### 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 Pfizer-BioNTech Provider and Recipient Fact Sheets can be found on www.cvdvaccine.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.cvdvaccine.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 Pfizer-BioNTech COVID-19 Vaccine website is located at www.cvdvaccine.com.
- Refer to the Screening the Patient section for more guidance.
Steps to Take During Pfizer COVID-19 Vaccine Administration

1. VACCINE PREPARATION

- Wear waterproof insulated gloves when removing vials from ultracold storage.
- Remove the number of vials needed as quickly as possible and return the tray to frozen storage. Do not expose to room temperature for more than 10 minutes before choosing a thawing option.
- Thaw vaccine at room temperature or from refrigeration.
- Refer to the Preparing and Thawing the Vaccine section for more information on thawing and room temperature exposure time restrictions or www.cvdvaccine.com.

2. DILUENT WITHDRAWAL

- Prior to dilution, please make sure that the vial is completely thawed.
- Use an alcohol swab to wipe off the top of the vial.
- Once diluted, vaccine must be used within 6 hours and stored between 2°C and 25°C (35.6°F to 77°F).
- Record the date and time of dilution on vaccine vial label, and discard any unused vaccine 6 hours after dilution.
- Refer to the Diluting the Vaccine section or www.cvdvaccine.com for more information on supplies needed and instructions you must follow.

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 30 mcg/0.3mL 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.cvdvaccine.com for more information.
**Steps to Take After Pfizer 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 Pfizer BioNTech 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](http://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](http://www.vaers.hhs.gov) 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.