

Mount Sinai Health System Epic Tip Sheet



Scheduling and Check In for Vaccine Pods

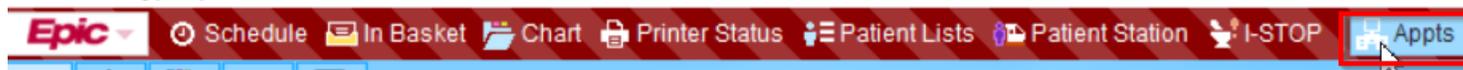
Users Impacted by the Change: schedulers at the following departments:

Epic Department	Epic DEP ID
3201 KINGS HWY VACCINE POD	44001005
281 1ST AVE VACCINE POD	41052002
440 W 114 VACCINE POD	43006060
25-20 30 TH AVE VACCINE POD	8800001
1000 10TH AVE VACCINE POD	43001056
1468 MADISON AVE VACCINE POD	80040101

Scheduling

1. OPEN THE PATIENT'S APPOINTMENT DESK

Click on '**Appts**' from the top toolbar to search for the patient you are scheduling for.



2. CLICK MAKE APPT

On the patient's Appointment Desk, click '**Make Appt**'.



3. CLICK **FINISH** TO CONTINUE TO MAKE THE APPOINTMENT.



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4. COMPLETE THE MAKE APPOINTMENT ACTIVITY

On the Make Appointment activity, verify the **Department** and enter **Appt Notes, Visit Type [COVID-19 VACCINE DOSE 1 or COVID-19 VACCINE DOSE 2]**

Once the visit type is selected, a Decision Tree questionnaire will appear to Covid-19 Dose 1. Answer the questions with responses 'Yes', 'No' or 'Unknown' and click '**Continue**' to complete scheduling.

Add a scheduling Provider [[schedule to the generic vaccine resource](#)] and click **Start Search on**.



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Make Appointment

Department: 3201 KINGS HWY VACCINE POD [44001005] Appt notes: dose 1

Visit type: COVID-19 VACCINE DOSE 1 [8687] Department: 3201 KINGS HWY VACCINE POD [44001005]

Schedule Scagner:

Provider/Resource	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20
COVID-19 VACCINE MSB [1269995]	0%	0%	0%	0%	0%	No Sch	No Sch

Note: the answers to certain questions may lead to scheduling being denied. Please do not schedule the appointment.

Decision Tree for COVID-19 VACCINE DOSE 1

Are you feeling sick?

Have you been told to isolate or quarantine for COVID-19 in the last 10 days?

Have you been treated with antibody therapy for COVID-19 in the last 3 months?

Results - Deny Scheduling

5. SEARCH FOR NEXT AVAILABLE APPOINTMENT

On the bottom of the Make Appointment activity click 'Search'.

Make Appointment

Department: 3201 KINGS HWY VACCINE POD [44001005] Appt notes: DOSE 1

Visit type: COVID-19 VACCINE [8687] Department: 3201 KINGS HWY VACCINE POD [44001005]

Schedule Scagner:

Provider/Resource	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	Mon 12/14	Tue 12/15
COVID-19 VACCINE MSB [1269995]	5%	0%	0%	No Sch	No Sch	0%	0%



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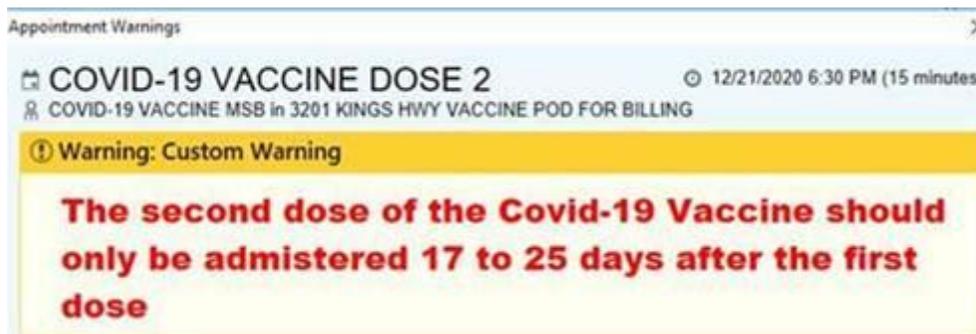


6. SELECT AN APPOINTMENT SLOT

On the Provider Schedule activity, double click to select a time slot for the appointment and click Schedule.

