

# How to Complete a Vaccine Consent



**Overview:** This job aid guides Emory University employees through the step-by-step directions for providing a vaccine consent form and scheduling a vaccine appointment using the HOME portal.

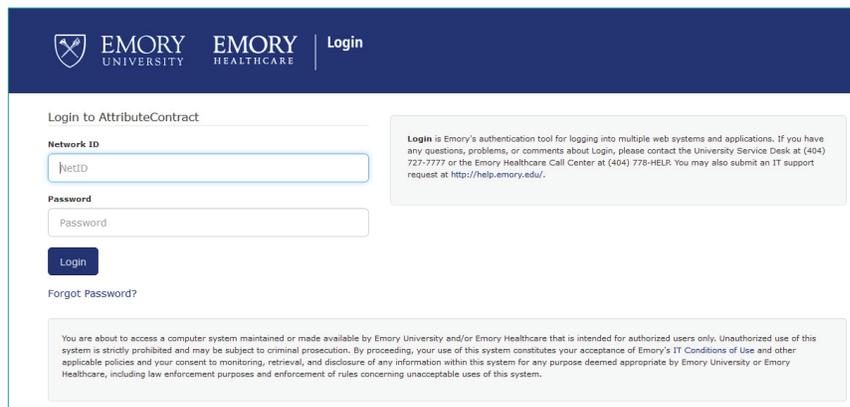
1

If you are required to get a vaccine for your job at Emory, you will use the HOME portal to complete your vaccine content form and schedule your vaccine administration appointment. To access HOME, log in to Self-Service (<http://leo.cc.emory.edu>) with your Emory Network ID and password. Then, click on the **Workplace Health** tile.



2

You will be prompted to log in again with your Net ID and password.



