

# AutoMed Vaccine Management Guide

This guide will take you through how to use AutoMed System's Vaccine Management Tool:

This guide will show you how to:

- Add a Vaccine
- Link a Vaccine to an Appointment Type
- Update Vaccine Stock
- View and edit Reserve Stock

## Add a Vaccine

1. Click **Vaccine Options**
2. Select **Manage**
3. Click **Add Vaccine**

A new form will open, which you'll need to complete to add your vaccine to the system.

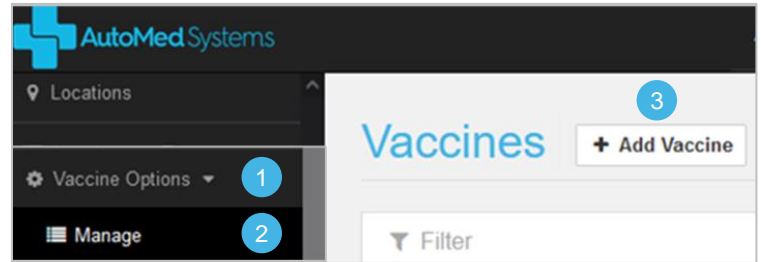
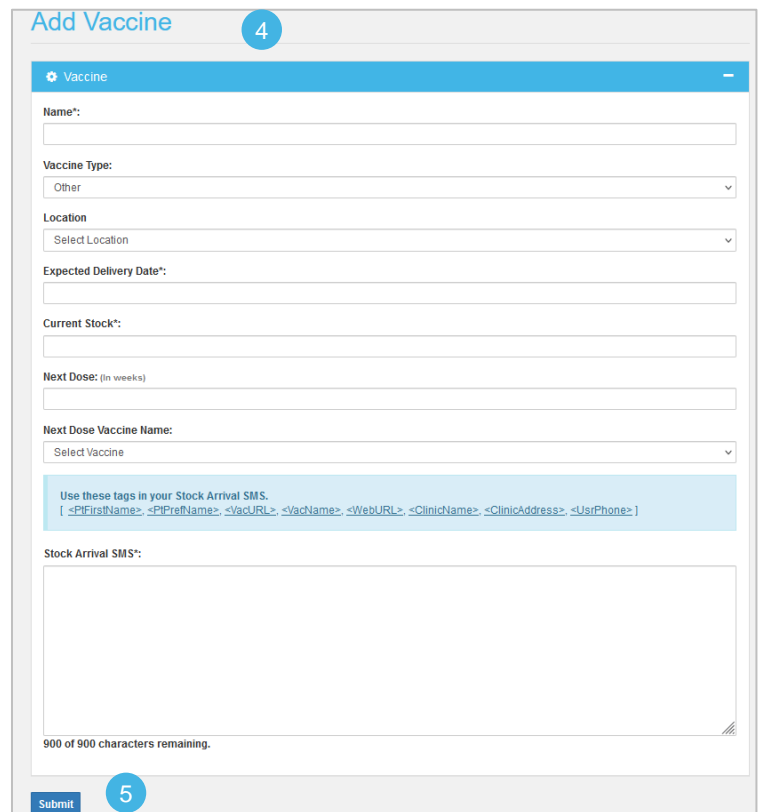
4. Fill out the required details on the form
5. Click submit once complete

Your vaccine will now be listed in the **Vaccine Management Tool**.

## Vaccine form

Here is what you'll need to complete in the form:

- **Name** - The name of your Vaccine
- **Vaccine Type** - Choose the relevant type for your Vaccine
- **Location** - Select where the vaccine is located (your clinic)
- **Expected Delivery Date** - The date you expect the Vaccine to be in stock
- **Current Stock** - Current stock levels
- **Next Dose** - Only if required, otherwise type 0
- **Next Dose Vaccine Name** - Only if required
- **Stock Arrival SMS** - The message sent out to patients to advise Vaccine stock has arrived

# AutoMed Vaccine Management Guide

## Link a Vaccine

Open the **Appointment Type** form Appointment list and scroll down to **Vaccine**.

