

Welcome to Qscreen!

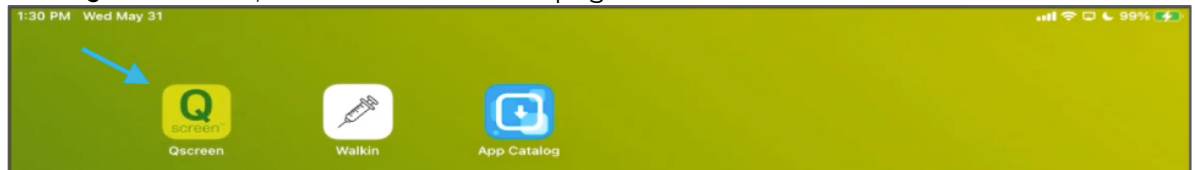
Quest Diagnostics has partnered with TotalWellness for vaccination events this fall. To keep the participant experience cohesive, TotalWellness contractors will be using Quest's Qscreen application for onsite data collection. Qscreen is an app installed on an iPad and is used to document participant vaccinations. The use of Qscreen eliminates the need for paper consent forms.

TotalWellness will send all iPads to the primary contractor. All iPads are cellular enabled and will also work on Wi-Fi. The primary contractor is responsible for making sure all iPads arrive at the event fully charged and for bringing charging cords to the event for each iPad. If the iPad prompts for an update prior or during an event, click later or ignore. Do NOT update.

Logging into QScreen

Each contractor will have their own credentials to login to Qscreen. Remember to bring your credentials to your event as they will be needed to login to the Qscreen application.

1. Turn on the iPad by pressing the power button located at the top of the device.
2. To unlock, press the home button on the bottom of the iPad.
3. The iPad should automatically connect to the internet using the cellular signal.
4. Click on the **Qscreen** icon, located on the home page.



5. Enter your username and password.

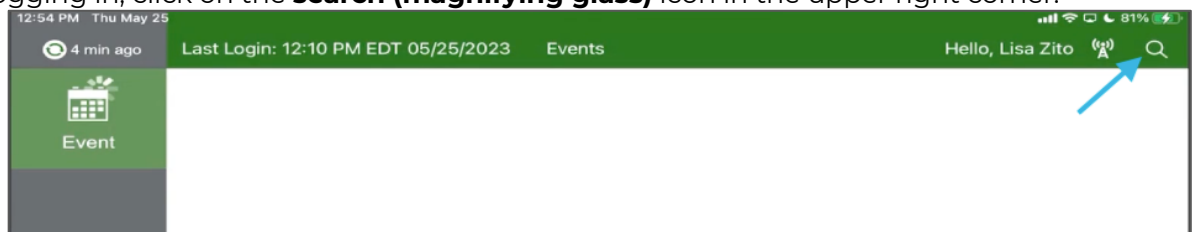


- a. Passwords are case sensitive, so take care when entering.
- b. If you are having difficulty logging into Qscreen contact Quest Provider Relations at 1.855.706.6495, Option 4.

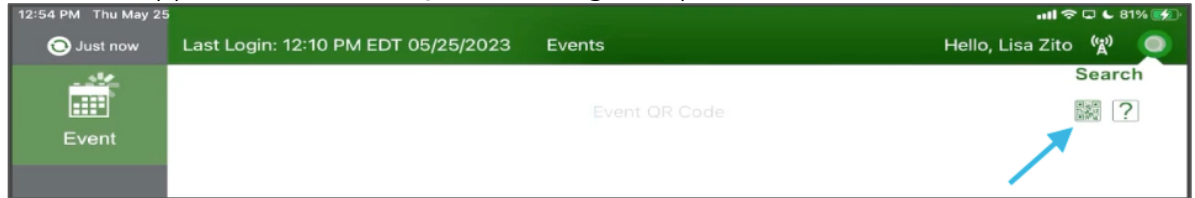
Prior to your Event

The primary contractor is responsible for downloading the event to each iPad 24-48 hours prior to your event.