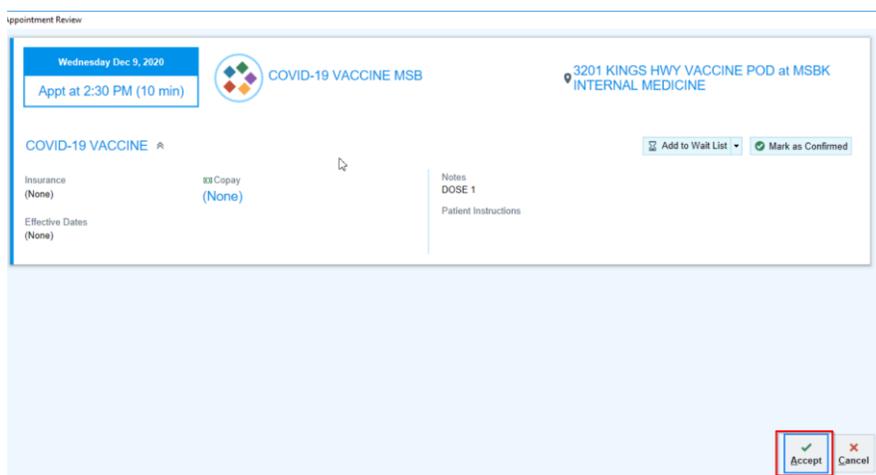
1	1:30p			
1	1:40p			
1	1:50p			
1	2:00p			
1	2:10p			
1	2:20p			

Note: When scheduling Covid-19 Dose 2, make sure to schedule the appointment between 17 to 25 days from when the first dose was administered. If scheduling outside of this range, you will see this warning:



7. APPOINTMENT REVIEW

Review the appointment details and click 'Accept' to schedule the appointment



VERIFY PATIENT REGISTRATION USING THE CHECKLIST.

Fill in any missing demographic fields such as employer, patient phone number, or address.



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Please select 'Mount Sinai Health System' if the patient is an employee. Note that the address defaults to the hospital address. Please select the appropriate employer record for non-MSHS Healthcare workers (ex: New York Community Hospital).

The screenshot shows a 'Patient Employer Information' form with the following fields and values:

Employer:	MOUNT SINAI HEALTH SYSTI	Employment status:	Full Time
Address:	1 Gustave L. Levy Pl	Employment date:	
City (or ZIP):	NEW YORK	Employee ID:	
State:	NY	Occupation:	
ZIP:	10029	Phone:	
County:	New Yor	Country:	US
		Fax:	

Buttons: Accept, Cancel

9. CLICK FINISH TO COMPLETE THE SCHEUDLING PROCESS

The screenshot shows the 'Registration' screen for a patient. The patient information is as follows:

Female 10/31/2020 (5 wks) MRN: B114097
Demographics: 150 e 42nd St, NEW ROCHELLE, NY 10801
Home: 999-666-3333
Work:
Mobile:
Email: fdkjf@gmail.com
Employment: Not Employed - Not Employed

Other details: Missing ethnicity, PCP: No General PCP, Patient Contacts: Showing 0 of 0.

GUARANTORS & COVERAGES

P/F Vaccine,Covid [1000008553]	Encounter guarantor	Rel to patient: Self
MyChart status: No proxy exists	Proxy rel to patient: N/A	
Guarantor Address same as patient	Home:	
Demographics	Work:	
Prof acct balance: 0.00	Employment:	
Credit Info Credit Score:	Hosp acct balance: 0.00	Add Account Note
	Propensity to Pay:	

ENCOUNTER INFO

Buttons: Restore, Back, Next, Finish (highlighted in red)

Check-In

1. SELECT THE PATIENT FROM THE DAR AND CLICK CHECK IN

On the DAR select the patient and click **Check In**. Note: To open your DAR click Schedules > Dept Appts and run the Check in DAR in the report settings activity



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Department Appointments Report: Check In DAR

Refresh Settings Appt Desk Walk In Sign In **Check In** Check Out Room Patient Appt Info

1 Full Appointment List 2 Appointment Totals

Date: 12/9/2020 3201 KINGS HWY VACCINE POD [44001005]

Date	Appt Message	Conf?	Dept No	Show %	eCheck-in Status	Status	Appt Time
12/09/2020				0	Not Offered	Sch	2:30 PM

2. ENTER THE POINT OF ORIGIN AND METHOD OF TRAVEL IN THE 'VISIT INFO' SECTION

For outpatients, 'Point of Origin' is 'Non-Healthcare Facility'. The 'Method of Travel' is the patient's main mode of transport.

