**Registration**

OHSU will validate patient registered for vaccination. We receive a waitlist from Public Health. Please direct scheduling questions to Public Health: **503-397-7247**

**30 Minutes** – Indicate patient needs extended observation.

Clinic Entry

**DOOR 2 -** Lobby

**DOOR 4 –** Conf.Rm

FLAG & DOT GUIDE

Blue to indicate ready for vaccination

 Green to indicate patient under monitoring

 Black to indicate patient done & Room to be cleaned

**FLAG DOWN** after room clean

VACCINE RUNNER

Leads-LIP will run & request additional vaccines to help prevent vaccine waste.

Exit through Door 3

* + Eligible Patients are currently being contacted & registered through **Public Health via SignUp Genius**
	+ Lists will be printed for validation at Check-in

**Welcome Screening & Check-in – Greeters & Check-in**

* + Patients will be greeted outside of clinic & screened for COVID symptoms & Allergies
		- **30 Minutes – Give red card to indicate allergy risk**
	+ Once confirmed, Check-in will check for active Chart or create new “lite” Registration
	+ Add Appointment to Schedule
	+ Check-in Patient & direct to Door 2 or Door 4

**Rooming & Scribing – Scribe**

* + Scribe will pull from door for their pod
	+ Room & Open Encounter: Validate info, inform of plan and ask to prep shoulder
		- **Questions will be addressed by LIP**
	+ SCHEDULE Follow-up Vaccine in 4 weeks
		- **If unavailable, Patient must stop at Front Desk to add to Waitlist**

**Vaccination – Vaccinator/LIP & Scribe**

* + Vaccinator/LIP will address any questions or concerns
	+ Administer Vaccine
		- **SCRIBE** to Record administration in EPIC
	+ Instruct patient about self-monitoring
		- **30 minute monitoring – Lead patient to Conference room for observation**
	+ Record admin time on whiteboard

**Monitoring – Monitors & Triage**

* + Monitors & Triage will check-in on patients
	+ Callout for assistance or medical questions
	+ Release patients after monitoring & clean room

Follow Signage

**Discharge – Monitors & Front Desk**

* + Patients will be exiting through **DOOR 3**
	+ **Waitlist Patients** exit through Lobby to speak with Front Desk

**Clinic Role Today:**

 *Welcome & Screening*

1. **Greeter** is stationed outside door #3 and will **verify the patient has an appointment, completes (a) COVID symptom screening questionnaire and (b) vaccine reaction questions.**
	1. **If patient screens positive on COVID symptom screen, will likely have to re-schedule. Please contact the LIP on duty for assistance.**
	2. **Otherwise, have them move to check-in**
	3. Check-in will validate and check patient in
		1. If patient screens in low risk group (green) on vaccine triage questions, direct patient to door #3 or door #4 to meet one of the scribe/navigators to get roomed. These patients will require 15 minutes of observation after vaccine administration.
		2. If patient screens in medium risk group (yellow), give patient a yellow laminated sheet and alert them they will need to be observed for 30 minutes after vaccination. If they have questions around safety, please alert the LIP on duty for assistance.
	4. If patient screens in high risk group (red), they will require a referral to allergy prior to vaccination. Do not vaccinate on site.
	5. **Greeters should have walkie-talkies to be able to access triage. Patient may call the helpdesk (main clinic number) for assistance scheduling if they don’t have an appointment (we will take waiting list in case there are vials with doses remaining at the end of each session).**

**Primary Responsibilities:**

* + Greet Patients on Arrival
	+ Ask Covid screening questions
	+ Ask about Vaccine & other allergies
	+ Direct to Check-in
	+ Help Direct to Door 2 (the Lobby) or Door 4 (Conference Room)

**Common Questions & Issues:**

* + I’m registered but my husband/son/daughter/friend also need it but aren’t registered, can they get a shot today?
		- If they are NOT in the current group, they must wait.
		- They need to get on the waitlist and we’ll call and offer at the end of the clinic, if we have extras.
	+ I’ve had X symptoms for awhile.. In response to Covid Screening
		- Check-in with LIP/Triage to determine if they need to reschedule