



Description of this guide:

This guide describes LINKS functionality in the **MASS IMMUNIZATIONS MODULE** for all LINKS users with the Mass Immunizations permission.

Included in this guide:

- Before the Mass Immunization Event:
 - <u>Setting Lot Number Defaults</u>
- During the Mass Immunization Event:
 - o Searching for a Patient
 - o Adding a New Patient
 - o Adding Administered Vaccines
 - o Viewing and Printing Patient Records





Before the Mass Immunization Event: Setting Lot Number Defaults

It is important to record the vaccine lot number whenever a vaccine is administered, as this information is critical in the event of a vaccine recall or report of an adverse event after vaccination.

Each facility will designate one or more individuals who will have "Default Vaccine Management" permission. These users will set the lot number for the vaccines that are being used during the mass immunization event by entering the lot number default(s) in their facility settings or personal settings.

Setting the default lot number(s) results in the lot number being automatically populated in the patient's LINKS record when anyone administering vaccines during the mass immunization event records an administered vaccine in LINKS. When the administered vaccine and lot number are added to the patient record, the vaccine dose is subtracted from the LINKS inventory which maintains vaccine dose accountability and accurate inventory management.

accountability and accurate inventory management.

1)	Select a Facility Login to LINKS and verify that the correct Organization and Facility are displayed.	Links	Organization/Facility: LAIM Facility Display Name: LAIM Select Facility Choose a Facility Facility:	MUNIZATION PROGRAM (1010) / LA IMMUNIZATION PROGRAM MMUNIZATION PROGRAM s sessionselect	Date: November 27, 2020
	If the correct facility is not displayed, click "Select Facility" under the Main tab in the navigation menu and select the correct facility from the drop-down, then click the "Continue" button.	Logout Select Application Select Organization Select Facility Select VFC Pin Help Favorites Patient	unis via de used to antici y	select- LA IMMUNIZATION PROGRAM ST. TAMMANY PARISH HEAD START CENTERS TANGIPAHOA PARISH HEAD START CENTERS	Cancel Continue
2)	Navigate to the Mass Immunizations Module In the navigation menu, click "Select Application."	Main Links	Organization/Facility: LA IM Facility Display Name: LA IM Select Application Choose an Application f Application:	NUNIZATION PROGRAM (1010) / LA IMMUNIZATION PROGRAM MUNIZATION PROGRAM or this session. Flirst Responder	Date: November 27, 2020 Submit
	Select Mass Immunizations from the Application drop-down and click the "Submit" button.	Select Organization Select Pacility Select VFC Pin Help Favorites Patient		Standard	



3)	Set Personal Lot Defaults	A Main ♦ w Home Personal Settings	
	Personal Lot Defaults should only be used	Logon Coverde Facility Settings Logout Update Contact Information Setect Application Street: Work Phone:	
	if the facility has not set lot defaults in the	Select Arganization Dity: Email: Select Facility State: Heip Zip Code:	
	facility settings.	Patient Porish: Toolbox + Patient Defaults Reports + Vaccination Defaults	Update
	, C	Control Contro Control Control Control Control Control Control Control Control Co	afacturer: PFIZER, INC Click to select
	To set Lot Defaults for individual users.	Change Password Lot Number: 222555666 Expir Answers Lot Facility: LA IMMUNIZATION PROGRAM Fund	Ing Source PUB
	click "Personal" under the Settings tab in	Vacche Name Manufacturer / Lot Number / Facility / Funding Source / Exp Date + VIS Publication Date Defaults	
	the navigation menu. On the Personal	Vaccine Default Volume Vaccine Default Volume Preferences default Source - Bocogie Chrome default Source - Bocogie Ch	×
	Settings screen, click Lot Defaults to	Web Select Manufacturer Number Lot Facility Fun Version: 5.37.0	ding Expiration Doses Dose rce Date Available Volume
	expand the section.	House	
I	Select the vaccine description for the		
	vaccine that will be used in the mass		
	immunization event from the drop-down		
	list. Next click the link below the		
	manufacturer field and select the lot		
	number for the vaccine that will be used in		
	the mass immunization event from the		
	pop-up menu. Click the "Add"		
	button.		
4)	Note: If the lot number for the vaccine	s Main Mensage Message Message Messag	Reason Funding Inactive Ad
	to be used in the mass vaccination	Veccharitorin Dia® (Interviet) 3247GM 1221/1022 100 0.0 No Electry Required V No Rescond No Rescondance Recondance Hept (Next) (Alther Required V) No Rescondance 0.0 No Rescondance No Rescondance	Required V PUB +
	event is not listed in the pop-up menu:	Statist May 1 There is a statistic s	tequired
	1. Make sure that the correct Vaccine	Parlinder Coms Page	tequired.
	Description was selected. The	Exports Influenza, inscable, MOCK Scheduled Reports orespensive five, auditivation Scheduled Reports Occuse Okackwalt guardination SDGH86 06/302/021 198 OO -No Category Regures Add Category Regures Constant Stateword PR	Required
	selected vaccine description must	Answers mindera, njedbe, VUCR, quadriverse preservative 459H23G 06/20221 100 0.0No Category Required VNo Reason R influence, nectade	Required V PUB - +
	match the vaccine description in the	quadmakenti, preservative filter 789F63218 06/802021 67 0.0 —No Cetegory Required ♥ Quadmakenti Topic Account of the Control of t	Required
	LINKS inventory.	IWeb Inventory Last Submitted: 06/11/0720	Print Reset Save Submit Monthly Inventory
	2. Make sure the lot number is in the		
	LINKS inventory. Users with the Lot		
	Number Manager Access		
	permission can view the LINKS		
	inventory.		
	3. If the lot number for the vaccine to be		
	used in the mass vaccination event		
	is not listed, it will need to be added		
	before the event. Contact		
	la.links@la.gov for assistance. Health		
	Departments can contact their		
	Regional Immunization		
	Representative for assistance.		

