



Quick-Start **HOW-TO GUIDE** **Module 1: Clinic Planning**

Prep Mod Home Screens

Administrative Home Screen – Button Description

How to:

1. Create a Clinic

Social Distancing Capacity

2. Search for a Clinic

3. View or Edit a Clinic

4. Search for a Registered Patient: 2 Ways!

Search a Patient Via a Records Search

Search for a Patient Via the Registration List

5. Print a Record: 2 Ways!

Print from the Registration List

Print from a Records Search

1

Maryland COVID-19 Services

Here, you'll find the C-19 Service that best fits your needs

[Find Services](#)

Which C-19 service would you like?

News & Notifications Sign Up for News and Notifications to get the latest on C-19 Sign Up	Testing - Referral Code You must have a referral code to schedule a testing appointment Sign Up	Testing - No Code If you don't have an access code you can search for a clinic and make an appointment. Sign Up
Pre-Register Pre-Register here for a vaccination Sign Up	Provider Enrollment For Healthcare Providers Sign Up	Business Enrollment Request access to information about your workplace Sign Up

This is the **public-facing home screen for the PrepMod™ website**. It's the online platform for patients wanting to register for health screenings or vaccines, for community providers interested in engaging with a specific campaign, and for businesses that would like to participate.

This is the **administrative home screen for the PrepMod™ website**. It's the online portal for health professionals and administrators to set-up, schedule, plan, implement, track, and evaluate a clinic. **The How-To Guide on the pages that follow focuses on the administrative side of the website.**

2

PrepMod

Manage Clinics and Users 	Start Clinic Virtual Queue 	Start Clinic Standard 	Find a Record 	Refer Patient for Services
Enroll Provider or Business 	Inventory Management 	Generate Reports 	Send a Message 	Logout

PREPMod | ADMINISTRATIVE HOME SCREEN

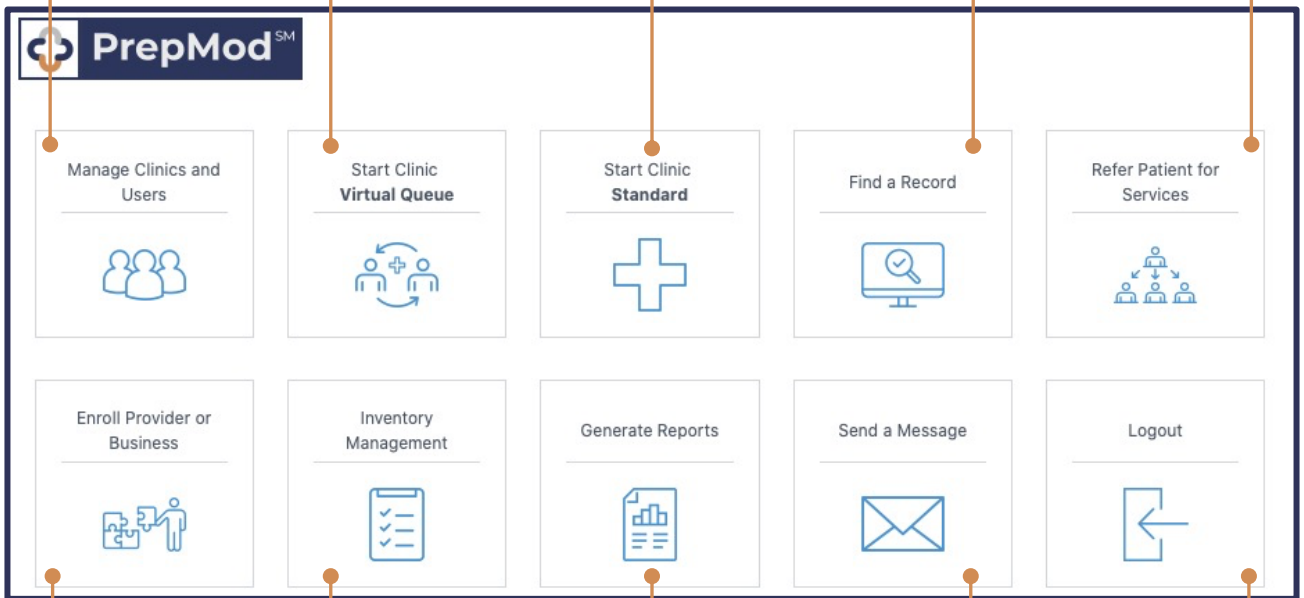
Click here to create a clinic. Also provides access to clinic and patient details.

Click here to start the Virtual Clinic queue for Patients.

Start your clinic here.

