### Ready... Set...

**Core Leadership Team Oversees Four Major Planning Areas**

<table>
<thead>
<tr>
<th><strong>Design Workflow</strong></th>
<th><strong>Data Use</strong></th>
<th><strong>Educate &amp; Inform</strong></th>
<th><strong>Engagement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient intake process</td>
<td>Report doses on hand to Vaccines.gov</td>
<td>Designate lead in staff training</td>
<td>Constantly update educational tools to population served: consider a hotline method or dedicated media site</td>
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<tr>
<td>Registration &amp; screening</td>
<td>Report patient records to ASIIS 12-72 hours.</td>
<td>Separate training and delivery objectives by vaccine types</td>
<td>Address vaccine hesitancy</td>
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<tr>
<td>Delivery</td>
<td>Prepare a list of staff, elderly and high risk as first tier recipients</td>
<td>Plan for separate storage and safety tracking</td>
<td>Counter false claims</td>
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<tr>
<td>Post-vaccine waiting time</td>
<td>Allow for 2, 3 or 4 dose schedule</td>
<td>Plan for weekly staff communication</td>
<td>Identify cultural and social barriers to vaccination</td>
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<tr>
<td>Do a dress rehearsal</td>
<td>Plan daily vaccine delivery goals based on supply and population</td>
<td>Include Team in decision-making</td>
<td>Outreach to high risk groups - Develop call list of high risk for end of day doses</td>
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<tr>
<td>Implement Standing Orders</td>
<td>Have IT &amp; clinical leads collaborate with ASIIS</td>
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<td>Order free patient posters/postcards &amp; buttons for staff</td>
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</tbody>
</table>

### Go!

- **Patient screened and ready**
- 1st dose given
  - J&J 1 dose
  - Booster 2 months
  - Moderna 2/3 doses separated by 28 days
  - Pfizer 2/3 dose separated by 21 days
  - Boosters 6 months
- Document charges

- **Explain V-safe**
- Supply Patient Fact Sheet
- Schedule 2nd dose if needed
- Update ASIIS
- See AZ Billing Guide

### It’s a Marathon—Stay Flexible and Safe!

- **Track Your Efforts** with strong IT leadership
  - Run charts on vaccine uptake
  - Impact on populations at risk
  - Changes in COVID-19 vaccine and disease
  - Safety concerns: incident reports, VAERS, V-safe

- **Monitor Changes** in quality, clinical outcomes, finances, staffing and overall services
  - Staff satisfaction
  - Effect on center operations
  - Patient satisfaction & concerns addressed

- **Revise as Needed** and incorporate into long term operations
  - Continue contagion prevention efforts!
  - Keep information factual and available

### Stay in the Race!

- Keep your eye on the finish line—don’t forget routine vaccines!

Adapted from original source at nachc.org