EMORY UNIVERSITY | EMORY HEALTHCARE | Login

Login to AttributeContract

Network ID

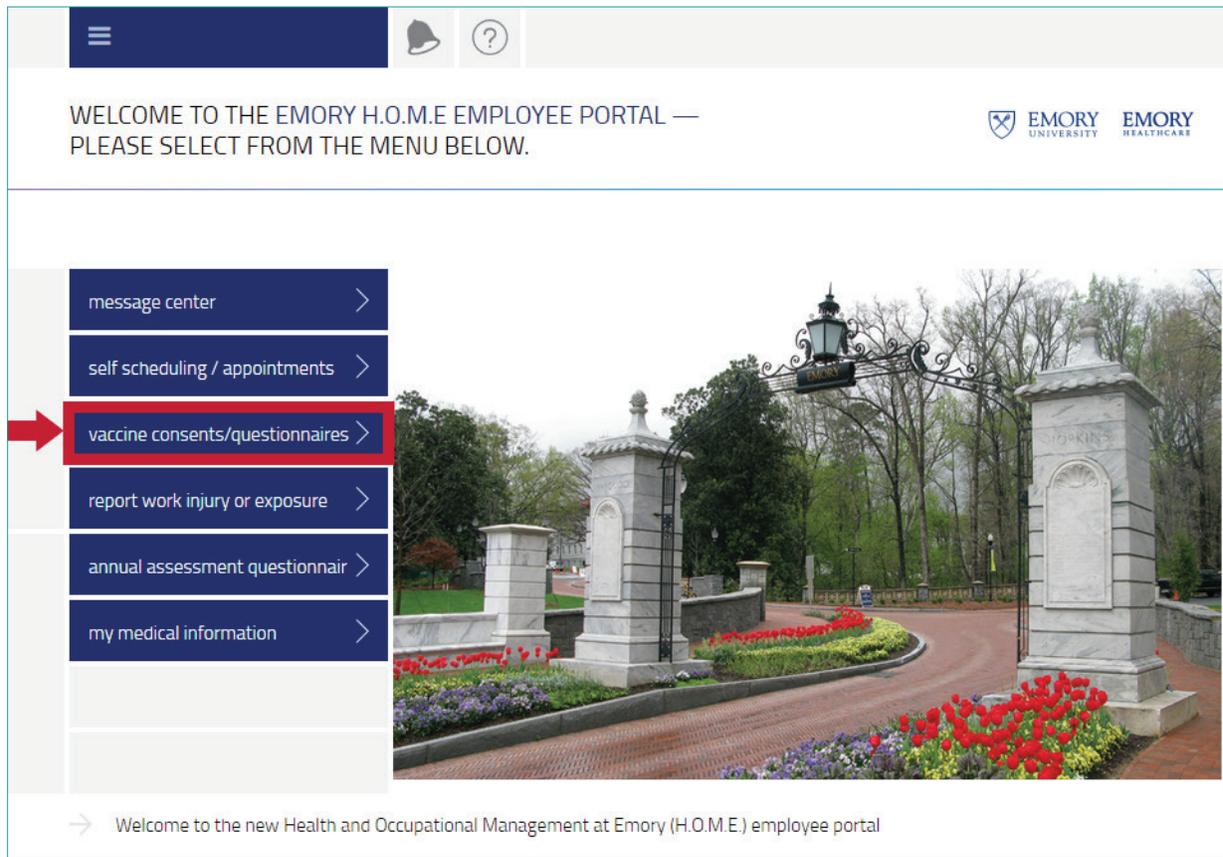
Password

Login

Forgot Password?

You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

- 3 If you are a manager, you will be given a choice between portal access or supervisor access. Click **Portal** and your dashboard will appear. Next, click on **vaccine consents/questionnaires**.



- 4 Find the appropriate vaccine tile. Click on the **vaccine INFO button** to review information about the vaccine. Click on the **vaccine CONSENT button** to go to the online consent form.



5

Complete the vaccine consent form and click **Submit**.

SUBMIT

**Varicella Vaccine Questionnaire**

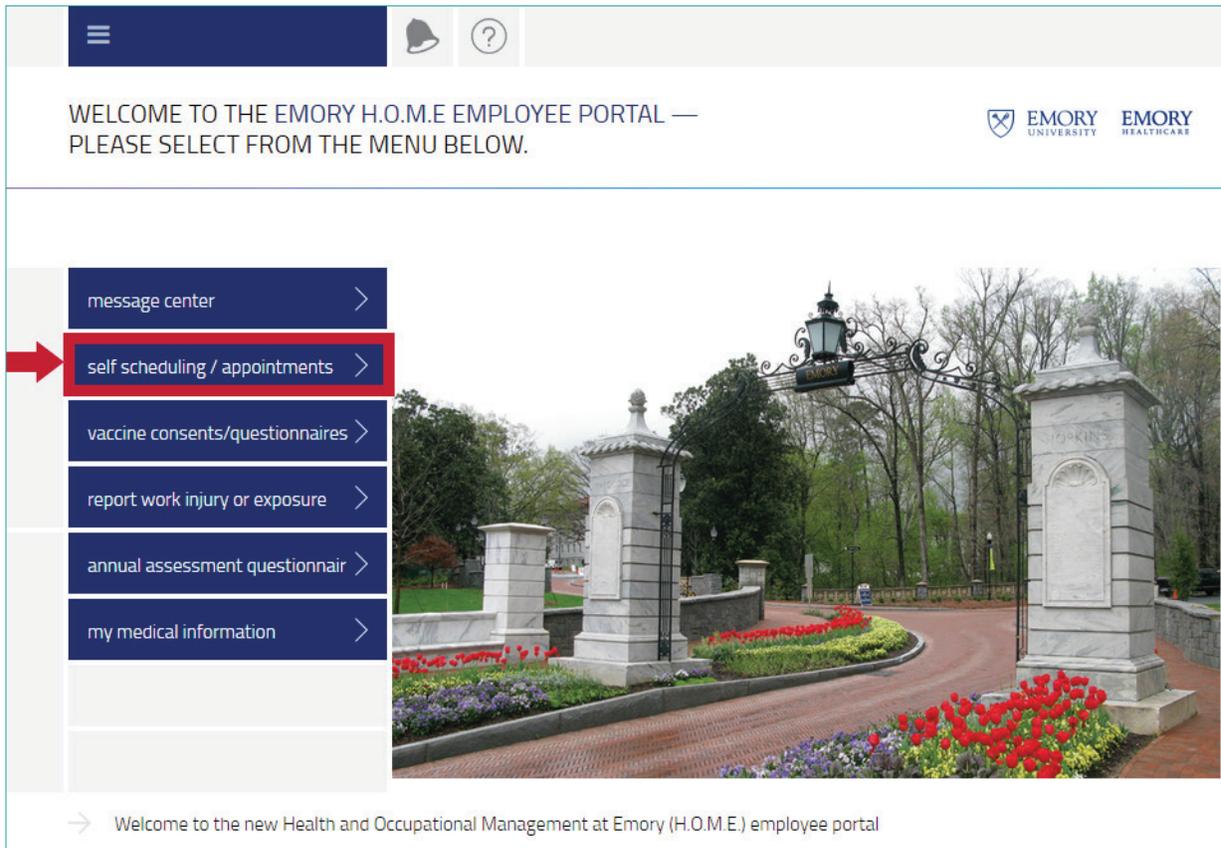
Name  
MR Number  
Address  
Telephone number  
Cell phone number  
Birth date  
Position Title

Please remember to use the portal to self-schedule the vaccination appointment.

