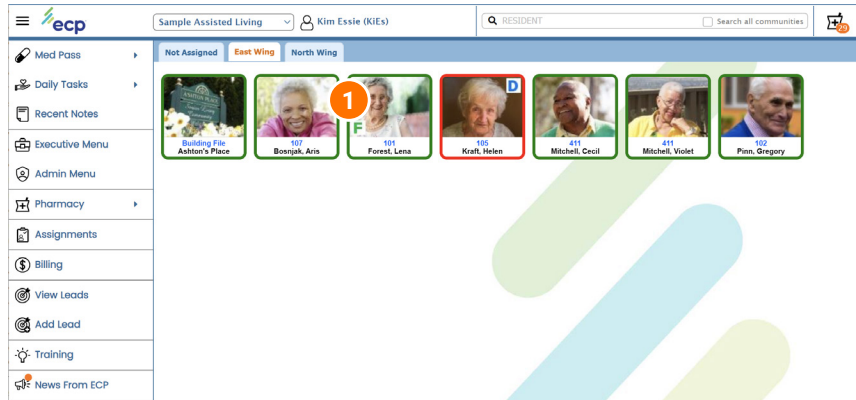


Track Residents' Vaccinations

- 1 On the ECP home screen, click a **Resident** photo. The resident details window will display.




Resident Tab

- 2 Click **Resident File**. The resident file window will display.



Track Residents' Vaccinations

Resident File - Lena Forest - Room: 101



General Life Story Status Log Additional Info Notifications Providers Contacts Suppliers Products Files

GENERAL INFORMATION

Type: Resident
 First Name, MI: Lena
 Last Name: Forest
 Nickname:
 Suffix:
 Marital Status: Widowed
 Birthday: 05/12/1932 Age: 88
 Height:
 Gender: Female
 Race: White
 Language: English
 Religion: Catholic
 Social Sec. Num: 123-45-6789
 Residency Start: MM/DD/YYYY
 Room: 101
 Phone: (555) 555-5555
 Payor Type: Private
 Task Rating: Private Pay
 Med Cert: A

DIRECTIVES

Health Care Power of Attorney:
 DNR (Do Not Resuscitate)
 Living Will
 Other Advance Directives

MEDICAL & PREFERENCES

Hospital: Town Memorial Hospital
 Funeral Home:
 Pharmacy: Not Linked
 ABC Pharmacy
 Pharmacy Phone: (555) 555-5555
 Allergies: Penicillin

INSURANCE

Medicare:
 Medicaid:
 Insurance Provider:
 Provider/Member #:
 Provider/Member #:

KEY INDICATORS

Diabetic
 Fall Risk
 RESIDENT SPECIFIC
 Hospice Provider
 On oxygen. Resident utilizes an oxygen tank
 Wander Risk

VACCINATIONS & SCREENING

Last Flu Shot: 10/03/2017
 Last Pneumonia: 08/01/2017
 Last TB: 10/16/2017
 Shingles: MM/DD/YYYY
 COVID Vaccine: Dose 1: 12/07/2020, Dose 2 (if required): MM/DD/YYYY
 Notes (therapies, additional screenings, manufacturer, etc.):

Discharge Resident 5 Save

General Tab

Vaccinations and screenings you can track here include Flu Shot, Pneumonia, TB, Shingles, and COVID.

- 3 Select the date of the vaccination from the **date picker**. For COVID vaccinations that require two separate doses, add those dates accordingly.
- 4 Enter any notes, such as therapies, additional screenings, or manufacturer in the paragraph field.
- 5 Click **Save**.

VACCINATIONS & SCREENING

Last Flu Shot: 10/03/2017
 Last Pneumonia: 08/01/2017
 Last TB: 10/16/2017
 Shingles: MM/DD/YYYY
 COVID Vaccine: Dose 1: 12/07/2020, Dose 2 (if required): MM/DD/YYYY
 Notes (therapies, additional screenings, manufacturer, etc.):

Track Residents' Vaccinations

Vaccination tracking information can be included on a resident's face sheet.

- 1 In the resident details window, click **Face Sheet**. The **Print Face Sheet** window will display.

- 2 Click the **checkbox** for **Include Directives and Vaccinations** to include this information on the face sheet.
- 3 Any Symptoms or Infections logged in the last 90 days will also appear on the face sheet.

TIP: View the Track Infections and Symptoms User Guide in the ECP Help Files for instructions on how to use these existing features.

- 4 Click **Run Report**.



Track Residents' Vaccinations

4a Click **View Report** to view a PDF of the report in your browser or click **Download PDF Report** to download a PDF of the report to your computer.

