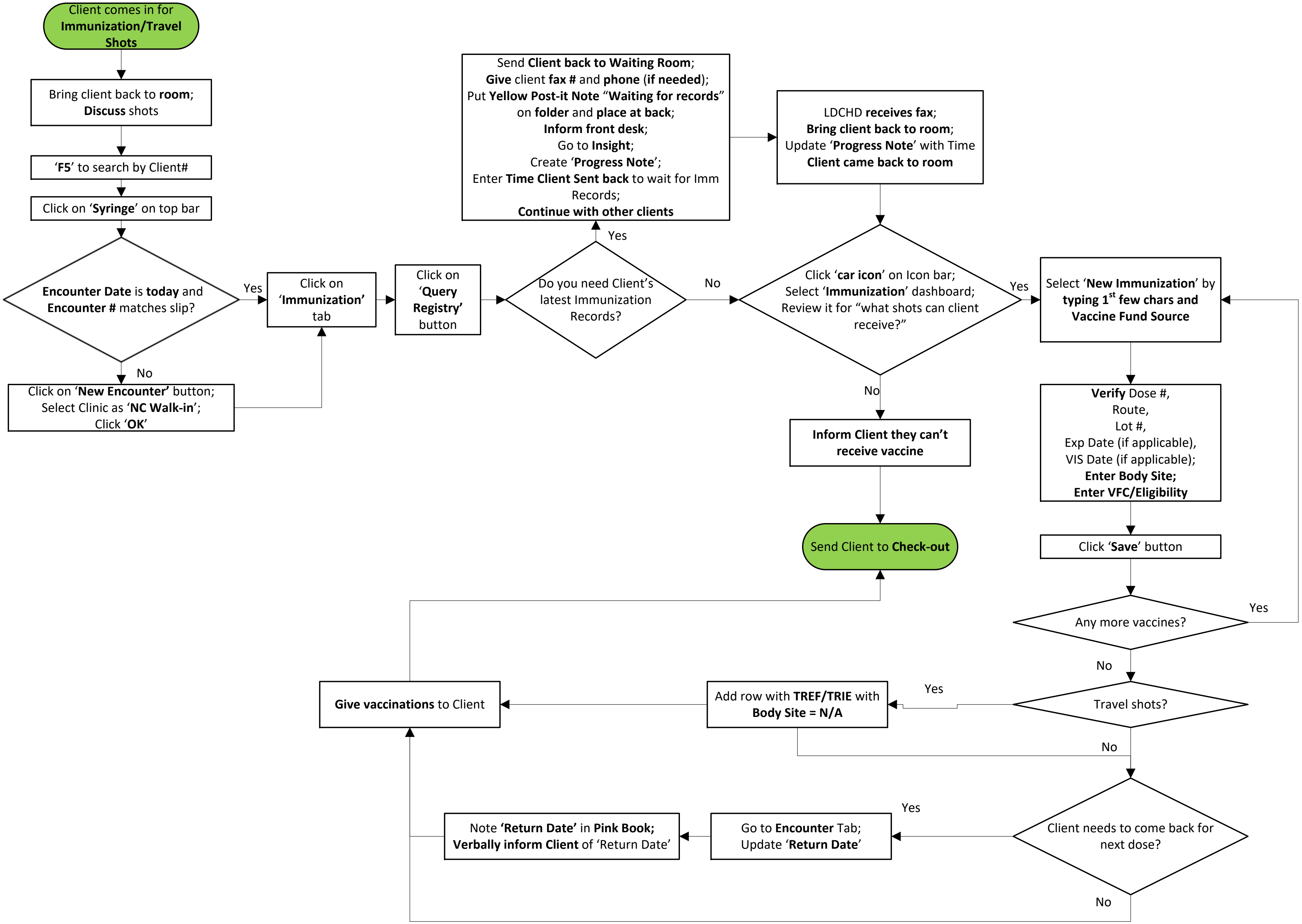
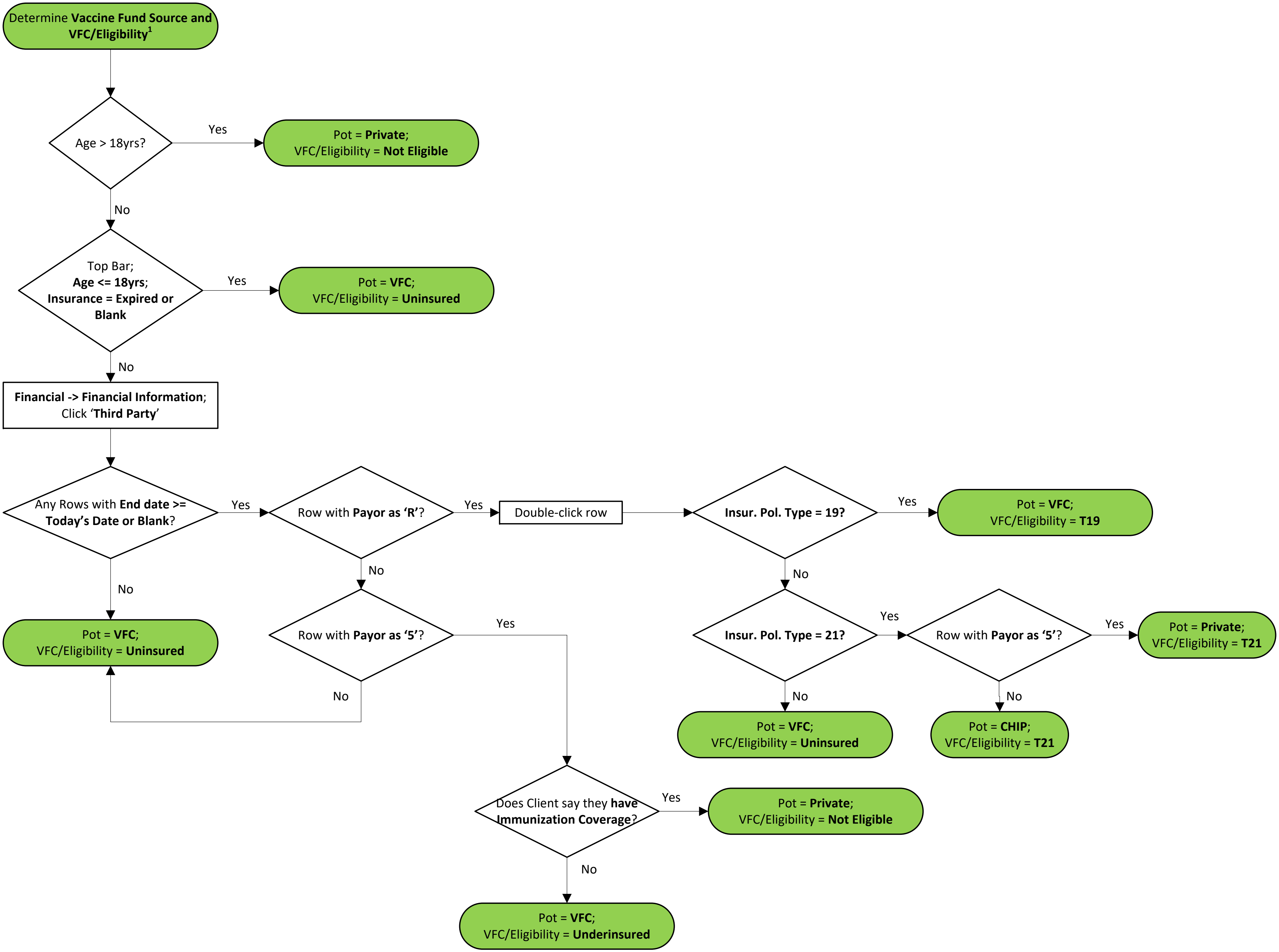