Click here to search for a specific patient record.

Click here to refer specific patients for additional services.



Click to add, track & manage medication & supplies here.

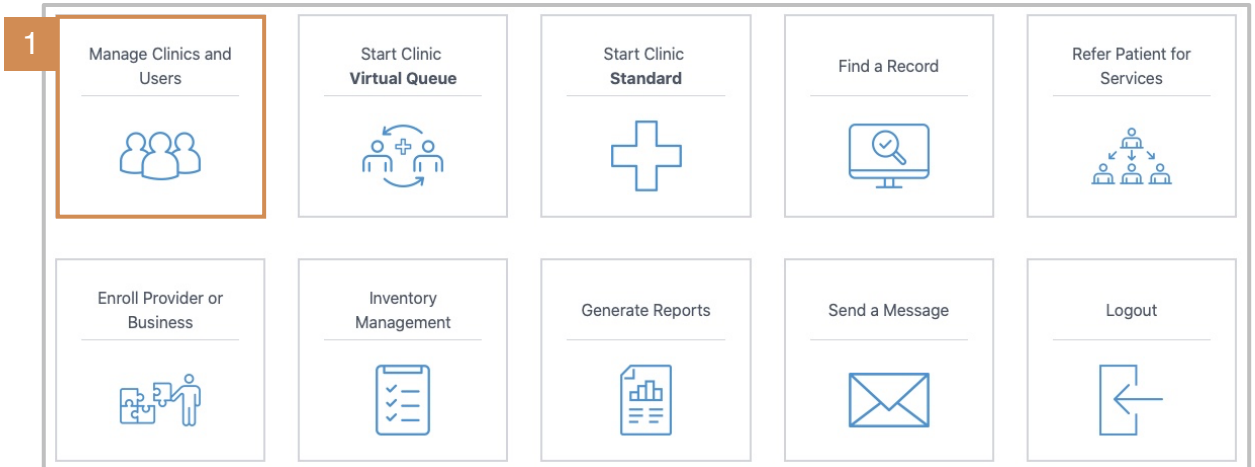
Click here to create customized, real-time reports.

Click to email & communicate with patients or other professionals enrolled in the system.

Click here to access details to enroll/ approve requests.

Click to Logout.

HOW TO | CREATE A CLINIC



1. From the PrepMod Home Screen, Click **Manage Clinics and Users**.

Clinics Listing

Search: All Upcoming Past Closed

Date ↑↓	County	Venue Name	Type	Access	Registered ↑↓	Menu	Action
09/10/2020	Frederick	Frederick County Health Department	General	Public	0	» Registration List » Clinic Activity » Activity Report	» View/Edit Clinic » Customized Report <input type="button" value="Delete"/>

2. On the **Clinics Listing** page, select **Create Clinic**.



HOW TO | CREATE A CLINIC

Create Clinic

Number of Patients Registered: 0

Clinic Type *

General Childhood Flu School Flu Children & Adults 3

4 **Is clinic public or private? *** Public Private 5 **Collect Insurance Information?** Yes, required Yes, optional No

6 **Services Provided *** Testing Vaccination Screening 7 **Open to *** All Ages Children Adults Anti-Viral Distribution Seniors Other

8 **County *** Select 9 **Organization *** Select an Option 10 **Venue *** Select an Option

Setting

Church Health department Hospital School 11

Complete the fields on the **Create Clinic** page.

3. Select **clinic type** from the drop-down menu.
4. Choose **public or private** clinic.
5. Indicate if **insurance information** will be collected at the clinic.
6. Select the **services provided** at the upcoming clinic.
7. Determine whom the clinic is **Open To** (ie, Is the clinic targeted to a specific age group or is it all ages?).
8. Select the **county** in which your clinic is located.
9. Select the **organization** sponsoring the clinic.
10. Select the specific **venue** where the clinic will be held.
11. Choose the type of **setting** for your clinic



HOW TO | CREATE A CLINIC

Date, Time, Location

Clinic Date *	Start Time *	End Time *	Address *
12 November 7, 2020	10:00 AM	2:00 PM	13 1550 East Baldrige Road, Centralia, IL, USA
15 November 14, 2020	12:00 AM	3:00 PM	Zip Code * 62801 City * Centralia State * IL
November 21, 2020	10:00 AM	2:00 PM	

14 Add Another Date

16

Appointment Information

Under Date, Time, & Location

12. Enter the upcoming **clinic date, including start and end times.**
13. Populate the **address** of your venue, including **zip, city, and state.**
14. If the same venue will be hosting another clinic, select **Add Another Date.**
15. Enter the **next clinic date, including start and end times.**
 - Click **Add Another Date** for each new clinic at the same venue.
16. If you need to delete a clinic, click the **red trash-can symbol.**

