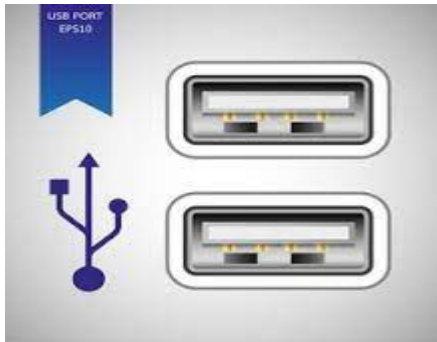


## Step 1

Plug-in the barcode scanner to the “**USB port**” of your laptop or desktop.



## Step 2

Log into **Medical Director** and open the patient’s file.

Mr David ANDERSON (66yrs 2mths) | DOB: 04/01/1955 | Gender: Male | Occupation: Retired | 14m 13s

61 Wallace Street, Bundaberg Qld 4670 | Ph: | Record No: | ATSI: Neither Aboriginal nor Torres Strait Islander

Allergies & Adverse Reactions: SULFONYLUREAS (ENDOCRINE) | Pension No: 403 123 456H | Ethnicity: | Smoking Hx: 5 Daily | IHI No: | MyHealthRecord: | Recalls

Summary | Current Rx | Progress | Past history | Results | Letters | Documents | Old scripts | Imm. | Correspondence | MDExchange | HealthLink

Date	Immunisation	Sequence	Batch	Consent	Provided by	Vaccinator	Site	Comment
02/05/2002	DTPA		7E0ED6BC	Consented	Patient	Dr A Practitioner		
23/05/2012	FLUARIX		F644EC13	Consented	Patient	Dr A Practitioner		
18/02/2013	DTPA		1401DDB4	Consented	Patient	Dr A Practitioner		
18/02/2013	FLUARIX		16FE9FCF	Consented	Patient	Dr A Practitioner		
18/02/2013	PNEUMOVAX 23		1492703D	Consented	Patient	Dr A Practitioner		
12/03/2021	COVID-19 VACCINE AZTRAZENCA		1234567890	Consented	Patient	Dr A Practitioner		

Dr A Practitioner (MedicalDirector Samples Database) | MD Sample Data - HNECCPHN-LT163\HCNSQL Friday, 19 March 2021 | 11:24:29 AM

## Step 3

Click on the “**Imm. tab**” then “**New Item**” to add a new vaccine.

Summary | Current Rx | Progress | Past history | Results | Letters | Documents | Old scripts | Imm. |

Date	Immunisation	Sequence	Batch	Consent	Provided by	Vaccinator
02/05/2002	DTPA		7E0ED6BC	Consented	Patient	Dr A Practitioner
23/05/2012	FLUARIX		F644EC13	Consented	Patient	Dr A Practitioner
18/02/2013	DTPA		1401DDB4	Consented	Patient	Dr A Practitioner
18/02/2013	FLUARIX		16FE9FCF	Consented	Patient	Dr A Practitioner
18/02/2013	PNEUMOVAX 23		1492703D	Consented	Patient	Dr A Practitioner

## Step 4

Choose “COVID-19 VACCINE ASTRAZENECA”.

Vaccination Window

Vaccine given elsewhere

Vaccinator: Dr A Practitioner

Consent provided by: Patient  Vaccination declined

Date: 19/03/2021

Type: [dropdown menu]

Site: [dropdown menu]

Sequence: [dropdown menu]

Batch No: [dropdown menu]

Comment: [text area]

Mark for recall Save Cancel

ACTHIB  
ADACEL  
ADACEL POLIO  
ADT BOOSTER  
AFLURIA QUAD  
AGRIPPAL  
AVAXIM  
BCG  
BEXSERO  
BI MENINGO  
BOOSTRIX  
BOOSTRIX IPV  
CDT  
CERVARIX  
**COVID-19 VACCINE ASTRAZENECA**  
DIPHTHERIA  
DTPA  
DUKORAL

## Step 5

AIR requires the batch number of each vaccination to be uploaded into the AIR. This is short enough to enter by hand (8 digits).