1. After logging in, click on the **search (magnifying glass)** icon in the upper right corner.



2. A search box will appear. Click on the **QR code** image to open the iPad's camera.

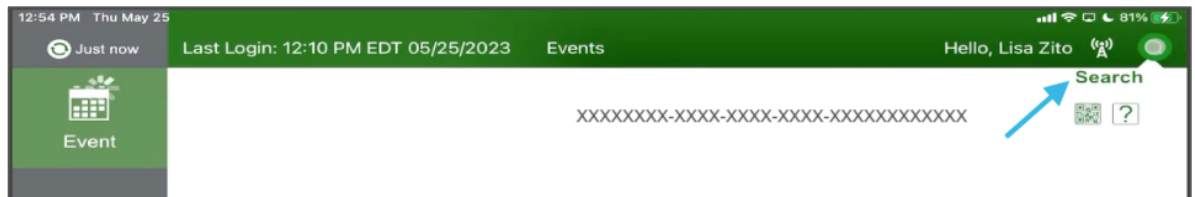


3. Use the camera to scan the event QR code located on your worksheet. The event QR code will be near the end of your worksheet underneath the Site Demographics section and includes a QR code with a 36 character code underneath it.

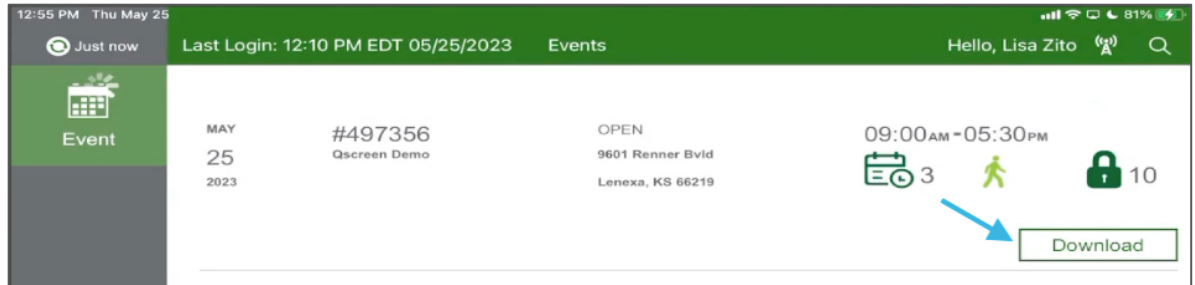


XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXXXX

- a. If you are having difficulty scanning the QR code, you can alternatively hand enter the 36 digit code directly into the search bar.
 - i. Be sure to include dashes when hand entering the code.
4. After the QR code is scanned, the search bar will populate with the event. Click the word **Search**.



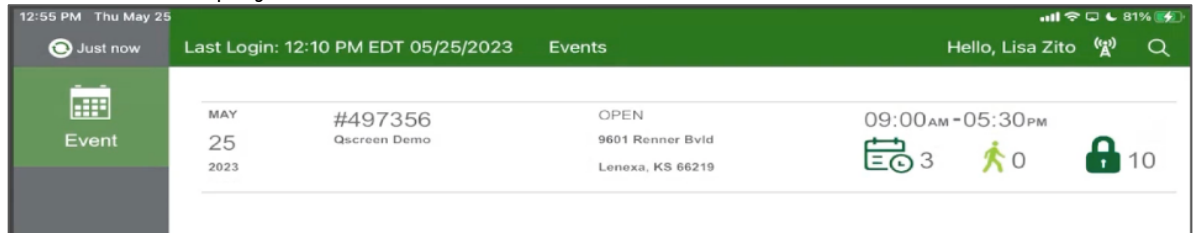
5. Your event should populate on the screen. Verify it is the correct event and click the **Download** button.



6. You'll receive a popup message once the event has successfully downloaded. Click **OK** on the popup.



7. Your event will now display in the event list.



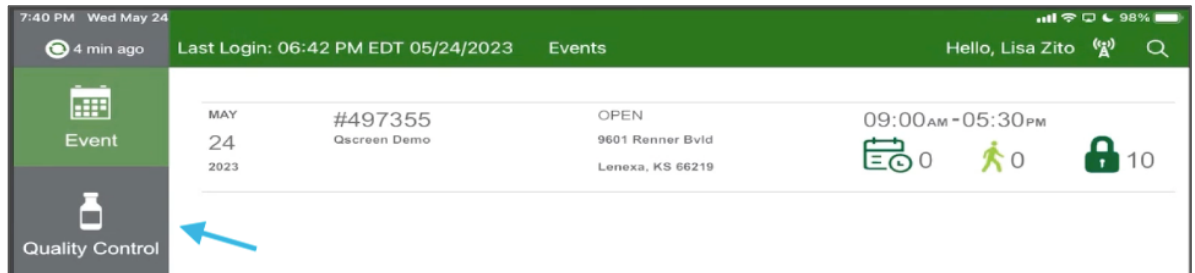
8. Repeat this process and download the event on each iPad.

