Indiana Department of Health and ZOTEC - Quick Reference Guide

Checking Out Patients in Zotec

What is ZOTEC?

The Indiana Department of Health (IDOH) has partnered with Zotec during Phase 1A of COVID-19 vaccination efforts. Zotec has the available features needed to collect important data on patient demographics. You will document vaccine administration for your facility's patients using Zotec.

Questions? Please Contact our IDOH Help Desk Portal (https://eportal.isdh.in.gov/C19VaxHelpDeskCustomer)

Tip: Do not use Internet Explorer. Please use Chrome or Firefox.

Checking Out

1. Login on https://checkin.coronavirus.in.gov using your credentials. If you do not have user access to Zotec, please refer to the **Gaining Access to Zotec (for Facilities)** Quick Reference Guide.

2. Once you have logged in you will need to confirm your location and current date is correct. If the location is incorrect you can change the location by clicking on the icon ▤ shown below.
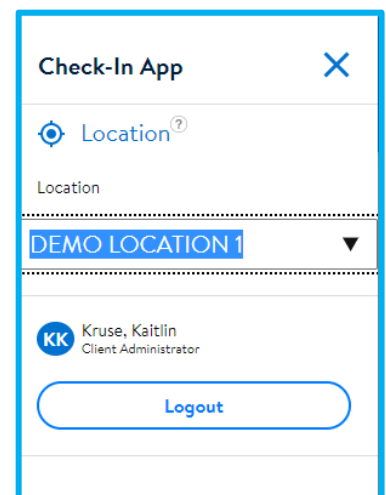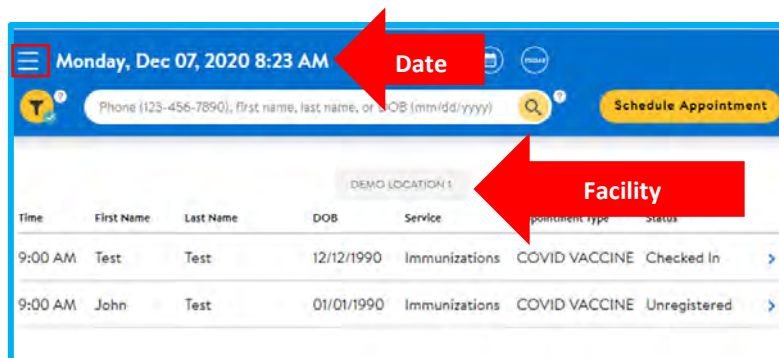
3. The patient can then be checked out by registration or a vaccinator that has duel access to both registration and vaccination. The **Complete Appointment** button will appear after first checking the patient in, receiving the vaccination, and documenting all the vaccination information is complete.
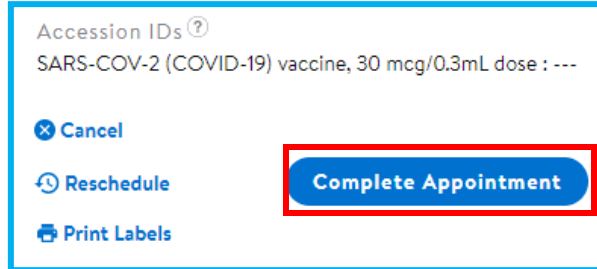
4. You will need to schedule the patients next appointment in Zotec for their 2nd Dose of the vaccine. You can do this by staying on the patient demographic screen and then selecting the Schedule Appointment button on the top right of the screen. The patient's demographic information will transfer over to the next appointment scheduled.