## PrepMod: Washington State's Mass Vaccination System

How to Move Patients from a Waitlist

#### **Getting on a Waitlist**

1. When a clinic is full, patients can select Waitlist at the bottom of the schedule. Patients then must complete the registration form.

Sign Up for Vaccinations - Yakima Health District Test Covid-19 venue	e on 07/06/2021
You are on the Waiting List!	
You will be contacted if an appointment becomes available. Please print this page for your records. If you provided an email address, you information.	will also receive an email with this
Appointment: Yakima Health District Test Covid-19 venue Address: 1301 South Fair Avenue, Yakima, WA, 98901 Vaccine: Janssen Covid 19 Vaccine Dose: 1st	
Additional Details: Be prepared to show confirmation of your appointment via printout or screenshot, if unable to show confirmation, yo wait while staff confirms your appointment. Vaccinations at this site are by appointment only. **Enter fairgrounds through Gate 15 off of received their first dose are encouraged to make their appointment at the same location for their second. Masks are required and please	u may experience a slightly longer Pacific Avenue.** Those who do not come if you are feeling sick.
Vaccinations at this site are reser allows for you to have the skin c you have lost your vaccination r Print Okay	appropriate clothing which CINATION RECORD CARD. If
2021 Multi-State Partnership for Prevention.	

### **Moving Waitlist Patients to the Schedule**

1. From the clinic registration list, select See Waiting List.



2. You can select to either Move or Invite the patient.

How to Move Patients from a Waitlist

	Name <b>↓</b> ↑			Date of Birth <b>∔</b> †	Age J†	Gender ↓†	Appointment Time ↓↑	Occupation #	First Dose Type					
0	<u>Ludwig</u> <u>Von</u> <u>Drake</u>	(1st)	3	06/06/1940	80	Male	Waiting List	Grocery Store Employees		Move	Invite	Edit Consent	View Consent	Delete
	<u>Minnie C</u> <u>Pearl</u>	(1st)	?	01/01/1957	64	Female	Waiting List	Retired		Move	Invite	Edit Consent	View Consent	Delete

a. If you select Move, you can select a time and schedule the patient. Select Move Appointment Off Waiting List to confirm your selection.

Home C	línics (Records Search) (Data Transfer) (Invento (Customized Reports) (Sc	y Management) (Item Type) (Ma eening Questions) (Patients Registra	nufacturer Message Center tions (Training Material)	Users Co	unties/Jurisdictions
hedule patio	ent appointment				
ime	Appointments Available				
09:00 am	No appointments available				
) 09:10 am	4 appointments available				
) 09:20 am	2 appointments available				
) 09:30 am	3 appointments available				
) 04:50 pm	4 appointments available				1
) Add To Vaiting List	Someone will contact you about your appointment.				

- i. Patients will receive an email letting them know that an appointment is scheduled. They can choose to keep the appointment, cancel, or reschedule. If patients try to reschedule but don't find a desirable appointment time, they can choose to return to the waiting list. If someone cancels, it deletes their appointment AND removes them from the waitlist.
- b. If you select Invite, the patient will receive an email invitation letting them know that appointments are available. They can select a time or choose to remain on the waitlist.

# Appointments are now available at a vaccination clinic.

Dear Minnie C Pearl,

Appointments are now available for the clinic at Yakima Health District Test Covid-19 venue on 07/06/2021. If you are still in a need of vaccination(s), please click this link to select an appointment: <u>If you are still in need of a vaccination(s)</u>, please click this link to schedule an appointment:

Sincerely,

Your Vaccination Provider.



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