

**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:**
  - [Setting Lot Number Defaults](#)
- **During the Mass Immunization Event:**
  - [Searching for a Patient](#)
  - [Adding a New Patient](#)
  - [Adding Administered Vaccines](#)
  - [Viewing and Printing Patient Records](#)

Please contact [la.links@la.gov](mailto:la.links@la.gov) with questions about this quick reference guide.

## 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.

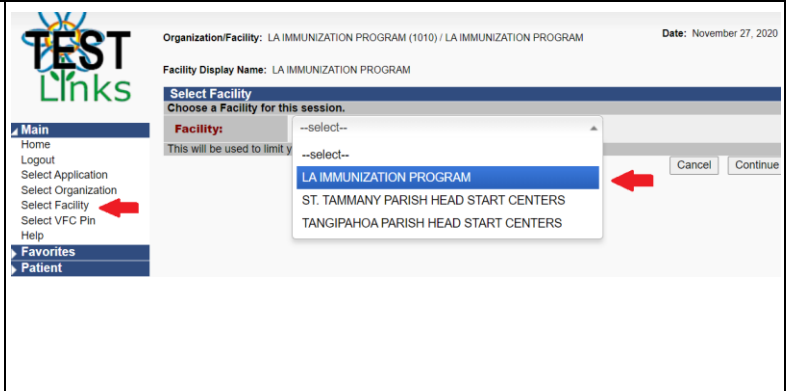
Each facility will designate one or more individuals who will have "Default Vaccine Management" permission. These users will set the lot number for the vaccines that are being used during the mass immunization event by entering the lot number default(s) in their facility settings or personal settings.

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.

### 1) Select a Facility

Login to LINKS and verify that the correct Organization and Facility are displayed.

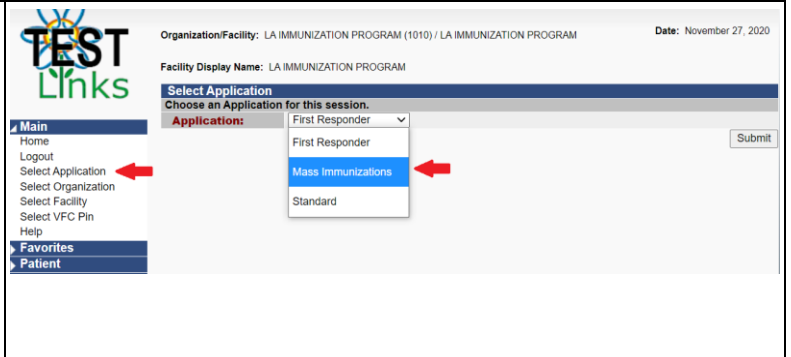
If the correct facility is not displayed, click "Select Facility" under the Main tab in the navigation menu and select the correct facility from the drop-down, then click the "Continue" button.



### 2) Navigate to the Mass Immunizations Module

In the navigation menu, click "Select Application."

Select Mass Immunizations from the Application drop-down and click the "Submit" button.

