Primary Care Practice
Preparation for

COVID-19 Vaccinations

- Wearing masks and social distancing help reduce your chance of being exposed to the virus or spreading it to others, but these measures are not enough. Vaccines boost your immune system so it will be ready to fight the virus if you are exposed.
- Getting a COVID-19 vaccine will keep you and your patients from getting seriously ill even if you do get COVID-19.

STEPS

1. **Complete ImmuNet requirements**
   including site onboarding AND vaccinator registration (vaccination ordering not available currently)
2. **Educate and encourage your team to get vaccinated**
   as part of the Maryland Vaccination Priority Phase 1A
3. **Share with your patients how to locate a vaccination site**
   and identify patients for each vaccination priority phase
4. **Prepare for vaccine* administration**
   - *by developing workflows for storage, handling and administration*
   - *identifying patients to outreach based on risk and equity using CRISP*

***NOTE**: Due to the ultra cold storage and allocation size requirements for the Pfizer vaccine, it is unlikely this vaccine will be used in many primary care offices.*

Current Phase:

3*

as of 4/6/21

*Based on the state's accelerating vaccination rate and an anticipated increase in supply from the federal government:

- All Marylanders 16 and older will be eligible for vaccination at Maryland's mass vaccination sites as of **April 6**: pre-register for an appointment
- On **April 12**, all Marylanders 16 and older will be eligible for vaccination through all providers.

STEP 1: Complete ImmuNet Requirements and MDH "New Entity COVID VAX Clinic Info" form

1.1: Onboard your practice site to ImmuNet

(Check with your MDPCP Practice Coach if you do not not know your status)

Not enrolled AND not reporting — 1

Onboard your site to ImmuNet: complete form and wait for an email with your username and password

OR

Enrolled BUT not reporting — 2

1. Follow guide to "Providers with Electronic Health or Medical Records Systems EHR/EMR" in ImmuNet
2. Send a Help Desk ticket to your EHR vendor and include:
   - Your ImmuNet Org ID
   - Technical specs
   - ImmuNet contact info

OR

Enrolled AND reporting — 3

Verify that your patients' records in ImmuNet are being accurately transmitted to ImmuNet by logging in and viewing a recently immunized patient's record for completeness.

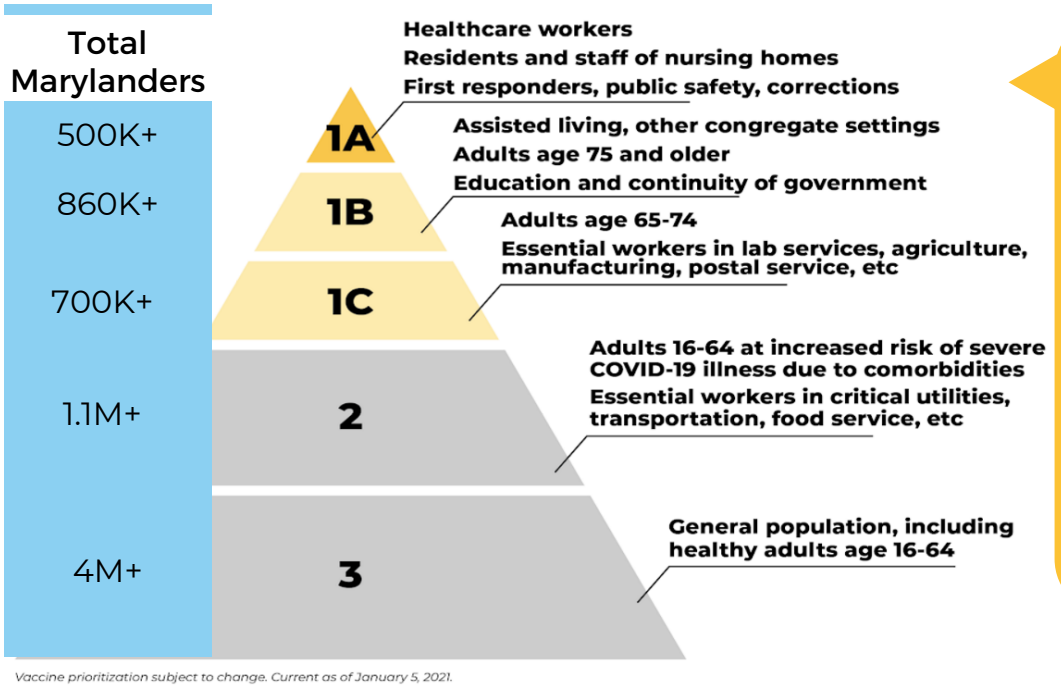
Note: *Completing these steps does not mean the vaccine will immediately be available for ordering through ImmuNet*

1.2: Register as a vaccinator site

Vaccinator Resources

- **Manufacturer Storage and Handling** - Moderna | Janssen (Johnson & Johnson)
- **Emergency Use Authorization Fact Sheets** - Moderna | Janssen (Johnson & Johnson) Providers and Recipients/Caregivers
- **CDC Training** - Moderna | Janssen (Johnson & Johnson)