**THIS IS MANDATORY**

Click on “Store batch no” and enter the batch/lot number of the vaccine into the “Batch No.” field.

Vaccination Window

Vaccine given elsewhere

Vaccinator: Dr A Practitioner

Consent provided by: Patient  Vaccination declined

Date: 22/03/2021

Type: COVID-19 VACCINE ASTRAZENECA

Site: Deltoid IM, Left side

Sequence: 1

Batch No: PW40043  Store batch No

Comment: 010500045606387621075007014387131721063010PW40043

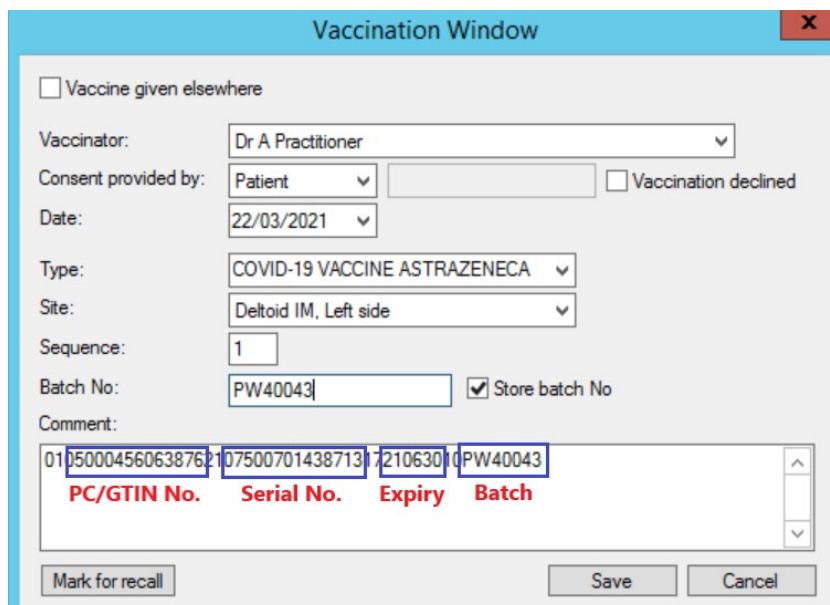
Mark for recall Save Cancel

## Step 6

If you have a barcode scanner, and your clinical software has this enabled, you can opt to scan the barcode (that includes the GTIN, batch number, expiry date and serial number if it exists) for upload to the AIR. **THIS IS OPTIONAL**

Click the mouse to ensure the cursor is in the “**Comment**” field.

Use the “Barcode Scanner” to scan the Barcode/QR code on the **Astra Zeneca – COVID-19 vial/box**.



The screenshot shows a 'Vaccination Window' with the following fields and values:

- Vaccine given elsewhere
- Vaccinator: Dr A Practitioner
- Consent provided by: Patient  Vaccination declined
- Date: 22/03/2021
- Type: COVID-19 VACCINE ASTRAZENECA
- Site: Deltoid IM, Left side
- Sequence: 1
- Batch No: PW40043  Store batch No
- Comment: 0105000456063876 07500701438713 210630 PW40043

Below the comment field, the following labels are visible: **PC/GTIN No.**, **Serial No.**, **Expiry**, **Batch**.

Buttons at the bottom: Mark for recall, Save, Cancel.



**DO YOU HAVE QUESTIONS DIRECTLY RELATING TO  
COVID-19 VACCINE ROLL OUT?  
CONTACT US ON OUR DEDICATED EMAIL ADDRESS:  
[VACCINE@THEPHN.COM.AU](mailto:VACCINE@THEPHN.COM.AU)**

## Reference

**[COVID-19 VACCINE QUESTIONS FOR VACCINE PROVIDERS](#)**