



# COVID Vaccine Appointment Reporting

## Pharmacy Submission Form

# Before You Start

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## *Browser Requirements*

Recommended browsers for the COVID Vaccine Appointment Reporting Submission Form are: Chrome, Firefox, Safari, and the Chromium version of Edge.

The use of other browsers is not recommended and may impact performance.

## *Support*

The Alberta eHSS team is able to provide technical assistance during the hours of 9:00am - 5:00pm MST on weekdays, weekends and holidays.

To contact them, email [Support.COVID.Vaccine.Appt.Reporting@cgi.com](mailto:Support.COVID.Vaccine.Appt.Reporting@cgi.com) or call the toll free support number at 1-844-956-4141.

# Registration Email

When your Pharmacy has been loaded into the system, you will receive a confirmation email.

## **COVID Vaccine Schedule Appointment Reporting**

value-added has been registered as a pharmacy that can now access the COVID Vaccine Schedule Appointment Reporting portal. Use this code 0BBC40298AE4B576E2D when asked so your pharmacy can access the portal for your daily submission.

Please do not delete this email, as you will be required to enter this unique code daily to access your site information and submit your daily vaccine appointment schedule.

Testing for this site was completed using Chrome, Firefox, Safari, and the Chromium version of Edge.

If you are unable to submit online, please email [Support.COVID.Vaccine.Appt.Reporting@cgi.com](mailto:Support.COVID.Vaccine.Appt.Reporting@cgi.com) or call the toll free support number at 1 844-956-4141.

Most importantly, this email contains a unique code that you will be asked to enter on the submission form daily. When entered, this unique 19-digit alphanumeric code will bring up your site information as well as previously entered appointment information.

If you accidentally delete this email, the support desk can reset your unique code. You will then be sent a new registration email with a new unique code to be used moving forward.

## Daily Vaccine Schedule Submission Email

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On a daily basis, in the early morning, you will receive an email that has a link to a submission form.

### Daily Vaccine Schedule Submission

Hello, your COVID Vaccine Appointment Report for the period starting from March 24, 2021, is ready to be completed by clicking the following link.

<http://localhost:3000/daily/91b9df679924bc951367713ae0cdfe9572212726089db95d1b3df7793a095a453e79a2d93252372608f5f26772a42f6c>

If you are unable to submit online, please email [Support.COVID.Vaccine.Appt.Reporting@cgi.com](mailto:Support.COVID.Vaccine.Appt.Reporting@cgi.com) or call the toll free support number at 1 844-956-4141

Click on the link in the email to access the Daily COVID Vaccine Appointment Reporting Submission Form.

# Daily COVID Vaccine Appointment Reporting Submission Form

After accessing the link in the daily email, you will be brought to the submission form landing page. This page will display information about your site, as well as a screening field. If there is an error in your clinic information displayed, please contact the support desk.

The screenshot shows a web-based form titled "COVID Vaccine Appointment Reporting". A teal header bar contains the title and a note: "Pharmacies/Medical Clinics administering COVID-19 vaccine must complete the COVID Vaccine Appointment Reporting form on a daily basis." Below the header, the "Clinic Information" section is displayed in a grey header bar. It contains a table with the following data:

Site ID	Site Name	Provider Type
BC2OD	Mariel	Pharmacist
Address	City	Postal Code
1234 Address	Mine	V8X 1G4

Below the "Clinic Information" section is a "Screening" section with a grey header bar. It contains a text input field labeled "Please enter the unique code provided to you via email to access your Pharmacy/Medical Clinic site information.\*" followed by a "Required" label. A blue "Verify" button is located below the input field.

Enter the unique code provided in your registration email into the Screening field and click on Verify. Once your unique code is verified, additional fields display to capture specific information about your scheduled vaccine appointments.

If you have previously entered vaccine appointment information, it will auto populate and you will only have to enter changes and appointment information for any additional dates that become available.

## *Sustained Weekly Maximum*

Sustained Weekly Maximum	
<p>Please enter a sustainable maximum number of vaccinations per week your site could provide, assuming adequate vaccine supply.*</p>	
Required	<input type="button" value=""/>

The first required field is “Sustained Weekly Maximum.” This field captures the maximum number of vaccine appointments your site could support on a weekly basis.

**For example:** if you know that your site can provide 25 vaccination appointments a day on weekdays, and 15 a day on weekends, you would enter 155 in this field.