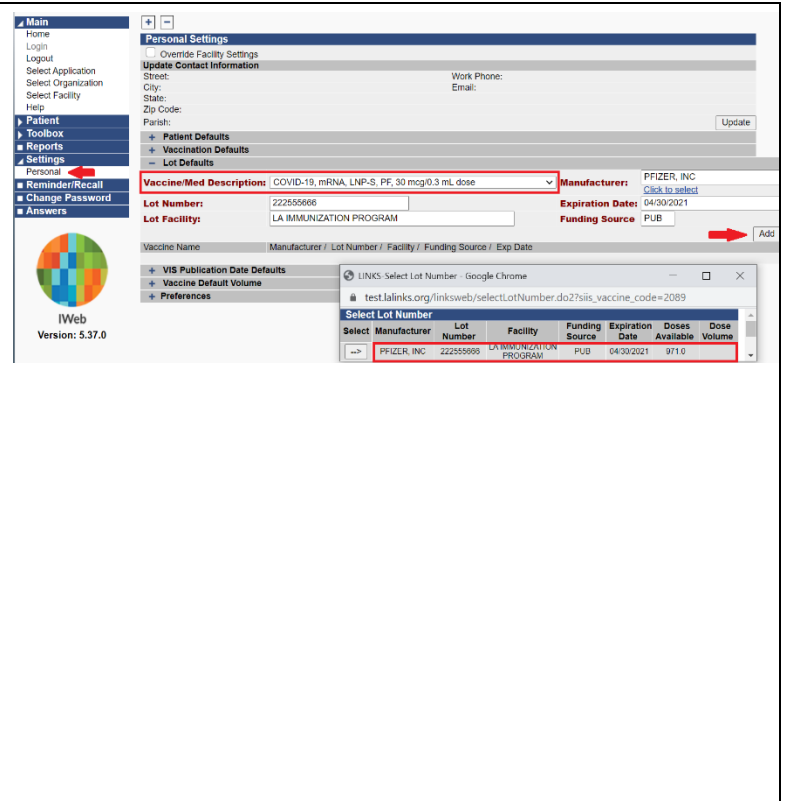


### 3) Set Personal Lot Defaults

Personal Lot Defaults should only be used if the facility has **not** set lot defaults in the facility settings.

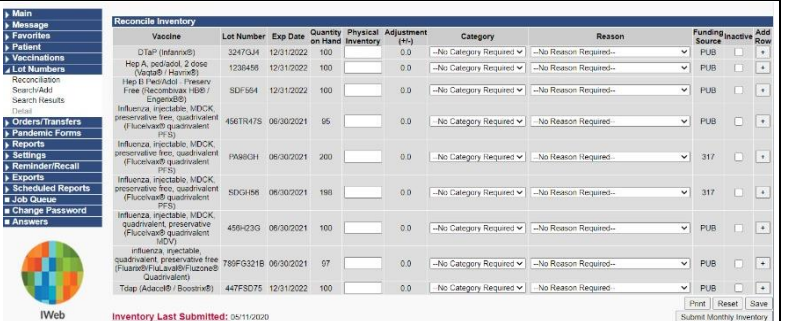
To set **Lot Defaults** for individual users, click "Personal" under the Settings tab in the navigation menu. On the Personal Settings screen, click **Lot Defaults** to expand the section.

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 to be used in the mass vaccination event is not listed in the pop-up menu:

1. Make sure that the correct Vaccine Description was selected. The selected vaccine description must match the vaccine description in the LINKS 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](mailto:la.links@la.gov) for assistance. Health Departments can contact their Regional Immunization Representative for assistance.



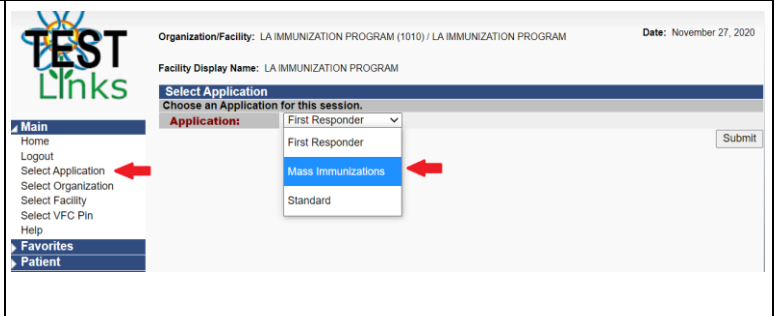
Please contact [la.links@la.gov](mailto:la.links@la.gov) with questions about this quick reference guide.

**During the Mass Immunization Event: Searching for a Patient**

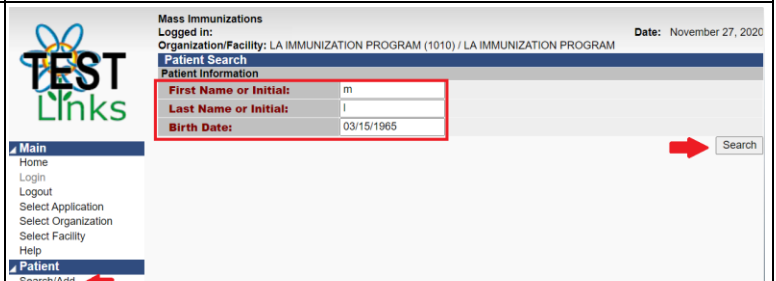
1) **Select a facility**  
Login to LINKS and verify that the correct Organization/Facility is displayed.  
  
If the correct facility is not displayed, click "Select Facility" under the Main tab in the navigation menu and select the correct facility from the drop-down, then click the "Continue" button.



