

PrepMod Move Patient Appointment Quick Reference Guide

Note: PrepMod users can now move/reschedule appointments without the need to re-register patients. Only patients that have not had a recorded vaccine administration may be moved to an appointment slot at the current clinic or another upcoming clinic.

Steps to Follow:

1. Follow the steps in the [Registration List Quick Reference Guide](#) to navigate to the registration page of the clinic that has a patient appointment that needs to be moved.
2. On the clinic Registration List, click the Move to New Clinic button next to the patient's name.

Name	Date of Birth	Age	Gender	Appointment Time	Occupation	Prior Dose Type	
Arthur Ardvard	09/01/2010	11	Male	05:30 pm	Other		<div style="display: flex; gap: 5px;"> <div style="background-color: yellow; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; font-weight: bold; font-size: 20px;">2</div> <div style="background-color: #007bff; color: white; padding: 5px; border-radius: 4px;">Move to new Clinic</div> <div style="background-color: #007bff; color: white; padding: 5px; border-radius: 4px;">Email Reminder</div> <div style="background-color: #007bff; color: white; padding: 5px; border-radius: 4px;">Edit Consent</div> <div style="background-color: #007bff; color: white; padding: 5px; border-radius: 4px;">View Consent</div> <div style="background-color: #007bff; color: white; padding: 5px; border-radius: 4px;">Cancel</div> </div>

3. You will be directed to a page to select an upcoming clinic from the drop-down.
 - a. **Workflow tip:** On the clinic listing page, make a note of the clinic ID for the clinic that you want to move the patient to so that you can easily search for the clinic by clinic ID.

Move Patient

Select Clinic

Gallatin - Gallatin Fairgrounds Pfizer (16 Up) 02/04/2022 4800

3

Back

If you require technical support, please call our Help Desk at 888-897-9595 or email Tech.Support@multistatep4p.com

4. Select an available appointment time from the appointment scheduling page and then click the **Submit** button.

Move a Patient Appointment Quick Reference

Move Patient

Select Clinic

Schedule patient appointment

Time	Appointments Available
<input type="radio"/> 03:00 pm	3 appointments available
<input type="radio"/> 03:15 pm	3 appointments available
<input type="radio"/> 03:30 pm	3 appointments available
<input type="radio"/> 03:45 pm	3 appointments available
<input type="radio"/> 04:00 pm	3 appointments available
<input type="radio"/> 04:15 pm	3 appointments available
<input type="radio"/> 04:30 pm	3 appointments available
<input type="radio"/> 04:45 pm	3 appointments available
<input type="radio"/> 05:00 pm	3 appointments available
<input type="radio"/> 05:15 pm	3 appointments available
<input checked="" type="radio"/> 05:30 pm	3 appointments available
<input type="radio"/> 05:45 pm	3 appointments available
<input type="radio"/> 06:00 pm	3 appointments available
<input type="radio"/> 06:15 pm	3 appointments available
<input type="radio"/> Add To Waiting List	Someone will contact you about your appointment.

4

- If the appointment time that you chose is available, you will get a message that the patient has been successfully moved to a new clinic timeslot. The patient will be moved from their current appointment time to the newly selected patient time. If you selected an appointment time for a different clinic, the patient will be moved from the current clinic's Registration List to the Registration List and Clinic Activity List for the newly selected clinic.

The screenshot shows the 'Registration List' for 'Gallatin Fairgrounds Pfizer (Peds)'. A modal message box displays 'Successfully moved patient to a new clinic!' with an 'Okay' button. Below the message, there is a search bar and several action buttons: 'Email Vaccination Record', 'Email Reminder', 'Bulk View Consent', 'Download Waiting List (0)', 'Download Registration List', 'Bulk Cancel Appointments', and 'Add More Patients +'. At the bottom, there is a table header with columns: Name, Date of Birth, Age, Gender, Appointment Time, Occupation, and Prior Dose Type. A navigation bar at the very bottom includes 'Prev', '1', and 'Next' buttons.

5

- The patient will receive an email confirmation with the information on the new clinic timeslot they were moved to.

Your Vaccination Registration

Dear Arthur Ardvark,

Your vaccination appointment has been updated. You now have an appointment on Wednesday, 01/19/2022

Venue/Location: Gallatin Fairgrounds Pfizer (Peds)
Address: 901 N Black Ave, Bozeman, MT, 59715
Time: 05:30 pm

6

To cancel the appointment click: [Cancel \[staging.mtreadyclinic.org\]](https://staging.mtreadyclinic.org)
To reschedule the appointment click: [Reschedule \[staging.mtreadyclinic.org\]](https://staging.mtreadyclinic.org)

Thank you,
Gallatin County Health Department

Please DO NOT REPLY TO OR SEND email to this address. Your message will not be returned. Please contact your provider.

The contents of this email is confidential and intended for the recipient specified in the message only. It is strictly forbidden to share any part of this message with any third party. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution or copying of it or its contents is strictly prohibited. If you received this message, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

- If the original vaccine is not offered at the new clinic and an alternative vaccine is offered, you may need to update the patient's consent. Please follow the steps in the Edit Patient Consent Quick Reference Guide for instructions on how to update a patient's consent.