

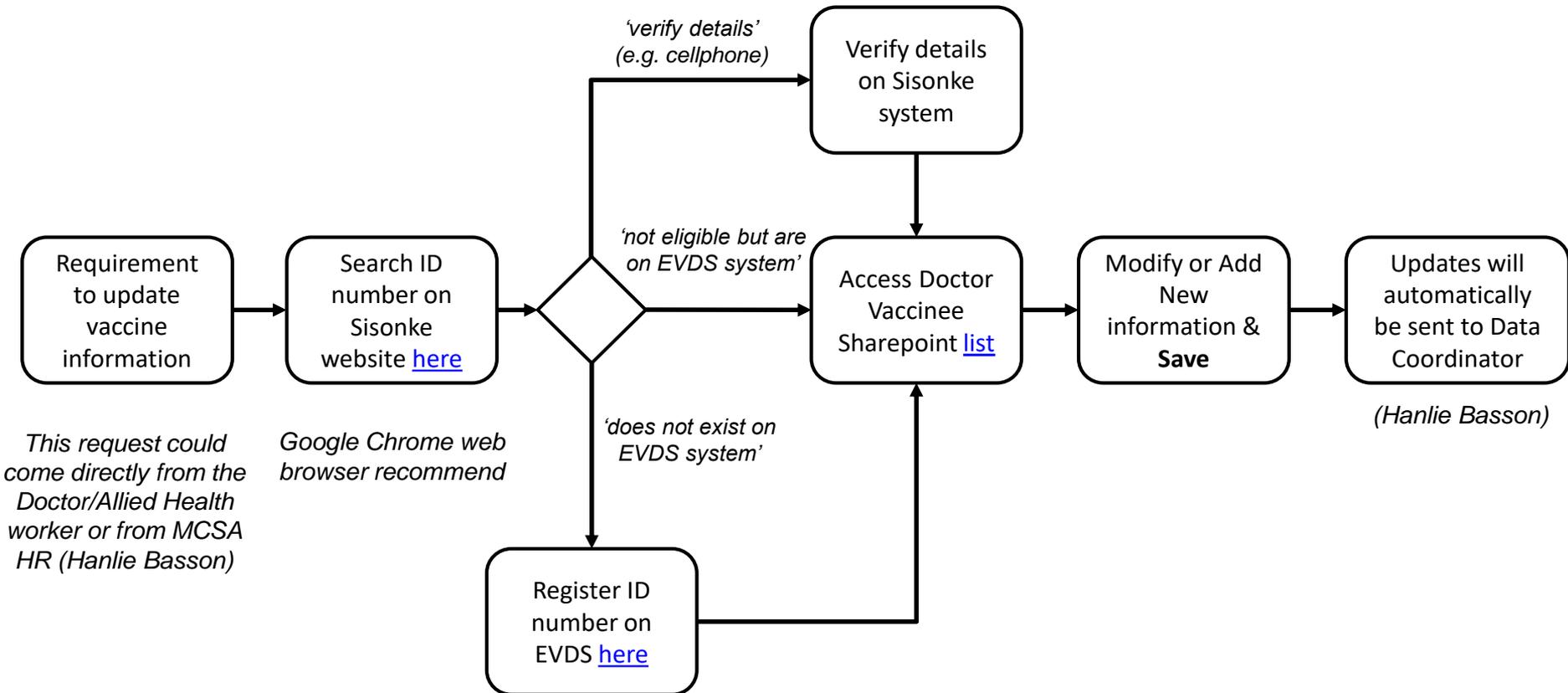
COVID-19 VACCINATION GUIDELINE FOR DOCTOR LIST MANAGEMENT



