


# Indiana Department of Health and ZOTEC - Quick Reference Guide

## Documenting Vaccination

### 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.

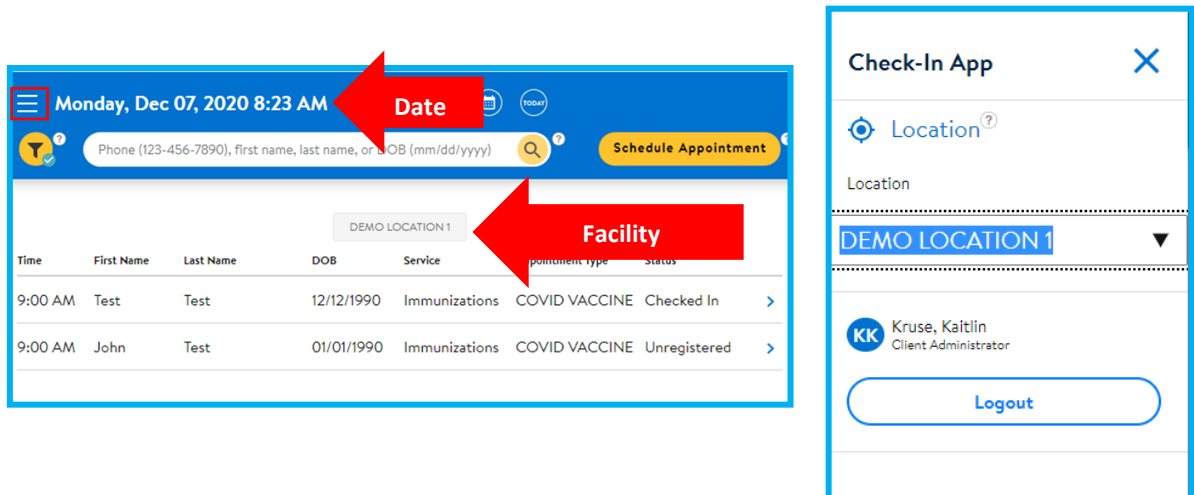
 **Questions?** Please Contact our IDOH Help Desk Portal (<https://eportal.isdh.in.gov/C19VaxHelpDeskCustomer>)



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

### Documenting Vaccination

1. Login to <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 the facility location and current date. If the location is incorrect you can change the location by clicking on the icon  shown below.



Time	First Name	Last Name	DOB	Service	Appointment Type	Status
9:00 AM	Test	Test	12/12/1990	Immunizations	COVID VACCINE	Checked In
9:00 AM	John	Test	01/01/1990	Immunizations	COVID VACCINE	Unregistered

3. Once you have selected the correct patient you will be taken to the demographics page. There will be 2 different brands of COVID-19 Vaccine to choose from.

**Pfizer will be listed as 30 Mcg/0.3MI and Moderna will be listed as 100Mcg/0.5ML.**

SCHEDULED VACCINATION Checked In ?  
COVID-19, Mrna, LNP-S, PF 100 Mcg/ 0.5 ML  
Dose  
[Add Vaccine Info](#) [Remove Vaccine](#)

SCHEDULED VACCINATION Checked In  
COVID-19, Mrna, LNP-S, PF 30 Mcg/0.3 MI  
Dose  
[Add Vaccine Info](#) [Remove Vaccine](#)

[Add Additional Vaccine](#)  
[Return to Appointments](#)

4. When you select **Add Vaccine Info** you will have the option to scan the vaccine information or to enter the information manually.

Scan Vaccine Packaging  
  
[Enter Vaccine Info Manually](#)  
[Decline Vaccine](#)  
[Cancel](#)



**Tip:** Only vaccine administrators will have login access to add vaccine information.

5. The name and manufacturer will be prepopulated when you open the vaccine info. **Make sure you are checking a second time to see if the manufacturer is correct.** You will input the vaccine info and provide the **temporary expiration date as 12/31/9999.**

### Edit Vaccine Immunization Information

Vaccine Name  
COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3 MI Dose

Manufacturer  
Pfizer, Inc - Pfizer-BioNTech COVID-19 Vaccine

Lot Number  
1234

Expiration Date  
12/31/9999

6. One you have entered the vaccine information and saved that section you will need to **Document Administration.** The patient can decline the vaccine at this point as well.

Decline Vaccine

Document Administration

7. You will need to verify that all the vaccine information listed at the top is correct. When entering the administration site and route the selections available will appear after you start typing.

### Add Vaccine Administration Information

Please Enter the Vaccine Administration Information

Vaccine Name	COVID-19, Mrna, LNP-S, PF, 100 Mcg/ 0.5 MI Dose
CVX Code	207
Lot Number	1234
Manufacturer	Moderna US, Inc.
VIS Publication Date	
Expiration Date	12/31/2999
Administering Facility	ISDH24
Administering Date	12/08/2020 11:14:05

Administration Site

Administration Route

Dosage Amount  mL

8. Once you have filled out all the information for the vaccine administered you will have to remove the vaccine that was not administered. In this example the Pfizer vaccine was given and Moderna vaccine needs to be removed.

SCHEDULED VACCINATION Checked In ?  
COVID-19, Mrna, LNP-S, PF, 100 Mcg/ 0.5 MI  
Dose  
[Add Vaccine Info](#) [Remove Vaccine](#)

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SCHEDULED VACCINATION ✓ Checked In  
COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3 MI  
Dose  
Vaccine Name COVID-19, Mrna, LNP-S, PF, 30 Mcg/0.3...  
CVX Code 208  
Lot Number 1234  
Manufacturer Pfizer, Inc  
VIS Publication Date  
Expiration Date 12/31/9999  
[Edit Vaccine Information](#)

9. The patient can then be checked out by front desk registration or the vaccinator that has dual access to both registration and vaccination.

Accession IDs ?  
SARS-COV-2 (COVID-19) vaccine, 30 mcg/0.3mL dose : ---  
[Cancel](#)  
[Reschedule](#) [Complete Appointment](#)  
[Print Labels](#)



**Tip:** The patient can choose to decline the vaccination at any point in the registration and administration process. The print labels button does not need to be used for vaccination and is for testing purposes only.