## *Available Appointments*

Available Appointments	
<input type="checkbox"/> No Appointments Available	
<b>Next Available Appointment Date*</b>	
YYYY/MM/DD	<input type="button" value=""/>

This field captures the next date you have availability for a vaccination appointment. If you have no upcoming availability, click on the box next to No Appointments Available.

To fill out this field, click on the calendar icon in the far right corner of the field and select the appropriate date.

## *Waitlist Vaccination Count*

Waitlist Vaccination Count	
<p>Please enter the number of patients on your vaccine waitlist</p>	
<input type="text"/>	

In this field, enter the total number of patients on your vaccine appointment waitlist, if there are none, enter 0.

## Scheduled Spaces

**Scheduled Spaces**

Enter information about your scheduled vaccine administration appointments for the next 4 weeks.

# 1 - Wednesday, March 24, 2021

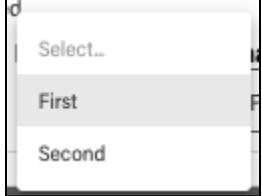
No Appointments Scheduled

Type	Dose	Phase	Quantity
Select...	Select...	Select...	0 <span style="color: blue;">+</span>

In this section, specific information about your scheduled vaccine administration appointments for the next four weeks is captured. You will see four weeks of dates, and each day you receive a daily submission link an extra day will appear at the bottom of the list. The date showing at the top will be the current date.

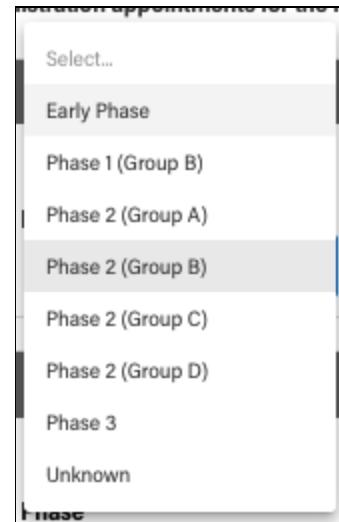
To enter appointment information, utilize the drop down lists provided in the Type, Dose, and Phase fields.

These fields contain the following options:

<b>Type (Type of Vaccine being administered)</b>  Pfizer, Moderna, AstraZeneca, Unknown	
<b>Dose (Dose number of vaccine)</b>  First, Second	

### Phase (Phase of vaccine rollout)

Early Phase, Phase 1 (Group B), Phase 2 (Group A),  
Phase 2 (Group B), Phase 2 (Group C), Phase 2 (Group D), Phase 3, Unknown



**For example:** You have five appointments scheduled for this date. These appointments are all for the Pfizer vaccine, first dose, and patients are in Phase 2 (Group B). You would enter the appointment information as follows:

# 19 - Monday, April 12, 2021			
<input type="checkbox"/> No Appointments Scheduled			
Type	Dose	Phase	Quantity
Pfizer	First	Phase 2 (Group B)	5 <span style="color: blue;">+</span>

The information for that appointment scenario has now been captured, but say you also have nine different appointments booked on that same date. These appointments are all for the Moderna vaccine, first dose, and patients are in Phase 2 (Group C).

To add another line of information, You would click on the + icon on the far right of the row and enter the appointment information as follows:

# 19 - Monday, April 12, 2021			
<input type="checkbox"/> No Appointments Scheduled			
Type	Dose	Phase	Quantity
Pfizer	First	Phase 2 (Group B)	5
Moderna	First	Phase 2 (Group C)	9 <span style="color: blue;">- +</span>

The  icon can be used as many times as necessary to capture all different types of appointments.

The trashcan icon will delete the row and any information captured in it.

If you have no appointments scheduled for a date, or your pharmacy will be closed, click the box next to No Appointments Scheduled.

# 1 - Wednesday, March 24, 2021
<input checked="" type="checkbox"/> No Appointments Scheduled

## Submission

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When you have completed filling out all scheduled appointment information for the dates displayed in the form, you can submit your form.