March 2021

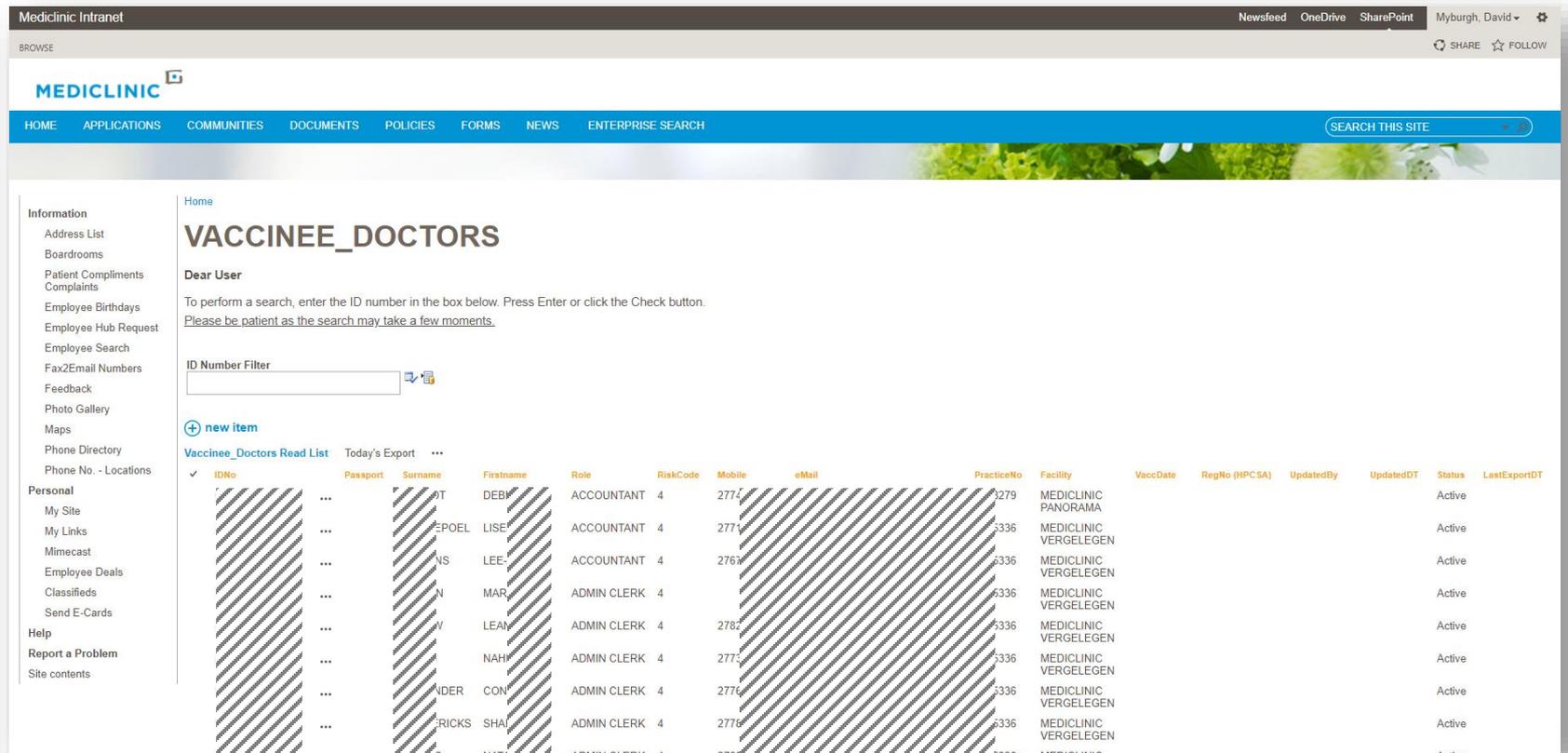
- **This document aims to assist hospital teams with the management of their Doctor and Allied Health Worker vaccination lists**
- **The target audience includes: HGM, HCM and DRM**
- **The MCSA Doctor list can be found [here](#)**
- **The following information can be found in this document:**
 - 1. 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 [link](#), 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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Employee Search
Fax2Email Numbers
Feedback
Photo Gallery
Maps
Phone Directory
Phone No. - Locations

Personal
My Site
My Links
Mimecast
Employee Deals
Classifieds
Send E-Cards
Help
Report a Problem
Site contents

Home

VACCINEE_DOCTORS

Dear User

To perform a search, enter the ID number in the box below. Press Enter or click the Check button.
Please be patient as the search may take a few moments.

ID Number Filter

[+ new item](#)

Vaccinee_Doctors Read List Today's Export ...

