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Opening Clinic Tally Module

Enter the following URL in your Web browser: <u>https://apps.viha.ca/Vaccine Tracker/Tally.aspx</u>

Tip: Bookmark the link for future use

tipic Tally for Public Health

1. Select Public Health tab	COVID-19 Immunizations - Clinic Tally Public Health LTC/AL/AAP CHS Hospitalized Patients New Clinic Date \vec{Clinic Date} \vec{Linic Date} \vec{LinicDate}			
Add New Clinic Tally for Public Health				
2. Click on New	Public Health LTC/AL/A New Clinic Date V			
 Enter Clinic Date and Time Select Lead Public Health Nurse Your name will auto fill the first field Add twoadditional names if required Select Clinic name If Clinic name cannot be found in the drop down list, enter name in Notes field. 	Clinic Date 03/03/2021 13:04 Lead PHN Theresa Welcker Lead PHN #2 Lead PHN #3 Clinic Victoria Health Unit			



6. Enter Product(s) and Lot Number(s)		Doses at Site
7. Enter number of Doses at Site Clinic Start	Product Lot	Clinic Start
8. Enter number of Doses Picked Up by Other Provider	Brand V Lot V	~
(e.g. CHS/other)	Brand V Lot V	÷
9. Enter number of Doses Remaining Clinic End	Brand V Lot V	÷
If no doses, enter zero	Brand V Lot V	~
If dose amounts were combined for multiple lot	Brand 🖌 Lot 🗸	~
numbers, enter amounts on first product row	Doses Picked Up Doses Remaining	
10. Enter the location of where the doses are remaining at in	by Other Provider Clinic End	Doses Remaining
the Doses Remaining Storage Location field		
11. Enter Number of clients booked at Start of Clinic	Number of clients	clionte
12. Enter Number of clients Checked In 12. Enter Number of Incligible clients	Start of Clinic Checked In	clients
14. Enter Number of No. Show Clients		
14. Enter Number of No Show clients		\checkmark
	Number of Number of	
	Ineligible clients No Show Cl	ients
		\$
15 Entor Number of Decos Administered		
16. Enter Number of Doses Manimistered	Total Number of T	otal Number of
17. Type in any Notes	Doses Administered	oses Wasted
		\sim
18. Click on Update (lower right corner)		and some for a second
• 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	Edit 02/02/2021 10:25	
20. Click on Edit	<u>Edit</u> 02/03/2021 19:55	UVIC
21. Make changes		
22. Click on Update (lower right corner)		
You may need to scroll to the right to see Update	ovidtrackingvaccine@viha.ca	Update Cancel
Tip: To exit without saving (cancel), click on Cancel		
(lower right corner)	ovidtrackingvaccine@viha.ca	Update Cancel
Note: You may need to scroll to the right to see		
Cancel		
Clinic Tally for Long Term Care (LTC)/ Assisted Living (AL)/ Assessed & Awaiting Place	ement (AAP)
1. Select LTC/AL/AAP tab	COVID-19 Immunization	ns - Clinic Tally
	Public Health LTC/AL/AAP CHS	Hospitalized Patients
	New Clinic Date	Lead



Add New Clinic Tally for LTC/AL/AAP	
2. Click on New	Public Health LTC/AL/AAP
	New Clinic Date ▼ Clinic
 Enter Clinic Date and Time Select Lead Public Health Nurse Your name will auto fill the first field Add twoadditional names if required 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 v Lead Nurse Theresa Weicker v Lead Nurse #2 v Clinic Comox Valley Hospital Ambulance Bay v
 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 	ProductLotDoses at Site Clinic StartDoses Remaining Clinic EndPfizerEL02039000PfizerEL1406Image: Clinic StartImage: Clinic StartImage: Clinic StartBrandLotImage: Clinic StartImage: Clinic StartImage: Clinic Start
 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 Number of Expected Number of Residents Residents Residents Immunized Unable 86 85 1 Number of Individuals Number of Other on Priority List Individuals With Immunized MHO Consult Immunized 3 3
 14. Enter Number of Doses Administered 15. Enter Number of Doses Wasted 16. Type in any Notes 	Total Number of Total Number of Doses Administered Doses Wasted 91 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 Clinic Tally for LTC/AL/AAP	
 Select the correct Clinic Click on Edit 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