Client comes in for Immunization/Travel Shots
Bring client back to room; Discuss shots
'F5' to search by Client#
Click on 'Syringe' on top bar
Encounter Date is today and Encounter # matches slip?
Yes
No
Click on 'New Encounter' button; Select Clinic as 'NC Walk-in'; Click 'OK'
Click on 'Immunization' tab
Click on 'Query Registry' button
Do you need Client's latest Immunization Records?
Yes
Send Client back to Waiting Room; Give client fax # and phone (if needed); Put Yellow Post-it Note "Waiting for records" on folder and place at back; Inform front desk; Go to Insight; Create 'Progress Note'; Enter Time Client Sent back to wait for Imm Records; Continue with other clients
LDCHD receives fax; Bring client back to room; Update 'Progress Note' with Time Client came back to room
No
Click 'car icon' on Icon bar; Select 'Immunization' dashboard; Review it for "what shots can client receive?"
Yes
No
Inform Client they can't receive vaccine
Send Client to Check-out
Select 'New Immunization' by typing 1st few chars and Vaccine Fund Source
Verify Dose #, Route, Lot #, Exp Date (if applicable), VIS Date (if applicable); Enter Body Site; Enter VFC/Eligibility
Click 'Save' button
Any more vaccines?
Yes
No
Travel shots?
Yes
Add row with TREF/TRIE with Body Site = N/A
No
Give vaccinations to Client
Client needs to come back for next dose?
Yes
Go to Encounter Tab; Update 'Return Date'
Note 'Return Date' in Pink Book; Verbally inform Client of 'Return Date'
No