STEP 2: Educate and encourage your team to get vaccinated



Healthcare workers are in prioritization ***Phase 1A*** *and should contact their affiliated hospital system or Local Health Department to make arrangements for vaccination.*

Educational Resources

- COVID Vaccine Education and Equity Project: Talking to Family and Friends about Covid-19 Vaccination
- CDC: COVID-19 Vaccine Basics: What Healthcare Personnel Need to Know
- CDC: Janssen COVID-19 Vaccine (Johnson & Johnson) Product Info Site
- CDC: Moderna Product Info Site
- CDC: Building Confidence in COVID-19 Vaccines Among Your Patients
- CDC: Learn About the New mRNA COVID-19 Vaccines

STEP 3: Share with your patients how to locate a vaccination site

3.1: Identify patients for COVID-19 vaccine priority criteria

1A

- All licensed, registered and certified health care providers
- Residents and staff of nursing homes
- First responders, public safety, corrections

1B

- Residents and staff of Assisted living facilities, independent living, and other congregate facilities
- Age 75 and older
- Education staff, including K-12 teachers, support staff and daycare providers
- People in Continuity of government
- Law enforcement and firefighters, EMS
- Correctional health care staff and officers
- Front line judiciary staff

1C

- Age 65-74
- Essential workers in lab services, food/agriculture, manufacturing, postal service, grocery/convenience stores, public transit

2A

- Ages 60+

2B

- Ages 16+ with underlying medical conditions that increase the risk of severe COVID-19 illness

2C

- Ages 55+
- Essential workers in critical industries including construction workers, food services, utilities, transportation, financial services, IT and other infrastructure

3

- General population, including healthy adults ages 16+

Vaccine prioritization may be subject to change. The state has adopted a rolling vaccine allocation model, meaning it may not wait for every member of a particular group to get vaccinated before moving ahead; individuals will still have the opportunity to be vaccinated in subsequent phases.

3.2: Share information on vaccination sites

Vaccine locater and scheduling site: covidvax.maryland.gov

Instruct your patients to schedule directly with the hyperlink listed above or by calling the number listed below. Please note that vaccine supply and appointment availability are limited currently.

COVID-19 Vaccination Support Center
1-855-MDGOVAX (1-855-634-6829)

As of 3/22/21, select MDPCP practices who have completed Step 1 (ImmuNet requirements) have been selected to participate in the MDPCP vaccine pilot. If you are interested in participating, please contact your Practice Coach or email mdh.pcmodel@maryland.gov.

STEP 4: Prepare for vaccine administration (workflow)

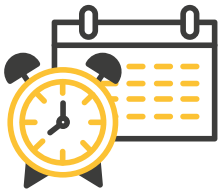
4.1: Create a workflow for vaccination

(If you are administering COVID-19 vaccines at your practice, here are some things to consider as you develop your workflow.)

STAFF TRAINING

Ensure your staff are adequately trained in administering vaccinations and that they will be able to answer common patient questions.

- Use CDC COVID-19 Vaccination Trainings for Healthcare Providers and ensure all staff are trained
- Ensure staff are currently trained in CPR
- Prepare for the potential management of anaphylaxis, ensure protocols are developed, and ensure all needed equipment is available to access and use
- Ensure your staff is prepared to communicate the benefit of COVID-19 vaccines to patients with confidence



SCHEDULING

Determine how you will schedule vaccinations, and if you will vaccinate during regular visits

TWO METHODS YOU CAN VACCINATE:

1. In regular office visit workflow **AND**
2. Specific vaccine clinics similar to scheduling a flu vaccination clinic workflow *(could be regular days or nights/weekends)*

- Consider dedicating a certain time of day or day of the week for COVID-19 vaccinations (e.g. weekend and night slots for convenience). Determine how many vaccination appointments you can schedule based on staff availability and physical space, keeping in mind the need for post-vaccination observation.
- Determine how you will book patients for an appointment. Outreach to select patients based on risk and equity. Provide clear instructions for patients on how to schedule an appointment.
- Determine how you will remind patients of upcoming vaccination appointments.
- Determine when and how you will schedule a second dose appointment. Ensure that all patients have a second dose appointment scheduled when they leave their first dose appointment.
- Consider a "standby" list of eligible individuals to notify quickly about open appointments on short notice, to ensure no vaccines are wasted for missed appointments

PPE AND SUPPLIES

- Ensure staff is wearing appropriate PPE
- Secure all necessary vaccination supplies
- Consider giving out masks to patients who come in without masks

PRE-SCREENING

- Plan for pre-vaccine screening (CDC Form: English | Spanish) and delineate staff responsibilities for screening

STEP 4: Prepare for vaccine administration (workflow)