Registration

Infection Screening Appt Desk Claim Info MSPQ Referrals Benefits Patient FYI Tx Inquiry Patient Summary

Vaccine, Covid

Visit Info

Px/Dx Referring Provider Documents Specialty Billing Info

1000008553-VACCINE,COVID P/F

Visit Coverages Self-pay

There are no visit coverages.

Visit claim:

Cerner Authorization:

Accident related?

Point of Origin: **Non-Healthcare Facility**

Method of Travel: Biking

3. ENTER THE STATUS OF COLLECTED DOCUMENTS

Click Documents on the left navigator and enter the status of required documents. Note: only the Acknowledgement of Receipt of NOPP (collected only once a year).

Registration

Infection Screening Appt Desk Claim Info MSPQ Referrals Benefits Patient FYI Tx Inquiry Patient Summary

Vaccine, Covid

Visit Info

Px/Dx Referring Provider **Documents** Specialty Billing Info

Documents

New Document Type + Add + 1 Financial Release...

Type	Status
Provider Authorizations and Assign...	Not Received
Authorizations and Assignments	Received
Provider Based Information	Received
Authorizations and Assignments	Received
Acknowledgement of Receipt of NOPP	Received



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4. VERIFY THE CHECKLIST AND CLICK CONTINUE CHECK IN

Note that Guarantor and Coverage do **NOT** need to be collected and will not appear on the Checklist for verification.

The screenshot displays the Epic patient sidebar with the 'Checklist' tab selected. The sidebar shows patient information including phone number (-666-3333), email (f@gmail.com), and employment status (Not Employed - Not Employed). The checklist section shows two items: 'Patient Vaccine, Covid' and 'Encounter On 12/9/2020', both marked as 'Verified'. A warning message is present regarding the patient's EIE consent. At the bottom of the sidebar, a 'Continue Check In' button is highlighted with a red box.

For Covid-19 Dose 2, you need to fill in the Covid-19 Screening questions at check-in. If the answer is 'Yes' for the first six questions, please do not continue checking-in the patient as they are not eligible to receive the 2nd dose.

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Check In - Covid-19 Va* on 12/23/20 at 9:20 AM with VACCINE MSBI in 281VACPOD for 15 minutes

MS ES COVID VACCINE SCREENING AT CHECK-IN

Have you ever had a serious or life-threatening allergic reaction, such as hives or difficulty breathing to any vaccine or shot? Do not continue if answer is yes.

Are you feeling sick? Do not continue if answer is yes.

Have you been diagnosed with COVID-19 within the last 10 days? Do not continue if answer is yes.

Have you been told to isolate or quarantine for COVID-19 in the last 10 days? Do not continue if answer is yes.

Have you been treated with antibody therapy for COVID-19 in the last 3 months? Do not continue if answer is yes.

Have you had a vaccine (including flu shot) in the last two weeks? Do not continue if answer is yes.

Have you ever received another Covid-19 Vaccine?

If you have received another Covid-19 Vaccine, which manufacturer?

If you received another Covid-19 Vaccine, when did you receive it?

Cancel Back Next Accept

5. FINISH CHECKING IN THE PATIENT AND VERIFY STATUS ON DAR

Click Accept on the bottom right hand corner to finish checking in the patient. Verify the status is Arrived on the DAR.

Department Appointments Report: Check In DAR

Refresh Settings Appt Desk Walk In Sign In Check In Check Out Room Patient Appt Info

1 Full Appointment List 2 Appointment Totals

Date: 12/9/2020 3201 KINGS HWY VACCINE POD [44001005]

Date	Appt Message	Conf?	Dept No Show %	eCheck-in Status	Status	Appt Time
12/09/2020			0	Not Offered	Arrived	10:40 AM