IDNo	Passport	Surname	Firstname	Role	RiskCode	Mobile	eMail	PracticeNo	Facility	VaccDate	RegNo (HPC SA)	UpdatedBy	UpdatedDT	Status	LastExportDT
...T	DEBI	ACCOUNTANT	4	2774	...	63279	MEDICLINIC PANORAMA					Active	
...EPOEL	LISE	ACCOUNTANT	4	2771	...	63336	MEDICLINIC VERGELEGEN					Active	
...NS	LEE	ACCOUNTANT	4	2767	...	63336	MEDICLINIC VERGELEGEN					Active	
...N	MAR	ADMIN CLERK	4	2762	...	63336	MEDICLINIC VERGELEGEN					Active	
...W	LEAH	ADMIN CLERK	4	2782	...	63336	MEDICLINIC VERGELEGEN					Active	
...	NAH	ADMIN CLERK	4	2775	...	63336	MEDICLINIC VERGELEGEN					Active	
...NDER	CON	ADMIN CLERK	4	2776	...	63336	MEDICLINIC VERGELEGEN					Active	
...RICKS	SHAI	ADMIN CLERK	4	2778	...	63336	MEDICLINIC VERGELEGEN					Active	
...NATA	...	ADMIN CLERK	4	2766	...	63336	MEDICLINIC					Active	

STEP-BY-STEP GUIDE

SEARCH/FILTER

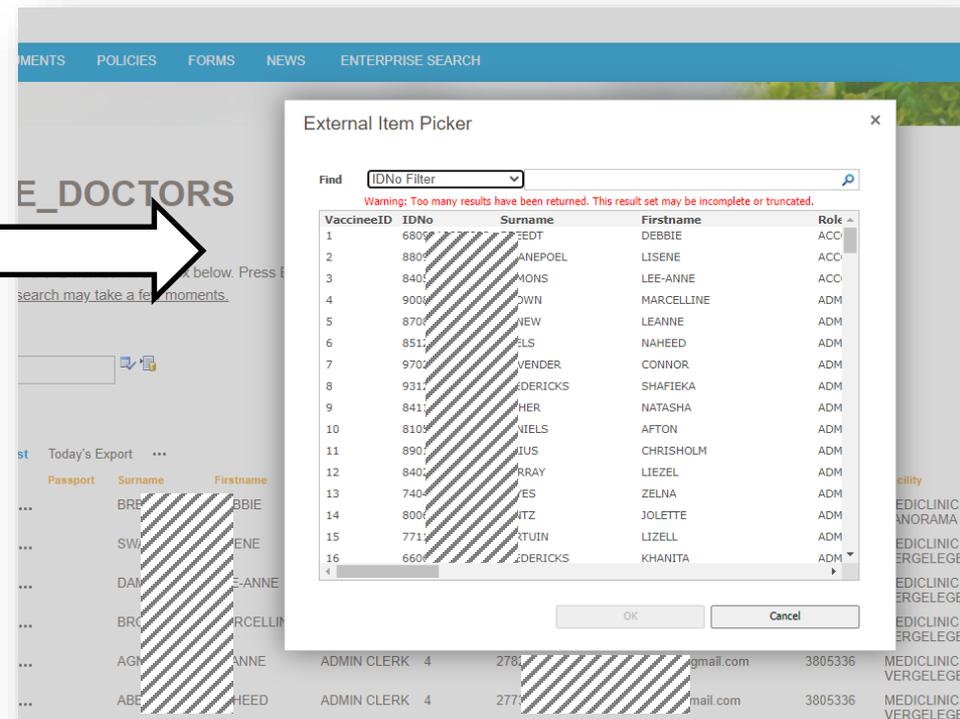
- There are a few ways to find specific records in the list:
 1. Use the “ID Number Filter” to type in the ID number and then click the tick icon to search



