



Updating Health Maintenance for COVID VACCINE

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The COVID-Vaccine will soon be available for patients to receive. Updates will need to be made if the office is planning to give the injection or just need to track the data. Below are the step by step instructions on how to make these changes in the software.

Step 1: List Maintenance

List Maintenance stores the drop-down options for the manufacturers when entering items into HM. Add Pfizer and Moderna to the manufacturer list for vaccines.

- Go to **Maintenance > Templates > List Maintenance**
- Search for **VACCINE MANUFACTURER**, highlight this option and click **edit**
- Once the list is open, search to see if Pfizer and Moderna are already available.
- If they are, click Close to the List items view and then close List Maintenance.
- If an item is missing, click **New**. In the **Name** field enter one of the manufacturers names. Repeat if needed.
- Then click close to the List items view and close List Maintenance.

Step 2: Health Maintenance Names

A new Health Maintenance Name needs to be created for the COVID19 Vaccine.

- Go to **Maintenance > Templates > Health Maintenance Names**
- Click **New**.
- In the HM Name field, create the vaccine name. This can be whatever the practice would like to call it (i.e. COVID19 VACCINE, SARS-COV-2 Vaccine)
- Then click **OK** and close the HM Procedure Name screen.

Step 3: Health Maintenance Guides

Health Maintenance Guides need to have the HM Name added.

- Go to **Maintenance > Templates > Health Maintenance Guides**
- Click **OK** to the Provider/Practice Selection Screen.
- The HM Name will need to be added to each Age/Sex guide
- Select the first guide, then click **Edit**
- Click **New Proc**
- Search for the new HM Name created in Step 2 then click **OK**
- Enter the HM Procedure Criteria Rule as: Do every 28 days for 2 times.
- Repeat this until the COVID Vaccine is added to each of the HM guides utilized by the practice.