Allergy to Gelatin? *	Yes	No
Allergy to Neomycin? *	Yes	No
Allergy to past Varicella Vaccine? *	Yes	No
Are you moderately or severely ill today? *	Yes	No
Are you pregnant or trying to get pregnant? *	Yes	No

6

After completing your consent form, you then need to schedule an appointment to get your vaccine. Return to home  and then click on **self scheduling/appointments**.



WELCOME TO THE EMORY H.O.M.E EMPLOYEE PORTAL — PLEASE SELECT FROM THE MENU BELOW.

- message center >
- self scheduling / appointments >**
- vaccine consents/questionnaires >
- report work injury or exposure >
- annual assessment questionair >
- my medical information >

Welcome to the new Health and Occupational Management at Emory (H.O.M.E.) employee portal

7

Click **schedule a new appointment**.

SELF SCHEDULING / APPOINTMENTS

EXISTING APPOINTMENTS

You have no pending appointments or appointments needing to be scheduled at this time.

schedule a new appointment

8

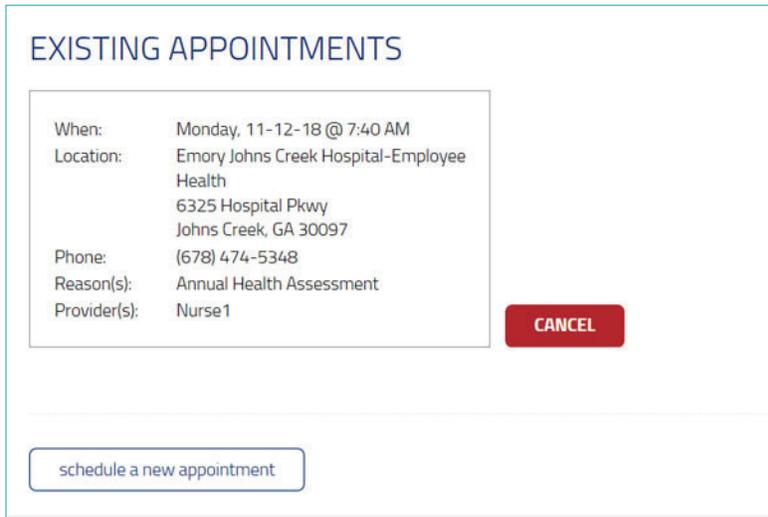
Choose the **reason for your visit** as **Vaccine Administration - Review**; then select an **appointment date and time**. When finished, click **Submit**.

MY APPOINTMENTS: SCHEDULE AN APPOINTMENT

1 Choose the reason for your visit

- EH Annual Health Assessment
- EH Asbestos Surveillance
- EH Audio Surveillance
- EH Audio Test
- EH Blood Draw
- EH Blood Pressure Check
- EH Box Truck Driver Surveillance
- EH Driver Fitness Determination (DOT)
- EH Drug Screen
- EH Forklift Driver Surveillance
- EH Formaldehyde Surveillance
- EH Hazardous Drug Surveillance
- EH N-95 Certification
- EH N-95 Fit Testing
- EH PFT Test
- EH Respiratory Surveillance
- EH Visit
- Immunization Review
- OIM Express Care Clinic
- Vaccine Administration - Review**

9 After you click submit, you will be taken to the **confirmation page**. An email notification will also be sent to your work email address.



The screenshot shows a web interface titled "EXISTING APPOINTMENTS". It contains a table with the following information:

When:	Monday, 11-12-18 @ 7:40 AM
Location:	Emory Johns Creek Hospital-Employee Health 6325 Hospital Pkwy Johns Creek, GA 30097
Phone:	(678) 474-5348
Reason(s):	Annual Health Assessment
Provider(s):	Nurse1

To the right of the table is a red button labeled "CANCEL". Below the table is a button labeled "schedule a new appointment".

Your appointment will also be stored in the HOME portal.

To access your appointment, go to the homepage 

Then click **self-scheduling/appointments** to view, schedule or cancel your appointments.

10 When finished, **sign out** of the portal.