 $\label{eq:Please contact la.links@la.gov with questions about this quick reference guide.$

DEPARTMENT OF

HEALTH





Du	ring the Mass Immunization Eve	nt: Sear	ching for a Patient
1)	Select a facility Login to LINKS and verify that the correct Organization/Facility is displayed.	Hain Links	Organization/Facility: LA IMMUNIZATION PROGRAM (1010) / LA IMMUNIZATION PROGRAM Date: November 27, 2020 Facility Display Name: LA IMMUNIZATION PROGRAM Select Facility: This will be used to limit A: SelectselectselectCAINCHILD PROGRAM Cancel Continue Cancel Continue
	"Select Facility" under the Main tab in the navigation menu and select the correct facility from the drop-down, then click the "Continue" button.	Select Facility Select VFC Pin Help Favorites Patient	ST. TAMMANY PARISH HEAD START CENTERS TANGIPAHOA PARISH HEAD START CENTERS
2)	Navigate to the Mass Immunizations Module In the navigation menu, click "Select Application."	Main Links	OrganizationFacility: LA IMMUNIZATION PROGRAM (1010) / LA IMMUNIZATION PROGRAM Date: November 27, 2020 Facility/Display Name: LA IMMUNIZATION PROGRAM Select Application Choose an Application First Responder First Responder Submit Muss Immunizations Standard Signadard Submit
	Select Mass Immunizations from the Application drop-down and click the "Submit" button.	Select VEC Pin Help Favorites Patient	
3)	Searching for a patient In the navigation menu, click "Search/Add" under the Patient tab.	FEST Links	Mass Immunizations Logged In: OrganizationFacility: LA IMMUNIZATION PROGRAM (1010) / LA IMMUNIZATION PROGRAM Patient Information First Name or Initial: m Last Name or Initial: I Birth Date: 03/15/1965 Search
	Enter the patient's first initial of the first name and date of birth in the search fields and click the Search button.	Home Login Logout Select Application Select Facility Help Patient Search/Add	
4)	Search results are displayed at the bottom of the next screen.	TEST Links	Mass Immunizations Logged In: Organization#Reality: LA IMMUNIZATION PROGRAM (1010) / LA IMMUNIZATION PROGRAM Patient Search Patient Search First Initial = " m" and Birthday = " 03/15/1965 " OR Last Initial = " I" and Birthday = " 03/15/1965 "
	If the patient has an existing immunization record in LINKS, the patient's name will appear in the search results. Click the arrow button next to the patient's name to select the patient.	Main Home Login Logout Select Application Select Facility Heip Patient Search/Add Toolbox	Search Results Records Found = 3 Select First Name Middle Name Last Name Birth Date Grd First Name Mother's Maiden > MiCHELLE ALEXANDER 03/15/1965 ADULT > MARTY LABIT 03/15/1965 MARIE > MARIE LOFTON 03/15/1965 MARIE Before adding a new patient, check to make sure the patient you want to add is not listed above. Cancel Add New Patient
	If the patient's name is not listed, the patient will need to be added as a new patient (see " <u>Adding a New Patient</u> " below).		





