				01/09/2021	2/9/2021...	12/9/202...	
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### 10. DOSE #2 ENCOUNTER WORKFLOW (ADMINISTER)

- **\*\*\* Please consult with your clinical and operational leadership to decide who will be administering\*\*\***
- Once the order is released you are ready to administer.
- At this point the workflow is the same as dose 1 (immunizations activity – administer)

### 11. DOSE #2 ENCOUNTER WORKFLOW (VISIT 2 SMARTSET)

- With dose 2 administered, you are ready to address the remaining required items for the visit. Like visit 1, location the SmartSets section, and select the Visit 2 Smartset.
- Review and sign the SmartSet.
- You are now ready to sign the second visit and complete the Covid-19 Vaccine workflow.

### QUICK GUIDE CHECK LIST

1. Log into Epic Pod department – open visit 1
2. Complete flowsheet
3. Open Visit 1 SmartSet, fill out order questions, sign SmartSet
4. Administer dose 1
5. Close visit 1
6. Repeat steps above for visit 2, differences below
  - a. Use visit 2 SmartSet
  - b. "Release" 2<sup>nd</sup> dose before administering
  - c. SmartSet 2 has no orders, those were both in SmartSet 1