

# COVID - 19 Vaccination Recording

Quick Guide - GuildCare NG

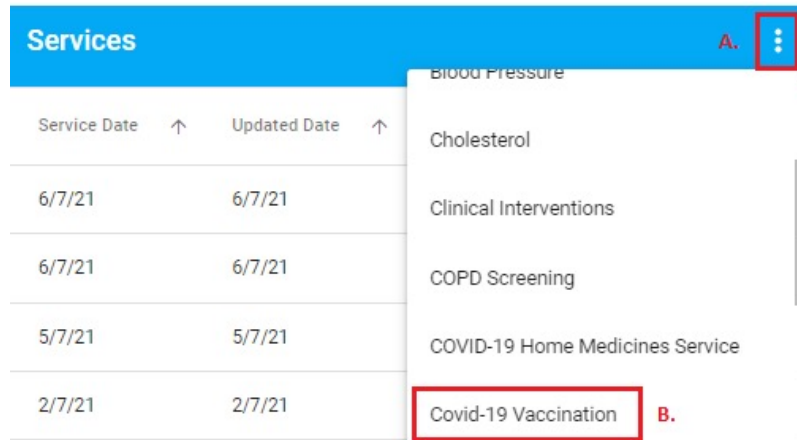


## Accessing the COVID – 19 Module

There are 2 options on how to access this service:

### OPTION 1: Starting the service within the Patient Profile

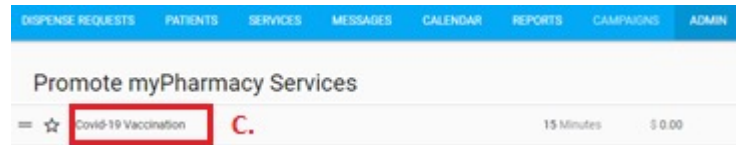
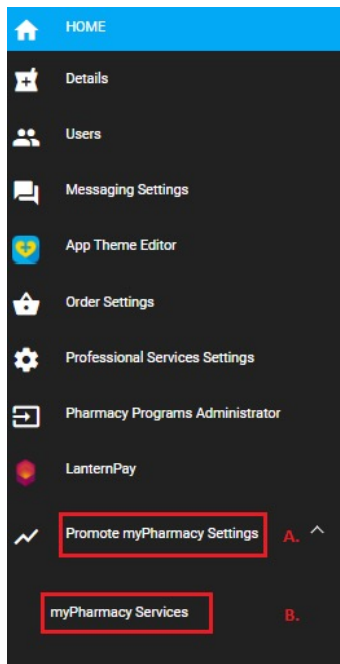
1. Within the Patient Profile screen, under Services click the three dots (A)
2. From the dropdown list, select Covid-19 Vaccination (B)
3. The immuniser will now be able to proceed with the vaccine service and record all of the required documentation



# Accessing the COVID – 19 Module

## OPTION 2: Community Bookings

1. Go to Admin, and select Promote myPharmacy Settings from the side menu (A)
2. Select myPharmacy Service, which will direct you to the Promote myPharmacy Services page (B)
3. Customise and enable the Covid-19 Vaccination service settings for your pharmacy e.g. duration, allow bookings etc (C)



## Accessing the COVID – 19 Module

### **OPTION 2:** Community Bookings

Once a customer has made an appointment for the Covid-19 vaccination service through your My Community Bookings website, it will appear in your Calendar.

To start the Covid-19 Vaccination service:

- Go to Calendar and open the desired appointment
- Click on “Start Service”
- You will be redirected to the Covid-19 Vaccination service for this patient
- Having your pharmacy's Immunisation Provider Number (IPN), provided by AIR, stored will ensure that all vaccination services will be uploaded to AIR in real time (see attached document).