5) Verify the patient's demographic information. If the address listed at the top of the page is correct, check the box in the upper left corner to add that information to the fields below. If changes need to be made, enter the changes in the "Patient Edit" section. Fields in RED are required.

> Adding the patient's current phone number is crucial and necessary for recalling patients when they need additional doses or other vaccines.

attent Address mornation most	recent record in system)				
dete entry box ONLY if it met	dress information from the most	recent record to the			
Street:	6315 CYPRESS POINT DR	RIVE			
City:	MONROE	State:	LA		
Zip Code:	71203	Phone Number:	(318)345-1316		
Parish:	OUACHITA	Cell Phone:			
Patient Edit					
First Name or Initial:	MICHELLE	SSN:			
Middle Name:		Birth Date:	03/15/1965		
Last Name:	ALEXANDER	Sex:	FEMALE V		
Consented:	• Yes O No				
Address					
Address:					
Zip Code:		City:			
State:	select V	Phone Number:			
Cell Phone:					
Guardian Info					
Mother's Maiden		Guardian			
Name:		First Name:			
(Last Name Only)					
comments					



Louisiana Immunization Network (LINKS)



Mass Immunizations Module Quick Reference Guide

During the	e Mass Immunization Eve	nt: Add	ding a New I	Patient	
1) If the pa results, c	tient is not listed in the search click the "Add New Patient" button.	Mane Home Login Sereit Application Sereit Application Sereit Application Sereit Application Sereit Application Sereit Application Security Hope Security Add	Mass Immunizations Logged In: Organization Facility: LA IMMUNIZATION PROGRAM [P211:m1 52-rrch] Patents found with: Patents found with: Records Found = 0 Search Results Records Found = 0 Select First Name Middle Name	t (1010) / LA IMMUNIZATION PROGRAM and Birthday = * 01/01/1600 * * and Birthday = * 01/01/1600 * Last Name Birth Date Before adding a new patient, check to	Grd First Name Mother's Malden > make sure the patient you want to add is not insted above. Cancel Address Address Patient
2) Add the p Required Adding t number and nece patients addition	he patient's demographic information. I fields are red. AND cell number is crucial essary for recalling when they need al doses or other vaccines.	Patient Add First Name: Middle Name: Last Name: Consented: Address: Zip Code: State: Cell Phone: Guardian Info Mother's Maiden Name: (Last Name Only) Comments Campaign: Tier: Vaccinator:	Xavier Duck Value	Birth Date: Sex: SSN: City: Phone Number: Guardian First Name:	01/01/1980 MALE V NEW ORLEANS (504)123-4567





