

Registration Desk Job Aid

Activity	Procedure	Forms
Confirm vaccination appointment	<ol style="list-style-type: none"> 1. Review patient's name, photo identification, and verify appointment time against master schedule <ul style="list-style-type: none"> o If not on master schedule, signal for clinic manager and/or security o If early for appointment, ask patient to wait in waiting area or return at scheduled time 	<ol style="list-style-type: none"> 1. Master Schedule
Form Completion	<ol style="list-style-type: none"> 1. Give patient clipboard & pen with Patient Medical History and Consent Form 2. Ask patient to complete form including demographic information on all sheets. Show forms and point out name, address, SS# etc. 3. Instruct patient to complete Self Pre-Screening pages in Pre-vaccination packet. 	<ol style="list-style-type: none"> 1. Patient medical questionnaire 2. Self screening forms 3. Smallpox Vaccine Record of Immunization.
Referral	<ol style="list-style-type: none"> 1. Direct patient to video viewing area with clipboard and forms. 	