ENTERING FLU SHOTS INTO SHAREPOINT FOR LIAISONS

*In order to have access to the OHS flu liaison SharePoint site, you must be registered with OHS. If you need access, please contact Daisy Demlow (daisyv@med.umich.edu)

https://iteams.med.umich.edu/umhhc/mhealthy/flu/SitePages/Home.aspx

Select ‘Flu Liaison Data Entry’

To add a flu shot, select +new item:

this will take you to the data entry screen (see next page)
Currently ill with fever *
- Is the patient currently ill with a fever?
  - No
  - Yes

Guillain-Barre Syndrome *
- Does the patient have a history of Guillain-Barre Syndrome?
  - No
  - Yes

Reaction to a previous vaccine *
- Has the patient ever had a serious allergic reaction to a previous dose of influenza vaccine?
  - No
  - Yes

Latex allergy *
- Is the patient allergic to latex?
  - No
  - Yes

Activity Date *
- Date of vaccination: 9/6/2016

UMID *
- UMID of the patient receiving the flu vaccine. If you are unable to find the patient by UMID or last name DO NOT ADMINISTER THE FLU SHOT. This means they do not have a valid MRN in the system, or there is a conflict with their appointment or affiliation. Please send the employee to OHS.

Lot Number *
- The lot number of the vaccine.

Injection Site *
- L deltoid
- R deltoid
- The location on the patient where the flu shot was administered.

Liaison Uniqname *
- The liaison that administered the flu shot.

Work Location *
- What is your primary work location?
  - University Hospital includes Med Inn, Taubman, and UH South.
ALL FIELDS MUST BE ANSWERED BEFORE THE FLU SHOT CAN BE SAVED

- If the answer is yes to any of the first three questions, direct them to OHS to receive their flu vaccination.
- Latex allergy is not a contraindication for the flu vaccine.

UMID & MRN

- SharePoint will be able to validate the UMID against the OHS system and populate the MRN. If either the UMID and/or MRN, doesn’t match or is not in the OHS system, you will get an alert. **Do not administer the flu shot, direct the employee to OHS.**

If the employee’s UMID & MRN are validated, the flu shot will be successfully saved and no further action is required. (See example below)
SharePoint will display the flu shots that you entered for that day. It will also allow you to edit any flu shots that were entered on the same day. If you need to make a change to a flu shot that was entered later, please contact Daisy Demlow (daisyv@med.umich.edu).

If you need to edit a flu shot that was entered.

Only the following fields can be edited:

- Activity date
- Lot number
- Injection site
- Liaison uniqname
- Work location

To change a flu shot entry, select EDIT:

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity_Date</th>
<th>UHID</th>
<th>UHID_LastName</th>
<th>UHID_FirstName</th>
<th>UHID_MRN</th>
<th>UHID_DOB</th>
<th>Lot_Number</th>
<th>Injection_Site</th>
<th>Liaison_Uniqname</th>
<th>Work_Location</th>
<th>Ill_With_Fever</th>
<th>Guillain_Barré</th>
<th>Reaction_Previous_Vaccine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6/18/2018</td>
<td>7780846</td>
<td>Demlow</td>
<td>Daisy</td>
<td>02856310</td>
<td>5/17/1970</td>
<td>90296</td>
<td>L_deltoid</td>
<td>jwoll</td>
<td>University Hospital</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

You will see a list of flu shots that you entered. Click on the field that you need to edit:

After you are done editing, click on Stop editing this list.