

# COVID-19 VACCINATION GUIDELINE FOR DOCTOR LIST MANAGEMENT

## **March 2021**

#### OVERVIEW



- This document aims to assist hospital teams with the management of their Doctor and Allied Health Worker vaccination lists
- The target audience includes: HGM, HCM and DRM
- The MCSA Doctor list can be found <u>here</u>
- The following information can be found in this document:
  - 1. Process Overview
  - 2. Step-by-Step guide for managing the MCSA Doctor list
  - 3. Support contact details

# **PROCESS OVERVIEW**





## **STEP-BY-STEP GUIDE DOCTOR LIST (SHAREPOINT)**



- When clicking on the <u>link</u>, the Sharepoint list containing the Doctor and Allied Health worker vaccination information will be seen (as shown below)
- NOTE: The information contained in this list is confidential

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### **STEP-BY-STEP GUIDE SEARCH/FILTER**



- There are a few ways to find specific records in the list:
  - 1. Use the "ID Number Filter" to type in the ID number and then click the tick icon to search

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## **STEP-BY-STEP GUIDE** SEARCH/FILTER

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- 2. Use the "Select External Item(s)" search functionality by clicking on the icon as shown below this will open a pop-up window allowing you to search by ID number or Surname

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## **STEP-BY-STEP GUIDE SEARCH/FILTER**

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- 3. You can also utilize the dropdown filter functionality in the Sharepoint list to filter any of the columns/data fields by clicking on the Column header name (e.g Facility = Mediclinic

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#### **STEP-BY-STEP GUIDE** UPDATE/MODIFY



- To update information specific to a single entry, click on the 3 dots "..." located to the right of the ID number and then click on "Edit Item"
- You will then be directed to the Edit view which allows you to edit any of the fields
- It is important to click "Save" when finished

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## **STEP-BY-STEP GUIDE** CREATE/ADD NEW ENTRY



- To add a new entry, click on the "+ new item" link below the ID Number Filter
- You will then be directed to the New Item view which allows you to complete all of the relevant fields
- It is important to click "Save" when finished

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- For any ICT Technical/System support regarding the use of the Sharepoint list please contact the ICT Service Desk
- For any <u>data-related</u> vaccination queries please contact the Vaccine Data Coordinator:
  - Hanlie Basson <u>Hanlie.Basson@Mediclinic.co.za</u>
- For all <u>other</u> vaccination queries please send an email to vaccines@mediclinic.co.za