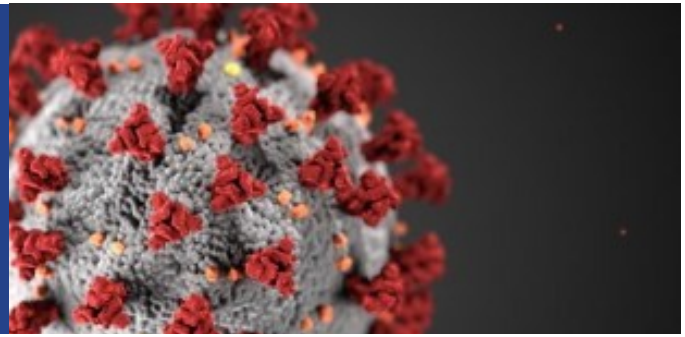


Steps to Take Before Pfizer COVID-19 Vaccine Administration



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 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



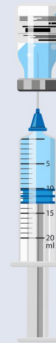
1. VACCINE PREPARATION

- 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.

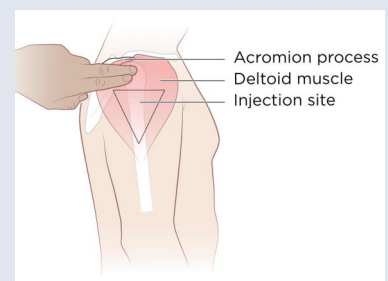


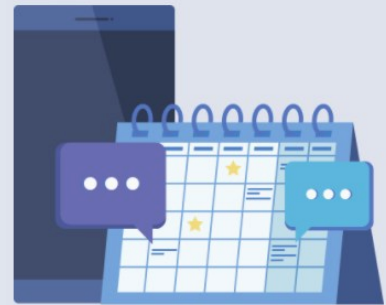
Image source: Intramuscular Injection Sites. Healthline. Medically reviewed by Deborah Weatherspoon, Ph.D., R.N., CRNA. Written by Jacquelyn Cafasso. Updated on March 7, 2019. Retrieved from <https://www.healthline.com/health/intramuscular-injection>

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) 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 for more guidance.