HOW TO | CREATE A CLINIC

The screenshot shows a form titled "Appointment Information" with the following fields and options:

- 17** Appointments available *
 Yes, required Yes, optional No (Walk-In)
- 18** Social Distancing Capacity: 4
- 19** Registration Deadline: September 20, 2020
- Allow registrations on the same day (This will re-open registrations on the date of the clinic even if registration deadline has passed).
- 20** Appointment Frequency (in minutes): Every * 5 Appointment Slots * 2

Under **Appointment Information**

17. Select if the appointments for your clinic will be **Required**, **Optional**, or **Walk-In**.
18. Determine the **Social Distancing Capacity**. (See next page.)
19. Enter the **Registration Deadline** and check the box if you'll allow registration on the same day of the clinic.
20. Determine the **Appointment Frequency** and **Appointment Slots**.

Social Distancing Capacity is the number of patients that the clinic determines can be safely inside the venue during the clinic.

Once determined, the social distancing capacity is also used to set-up the virtual queue. As patients communicate their arrival the day of the clinic, they'll be placed "in queue" as they comfortably wait in their car or vehicle. They will then receive a confirmation message when their appointment slot is ready and it's time to come inside.

Social Distancing Capacity: PrepMod Quick Tip



HOW TO | CREATE A CLINIC

Contact Information

Contact Person 21

Contact Phone Number

Contact E-mail 22

Back-Up Contact Person

Back-Up Contact Phone Number 23

Back-Up Contact E-mail 24

Additional Clinic Details

Incidents Comments (This information will be displayed publicly in the clinics listings)

25

Registration and Staff

Lead Tester's Name 26

Clinic Staff 27

[Add more staff](#) 28

Under **Contact Information**:

21. Type the designated **Contact Person** for the clinic.
22. Add the **Contact's Phone Number** and **Email Address**.
23. Type the back-up or secondary **Contact Person** for the clinic.
24. Add the **Back-Up Contact's Phone Number** and **Email Address**.
25. Add **Additional Clinic Details** / information as needed.

Under **Registration and Staff**:

26. Enter the **Lead Tester's** (or **Vaccinator's**) name; the person in charge.
27. Enter the names of the **Clinic Staff** that will be working the day of the event.
28. Click **Add More Staff**, to add additional names.



HOW TO | CREATE A CLINIC

29 Vaccinations

- Influenza
- MCV4
- MMR
- Other
- Pneumococcal
- Safety Kit
- Supplies

Clinic Inventory

31

30

Name (Type)	Manufacturer	Lot Number	Expiration Date	# of Items	Action
Test (Influenza (Flu))	TestManufacturer2	11222	09/17/2020	<input type="text" value="12345"/>	32 <input type="button" value="Remove"/>
TestProduct (Pneumococcal Pneumonia (PCV13))	TestManufacturer1	36	09/28/2020	<input type="text"/>	<input type="button" value="Remove"/>

33

Under **Clinic Inventory**

Clinic inventory can be added now or through View/Edit Clinic.

29. From the drop-down field, select the vaccine, test, or screen that will be administered the day of the clinic.
30. Click **Add Item**.
31. Choose from the **Clinic Inventory** list, if needed; click **Add Item** again.
32. If you know the quantity of items you'll need, add the **# of Items**.
33. Take a moment to review the names, data, and details generated for the clinic. If everything looks correct, click **Submit**.



You've created a clinic.

If anything changes within the clinic or requires updating, simply click the **Clinics** tab and edit through **View/Edit** clinic.

PrepMod

1 Manage Clinics and Users

2 Search: Century High

3 Search

Start Clinic Virtual Queue

Clinics Listing

Search: Century High All Upcoming Past Closed

Date	County/Jurisdiction	Venue/Location Name	Type	Access	Registered #	Menu	Action
08/23/2020	Calvert	Appeal Elementary Schoole	5	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report		Delete
08/24/2020	Carroll	Century High	1	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report		Delete
08/24/2020	Calvert	St. Leonard Elementary School	2	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report		Delete

Within the Clinics tab is the **Clinics Listing**. In it, one can select a clinic and either **view the list of registered and wait-listed patients** or **view/edit clinic details**.

The registration list can also be download into an Excel spreadsheet and printed along with the patient's Consent Form.

This section details steps for **accessing a clinic and viewing the registration list**.