During the	Mass Immunization Eve	ent: Addin	g Admini	stered Va	accines
1) From the P the Patient select a Ca list (require	atient Edit (existing patients) or Add (new patients) screen, mpaign from the drop-down d).	Patient Add First Name: Middle Name: Last Name: Consented: Address Address Zip Code: State: Cell Phone: Guardian Info Mother's Maiden Name: Last Anne Only	XAVIER DUCK Ves No 123 Main Street 70112 LA V (504)987-6543	Birth Date: Sex: SSN: City: Phone Number: Guardian First Name:	01/01/1960 MALE V NEW ORLEANS (504)123-4567
Campaigns Administrat mass vacci contact la.li	are set by LINKS Program fors. If the campaign for your nation event is not listed, nks@la.gov.	Compaign: Tier: Vaccination/Medication A Contraindications Add Hint: For faster data entry. please Cancel [Save]	-select- -select- cOVID-19 2020 dd	n vaccine defaults.	
2) After select group from	ing a Campaign, select a Tier the drop-down list (required).	Patient Add First Name: Middle Name: Last Name: Consented: Address Address Zip Code:	XAVIER DUCK © Yes O No 123 Main Street 70112	Birth Date: Sex: SSN: City:	01/01/1960 MALE V
Tier groups Administrat shown in th your mass contact la.li	Tier groups are set by LINKS Program Administrators and may differ from those shown in this example. If the tier group for your mass vaccination event is not listed, contact la.links@la.gov.	State: Cell Phone: Guardian Info Mother's Malden Name: (Last Name Cnly) Comments Campaign: Tier: Vaccination/Medication Default Date: 11/27/2020 Vaccinet/Medication Default Date: 11/27/2020 Vaccinet/Medications CovUp-19, mRNA, LNP-S Contraindications Add Hint: For faster data entry, please Cancel Save	COVID-19 2020 V (604)987-8643 HOSPITAL-HEALTH CARE DIREC select- HOSPITAL-HEALTH CARE DIREC LONG TERM CARE-STAFF LONG TERM CARE-RESIDENT IN EMS	Phone Number: Guardian First Name: T CONTACT ~ 1 CONTACT ~ 1 CONTACT ~ 1 CONTACT ~ 1 S.	(504)123-4567
3) After select select the v administere down list (o	ing a Campaign and Tier group, raccinator (the individual who ed the vaccine) from the drop- ptional).	Patient Add First Name: Midde Name: Last Name: Consented: Address Address: Zip Code: State: Cell Phone: Guardian Info Mother's Malden Name: Last Name Only) Comments Campaign: Tier: Vaccination/Medication Default Date: 11/27/2020 Vaccine/Medicate COUVD-19: mPNA LINE.	XAVIER DUCK DUCK DUCK DUCK DUCK DUCK 123 Main Street T0112 LA V (504)987-6543 COVID-19 2020 V HOSPITAL-HEALTH CARE DIREC -select- -select- SECS COVID-19 2020 V HOSPITAL-HEALTH CARE DIREC -select- SECS	Birth Date: Sex: SSN: SSN: City: Phone Number: Guardian First Name: CI CONTACT ✓ Date N	01/01/1960 MALE ▼ NEW ORLEANS (604)123-4567
		Contraindications Add Hint: For faster data entry, pleas Cancel Save	e have your administrator set up comm	on vaccine defaults.	PFIZER, INC / 223335556666





4) Check the appropriate box for the vaccine COVID-19 2020 V HOSPITAL-HEALTH CARE DIRECT CONTACT V Tier: and lot number being administered. Only TEST, LAURIE 🗸 the vaccines that were set up for the campaign and the lot number defaults in the Manufacturer / Lot PFIZER, INC / 222555666
 PFIZER, INC / 223335556666 COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose 11/27/2020 facility/personal settings will appear in this Contraindications Add list. In some cases there will be only one Cancel Save option shown. Mass Immunizations Date: November 27, 202 Logged in: Organization/Facility: LA IMMUNIZATION PROGRAM (1010) / LA IMMUNIZATION PROGRAM Ensure that the correct vaccination date is atient added successfully Patient Search atient Information the date shown in the Date column. If the lame or Initial Last Name or Initial: date is not correct, enter the correct date in Birth Date: Search the Default Date box. Click the Save button to record the vaccination or the Cancel button to start over. If the lot number being administered is not listed, contact your facility's mass immunization event coordinator or la.links@la.gov.





 Immediately after adding a vaccine to a patient's record and before searching for the next patient, you can print a copy of the patient's complete LINKS record. 	Mass Immunizations Legged fit: Date: November 27, 2020 Organization/Facility: LA IMMUNIZATION PROGRAM (1010) / LA IMMUNIZATION PROGRAM Date: November 27, 2020 Main Regots Facility Display Name: LA IMMUNIZATION PROGRAM Mone Regots Facility Display Name: LA IMMUNIZATION PROGRAM Login Daty Patient Immunization List Select Organization East Immunization List Select Organization Lot Number Summary
To print a patient record for the previous patient, click the Reports tab in the navigation menuthen click Patient Record.	Seed Faility Help Patient Toolbox Reports Settings Reminder/Recall Change Password Answers
2) Select "All Recorded Vaccinations (option 2)" and click the "Create Report" button.	Mass Immunizations Logger In: Organization/Pacifier; LAIMMUNIZATION PROGRAM (1010)/LAIMMUNIZATION PROGRAM Kin Organization/Pacifier; LAIMMUNIZATION PROGRAM (1010)/LAIMMUNIZATION PROGRAM Kin Organization Generation Generation
 3) The Patient Vaccination Record will open in a new window. The patient's complete LINKS record will be displayed. Upcoming due dates and overdue dates for additional vaccinations are listed below the recorded vaccination dates. Print the record using your internet browser's print function or press "Ctrl + P." Sign or stamp the printed record with your facility information in case the patient or another provider have questions about the 	<section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><text><text><text></text></text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header>