Clinic Tally for Community Health Services (CHS)		
1. Select CHS tab	COVID-19 Immunizations - Clinic Tally	
	Public Health LTC/AL/AAP CHS Hospitalized Patients	
	New Immunization Date V CHS Unit	
Add New Clinic Tally for CHS		
2. Click on New		
	CHS	
	New Immunization Date \heartsuit CHS	
3. Enter Immunization Date	Immunization Date 03/03/2021 13:26	
4. Enter Lead Immunizer	Lead Immunizer Theresa Weicker	
5. Enter CHS Unit	CHS Unit CHS/Other Unit	
 If CHS Unit name cannot be found in the drop down list entername in Nature field 		
6 Enter Product(s) and Lot Number(s)	Decor at Decor at	
7. Enter number of Doses at Start of Dav	Product Lot Start of Day End of Day	
8. Enter number of Doses at End of Day	Brand V Lot V	
 If no doses, enter zero 	Brand V Lot V A	
If dose amounts were combined for multiple lot	Brand V Lot V V	
numbers, enter amounts on first product row	Brand V Lot V	
9. Enter Number of clients booked at Start of Day	Number of clients	
10. Enter Number of Ineligible clients	Start of Day Ineligible clients No Show Clients	
11. Enter Number of No Show Clients		
12. Enter Number of Doses Administered	Number of Doses Number of Doses Vials Returned to Administered Wasted Public Health	
13. Enter Number of Viels Poturned to Public Health		
14. Enter number of viais Returned to Public Health 15. Type in any Notes	Notes	
16. Click on Update (lower right corner)	ovidtrackingvacrine@viba.ca Update Cancel	
You may need to scroll to the right to see Update		
17. Select the correct CHS Linit		
18. Click on Edit	New Immunization Date	
19. Make changes	Edit 03/03/2021 13:36 Comox Valley CHS	
20. Click on Update (lower right corner)		
• You may need to scroll to the right to see Update	ovidtrackingvaccine@viha.ca	
Tip: To exit without saving (cancel), click on Cancel		
(lower right corner)	ovidtrackingvaccine@viha.ca	
Note: You may need to scroll to the right to see		
Cancel		



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	Immunization Date 16/03/2021 15:23	
4. Enter Hospital Site Lead	Hospital Site Lead Theresa Weicker	
5. Enter Hospital Site	Hospital Site	
 If Hospital Site name cannot be found in the drop down list enter name in Notes field 		
6. Enter Product(s) and Lot Number(s)	Number of Doses	
7. Enter number of Doses Drawn Up	Product Lot Drawn Up	
If no doses, enter zero	Brand V Lot V 🗘	
 If dose amounts were combined for multiple lot 	Brand V Lot V	
numbers, enter amounts on first product row	Brand V Lot V	
	Brand V Lot V	
8. Enter Number of Doses Administered	Number of Doses Number of Doses	
9. Enter Number of Doses Wasted	Administered Wasted	
10. Type in any Notes		
	Notes	
 Lick on Update (lower right corner) You may need to scroll to the right to see Update 	ovidtrackingvaccine@viha.ca	
Update Clinic Tally for Hospitalized Patients		
12. Select the correct Hospital Site	New Immunization Date V V CHS Unit	
13. Click on Edit	Edit 03/03/2021 13:36 Comox Valley CHS	
14. Make changes		
15. Click on Update (lower right corner)	Indate Arreal	
 You may need to scroll to the right to see Update 		
Troubleshooting		
If you receive a 'Callback request failed' error mesaage,	Callback request failed due to an internal server error	
click on Cancel (lower right corner) or refresh your screen		
rou may receive an error if you:		
 Dried to enter improper data in a field (letter in a 		
number field)		
 Walked away without saving and then entered data 		
If you require assistance/support or access to the tracker, please email <u>PublicHealthVaccineManagement@islandhealth.ca</u>		