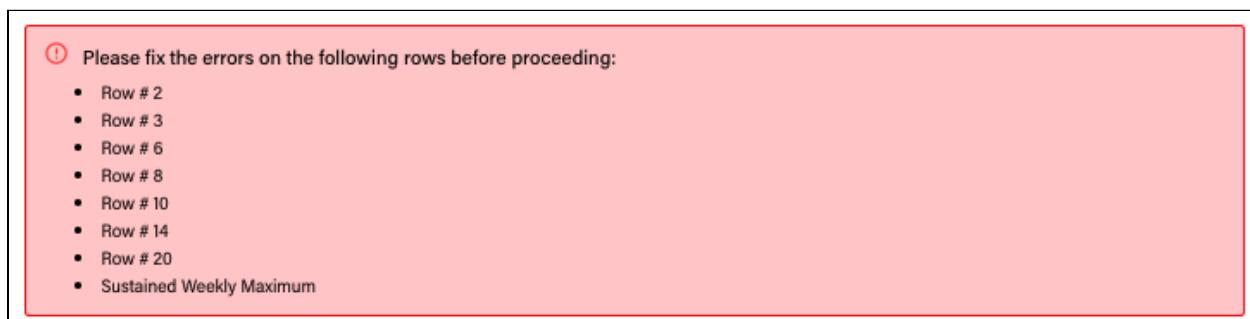
Submitting your form saves the information entered. When you access the form via a new link sent the next day, all previously entered information will be displayed. At this point, you are only required to correct data that has changed, and enter appointment schedule information for any additional dates that become available.

A count of all scheduled appointments you have entered information for will be displayed at the bottom of the form. This is automatically calculated and you are not able to fill out or edit this field.

# 28 - Tuesday, April 20, 2021				
<input type="checkbox"/> No Appointments Scheduled				
Type	Dose	Phase	Quantity	
Moderna	Second	Phase 2 (Group C)	25	
Total quantity: 157				
				

## Submitting with Errors

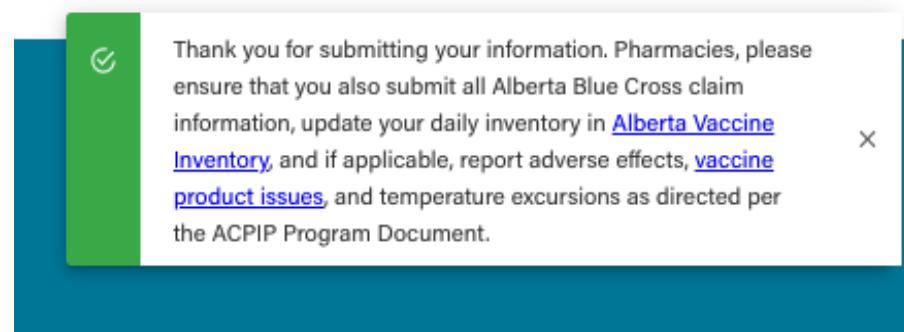
If you have missed a necessary field, clicking the submit button will display an error message. The error message will display the location of the missing information or error.



Scrolling to the location of the error (in this example, row # 14) will display fields with missing information as outlined in red, and text showing **required** underneath.

A screenshot of a form interface. At the top, it says "# 14 - Tuesday, April 06, 2021". Below this is a table with four columns: Type, Dose, Phase, and Quantity. The "Type" column has a dropdown menu labeled "Select..." with "Required" text underneath it. The "Dose" and "Phase" columns also have dropdown menus labeled "Select..." with "Required" text underneath them. The "Quantity" column has an input field containing the number "5". To the right of the "Quantity" field is a blue plus sign (+).

Correct the errors cited in the message and click on the submit button again. If all errors have been corrected, clicking submit will display the following message in the top right of the screen:



This confirmation message confirms that your information has been received, and reminds of other required actions as directed per the ACPIP Program Document.

## Reminders

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If you miss a scheduled submission, you will receive a reminder email every day until you have completed your submission.

If you are non-compliant for several consecutive days, you may be contacted by a service desk agent.

 Government of Alberta

### Reminder: Daily Vaccine Schedule Submission

Hello, you are receiving this email as a reminder to fill out your COVID vaccine appointment reporting form. <http://localhost:3000/daily/b059ca4f3327d18684754ddf2e5b28d9ee425091e4d215ff7a81f5f1a2ea500e5ea1d3a14420690b4b32765326f1c547>

If you are unable to submit online, please email [Support.COVID.Vaccine.Appt.Reporting@cgi.com](mailto:Support.COVID.Vaccine.Appt.Reporting@cgi.com) or call the toll free support number at 1 844-956-4141