

## Process for referring an outpatient or visitor onsite at Duke University Medical Campus to 1J COVID Vaccine Clinic

1. Patient/visitor arrives for scheduled appointment at referring clinic and checks in at front desk.
2. Patient/visitor brought back for intake and rooming process. During this process, the patient/visitor is asked about COVID Vaccine status.
  - a. Has the patient received a COVID Vaccine?
  - b. If not, would the patient/visitor like to receive the Moderna Vaccine today, after their scheduled appointment?
    - i. If answer is no, continue with intake process and room patient as per norm.
    - ii. If yes, arrange for patient/visitor to proceed to clinic 1J after they conclude current appointment. Notify attending physician of patient/visitor's desire to have COVID vaccine. If attending agrees with plan, go to step iii. If attending does not recommend the Vaccine, STOP here and continue with scheduled appointment.
    - iii. Call (919)485-9628 with referring Clinic, patient/visitor name, DOB, MRN, and attending physician. Leave message if no answer.
  - c. Instruct the patient/visitor to report to Clinic 1J after completion of current appointment, check out procedures at the referring clinic will not change.

### After arriving to 1J

3. Upon arrival to 1J, the patient will check in at the front desk
  - a. Arrive the patient as per norm
  - b. Direct patient to the waiting area
  - c. Call (919)485-9628 and advise arrival of the patient
4. Vaccinator will call on the patient in the waiting area
  - a. Bring the patient to the designated vaccination room
    - i. Provide Education materials
    - ii. Vaccinate, document using "Immunization Clinic" tab in Maestro. Fill in all pertinent information. The provider will be the Attending physician of the referring clinic.
    - iii. Complete vaccination card
    - iv. Direct patient to designated observation area for 15 or 30 min dependent on allergy status.
5. Have patient to proceed to 1J Check out area to schedule second dose 28 days from vaccination date, + or – 2 days.