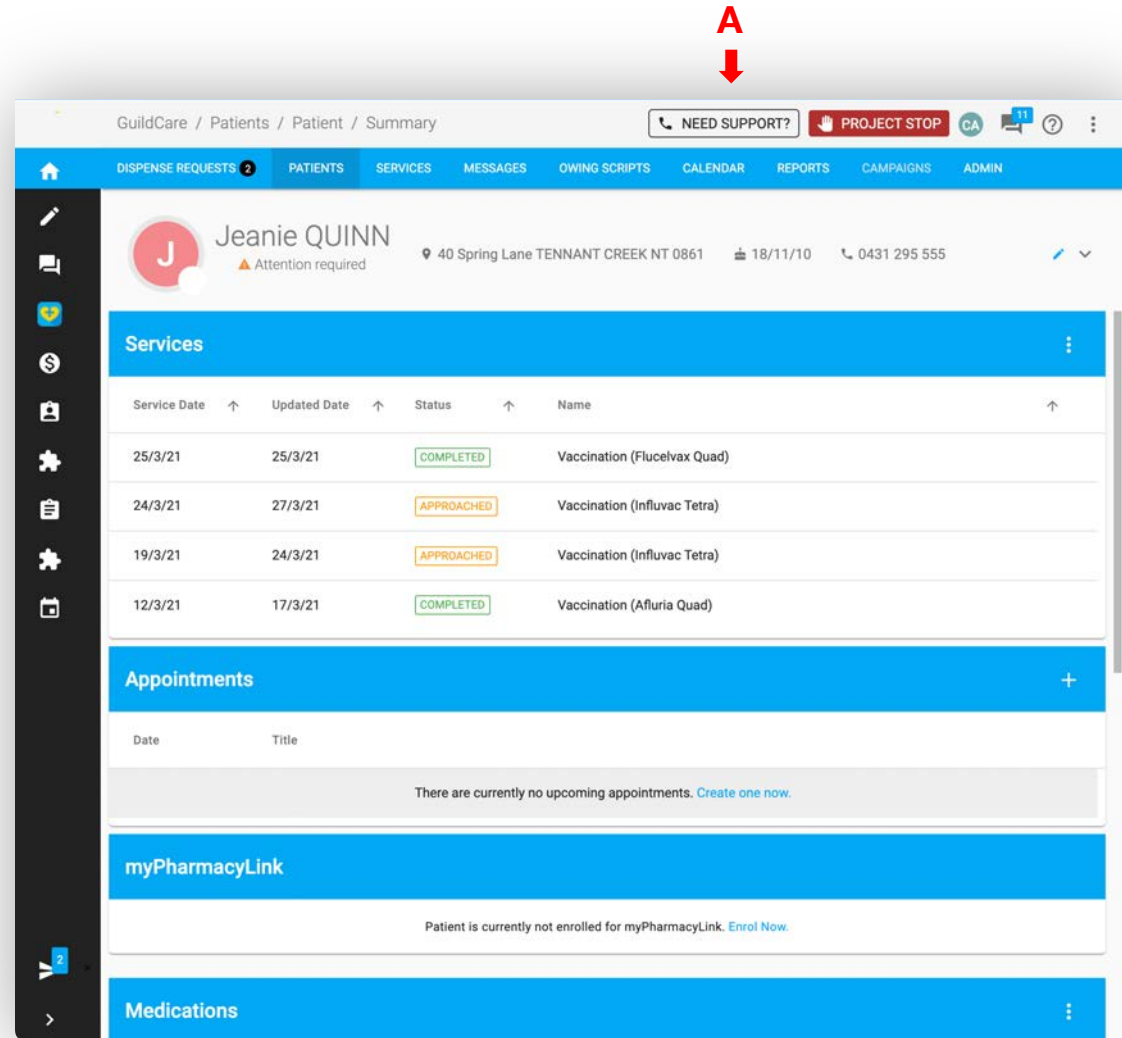
To check your pharmacy's IPN has been entered:

- Go to Admin, where you will see your pharmacy's details
- Scroll to the bottom of the page where you will see the Pharmacy Settings
- Ensure that your IPN has been entered

## Need Help?

If you need any further assistance using the platform, please reach out to our support team via phone on 1300 647 492 or by emailing [support@guildcare.com.au](mailto:support@guildcare.com.au).

These contact details can be accessed in **GuildCare NG** by clicking on the 'Need Support' button (A).



The screenshot shows the GuildCare NG interface for a patient named Jeanie QUINN. The page title is "GuildCare / Patients / Patient / Summary". In the top right corner, there is a "NEED SUPPORT?" button with a telephone icon, a "PROJECT STOP" button with a hand icon, and a "CA" button. Below this is a navigation bar with tabs for "DISPENSE REQUESTS", "PATIENTS", "SERVICES", "MESSAGES", "OWING SCRIPTS", "CALENDAR", "REPORTS", "CAMPAIGNS", and "ADMIN". The patient's profile information includes a profile picture with the letter 'J', the name "Jeanie QUINN", a location "40 Spring Lane TENNANT CREEK NT 0861", a date "18/11/10", and a phone number "0431 295 555". There is also a note "Attention required". The "Services" section contains a table with the following data:

Service Date	Updated Date	Status	Name
25/3/21	25/3/21	COMPLETED	Vaccination (Flucelvax Quad)
24/3/21	27/3/21	APPROACHED	Vaccination (Influvac Tetra)
19/3/21	24/3/21	APPROACHED	Vaccination (Influvac Tetra)
12/3/21	17/3/21	COMPLETED	Vaccination (Afluria Quad)

The "Appointments" section shows a message: "There are currently no upcoming appointments. [Create one now.](#)". The "myPharmacyLink" section shows a message: "Patient is currently not enrolled for myPharmacyLink. [Enrol Now.](#)". The "Medications" section is currently empty.