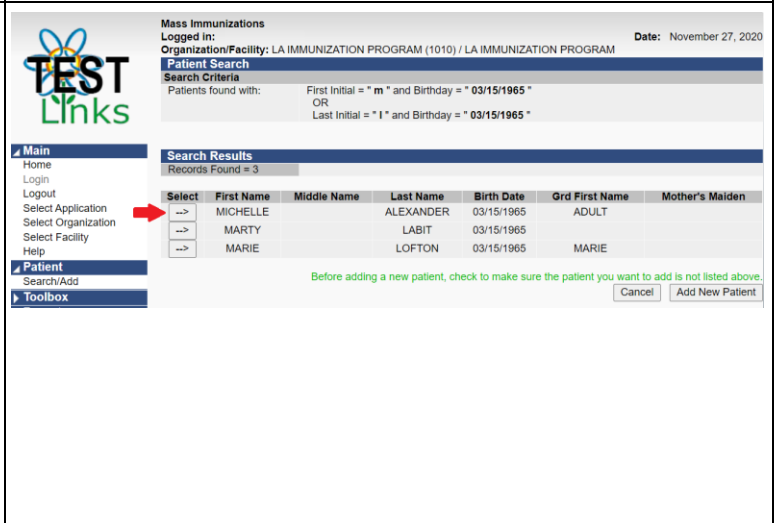
2) **Navigate to the Mass Immunizations Module**  
In the navigation menu, click "Select Application."  
  
Select Mass Immunizations from the Application drop-down and click the "Submit" button.



3) **Searching for a patient**  
In the navigation menu, click "Search/Add" under the Patient tab.  
  
Enter the patient's first initial of the first name and date of birth in the search fields and click the Search button.



4) **Search results are displayed at the bottom of the next screen.**  
  
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.  
  
If the patient's name is not listed, the patient will need to be added as a new patient (see "[Adding a New Patient](#)" below).




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- 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.**

Facility Display Name: LA IMMUNIZATION PROGRAM

**Patient Address Information (Most recent record in system)**

Check this box to copy the address information from the most recent record to the data entry box **ONLY** if it matches what is reported on paper. 

Street: 6315 CYPRESS POINT DRIVE State: LA  
 City: MONROE Phone Number: (318)345-1316  
 Zip Code: 71203 Cell Phone:  
 Parish: OUACHITA

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**Patient Edit**

**First Name or Initial:** MICHELLE SSN:   
 Middle Name:  **Birth Date:** 03/15/1965  
**Last Name:** ALEXANDER **Sex:** FEMALE   
 Consented:  Yes  No

**Address**

**Address:**   
**Zip Code:**  **City:**   
 State: --select-- Phone Number:   
 Cell Phone:

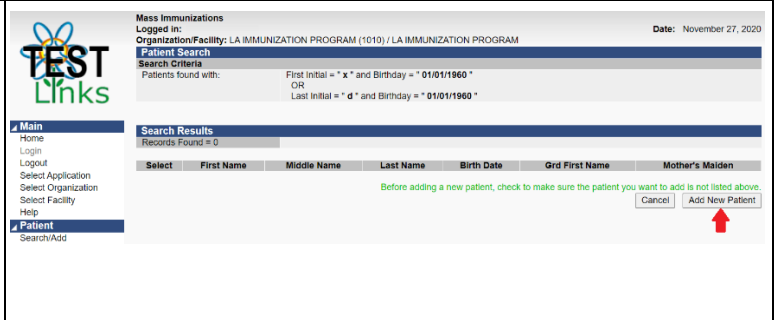
**Guardian Info**

Mother's Maiden Name:  Guardian First Name:   
 (Last Name Only)

**Comments**

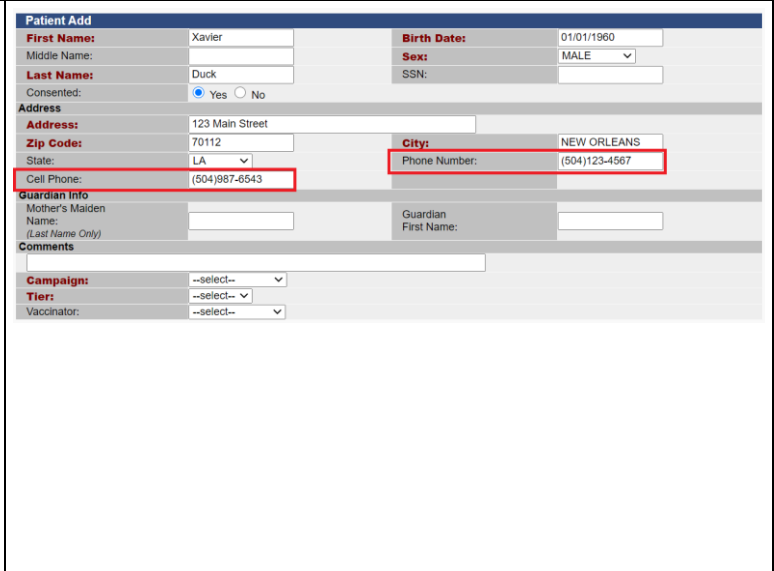
## During the Mass Immunization Event: Adding a New Patient

1) If the patient is not listed in the search results, click the “Add New Patient” button.



