	COVID - 19 Clinic Tally Tracker **Quick Reference Guide**
island health	

Contents

Opening Clinic Tally Module
Enter the following URL in your Web browser: **https://apps.viha.ca/Vaccine_Tracker/Tally.aspx**
Tip: Bookmark the link for future use

Public Tally for Public Health	
1. Select **Public Health** tab	
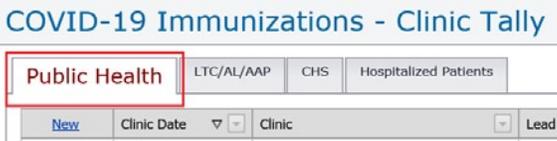
Add New Clinic Tally for Public Health	
2. Click on **New**	
3. Enter **Clinic Date and Time** 4. Select **Lead Public Health Nurse** • Your name will auto fill the first field • Add two additional names if required 5. Select **Clinic** name • If **Clinic** name cannot be found in the drop down list, enter name in **Notes** field.	

6. Enter **Product(s)** and **Lot Number(s)**
7. Enter number of **Doses at Site Clinic Start**
8. Enter number of **Doses Picked Up by Other Provider (e.g. CHS/other)**
9. Enter number of **Doses Remaining Clinic End**
   • If no doses, enter zero
   • If dose amounts were combined for multiple lot numbers, enter amounts on first product row
10. Enter the location of where the doses are remaining at in the **Doses Remaining Storage Location field**	

11. Enter **Number of clients booked at Start of Clinic** 12. Enter **Number of clients Checked In** 13. Enter **Number of Ineligible clients** 14. Enter **Number of No Show Clients**	
15. Enter **Number of Doses Administered** 16. Enter **Number of Doses Wasted** 17. Type in any **Notes**	
18. Click on **Update** (lower right corner) • You may need to scroll to the right to see **Update**	ovidtrackingvaccine@viha.ca [Update] Cancel
Update Clinic Tally for Public Health	
19. Select the correct clinic 20. Click on **Edit** 21. Make changes	[Edit] 02/03/2021 19:35 UVic
22. Click on **Update** (lower right corner) • You may need to scroll to the right to see **Update**	ovidtrackingvaccine@viha.ca [Update] Cancel
![tip icon] **Tip:** To **exit without saving** (cancel), click on **Cancel** (lower right corner) Note: You may need to scroll to the right to see **Cancel**	ovidtrackingvaccine@viha.ca Update [Cancel]
Clinic Tally for Long Term Care (LTC)/ Assisted Living (AL)/ Assessed & Awaiting Placement (AAP)	
1. Select **LTC/AL/AAP** tab	

Add New Clinic Tally for LTC/AL/AAP

2. Click on **New**	Public Health / LTC/AL/AAP / New / Clinic Date / Clinic
3. Enter **Clinic Date and Time** 4. Select **Lead Public Health Nurse** • Your name will auto fill the first field • Add two additional names if required 5. Select **Clinic** name • If **Clinic** name cannot be found in the drop down list, enter name in **Notes** field.	Clinic Date 03/03/2021 13:00 Lead Nurse Theresa Weicker / Lead Nurse #2 / Lead Nurse #3 Clinic Comox Valley Hospital Ambulance Bay
6. Enter **Product(s)** and **Lot Number(s)** 7. Number of **Doses at Site: Start of Clinic** 8. Number of **Doses Remaining: End of Clinic** • If no doses, enter zero • If dose amounts were combined for multiple lot numbers, enter amounts on first product row	Product / Lot / Doses at Site Clinic Start / Doses Remaining Clinic End Pfizer / EL0203 / 90 / 0 Pfizer / EL1406 / / Brand / Lot / /
9. Enter **Number of Expected Residents** 10. Enter **Number of Expected Residents Immunized** 11. Enter **Number of Residents Unable to be Immunized** 12. Enter **Number of Individuals on Priority List Immunized** 13. Enter **Number of Other Individuals with MHO Consult Immunized**	Number of Expected Residents 86 Number of Expected Residents Immunized 85 Number of Residents Unable to be immunized 1 Number of Individuals on Priority List Immunized 3 Number of Other Individuals With MHO Consult Immunized 3
14. Enter **Number of Doses Administered** 15. Enter **Number of Doses Wasted** 16. Type in any **Notes**	Total Number of Doses Administered 91 Total Number of Doses Wasted 0 Notes
17. Click on **Update** (lower right corner) • Note: You may need to scroll to the right to see **Update**	ovidtrackingvaccine@viha.ca Update Cancel