[View Clinic](#)

To search your upcoming clinic and view the registration list:

1. Select **Manage Clinics and Users** from the PrepMod Home Page.

Result: The **Clinics Listing** page will display, listing clinics in descending order by date.

2. Type the name of the clinic you're seeking into the **search** bar.
3. Click **Search**.



HOW TO | SEARCH FOR A CLINIC

Clinics Listing

Search: All Upcoming Past Closed

Date	County/Jurisdiction	Venue/Location Name	Type	Access	Registered	Menu	Action	
08/23/2020	Calvert	Appeal Elementary Schoole	5	» Registration List	» View/Edit Clinic	» Clinic Activity	» Customized Report	<input type="button" value="Delete"/>
08/24/2020	Carroll	Century High	1	» Registration List	» View/Edit Clinic	» Clinic Activity	» Customized Report	<input type="button" value="Delete"/>
08/24/2020	Calvert	St. Leonard Elementary School	2	» Registration List	» View/Edit Clinic			

4

5

4. All clinics matching the searched name will display.

- You can also scroll through the Clinics Listing, though a bit more time consuming.

5. Identify the clinic you'd like to view, then select **Registration List**.

Registration List
A Venue

Clinic Status: Upcoming [» Registration List](#) [» View/Edit Clinic](#)

Number Registered: 20 Waiting List: 0

Search:

Name	Date of Birth	Age	Gender	Appointment	Home School	Action
Karri Trantow	11/16/1992	27	Other	09/22/2020 09:45 am	Dorchester County Health Department	<input type="button" value="Email Remind"/>
Guy Swift	03/08/1992	28	Other	09/22/2020 09:45 am		<input type="button" value="Email Remind"/>
Gemma Brakus	05/03/1994	26	Female	09/22/2020 06:45 pm		<input type="button" value="Email Remind"/>
Candyce Donnelly	03/24/1992	28	Male	09/22/2020 06:35 pm	Central Office	<input type="button" value="Email Remind"/>

Results: The registered list of clinic attendees will open.

Note: Each clinic administrator has viewing access to his/her own clinics within the Clinics Listing. Only the regional administrator has viewing rights to any additional regionally scheduled and approved clinics.

See next page for details of the Registration List.



HOW TO | SEARCH FOR A CLINIC

Registration List

Clinic Status: Upcoming » Registration List » View/Edit Clinic » Activity Form » Activity Report

Number Registered: 16 Waiting List: 0

Search: Patient's first name or last name or venue Search

Email Vaccination Record Email Reminder Download Waiting List Download Registration List Print

Add More Patients +

Name #	Date of Birth #	Age #	Gender #	Appointment #	Home School	
Anibal Tillman	11/28/1994	25	Male	09/24/2020 08:00 pm	Rockburn Elementary School	Email Reminder View Consent Delete
Hiedi Kulas	01/16/1978	42	Other	09/24/2020 08:00 pm	Bonnie Branch Middle School	Email Reminder View Consent Delete

Functions and options available on the **Registration List** home page.

- Menu of functions specific to the selected clinic.
- The number of registered and waiting-list patients for the selected clinic.
- Click to view the **wait list**.
- Type the patient's name to **search-by-name**; click **Search**.
- View the waiting list.
- Email a patient's **vaccination record**.
- Email **appointment reminders** to one or more patients.
- Click to **download** the **waiting** or **registration lists**, eg, if you'd like to save to your computer, create an Excel spreadsheet, or send.
- Click to **print** an **open document** or a **patient record**.
- Click to **add more patients**.
- Click any **name** within the itemized list of registered attendees to open the record.
- Click to email an **appointment reminder** to the selected patient.
- Click to **view** (patient's)**Consent Form. (Example next page.)**
- Click to **delete** a patient from the registration list.



2020 COVID-19 Test Clinic Consent Form

DEMO FORM: PrepMod is in testing mode. This is not a real consent for medical services.

Please Print Clearly in Ink

LAST Name Grimes	FIRST Name Wade	MI W	DOB 06/13/94	Age 26	Sex F
Address 7808 Baltimore Annapolis Boulevard		City Glen Burnie		State MD	ZIP Code 21060
Email Address belle.jast@stokes.biz		Phone Number (407) 536-6339			

HEALTH INSURANCE INFORMATION — Please fill out COMPLETELY and ACCURATELY

Please write this information FROM YOUR INSURANCE CARD. We will bill your insurance. You will NOT be charged for a co-pay or deductible.

Type of Insurance Medicare	Insurance Company Name Hills-Lang	Insurance Member Number 609-56-9928
Insurance Group Number 4383805571478747	Other Insurance Number 1957105263708193	
Insured Adult's Name Melvina Mraz	Relationship to Patient Uncle	Insured Adult's Date of Birth Friday October 29, 2004

Do any of the following apply to you?