2) Add the patient’s demographic information. Required fields are red.

**Adding the patient’s current phone number AND cell number is crucial and necessary for recalling patients when they need additional doses or other vaccines.**

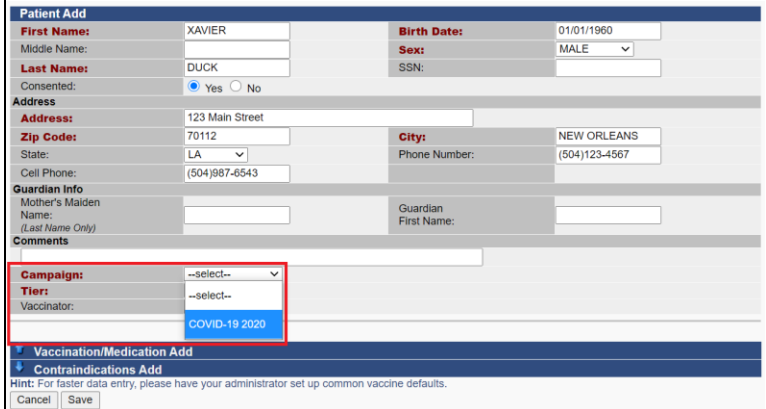


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### During the Mass Immunization Event: Adding Administered Vaccines

- From the Patient Edit (existing patients) or the Patient Add (new patients) screen, select a **Campaign** from the drop-down list (required).

Campaigns are set by LINKS Program Administrators. If the campaign for your mass vaccination event is not listed, contact [la.links@la.gov](mailto:la.links@la.gov).



**Patient Add**

First Name: XAVIER Birth Date: 01/01/1960  
 Middle Name: Sex: MALE  
 Last Name: DUCK SSN:  
 Consented:  Yes  No

**Address**

Address: 123 Main Street  
 Zip Code: 70112 City: NEW ORLEANS  
 State: LA Phone Number: (504)123-4567  
 Cell Phone: (504)987-6543

**Guardian Info**

Mother's Maiden Name: Guardian First Name:

**Comments**

Campaign: --select--  
 Tier: --select--  
 Vaccinator: COVID-19 2020

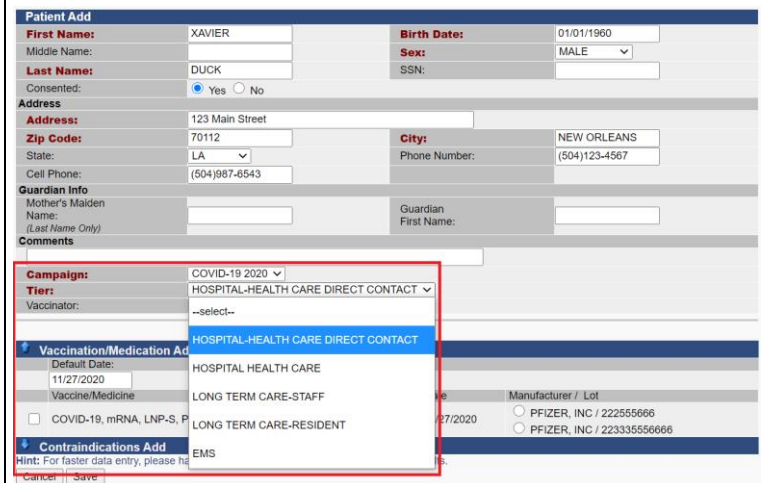
**Vaccination/Medication Add**

**Contraindications Add**

Hint: For faster data entry, please have your administrator set up common vaccine defaults.  
 Cancel Save

- After selecting a Campaign, select a Tier group from the drop-down list (required).

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](mailto:la.links@la.gov).