STEP-BY-STEP GUIDE

SEARCH/FILTER

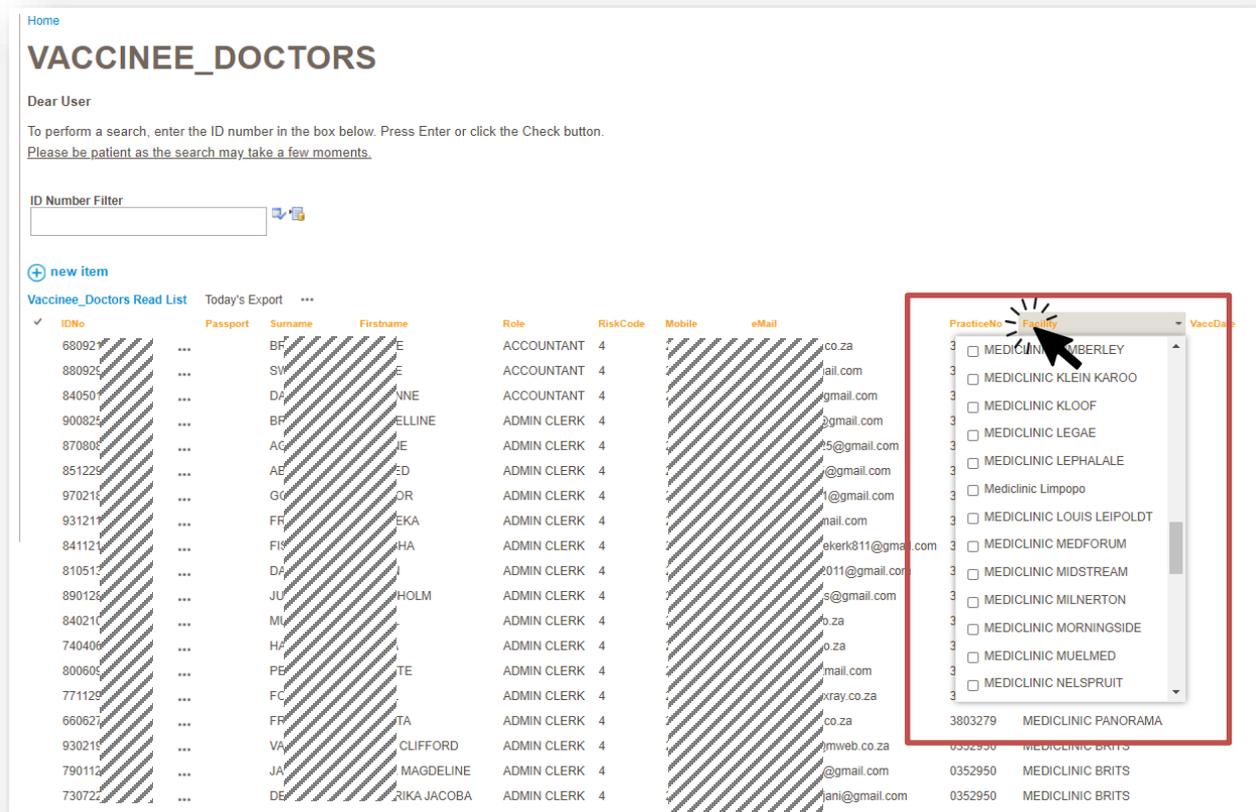
2. Use the “Select External Item(s)” search functionality by clicking on the icon as shown below – this will open a pop-up window allowing you to search by ID number or Surname



STEP-BY-STEP GUIDE

SEARCH/FILTER

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 Kloof)



The screenshot shows a SharePoint list titled "VACCINEE_DOCTORS" with a search bar and a table of doctor records. A dropdown filter is open on the "Facility" column, showing a list of facilities with checkboxes. The "Facility" column header is highlighted with a red box and a black arrow pointing to the dropdown menu.

IDNo	Passport	Surname	Firstname	Role	RiskCode	Mobile	eMail	PracticeNo	Facility	VaccDate
680924	...	BF	E	ACCOUNTANT	4		co.za			
880925	...	SIV	E	ACCOUNTANT	4		mail.com			
840501	...	DA	NNE	ACCOUNTANT	4		gmail.com			
900825	...	BF	ELLINE	ADMIN CLERK	4		gmail.com			
870805	...	AG	JE	ADMIN CLERK	4		5@gmail.com			
851225	...	AE	ED	ADMIN CLERK	4		@gmail.com			
970215	...	GO	OR	ADMIN CLERK	4		@gmail.com			
931219	...	FR	EKA	ADMIN CLERK	4		mail.com			
841121	...	FR	HA	ADMIN CLERK	4		eker811@gmail.com			
810513	...	DA		ADMIN CLERK	4		2011@gmail.com			
890125	...	JU	HOLM	ADMIN CLERK	4		s@gmail.com			
840210	...	ML		ADMIN CLERK	4		b.za			
740406	...	HA		ADMIN CLERK	4		o.za			
800605	...	PE	TE	ADMIN CLERK	4		mail.com			
771129	...	FC		ADMIN CLERK	4		xray.co.za			
660627	...	FF	ITA	ADMIN CLERK	4		co.za			
930215	...	VA	CLIFFORD	ADMIN CLERK	4		ymweb.co.za			
790112	...	JA	MAGDELINE	ADMIN CLERK	4		@gmail.com	0352950	MEDICLINIC BRITS	
730722	...	DE	RIKA JACOBA	ADMIN CLERK	4		ani@gmail.com	0352950	MEDICLINIC BRITS	

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

Home

VACCINEE_DOCTORS

Dear User

To perform a search, enter the ID number in the box below. Press Enter or click the Check button.
Please be patient as the search may take a few moments.