Determine Vaccine Fund Source and VFC/Eligibility[1]
Age > 18yrs?
Yes
Pot = Private; VFC/Eligibility = Not Eligible
No
Top Bar; Age <= 18yrs; Insurance = Expired or Blank
Yes
Pot = VFC; VFC/Eligibility = Uninsured
No
Financial -> Financial Information; Click 'Third Party'
Any Rows with End date >= Today's Date or Blank?
Yes
No
Pot = VFC; VFC/Eligibility = Uninsured
Row with Payor as 'R'?
Yes
No
Double-click row
Insur. Pol. Type = 19?
Yes
Pot = VFC; VFC/Eligibility = T19
No
Insur. Pol. Type = 21?
Yes
No
Pot = VFC; VFC/Eligibility = Uninsured
Row with Payor as '5'?
Yes
Pot = Private; VFC/Eligibility = T21
No
Pot = CHIP; VFC/Eligibility = T21
Row with Payor as '5'?
Yes
No
Does Client say they have Immunization Coverage?
Yes
Pot = Private; VFC/Eligibility = Not Eligible
No
Pot = VFC; VFC/Eligibility = Underinsured

Client comes in for
Pill Refill/Depo Shot

'F5' to search by Client #;
Click on '**FP**' button on top bar;
Click button next to '**Visits**';
Click '**Insert**';
Click '**Locate Existing Encounter**';
Click on Encounter with Today's Date;
Click '**Select**';
Set **Patient Type** = '**Walk-in**';
Set **Patient Type2 =** '**New**' (if new) **OR** '**Continued**'
Set **Visit Type** = '**Pill Refill**' (for Pill Refill) **OR** '**DMPA**' (for Depo);
Set '**Primary Provider**' = **you**;
Set '**Type Action**' = '**Family Planning**';
Click '**Save**';
Review notes & previous hx

Take **Laptop**;
Bring Client back to **Room**;
Verify/Discuss purpose of visit;
Click on '**Nursing**' tab;
Click '**Insert EMR Vital Signs**';
Enter **Weight**, **BP**, and '**Smoking Status**';
Click '**Save**';
If any **new Rx**, click '**Go to EMR Medications**'; Press '**Insert**' to add; **Add any allergies**;
If any **new allergies**, press '**Insert**' to add;
Click '**Save**';
Go to '**EMR**' tab;
Click '**Pill Refill/Depo Visit**';
Click '**Insert**';
Go to '**Note**' tab;
Enter 'Reason for Visit', Concerns, LMP, LDOE, Changes to Hx, and 'Smoking Status';
Go to '**Enter Note ID**' tab;
Enter '**Signoff Provider**';
Click '**Save**' & '**Close**';
Click '**Visit->General**' tab
Enter **LMP**;
If **applicable**, click '**Date of LMP Uncertain or Estimated**';
Click '**Save**';
Leave Client in Room;
Take **Laptop**

Gather the Contraception;
Update **correct log** to track;
Put in **bag** (if Pill Refill and/or condoms)

Enter '**Counsel-Educ**';
Go to '**Contracep.**' tab;
Enter '**Beginning Method**' = '**Oral Contraceptive**' (for Pill Refill) **OR** '**DMPA**' (for Depo);
Enter '**Current Method**' = '**Oral Contraceptive**' (for Pill Refill) **OR** '**DMPA**' (for Depo);
Click box for '**Dispensing Hx**' and press '**Insert**';
Press '**T**' to add current date;
Enter '**Method Rcvd**' and '**# Dispensed**';
Add '**Contraception Comments**' (if any);
Update '**Dispensed by**';
Click '**+12Wks**' and **Write Date on Reminder Card**;
Go to '**Billing**' tab;
Select **File->Quick Add Procedures**;
Set '**Template**' = '**Family Planning Walk In Clinic**';
Click billing codes;
Click '**Apply**';
Go to '**Procedure Details**';
Update '**Units**';
Update '**Lot #**' (for contraceptives);
Note:- Bill contraceptives from 2 lots separately;
Click '**Save**';
Go to '**Title X Reporting**' tab;
Click '**Copy Services from Encounter**' button;
Enter '**Financial->Payment Source**';
Enter '**Financial->Insurance Status**';
Enter **Referrals**;
Enter **Providers**;
Go to '**Medical Services**' tab;
Under '**Exam and Lab**', click '**Counseling**';
Verify '**Counsel – Educ.**' tab;
Go to '**Visit->General**' tab;
Enter '**Signed-off By**';
Click '**Sign-off Date**' box;
Click '**Save**';
File->Close Patient

Give Client Reminder Card and Depo Shot or Contraceptive

Walk Client to
Check-out