**Patient Add**

First Name: XAVIER Birth Date: 01/01/1960  
 Middle Name: Sex: MALE  
 Last Name: DUCK SSN:  
 Consented:  Yes  No

**Address**

Address: 123 Main Street  
 Zip Code: 70112 City: NEW ORLEANS  
 State: LA Phone Number: (504)123-4567  
 Cell Phone: (504)987-6543

**Guardian Info**

Mother's Maiden Name: Guardian First Name:

**Comments**

Campaign: COVID-19 2020  
 Tier: HOSPITAL-HEALTH CARE DIRECT CONTACT  
 Vaccinator: --select--

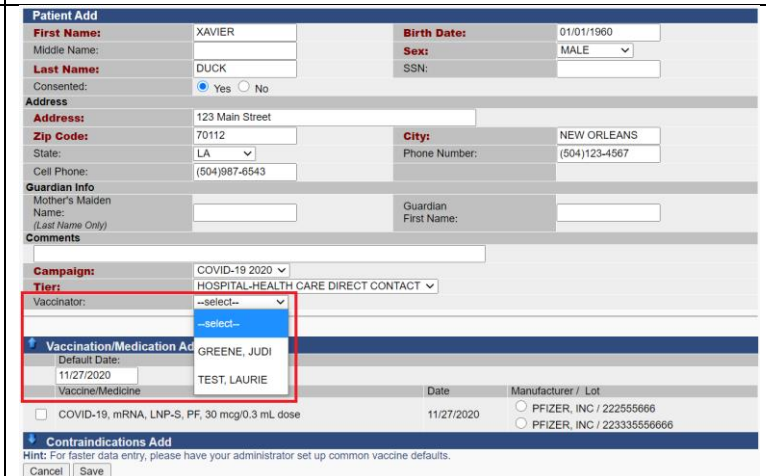
**Vaccination/Medication Add**

Default Date: 11/27/2020  
 Vaccine/Medicine: HOSPITAL-HEALTH CARE DIRECT CONTACT  
 COVID-19, mRNA, LNP-S, P LONG TERM CARE-STAFF  
 LONG TERM CARE-RESIDENT  
 EMS

**Contraindications Add**

Hint: For faster data entry, please have your administrator set up common vaccine defaults.  
 Cancel Save

- After selecting a Campaign and Tier group, select the vaccinator (the individual who administered the vaccine) from the drop-down list (optional).



**Patient Add**

First Name: XAVIER Birth Date: 01/01/1960  
 Middle Name: Sex: MALE  
 Last Name: DUCK SSN:  
 Consented:  Yes  No

**Address**

Address: 123 Main Street  
 Zip Code: 70112 City: NEW ORLEANS  
 State: LA Phone Number: (504)123-4567  
 Cell Phone: (504)987-6543

**Guardian Info**

Mother's Maiden Name: Guardian First Name:

**Comments**

Campaign: COVID-19 2020  
 Tier: HOSPITAL-HEALTH CARE DIRECT CONTACT  
 Vaccinator: --select--

**Vaccination/Medication Add**

Default Date: 11/27/2020  
 Vaccine/Medicine: GREENE, JUDI  
 COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose  
 PFIZER, INC / 222555666  
 PFIZER, INC / 22333556666

**Contraindications Add**

Hint: For faster data entry, please have your administrator set up common vaccine defaults.  
 Cancel Save

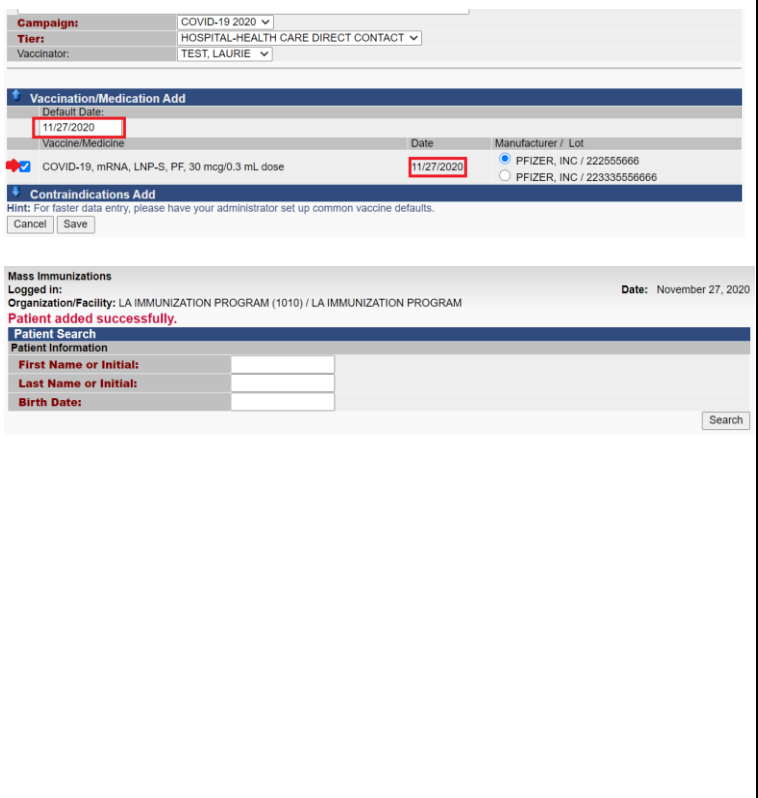
Please contact [la.links@la.gov](mailto:la.links@la.gov) with questions about this quick reference guide.