ID Number Filter

[+ new item](#)

[Vaccinee_Doctors Read List](#) Today's Export ...

IDNo	Passport	Surname	Firstname	Role	RiskCode	Mobile	e-Mail	PracticeNo	Facility	V
680		BREEDT		ACCOUNTANT	4	277		3803279	MEDICLINIC PANORAMA	
880		NEPOEL		ACCOUNTANT	4	277		3805336	MEDICLINIC VERGELEGEN	
840				ACCOUNTANT	4	276		3805336	MEDICLINIC VERGELEGEN	
900		BROWN		ADMIN CLERK	4			3805336	MEDICLINIC VERGELEGEN	
870		AGNEW		ADMIN CLERK	4	278		3805336	MEDICLINIC VERGELEGEN	
850		ABELS		ADMIN CLERK	4	277		3805336	MEDICLINIC VERGELEGEN	
970		GOVENDER		ADMIN CLERK	4	277		3805336	MEDICLINIC VERGELEGEN	
930		FREDERICKS		ADMIN CLERK	4	277		3805336	MEDICLINIC VERGELEGEN	
840		FISHER		ADMIN CLERK	4	276		3805336	MEDICLINIC	



VACCINEE_DOCTORS

RISK CATEGORIES

- 1A Doctor who had contact with confirmed COVID-19 patients in ICUs
- 1B Doctor who had contact with confirmed COVID-19 patients in COVID-19 wards
- 1C Doctor who had contact with confirmed COVID-19 patients in Emergency Centres
- 1D Doctor who had contact with confirmed COVID-19 patients and have severe co-morbidities
- 1E Allied Health Professional who had contact with confirmed COVID-19 patients in ICU
- ZZ No Risk classification

IDNo

Passport

Surname

Firstname

Role

RiskCode

Mobile

Exam

eMail

PracticeNo

Facility

VaccDate

RegNo (HPCSA)

EmpCatg

Organisation

DataSource

CreateDT

UpdatedBy

UpdatedDT

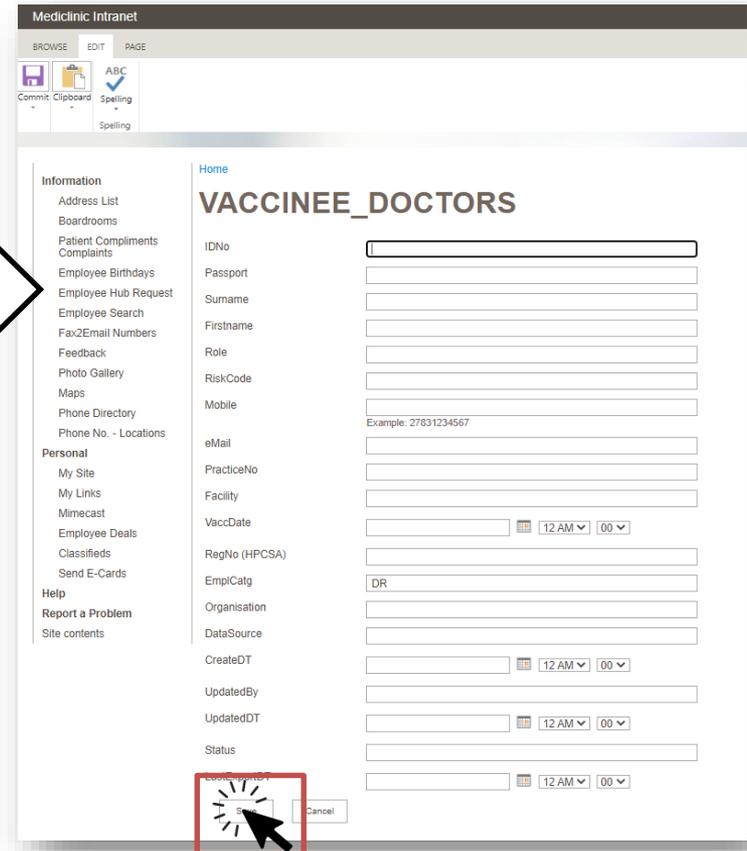
Status

LastExportDT

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



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