<p>Do you have?</p> <p><input type="checkbox"/> A fever of 100.4 degrees Fahrenheit or higher</p> <p><input type="checkbox"/> A cough</p> <p><input type="checkbox"/> Shortness of breath or difficulty breathing</p>	<p>Have you traveled in the past 14 days to regions affected by COVID-19?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Have you been in close contact with anyone who has a confirmed COVID-19 diagnosis?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Do you have heart disease, lung disease, kidney disease or diabetes?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Are you 60 or older?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Is there any other reason you think you should be tested for COVID-19? If 'yes', explain</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>

Consent and history; completed by the patient during clinic registration. Viewable by clicking **View Consent** on the **Registered Patient's** page.

2020 COVID-19 Test Clinic Consent Form

HOW TO | VIEW OR EDIT A CLINIC

Clinics Listing

Search: All Upcoming Past Closed [Create Clinic](#)

Date	County	Venue Name	Registered	Menu	Action
08/24/2020	Carroll	Century High	1	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report 2 Delete

View/Edit Clinic

A Venue

Clinic Status: Closed [Reopen](#) » [Registration List](#) » **View/Edit Clinic** » [Activity Form](#) » [Activity Report](#)

Number of Patients Registered: 19 Clinic Creation Date: 09/14/2020

Clinic Type *

Flu

Is clinic public or private? *

Public Private

Collect Insurance Information?

Yes, required Yes, optional No

Services Provided *

Testing Vaccination Screening

Open to *

All Ages Children Adults

Anti-Viral Distribution Seniors Other

1 of 3

To begin View/Edit Clinic:

1. From the **Clinic Listing** page, locate your scheduled clinic.
2. Click **View/Edit Clinic**.

Result: Your selected clinic will open onto the **View/Edit Clinic** page, displaying status of clinic details.

Edit as needed.

Use the **View/Edit Clinic** tab to **add, remove, or modify** upcoming clinic details.

- a. Is the **clinic type** correct?
- b. Is the clinic **Public or Private**?
- c. Are the **services provided** accurate?
- d. Is the clinic **open to** the correct demographic?

View/Edit Clinic



HOW TO | VIEW OR EDIT A CLINIC

Date, Time, Location E

Clinic Date *
January 14, 2021

Address F
629 Cutter Court

Start Time *
05:00 PM

End Time *
10:00 PM

Zip Code City State
21401 Annapolis MD

Appointment Information

Appointments available *
 Yes, required Yes, optional No (Walk-in) Allow registrations on the same day (This will re-open registrations on the date of the clinic even if registration deadline has passed).

Social Distancing Capacity Registration Deadline
3 G H

Appointment Frequency: Every
30 I

Appointment Slots
2

Contact Information J

Contact Person Contact Phone Number
Reginald Farrell VM 284-867-5783

Contact E-mail Back-Up Contact Person
april.hane@durgan.info Filiberto Ernser

Back-Up Contact Phone Number Back-Up Contact E-mail
(826) 977-1872 alesia_borer@sipes-hayes.biz

2 of 3

- e. Verify **date, time** and **location**.
- f. Verify **venue address**.
- g. Is the **social distancing capacity** accurate? (Click here for more info.)
- h. Verify the established **registration deadline**.
- i. Are the **appointment frequency** and **appointment slots** correct?

Frequency = The amount of time for each appointment / in minutes.

Slots = The number of clinicians concurrently treating patients.

- j. Verify **contact information** for primary and back-up clinic staff.

[View/Edit Clinic](#)



HOW TO | VIEW OR EDIT A CLINIC

I **Additional Clinic Details**
Incidents Comments (This information will be displayed publicly in the clinics listings)
Parking in rear

J **Registration and Staff**
Lead Clinic Staff
Tiffany Tate
Clinic Staff
Tiffany Tate
[Add more staff](#)

M **Vaccinations**
Influenza x Pnemococcal x Supplies x Influenza (Flu) x

N **Clinic Inventory**
Select Add Item

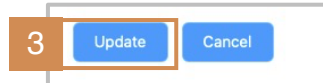
Name (Type)	Manufacturer	Lot Number	Expiration Date	# of Items	Action
Test (Influenza (Flu))	TestManufacturer2	11222	09/17/2020	12345	Remove

3 of 3

- k. Confirm **additional clinic details**, as needed.
- l. Verify **registration and clinic staff**.
- m. Verify **vaccinations** and/or add, as needed.
- n. Verify **clinic inventory**, ie, the available medications and supplies.