1. Tick **Enabled**
2. Select the **Vaccine**
3. Click **Submit** to save

The vaccine has now been **linked** to the appointment.

⚙️ Vaccine
—

**Enabled** 1

**Vaccine:**

65+ Years Flu Vaccine [Government]
▼

⚙️ Additional Resource Allocation
+

⚙️ Appointment Reminders (Per Appt Type in PS / BP)
+

⚙️ 2nd Appointment Reminder if No Reply Received
+

Select Vaccine

- 5 - 64 Years Flu Vaccine [Private]
- 5- 64 Years Flu Vaccine [Government]
- 6 months - 4 years Flu Vaccine [Government]
- 65 + Years Flu Vaccine [Government] + Pfizer dose 3 or 4
- 65+ Years Flu Vaccine [Government] 2
- Bexsero
- Boostrix/Adecel [Government]
- Boostrix/Adecel [Private]
- PaedPfizer - Dose 1
- PaedPfizer - Dose 2
- Pfizer Vaccine [Dose 1]
- Pfizer Vaccine [Dose 2]
- Shingles [Government]

65+ Years Flu Vaccine [Government]
▼

⚙️ Follow-up appointment required
+

Submit

3

# AutoMed Vaccine Management Guide

## Update Vaccine stock levels

Update the Vaccine stock numbers in the **Vaccine Options > Manage**.

Vaccines							
<span>+ Add Vaccine</span> <span>⚙️ Manage Templates</span>							
Filter							
Location							
<input type="text"/>							
<input type="button" value="Filter"/>							
ID	Name	Current Stock Qty	Expected Delivery Date	Reserved Stock Qty	Update Stock Qty	Arrival Msg	Delete
304	5 - 64 Years Flu Vaccine [Private]	157	2021-03-24	0	Qty: <input type="text"/> <input type="button" value="+/- Update"/>	<a href="#">Show Message</a>	<input type="checkbox"/>
3983	5- 64 Years Flu Vaccine [Government]	39	2022-04-03	0	Qty: <input type="text"/> <input type="button" value="+/- Update"/>	<a href="#">Show Message</a>	<input type="checkbox"/>
3981	6 months - 4 years Flu Vaccine [Government]	32	2022-03-30	0	Qty: <input type="text"/> <input type="button" value="+/- Update"/>	<a href="#">Show Message</a>	<input type="checkbox"/>
4028	65 + Years Flu Vaccine [Government] + Pfizer dose 3 or 4	6	2022-04-14	0	Qty: <input type="text"/> <input type="button" value="+/- Update"/>	<a href="#">Show Message</a>	<input type="checkbox"/>

## Update stock numbers

In the vaccine row:

1. Add the amount in the **Update Stock Qty** column
2. Click **Update**

Once stock is added, you'll see it populated in the **Current Stock Qty** Column.

304	5 - 64 Years Flu Vaccine [Private]	157	2021-03-24	0	Qty: <input type="text"/> <b>1</b> <input type="button" value="+/- Update"/> <b>2</b>	<a href="#">Show Message</a>	<input type="checkbox"/>
-----	------------------------------------	-----	------------	---	--	------------------------------	--------------------------

## Stock Highlighted in Red

Vaccine highlighted in red in the **Current Stock Qty** column means there is no stock available.

2772	Boostrix/Adecel [Private]	0	2021-05-10	0	Qty: <input type="text"/> <input type="button" value="+/- Update"/>	<a href="#">Show Message</a>	<input type="checkbox"/>
------	---------------------------	---	------------	---	--	------------------------------	--------------------------

# AutoMed Vaccine Management Guide

## Reserved Vaccine Stock

To identify if vaccines have been reserved, check the **Reserved Stock Qty Column**. This column will show how many stock have been reserved from the **Current Stock Qty**.

