Documenting COVID-19 Vaccination in Zotec
These following steps are for the Vaccine Administrator OR the Dual Access user.
Login at
https://checkin.coronavirus.in.gov

If you do not have login access, your hospital can request it for you.

If your hospital did so, the email to create an account comes from.
reply@zotecpartners.com

User accounts take 1 hour to sync. Therefore please create your account before you start your work.
Vaccine Administrator and Dual Access User Steps

• What follows are the steps that a Vaccine Administrator or Dual User can see.

• **The person administering the Vaccine is fully responsible for these steps.**
Verify Location and Date

In order to be visible to Vaccine Administrators the Patient must be “Checked-In”
Select: “Document Vaccination”
There will be 2 different brands preloaded for each patient of COVID-19 Vaccine to choose from at this time.

- Moderna will be listed as 100Mcg/0.5Ml.
- Pfizer will be listed as 30 Mcg/0.3Ml
We really need to make sure we are choosing the correct vaccine. Both will be loaded and will be added to a patient. Select Add Vaccine Info.
• You will have the option to scan the lot number or enter manually. Again, you must double check that you are selecting the correct vaccine that is being given.

• You can see it says Pfizer here. Add the lot number. There is a temporary expiration date that we will be using that I will show on the next slide.

Add Vaccine Immunization Information

Vaccine Name
COVID-19, Mrna, LNP–S, PF, 30 Mcg/0.3 Ml Dose

Manufacturer
Pfizer, Inc - Pfizer-BioNTech COVID-19 Vaccine

Lot Number

Expiration Date
mm/dd/yyyy
*NOTE*

The other vaccine listed is Moderna. If you are administering PFIZER and mistakenly click the Moderna listing, you would need to back out and remove the vaccine.
If you accidentally removed the vaccine that you are delivering, you can add it back on with the add additional vaccine button on the bottom right of the page.
The temporary expiration date that we will be using is going to be 12/31/9999
You will return to the MAIN Screen. You now need to document administration

- Double check information is correct
- Select “Document Administration”
The “Administration Site” and “Administration Route” will have prepopulated options that will appear when you start typing in the field.
• You can cancel the appointment at any time before you choose complete appointment.
• You can also reschedule at any time (I.e., if someone was feeling sick and wanted to hold off)
• There is no need to print any labels
• Make sure to encourage the patient to schedule the next appointment for their second dose.
More Vaccine Specific directions to follow

• The Vaccine EUA will include further directions for how to watch/treat the patient, immediately post vaccination.
• Please encourage and help the patient schedule their next dose before they leave.
• ZOTEC will automatically send a reminder BUT we should encourage scheduling the next appointment ASAP.
Questions?

https://eportal.isdh.in.gov/C19VaxHelpDeskCustomer/