—The inventory list should have been created when the supplies were ordered, within the **Inventory Management** tab.

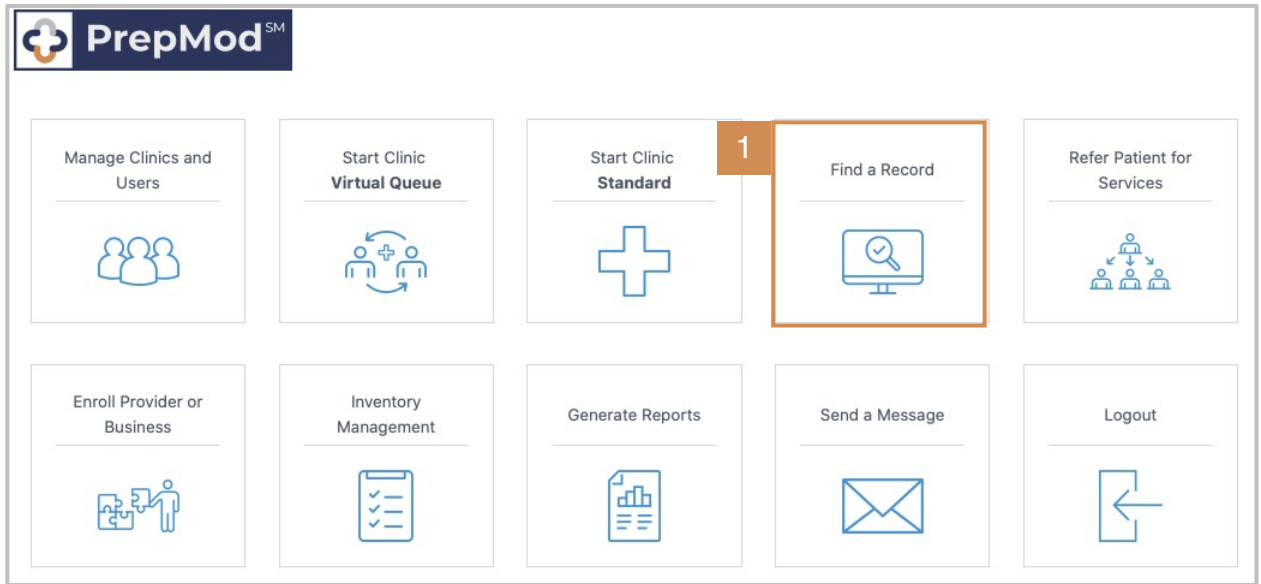
—The fields use predictive text when available, thus eliminating keystroke error and increasing overall efficiency.



3. When all edits on the **View/Edit Clinic** page have been made, click **Update** to save.

View/Edit Clinic

HOW TO | SEARCH FOR A REGISTERED PATIENT: 2 WAYS!



There are **two methods** to search for a patient:

- 1 **Records Search**
- 2 **Registered Patient's List**

- PrepMod records are electronic, like EHR and IHS.
- There are nine levels of user-access, with graduating levels of user-visibility.
- Patients records may be accessed by their associated clinical /source domain **only**.

How to Search for a Registered Patient

To locate a patient using a **Records Search**, on the PrepMod Home page:

1. Select **Find a Record**.

Result: The **Find a Record** home-page will open.



HOW TO | SEARCH FOR A PATIENT VIA RECORDS SEARCH

Home Clinics **Records Search**

2 SAM SALLY **3** Search Reset **4** Print

Name ↓	Date of Birth ↓	Age ↓	Gender ↓		
Rena Henderson	07/11/79	41	Female	Enter Encounter	Delete
Sam Sally	09/17/92	27	Male	Enter Encounter	Delete
Luke Smith	09/04/20	0	Male	Enter Encounter	Delete
Gregory Branch	09/02/20	0	Male	Enter Encounter	Delete
Sam Sally			Other	Enter Encounter	Delete

Find a Record

sam sally Search Reset

Name ↓	Date of Birth ↓	Age ↓	Gender ↓	
5 Sam Sally	09/17/92	27	Male	Enter Encounter
Sam Sally			Other	Enter Encounter
Sam Sally	07/04/76	44	Female	Enter Encounter

On the **Find a Record** page:

2. Type the **First Name + Last Name** in the search fields.
3. Click **Search**.
4. If unable to locate, click **Reset**, then re-enter name, **adding or removing DOB**; click Search.

Result: Any / all records under the searched name will list in the next window.