3983	5- 64 Years Flu Vaccine [Government]	39	2022-04-03	0	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>
3981	6 months - 4 years Flu Vaccine [Government]	32	2022-03-30	0	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>
4028	65 + Years Flu Vaccine [Government] + Pfizer dose 3 or 4	6	2022-04-14	0	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>
307	65+ Years Flu Vaccine [Government]	1	2021-03-22	9	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>
2771	Bexsero	6	2021-05-07	0	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>
2773	Boostrix/Adecel [Government]	13	2021-05-06	0	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>
2772	Boostrix/Adecel [Private]	0	2021-05-10	0	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>
3582	PaedPfizer - Dose 1	18	2021-12-15	0	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>

### Example 1

The below vaccine has **157** stock. There is currently **0** reserved out of the **157**, which means there are **157** left to be booked by patients.

ID	Name	Current Stock Qty	Expected Delivery Date	Reserved Stock Qty	Update Stock Qty	Arrival Msg	Delete
304	5 - 64 Years Flu Vaccine [Private]	157	2021-03-24	0	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>	

### Example 2

The below vaccine has **69** stock. There is currently **17** reserved out of the **69**, which means there are **52** to be booked by patients.

3581	PaedPfizer - Dose 2	69	2021-12-15	17	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>
------	---------------------	----	------------	----	---	---------------------------------------

### Example 3

The below vaccine has **1** stock. There is currently **9** reserved, which means **1** patient will be notified of stock arriving, while the other **8** patients will be on the reserve list

307	65+ Years Flu Vaccine [Government]	1	2021-03-22	9	Qty. <input type="text"/> +/- Update	Show Message <input type="checkbox"/>
-----	------------------------------------	---	------------	---	---	---------------------------------------

# AutoMed Vaccine Management Guide

## Edit Reservation Details

To edit reservation details for a Patient:

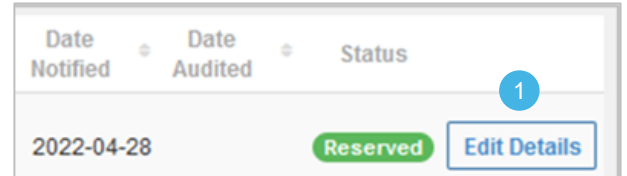
1. Click **Edit Details**

A new window will display with your patient's details.

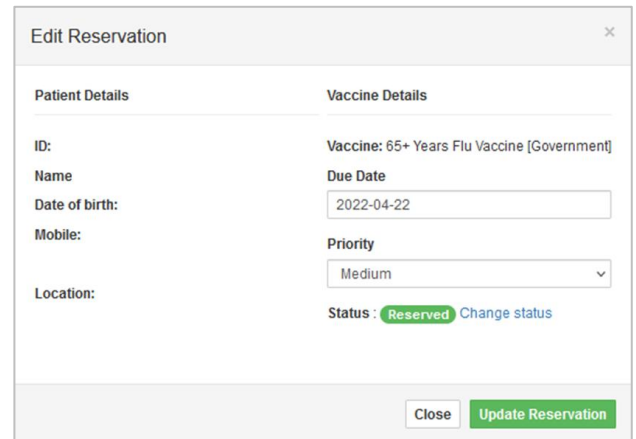
From here you can:

- Change their priority for the vaccine, moving them up or down the que
- Cancel their booking, if they no longer want to go ahead and have not cancelled their booking already

**Note:** Patients can cancel their booking via the SMS sent to them to advise the vaccine stock has arrived.



Date Notified	Date Audited	Status
2022-04-28		Reserved <span style="float: right;">1</span>



**Edit Reservation** [Close]

Patient Details	Vaccine Details
ID:	Vaccine: 65+ Years Flu Vaccine [Government]
Name:	Due Date
Date of birth:	2022-04-22
Mobile:	Priority
Location:	Medium
	Status : <span style="color: green;">Reserved</span> <a href="#">Change status</a>

