Directions for Completing <u>COVID Vaccine Intake Consent Form</u>

These directions include instructions for completing the form either manually or electronically.

Please refer to **COVID Vaccine Intake Consent Form SAMPLE** while reviewing these directions.

1. **Clinic Information**

    Leave this section blank. This will be completed by clinic personnel.

2. **Patient Information**

    - Fill each field with the <u>complete information</u>.
    - Use the patient's (resident's) legal name.
    - Address is the address at which he/she currently resides, i.e. the Woodlands Senior Living community address.

3. Check box indicating **resident.**

4. You are the person who manages health care decisions on behalf of the resident. Please enter your information in the appropriate fields.
    - Your relationship to the resident is your legal relationship (Legal Guardian or Durable POA for Healthcare)

5. **Insurance Information: Fill in all that apply**

    - Fill in each field with the <u>complete information.</u>
    - Note: Omnicare/CVS requires a photocopy of the insurance card(s). Please ensure your Woodlands Senior Living community has a copy at the time you return this form.
        - If you need to obtain a copy of the resident's Medicare card create/log-in to the resident's mymedicare.gov account. Once logged in, there is a tile on the landing page labeled 'Print my Medicare Card.'

6. **COVID-19 Screening Questions**

    - <u>Do not answer</u> these 3 questions. They will be completed on the day of the clinic.

7. **Immunization Screening Questions**

    - <u>Do not answer</u> question #1. That will be completed on the day of the clinic.
    - Complete the remainder of the questions (2-11).

8. If you are manually completing the form, fill the fields at the top of page 2 (Last Name, First Name and Date of Birth). If you are completing the form electronically, these fields will automatically populate.

9. **Signature**

- If completing manually, sign and date the form.
- If completing electronically, you will be prompted to configure a digital signature.

Creating a Digital Signature

Click in the signature field.
Pop up – Configure a New Digital ID
Select third choice – "Create a new Digital ID"
Continue
Select "Save to File"
Continue
Complete Name field and Email Address field
Continue
"Browse" and select location to save Digital ID
Apply and confirm password
Save
Choose Digital ID
Continue
Enter password
Sign