- 4) Check the appropriate box for the vaccine and lot number being administered. Only the vaccines that were set up for the campaign and the lot number defaults in the facility/personal settings will appear in this list. In some cases there will be only one option shown.

Ensure that the correct vaccination date is the date shown in the Date column. If the date is not correct, enter the correct date in 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](mailto:la.links@la.gov).



The screenshot displays the 'Vaccination/Medication Add' form. At the top, there are dropdown menus for Campaign (COVID-19 2020), Tier (HOSPITAL-HEALTH CARE DIRECT CONTACT), and Vaccinator (TEST, LAURIE). Below this is a table for adding vaccines:

Vaccine/Medication	Date	Manufacturer / Lot
<input checked="" type="checkbox"/> COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	11/27/2020	<input checked="" type="radio"/> PFIZER, INC / 222555666 <input type="radio"/> PFIZER, INC / 22333555666

Below the table is a 'Contraindications Add' section with a hint: 'Hint: For faster data entry, please have your administrator set up common vaccine defaults.' and 'Cancel' and 'Save' buttons.

The 'Mass Immunizations' section shows 'Logged in:' information, 'Organization/Facility: LA IMMUNIZATION PROGRAM (1010) / LA IMMUNIZATION PROGRAM', and 'Date: November 27, 2020'. A message states 'Patient added successfully.'

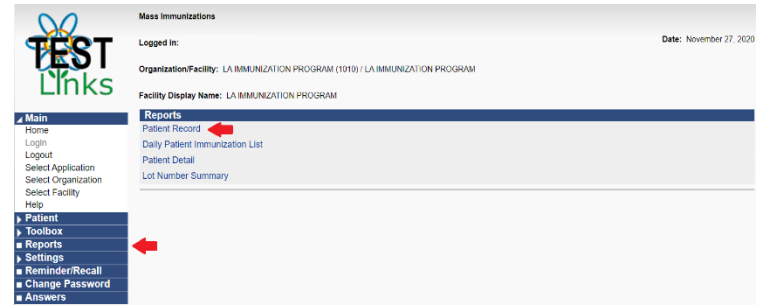
The 'Patient Search' section includes a 'Patient Information' form with fields for 'First Name or Initial:', 'Last Name or Initial:', and 'Birth Date:', along with a 'Search' button.



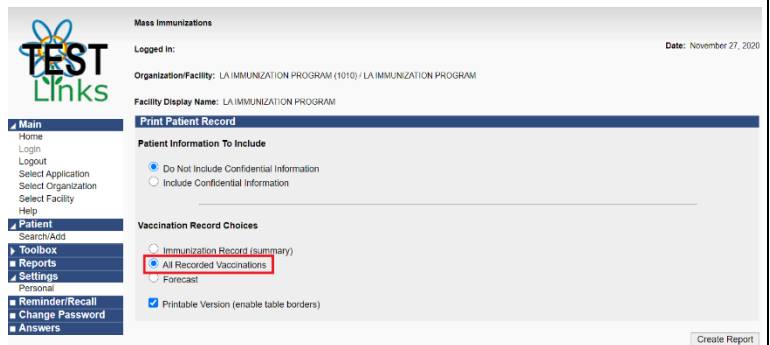
## During the Mass Immunization Event: Viewing and Printing Patient Records

1) 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.

To print a patient record for the previous patient, click the Reports tab in the navigation menu then click Patient Record.



2) Select "All Recorded Vaccinations (option 2)" and click the "Create Report" button.



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 record.