5. Cross-check name with DOB, then **click on selected patient to open**.



HOW TO | SEARCH FOR A PATIENT VIA RECORDS SEARCH

Home Clinics Records Search Employer Listing Data Transfer Upload Records Download Records Inventory Management
Generate Reports Customized Reports Message Board Create New User Change Password

Patient History

Sam Sally

D Back to records **B** Print

Date	Location	Service	Status	Notes	Actions
10/05/2020	South Rau	Vaccination		Hep B Dose 2. Mr. Sally tolerated vaccine well. Is preparing for South Africa trip, high Hep population. Will administer a 3rd and final dose in February 21, after returning from trip.	C Delete
09/07/2020	South Rau	Vaccination		Dose 1 Hep B. Will return in 1 month for second dose. Traveling to South Africa 12/20. Needs to complete treatment prior to travel.	Delete

Selected patient will display on the **Patient History** page. Review details of the patient record.

- The patient's history and treatment overview, including **date**, **location**, **service**, and **notes** from patient's visit.
- Option to **print** a record.
- Option to **delete** a record.
- The **back button**; return to records list.



You've located a patient via a Records Search.

HOW TO | SEARCH FOR A PATIENT VIA REGISTRATION LIST

PrepMod SM

1 Manage Clinics and Users

Start Clinic Virtual Queue

Home Clinics Records Search

Clinics Listing

Search: All Upcoming Past Closed [Create Clinic](#)

Date ↑	County ↑	Venue Name ↑	Registered ↑	Menu	Action
08/21/2020	Carroll	Career and Tech Center	1	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report Delete
08/22/2020	Carroll	Career and Tech Center	1	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report Delete
01/14/2021	Anne Arundel	Elkridge Landing Middle School	42	» Registration List » Clinic Activity	» View/Edit Clinic » Customized Report Delete

To locate a patient using the **Registered Patient's List**, on the **PrepMod Home Page**:

1. Select **Manage Clinics and Users**

On the **Clinics Listing** page:

2. Locate the **Venue Name** where the patient you're seeking is registered and the **date** they're registered to attend.
3. Click **Registration List**.

Result: The complete registration list for the venue will display. (Next page.)



HOW TO | SEARCH FOR A PATIENT VIA REGISTRATION LIST

Registration List

A Venue

Clinic Status: Closed [Reopen](#) » [Registration List](#) » [View/Edit Clinic](#) » [Activity Form](#) » [Activity Report](#)

Number Registered: 19 Waiting List: 0 [See Waiting List](#)

Search: 4 [Search](#)

[Email Vaccination Record](#) [Email Reminder](#) [Download Waiting List](#) [Download Registration List](#) [Print](#)

[Add More Patients +](#)

Name	Date of Birth	Age	Gender	Appointment	Home School			
Karri Trantow	11/16/1992	27	Other	09/22/2020 09:45 am	Dorchester County Health Department	Email Reminder	View Consent	Delete
Guy Swift	03/08/1992	28	Other	09/22/2020 09:45 am		Email Reminder	View Consent	Delete

Number Registered: 34 Waiting List: 9 [See Waiting List](#) [Upload records](#)

Search: [Download Waiting List](#) [Download Registration List](#) [Print](#)

Name	Date of Birth	Age	Gender	Appointment	Registration School	Vaccination School		
5 Fredric Barton	01/08/67	53	Male	07:00 PM	Phelps Luck Elementary School		View Consent	Delete

When the **Registration List** for the clinic opens:

4. Type the patient's **first and last name** in the **search** field; click **search**.
5. The patient's **name and demographic details will display**, if registered.
 - **Click the patient's name to open the record.**

HOW TO | SEARCH FOR A PATIENT VIA REGISTRATION LIST

Patient History
Fredric Barton

D [Back to records](#) [View Consent](#) [Print](#)

Date	Location	Service	Status	Notes	Actions
01/15/20 A	Gleason College	Hep B. #1 of 3 B			Delete
02/15/20	Gleason College	Absent; 2 nd NS, "Family Emergency" C			Delete
06/10/20	Gleason College	Vaccine, Refused Treatment after arrival.			Delete

On the **Patient History** page, view the patient record for clinic and treatment details, if available.

- Date and location of **previously attended clinics**, if any.
- The **type of services** the patient has received.
- Status and notes of **previous treatment**.
- The **back-button** to previous page / records.



You've located a patient via the Registered Patient's List.

HOW TO | PRINT A RECORD: 2 WAYS!

