Steps to Take Before Moderna COVID-19 Vaccine Administration

1. REGISTER/CHECK IN PATIENT ON ZOTEC (PHASE 1A) OR ACCENTURE
   - Zotec (Phase 1A) or Accenture is used to register patient’s appointment and vaccination record documentation
   - Patient search must be completed in Zotec (Phase 1A) or Accenture prior to COVID-19 vaccine administration. The data will automatically be entered into CHIRP, our state immunization registry.
   - Patient search in Zotec (Phase 1A) or Accenture is critical for second dose patients to ensure the same COVID-19 vaccine product is used for the second dose. Please refer to the Registering and Checking In the Patient section or www.in.gov/isdh/28690.htm for more information.

2. PROVIDE RECIPIENT EUA FACT SHEET
   - Required under the National Childhood Vaccine Injury Act
   - Must be given prior to administration of each dose of the vaccine
   - Must provide the most current version. Please check the manufacturer website for the most recent version. The Moderna Provider and Recipient Fact Sheets can be found on www.modernatx.com.
   - This also serves as an opportunity to educate the patient and address any questions or concerns patients may have. Refer to the Patient Education section or www.modernatx.com for more information.

3. SCREENING THE PATIENT
   - The key to preventing the majority of serious adverse reactions is through patient screening
   - Every person who administers the COVID-19 Vaccine should screen every patient for contraindications, previous allergies, and precautions prior to administering the vaccine dose
   - The contraindications can be found on the Provider Fact Sheet. The Moderna COVID-19 Vaccine website is located at www.modernatx.com.
   - Refer to the Screening the Patient section for more guidance.
Steps to Take During Moderna COVID-19 Vaccine Administration

1. CHECKING VIAL EXPIRATION DATE

- You can confirm the vial expiration date by looking up the lot number at https://www.modernatx.com/covid19vaccine-eua/providers/vial-lookup
- Refer to the Preparing and Thawing the Vaccine section for more information or visit www.modernatx.com

2. VACCINE PREPARATION (NO DILUTION REQUIRED)

- The Moderna COVID-19 Vaccine does not require dilution.
- Thaw vaccine at room temperature or in refrigerated conditions
- After thawing, let vial stand at room temperature for 15 minutes before administering. After thawing, do not refreeze the vial(s)
- Record the date and time for first use on the Moderna COVID-19 Vaccine vial label. Discard vial after 6 hours
- Refer to the Preparing and Thawing the Vaccine section for more information on thawing and room temperature exposure time restrictions or www.modernatx.com

3. ADMINISTER INTRAMUSCULAR ROUTE

- Make sure staff are wearing appropriate PPE.
- Practice hand hygiene before administration, between patients, and when changing gloves (if worn), and any time your hands/gloves are soiled.
- Administer a single 0.5mL dose at first visit.
- Use appropriate gauge needle for body type (23-25 gauge).
- Administer intramuscularly in the deltoid muscle.
- Refer to the Administering the Vaccine section or www.modernatx.com for more information.
Steps to Take After Moderna COVID-19 Vaccine Administration

1. WAIT 15 MIN. & PROVIDE COVID-19 VACCINATION RECORD CARD
   - Discard all used materials in appropriate waste receptacles.
   - Monitor your patient after the vaccination for 15 minutes in a designated area to monitor for potential vaccine reaction.
   - Using the COVID-19 vaccination record card provided in the ancillary kit, please record the time and day for second-dose appointment.
   - The second dose is administered 21 days later and it must be Moderna COVID-19 vaccine; it is not interchangeable with other COVID-19 vaccines.
   - Refer to the Closing the Loop section for more information.

2. CLOSING THE LOOP
   - **V-safe** is a new smartphone-based, after-vaccination health checker for people who receive COVID-19 Vaccines. Facilities are required to provide information on the V-safe program to vaccinated individuals and counsel them on the importance of enrolling.
   - **Vaccine Adverse Event Reporting System (VAERS)** (www.vaers.hhs.gov) is an early warning system, co-managed by CDC and FDA, which monitors for potential vaccine safety problems; anyone can report possible vaccine side effects to VAERS. Click [here](#) for an informational video on VAERS.
   - Refer to the Closing the Loop section for more information.

3. DOCUMENT VACCINATION IN ZOTEC (PHASE 1A) OR ACCENTURE
   - Each COVID-19 dose administered must be entered into Zotec (Phase 1A) or Accenture at the time of vaccination.
   - Vaccinations must be reported within 24 hours of administration.
   - Refer to the Documenting the Vaccination Visit section or [www.in.gov/isdh/28690.htm](http://www.in.gov/isdh/28690.htm) for more guidance.