View Your Report

Your Report is Ready

4a View Report
Download PDF Report

Sample Assisted Living Lena Forest

1234 N. 56th St. City, WI 12345 Date: 12/07/2020
 Phone: (555)555-5555 Fax: (555)555-5555

Resident Information

Forest, Lena
 Female
 Birth Date: 05/12/1932 (Age: 88)
 Weight: 145

Allergies
Penicillin

Room	101	Social Security #	***-**-6789
Admit Date	05/03/2016	Medicare #	
Phone	(555) 555-5555	Medicaid #	
Race	White	Language	English
Religion	Catholic	Marital Status	Widowed
Pharmacy	ABC Pharmacy ((555) 555-5555)	Hospital Preference	Town Memorial Hospital
Key Indicators	• Fall Risk		

Emergency Contact Information

Contact Name	Mike Forest	Relationship	Son
Home Phone	(555) 555-5555	Cell Phone	(555) 555-5555
Email	MForest@email.com	Work Phone	(555) 555-5555
Address	2345 S. 67th St. City, 11111	Notes	Visits every weekend Wifes Name: Shelly

Provider Information

Name	David Henderson	Type	Cardiologist
Primary Phone	(555) 555-555 Ext: 5	Fax	(555) 555-5555
Pager	(555) 555-5555	Email	henderson@hospital.com
Address	Hospital 1233 N. 45th St. City, 00000		
Name	Andrew Smith	Type	Dentist
Primary Phone		Fax	
Address	Smith Dental Office		

Diagnoses (DX)

1.	F41.9	Anxiety disorder, unspecified
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Directives and Vaccinations

Advanced Directives	NO
Living Will	YES
Health Care Power of Attorney	NO
Last Flu Shot	10/03/2017
Last Pneumonia	08/01/2017
Last TB	10/16/2017
Shingles	Not specified
COVID Vaccine	Dose 1: 12/07/2020 Dose 2 (if required): Not specified
Notes (therapies, additional screenings, manufacturer, etc.)	Not specified

Additional Resident Information

10+ Medications	
Distinguishing Marks	large mole on top of left hand
Date of last tetanus shot	

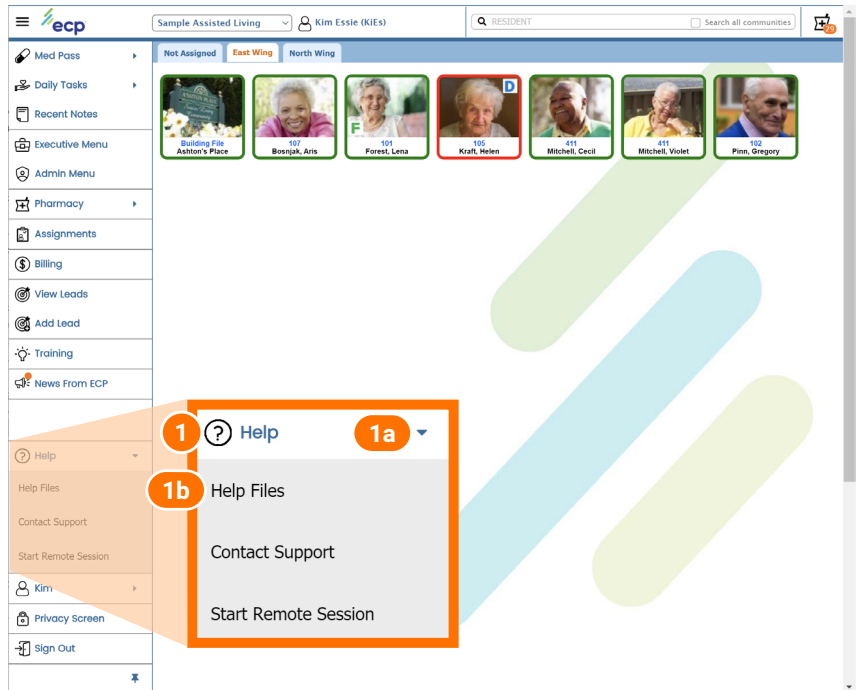
4b Vaccination dates and notes will display in the **Directives and Vaccinations**.

Track Residents' Vaccinations

SUPPORT

ECP has a library of Videos and PDF guides to assist in the training process. The Help File Videos will provide step-by-step instructions for using ECP.

- 1 On the home screen, click **Help**.
or
- 1a Click the arrow to expand the menu.
- 1b Click **Help Files**. The Help Files window will display.



- 2 Click **Contact Support** to send an email directly to ECP Support. The Contact Support window will display. Complete the form and click **Send**.
NOTE: You can also open the Contact Support window from the Contact Support window from the expanded Help menu. See Step 1a.
- 3 Click a **Category Name** to filter content (Users, Resident, Medications, etc).

- 4 Click the (PDF icon) or (video icon) to view content on a specific topic. Content will display in a new window.

TIP: ECP University has a library of helpful videos that can be used for training. See **Initial Training - Admin training guide** for instructions on assigning videos to users.