Registration List
A Venue

Clinic Status: Closed [Reopen](#) » [Registration List](#) » [View/Edit Clinic](#) » [Activity Form](#) » [Activity Report](#)

Number Registered: 19 Waiting List: 0 [See Waiting List](#)

Search: [Search](#)

[Email Vaccination Record](#) [Email Reminder](#) [Download Waiting List](#) [Download Registration List](#) [Print](#)

[Add More Patients +](#)

Name	Date of Birth	Age	Gender	Appointment	Home School			
Karri Trantow	11/16/1992	27	Other	09/22/2020 09:45 am	Dorchester County Health Department	Email Reminder	View Consent	Delete
Fredric Barton	01/08/67	53	Male	07:00 PM	Phelps Luck Elementary School	Email Reminder	View Consent	Delete

There are **two ways** to **print a patient record**. You can print a record through:

- 1 **The Registration List**
- 2 **A Records Search**

How to Search for Clinic

To print a record from the **Registration List**:

1. Type the **name of the patient** you're seeking into the **search** field.
2. Click **search**.
3. You may also search the patient's name on the **Registration List**; click to open.

Results: The patient record will open onto the **Patient History** page.



HOW TO | PRINT FROM THE REGISTRATION LIST

Patient History

Fredric Barton 4 5

Services

Appointment Date	Appointment Time	Location	Notes
09/22/2020	06:35 pm	A County - A Venue	

Vaccinations Received

Date	Vaccination Type	Vaccination Name	Manufacturer	Lot Number	Expiration Date	Notes
09/22/2020			TestManufacturer1	36	09/28/2020	

[View Consent](#) [Back to records](#)

Printer: EPSON WF-3540 Series

Presets: Default Settings

Copies: 1

Pages: All

From: 1 to: 1

Paper Size: US Letter 8.50 by 11.00 inches

Orientation: Portrait Scale: 100%

Safari

Print backgrounds

Print headers and footers

1 of 1

PDF Hide Details

Ca 6 Print

On the **Patient History** page:

4. Confirm the **patient name**.
5. Click **Print**.

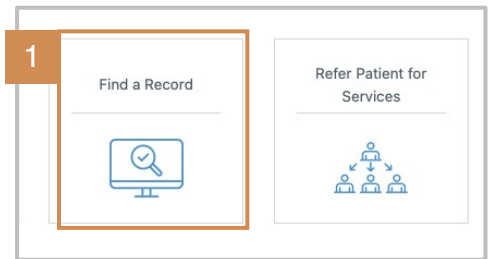
Result: A print dialogue window will open, preparing the record to print.

5. Confirm and **print**.



You've printed a record from the Registration List.

HOW TO | PRINT FROM A RECORDS SEARCH



Find a Record

2 3

Name ↕	Date of Birth ↕	Age ↕	Gender ↕		
s d	04/03/1904	116	Male	<input type="button" value="Enter Encounter"/>	<input type="button" value="Delete"/>
firsttime1 lastname1	05/07/1988	32	Male	<input type="button" value="Enter Encounter"/>	<input type="button" value="Delete"/>
Gregory Tate	06/13/2007	13	Female	<input type="button" value="Enter Encounter"/>	<input type="button" value="Delete"/>
Gregory Branch	08/10/2017	3	Other	<input type="button" value="Enter Encounter"/>	<input type="button" value="Delete"/>

To print a record from a **Records Search**:

1. Click **Find a Record** on the **PrepMod Home Page**.
2. On the **Find a Record** page, enter the **first name, last name, and DOB**, if available.
3. Click **Search**.

Result: The patient record will open onto the **Find a Record** page.



HOW TO | PRINT FROM A RECORDS SEARCH

The image shows two screenshots illustrating the process of printing a record. The top screenshot shows the 'Find a Record' search interface. It has input fields for 'Tiffany', 'Tate', 'Date of Birth', and 'Mother's Maiden Name', along with 'Search', 'Reset', and 'Print' buttons. A blue table below lists search results for 'Tiffany Tate' with a date of birth of '05/09/2015', age '5', and gender 'Female'. The 'Print' button in the search interface is highlighted with a brown box and the number '5'. The bottom screenshot shows a print dialog box for an EPSON WF-3540 Series printer. The print settings include 'Copies: 1', 'Pages: All', 'Paper Size: US Letter', and 'Scale: 100%'. The 'Print' button in the dialog is highlighted with a brown box and the number '6'. A dashed orange line connects the 'Print' button in the search interface to the 'Print' button in the print dialog.

From the **Find a Record** page:

4. Confirm the **patient name and DOB**.
5. Click **Print**.

Result: A print dialogue window will open, preparing the record to print.

6. Confirm and **print**.



You've printed a record from the Find a Records page.