

SIMPLIFIED process flow for Vaccine clinic "On the Day"

Covid-19 Vaccines

Simply Book &
NIMS App

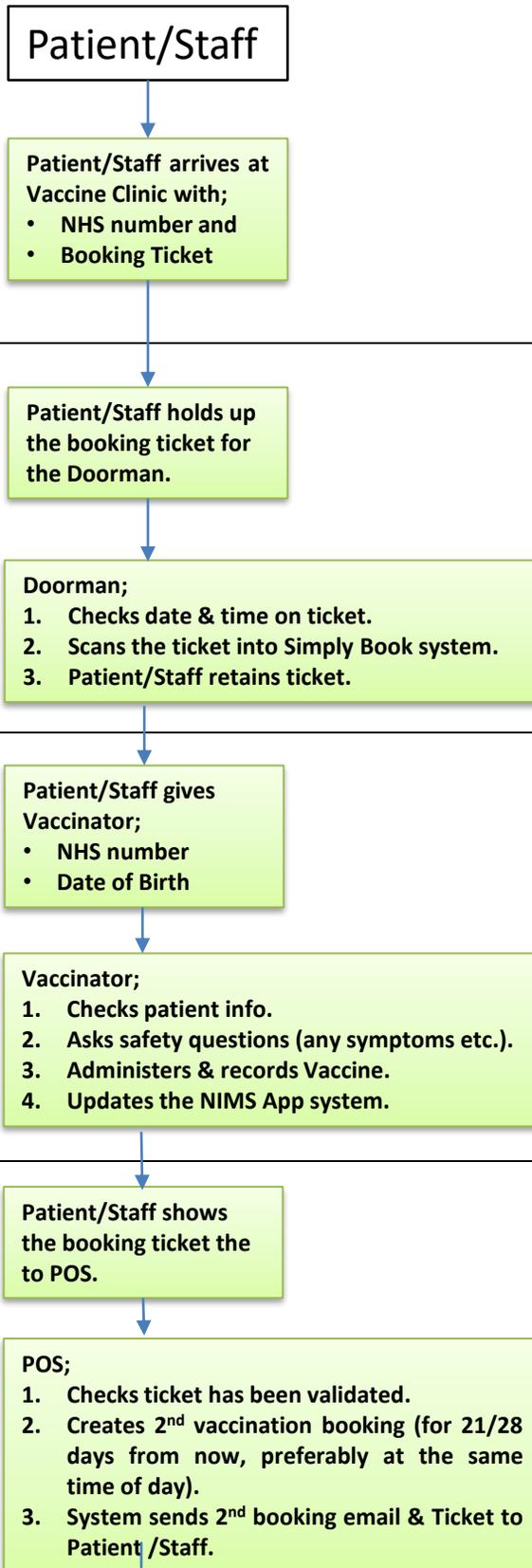
Cheshire & Merseyside
Health & Care Partnership



Clinic
Doorman
(Simply Book)

Clinic
Vaccinator
(NIMS App)

Clinic
POS
(Simply Book)



End of 1st appointment

1

Summary of the Doorman role / tasks

The Doorman;

- Checks the date & time on the ticket.
- Scans the ticket into Simply Book system to validate it, recording the patient as arrived.
- Advises the service user (Patient/Staff) that they will need their ticket again during the appointment.

2

Users will have received password & URL via email

SimplyBook.me

Open **SimplyBook** in **Chrome**.
Enter Username & Password
(Username = your email address)



Please contact jbs.enquiries@miaa.nhs.uk if you need assistance

3

To get to the **Validate ticket** screen, either; select from the menu

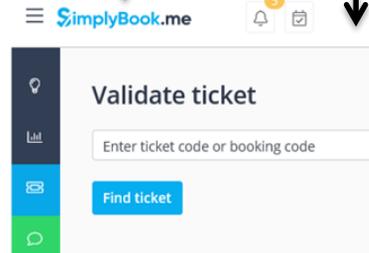
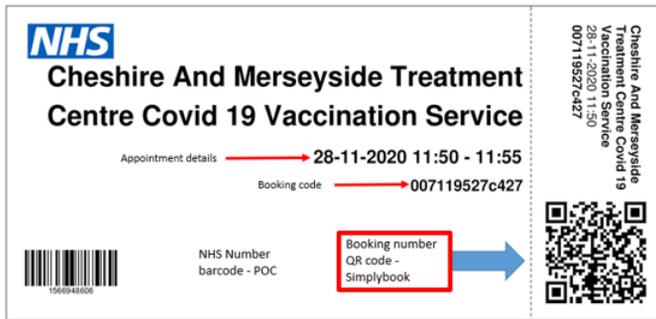


Or, click the **Validate ticket** button in the Calendar view.



The appointment Arrival and Validation process

On arrival for an appointment the service user (Patient/Staff) will need to show the **Doorman** their appointment booking ticket. This could be in paper or electronic format.



Click into the 'Validate Ticket' field and use the scanner to **scan the QR code**.

This is best practice and the safest way to avoid manual entry errors.

However, you can key in the code if necessary.

Once the code shows in the field, click **Find Ticket** and the appointment should appear beneath the Find Ticket button.

4

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The Royal Liverpool Hospital - Covid 19 Vaccination Service

- 🏠 Booking status: confirmed
- 📅 Date: 20-11-2020 08:40 AM
- 👤 Provider: The Royal Liverpool Hospital - 1st Vaccination (2)
- 📄 Ticked code: 00412fbd79900

View booking

Validate ticket

Click on the blue **Validate ticket** button.

IF this does NOT appear – check you are using Chrome as your browser.

5

Congratulations - Your Service user (Staff/Patient) has now been arrived and their ticket validated on the SimplyBook system.

Ending the Doorman process and the Staff/Patient is ready for their Vaccination in the clinic.

- 1** The **POS**;
Supports real time clinic activities by;
- Checking validation of 1st appointment attended.
 - Books 2nd follow up vaccine appointment for a staff/patient who has just had the 1st vaccine.

NOTE: For guidance on amending bookings, handling walk ins and finding booking codes, see the full POS user guide.

2 SimplyBook.me

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Enter Username & Password
(Username = your email address)



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- 3** Check to ensure the 1st vaccine **Ticket** has been **Validated**, before making the 2nd vaccine booking.
Do this by clicking the **Validate ticket** button in the Calendar view.

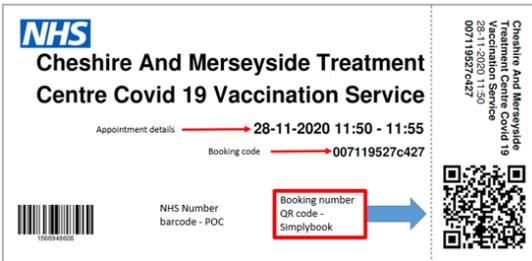
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If showing, Click on blue **Validate ticket** button.

- 4** Click **View Booking** to enter 1st appointment booking.

Scroll down and Click the **Rebook** button. This opens a new booking page that is associated with the patients first vaccine details.

- 6** Amend details to 2nd vaccine booking

Change **Service Provider** from 1st to 2nd vaccination calendar.

Set 2nd vaccine date to occur in 21/28 days (depending on vaccine type)

- 7** Try to choose same appointment time as the 1st, if possible for easier slot management.

Cancel Save

Scroll to the bottom of the booking form and Click **Save**.

A Booking email for the 2nd appointment will be generated by the system and sent to the Staff/Patient, together with a new booking **Ticket**.