PREPARE PHYSICAL SPACE

Dedicate an Area

- Clean and Sanitized
- Not located near windows, doors or air vents to minimize air disruption
- Space should include only items needed to administer vaccine:
  - Sharps container
  - Hand sanitizers
  - Sink
  - Alcohol Swabs
  - PPE

Clean & Disinfect

Clean and disinfect the surface where the vaccine preparation will take place using a solution of at least 70% isopropyl alcohol or optionally utilize clean preparation mats per your institution's policy and procedures

- Ensure 6-feet distance between different vaccination stations and in the observation area
- Delineate space for post-vaccination observation
- Use physical separations and signage in multiple languages to direct patient flow to the appropriate area during waiting, vaccination, and observation

DOCUMENTATION

- Ensure documentation of required data elements in your EHR, and ensure that data is reported to ImmuNet within 24 hours of vaccine administration (if you have a feed set up from your EHR to ImmuNet, this reporting will happen automatically).
- Report any adverse events to the Vaccine Adverse Event Reporting System (VAERS)

Workflow Development Resources

- CDC Pre-Vaccination Clinic Activities (Link)
- CDC During Vaccination Clinic Activities (Link)
- Massachusetts Department of Health COVID-19 Vaccine Administration Training (Link)

Vaccine Storage Information *(if applicable)*

Refrigeration/Freezer Unit Specifications

(Check for proper operation and supply levels daily)

- Typically set to 5°C (41°F) with an allowable range of ± 3°C (37.4°F) to store products labeled 2°C to 8°C (36°F to 46°F).
  - Freezer temperatures may vary and typically range from −25°C to −10°C (−13°F to 14°F)

Manufacturer-Specific Vaccine Administration Guidance

Moderna:

- CDC Training Link
- Storage and Handling Link
- Dosing and Administration Link

Janssen (Johnson & Johnson):

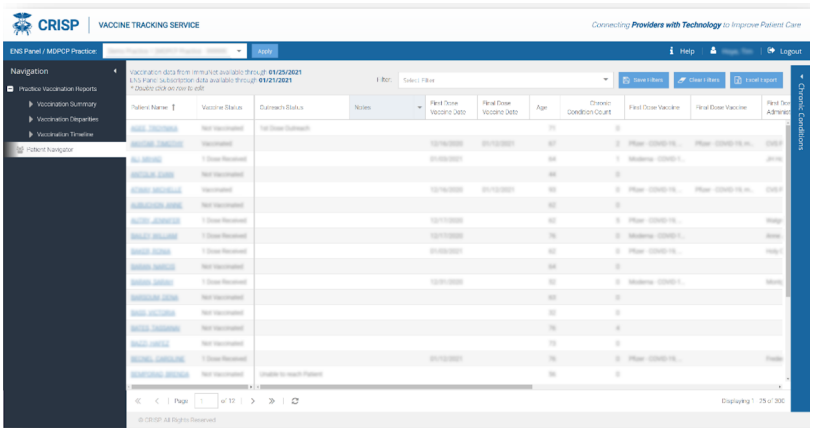
- CDC Training Link
- Storage and Handling Link
- Preparation and Administration Link

STEP 4: Prepare for vaccine administration (outreach)

4.2: Use CRISP Reporting Services (CRS) to identify patients to outreach

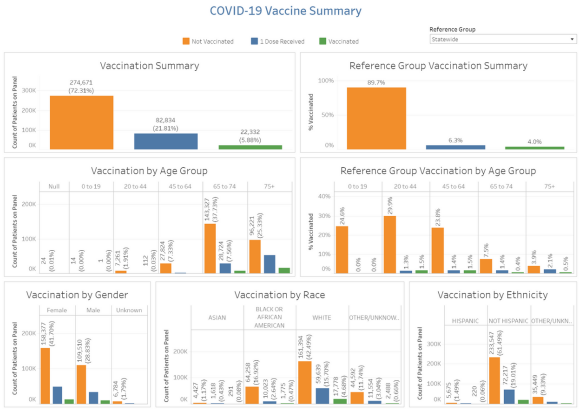
1. Utilize Likelihood of Avoidable Hospital Events (Pre-AH) Tool to identify patients with COVID Vulnerability Index who are at the highest risk.

2. Compare this information with the Vaccine Tool found in the MDPCP and/or Public Health Dashboard. This tool allows the user to identify patients who have or have not been vaccinated and sort by demographics, vaccination status, age, chronic condition count, etc. Please review the User Guide for more detailed information on the tool.



CRISP
VACCINE TRACKING SERVICE
(PATIENT LEVEL)

(Demonstration data only. No PHI is disclosed.)



CRISP
VACCINE TRACKING SERVICE
(SUMMARY DASHBOARD)

(Demonstration data only. No PHI is disclosed.)

3. Gather a listing of patients eligible to receive vaccines based on these two tools and your EHR as well as clinical intuition. Then begin reaching out to patients to bring in for education and vaccination appointments.

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