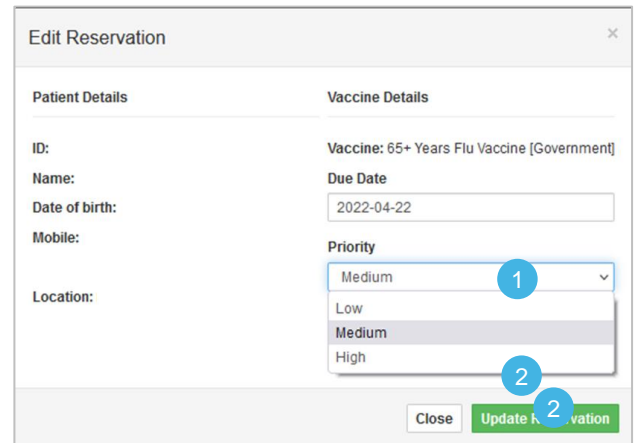
[Close] Update Reservation

## Change Priority

To edit reservation details for a Patient:

1. Select the **Priority**
2. Click **Update Reservation**

The Priority has now been updated



**Edit Reservation** [Close]

Patient Details	Vaccine Details
ID:	Vaccine: 65+ Years Flu Vaccine [Government]
Name:	Due Date
Date of birth:	2022-04-22
Mobile:	Priority
Location:	Medium

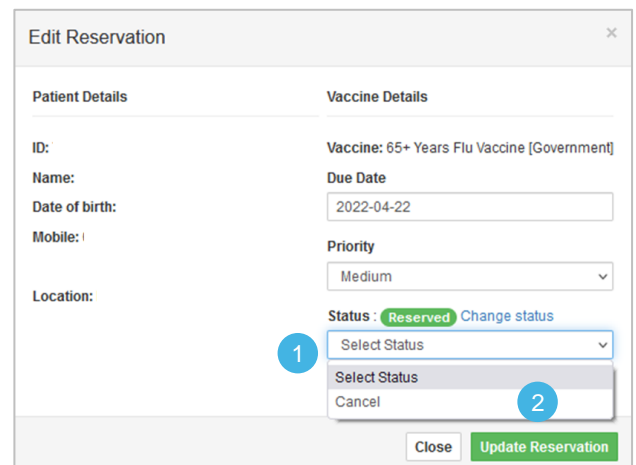
[Close] Update Reservation

## Change Status

To change Status from reserved to Cancel for a Patient:

1. Click **Change Status**
2. Select **Update Reservation**

The Status has now been updated



**Edit Reservation** [Close]

Patient Details	Vaccine Details
ID:	Vaccine: 65+ Years Flu Vaccine [Government]
Name:	Due Date
Date of birth:	2022-04-22
Mobile:	Priority
Location:	Medium
	Status : <span style="color: green;">Reserved</span> <a href="#">Change status</a>

[Close] Update Reservation

# AutoMed Vaccine Management Guide

## FAQ

What happens when I upload Vaccine stock?	<p>Patients will be able to secure a Vaccine when booking an appointment.</p> <p>If patients are waiting for stock, they will receive an SMS, advising their vaccine has arrived.</p>
Will a SMS message go out if there is no Vaccine stock?	Vaccines need to be in stock for a Patient to be sent an SMS.
How long does the patient have to book an appointment?	<p>The patient has 48hrs to book an appointment.</p> <p>If they do not making a booking, they will loose their reservation and the vaccine stock will go to the next person waiting.</p>
How can a patient cancel their reservation?	The patient can choose to cancel their reservation via the SMS sent to them.
Can I secure a vaccine for a patient?	Secure vaccines for patients by using the Reserve Vaccine Option function listed under Vaccine Options.
Can I update patients waiting for a vaccine?	Update patients who are waiting vaccines by using the Send SMS function listed under Vaccine Options.
How can I cancel a Patient's reservation?	Cancel a patient's reservation in Edit Reservations which can be accessed from List Reserved Vaccines report.
How can I change the Patient's priority for a vaccine?	Change a patient's priority in Edit Reservations which can be accessed from List Reserved Vaccines report.