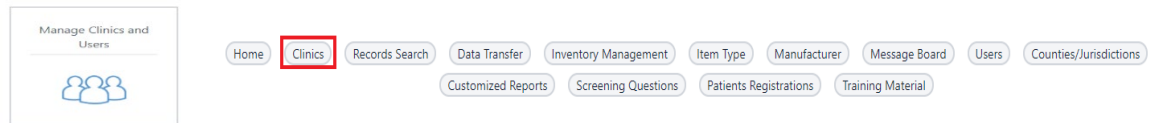


**Note: This is the workflow for setting up clinics in the PrepMod system. Only users with Clinic Management level access can create clinics.**

## Steps to Follow:

1. Open the **Clinic Listing** page in either of the following ways:
  - a. From the PrepMod homepage, select **Manage Clinics and Users**
  - b. From any other PrepMod page, select **Clinics** from the menu bar.



2. Select the **Create Clinic** button.

2

3. Select the clinic type.



4. Select **Public** or **Private** to specify what type of clinic this is.
  - a. **Public** = This clinic is visible to all users in your jurisdiction on the Admin side. This clinic will display on the public search page.
  - b. **Private** = This clinic is only visible to users in your jurisdiction and individuals you have sent a URL link to the clinic details. Once a private clinic has been saved, you will be able to copy a unique URL that you can send out for clinics you are offering to a limited group of people. You can also enable a private clinic to be included on a private search page to display your organization's upcoming private clinics. Contact MT PrepMod support if you would like to use the Private search page option at your organization.
  - c. **Invitation-Only** = This scheduling type will allow you to upload a list of patients via a PrepMod provided spreadsheet template to send out an invitation-only URL link for the patient to sign-up for an upcoming private clinic. The link the patient is provided is a one-time-only registration link, and only one registration can be completed via that link. If the intended recipient shares this link with unauthorized individuals, those individuals will not be able to register via that link.
  - d. **Private-Open** = This new open-style clinic is a clinic scheduling type that may be useful for scheduling employees at large employers who do not need specific dates or times assigned for appointments.
5. In the **Collect Insurance Information** field, indicate whether or not patient insurance information will be collected at the clinic.
6. **Min/Max** – You may set a minimum and/or maximum age eligibility for registration for the clinic. Selecting this option will override the vaccine eligibility set in the system for the vaccine you will be offering at your clinic. To use this feature, change the age range to On
7. In the **Services Provided** field, select the clinic's services and who can receive those services.
8. Select the groups to whom the clinic will be open in the **Open To** field.
9. You will need to select the clinic's location if your organization has been set up with multiple venues. Please contact the *imMTrax* team if you need an off-site clinic location added.

## Create Clinic

Number of Patients Registered: 0

### Clinic Type \*

COVID-19

### Is clinic public or private? \*

Public  Private  Private - Open  Invitation only

### Collect Insurance Information? \*

Yes, Required  Yes, Optional  No

(By federal law, we are still required to collect insurance type information).

### Age range

On  Off

### Min Age

### Max Age

12

### Services Provided \*

Testing  Vaccination  Screening  COVID-19 Vaccination

### Open to \*

All Ages  Children  Adults  Seniors  Other

### County / Jurisdiction \*

Gallatin

### Organization / Provider \*

Gallatin County Health Department

### Venue / Location \*

Gallatin County Health Department

### Setting

Health Department

10. Enter the clinic date, time, and location.



**Tip #1:** To add additional dates and times, select **Add Another Date**

11. In the **Appointment Information** field, select one of the following options to indicate whether appointments are available for the clinic:

- Yes, Required
- Yes, Optional
- No (Walk-in)



**Tip #2:** If you want to allow patients to register on the day of the clinic, select the checkbox **Allow registrations on the same day** (This will re-open registrations on the day of the clinic even if the registration deadline has passed).



**Tip #3:** If you do not want patients to put themselves on a waitlist, change the **Waiting List Enabled** to No.

12. Enter in the social-distancing capacity, registration deadline, appointment frequency, and the number of appointment slots.

- Note: Social distancing capacity = the number of patients you determine can be safely inside the venue during the clinic. Once determined, the social distancing capacity is also used to set up the virtual queue.
- Note: The total appointments will auto-populate based on the estimated time length of the clinic appointment and the number of appointment slots per encounter values you select.

13. In the **Additional Clinic Details** field, enter any other pertinent information that you want the public to be aware of when registering, such as masks required.

14. In the **Registration and Staff** field, enter the clinic staff that will be administering vaccines.

# PrepMod Create Clinic Quick Reference

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➤ **Tip #4:** To add additional staff, select **Add more staff**.

## Appointment Information ⓘ

Appointments available \*

Yes, required  No (Walk-In)

Waiting List Enabled

Yes  No

Social Distancing Capacity

15

Registration Deadline ⓘ

Allow registrations on the same day (This will re-open registrations on the date of the clinic even if registration deadline has passed).

Estimated Length of Encounter (in minutes) \*

15

Appointment Slots per Encounter Length \*

3

Total Appointments

96

Maximum Appointments ⓘ

12

15. In the **Vaccinations** field, select what vaccines you will be offering.

16. In the **Clinic Inventory** field, enter the vaccine inventory by selecting the correct lot in the inventory drop-down and clicking the **Add Item** button. Inventory will need to be added as described in the [Inventory Quick Reference Guide](#).



**Tip #5:** You do not have to add your inventory when setting up the clinic. If you do not know what inventory you will have on hand at the clinic, you can add the appropriate vaccine inventory via the [Edit Clinic](#) workflow later.

17. Patients have the ability to add a child/dependent when registering. Click the checkbox **Family registration enabled** under **Additional Settings** to enable this registration option.

18. When you are ready to publish your clinic, click the **Submit** button.

13

## Additional Clinic Details

Incidents Comments (This information will be displayed publicly in the clinics listings)

Face mask required for entry. Please bring your insurance ID if you have one.

14

## Registration and Staff

Lead Clinic Staff

Nancy Nurse

Credentials

RN

Clinic Staff

Clinic Staff Person's Name

Credentials

-- Select --



[Add more staff](#)

## Vaccinations

Influenza, live

15

16

## Clinic Inventory

FluMist® Quadrivalent (Infl...

Lot #: FLUM082021 • Type: FluMist® Quadrivalent (Influenza Live, Intranasal (Age 2-49 years) - 10 pack- 1 dose sprayer (Intranasal)) • Exp. Date: 06/30/2022 • Created By: Nancy Nurse Test • Org: Missoula City-County Health Dept • Venue: Lucky's Market •

Add Item

Name (Type)	Manufacturer	Lot Number	Expiration Date	Current Inventory	# of Items	Created By	Action
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## Additional Settings

Collect employee identifier

Family registration enabled

17

18

Submit

Cancel