Update Clinic Tally for LTC/AL/AAP

18. Select the correct **Clinic** 19. Click on **Edit** 20. Make changes	Edit 01/03/2021 22:34 Woodgrove Manor
21. Click on **Update** (lower right corner) • You may need to scroll to the right to see **Update**	ovidtrackingvaccine@viha.ca Update Cancel

Clinic Tally for Community Health Services (CHS)

1. Select **CHS** tab	

Add New Clinic Tally for CHS

2. Click on **New**	

3. Enter **Immunization Date**	
4. Enter **Lead Immunizer**	
5. Enter **CHS Unit**	
• If **CHS Unit** name cannot be found in the drop down list, enter name in **Notes** field.	

6. Enter **Product(s)** and **Lot Number(s)**	
7. Enter number of **Doses at Start of Day**	
8. Enter number of **Doses at End of Day**	
• If no doses, enter zero	
• If dose amounts were combined for multiple lot numbers, enter amounts on first product row	

9. Enter **Number of clients booked at Start of Day**	
10. Enter **Number of Ineligible clients**	
11. Enter **Number of No Show Clients**	
12. Enter **Number of Doses Administered**	
13. Enter **Number of Doses Wasted**	
14. Enter number of **Vials Returned to Public Health**	
15. Type in any **Notes**	

16. Click on **Update** (lower right corner)	
• You may need to scroll to the right to see **Update**	

Update Clinic Tally for CHS

17. Select the correct **CHS Unit**	
18. Click on **Edit**	
19. Make changes	

20. Click on **Update** (lower right corner)	
• You may need to scroll to the right to see **Update**	

Tip: To **exit without saving** (cancel), click on **Cancel** (lower right corner) Note: You may need to scroll to the right to see **Cancel**	

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Clinic Tally for Hospitalized Patients	
1. Select **Hospitalized Patients** tab	COVID-19 Immunizations - Clinic Tally Public Health | LTC/AL/AAP | CHS | **Hospitalized Patients** New | Immunization Date ▽ ⊡ | Hospital Site

Add New Clinic Tally for Hospitalized Patients	
2. Click on **New**	Public Health | LTC/AL/AAP | CHS | **Hospitalized Patients** **New** | Immunization Date ▽ ⊡ | Hospital Site
3. Enter **Immunization Date** 4. Enter **Hospital Site Lead** 5. Enter **Hospital Site** • If **Hospital Site** name cannot be found in the drop down list, enter name in **Notes** field.	Immunization Date 16/03/2021 15:23 ▽ Hospital Site Lead Theresa Weicker ▽ Hospital Site Hospital ▽

6. Enter **Product(s)** and **Lot Number(s)**
7. Enter number of **Doses Drawn Up**
  • If no doses, enter zero
  • If dose amounts were combined for multiple lot numbers, enter amounts on first product row
	Product / Lot / Number of Doses Drawn Up
	Brand ▽ Lot ▽ ⬍
	Brand ▽ Lot ▽ ⬍
	Brand ▽ Lot ▽ ⬍
	Brand ▽ Lot ▽ ⬍
	Brand ▽ Lot ▽ ⬍

8. Enter **Number of Doses Administered** 9. Enter **Number of Doses Wasted** 10. Type in any **Notes**	Number of Doses Administered / Number of Doses Wasted ⬍ ⬍ Notes
11. Click on **Update** (lower right corner) • You may need to scroll to the right to see **Update**	ovidtrackingvaccine@viha.ca Update Cancel

Update Clinic Tally for Hospitalized Patients	
12. Select the correct **Hospital Site** 13. Click on **Edit** 14. Make changes	New | Immunization Date ▽ ⊡ | CHS Unit **Edit** | 03/03/2021 13:36 | Comox Valley CHS
15. Click on **Update** (lower right corner) • You may need to scroll to the right to see **Update**	ovidtrackingvaccine@viha.ca Update Cancel

Troubleshooting	

If you receive a 'Callback request failed …' error mesaage, click on **Cancel** (lower right corner) or refresh your screen
You may receive an error if you:
  • Didn't enter a date
  • Tried to enter improper data in a field (letter in a number field)
  • Walked away without saving and then entered data
	Callback request failed due to an internal server error.

If you require assistance/support or access to the tracker, please email PublicHealthVaccineManagement@islandhealth.ca	