At your Event

The primary contractor will bring one iPad and charging cord for each contractor to the event. Upon arrival you'll need to complete the Quality Control and Licensure sections on each iPad prior to administering vaccinations.

Quality Control

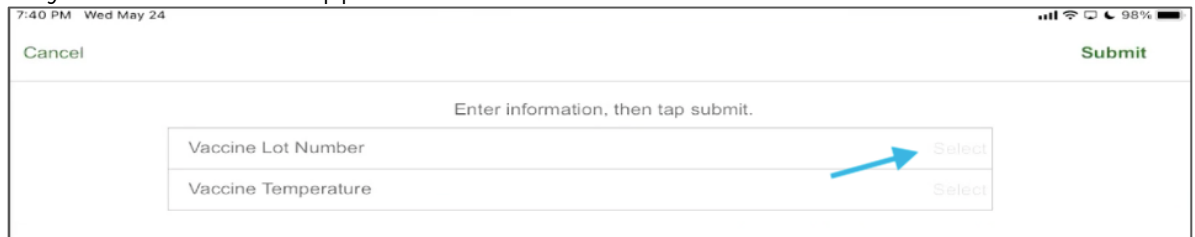
1. After logging into Qscreen, ensure your event is listed and then click on the **Quality Control** tab.



2. Click on the **Perform QC** button.



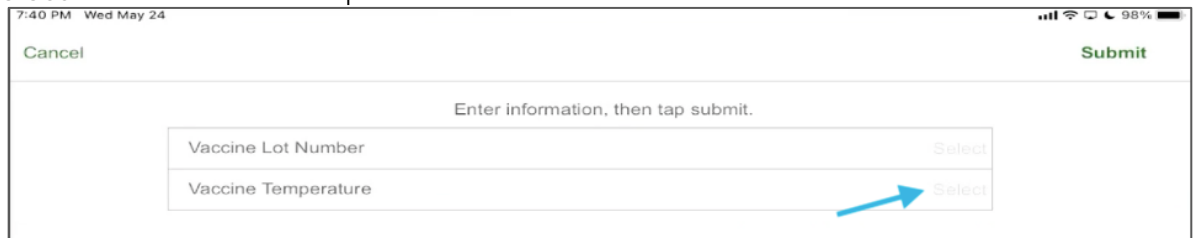
3. The Quality Control fields will appear. Click on **Select** next to the Vaccine Lot Number.



4. Select the correct vaccine lot number from the dropdown menu.



5. Click **Select** next to Vaccine Temperature.



6. Select the correct temperature from the dropdown list.

Cancel Submit

Enter information, then tap submit.

| | |
|--|------------|
| Vaccine Lot Number | P100465584 |
| Manufacturer Expiration Date: 06/29/2023 | |
| Vaccine Temperature | 7C |

- a. NOTE: Temperatures are listed in degrees Celsius. You must enter a temperature between 2°C – 8°C to continue.
- b. If your temperature is out of range, readjust your cold packs in your cooler and read the temperature again.

7. Click **Submit**.

7:41 PM Wed May 24 97%

Cancel Submit

Enter information, then tap submit.

| | |
|--|------------|
| Vaccine Lot Number | P100465584 |
| Manufacturer Expiration Date: 06/29/2023 | |
| Vaccine Temperature | 7C |

8. Upon successful quality control entry you'll receive a Confirmation screen. Click **Tap to Close** to continue.

Quality Control Licensure Appointments

1. Quality Control 2. Licensure 3. Appointments

Congratulations,
you have completed the Quality Control.
Next complete the Licensure portion.

[Tap to Close](#)

9. If you are using multiple vaccine lot numbers at your event, repeat the Quality Control process for each lot number, on each iPad, by clicking the **Perform QC** button and repeating the steps above.

Quality Control Licensure Appointments

Vaccine Lot Number P100465584
Vaccine Temperature 7C

Passed

Perform QC

License Documentation

Each nurse administering vaccinations will need to add their name and license information to their iPad prior to vaccinating participants.

1. After logging into Qscreen, ensure your event is listed and click on the **Licensure** tab.

Licensure

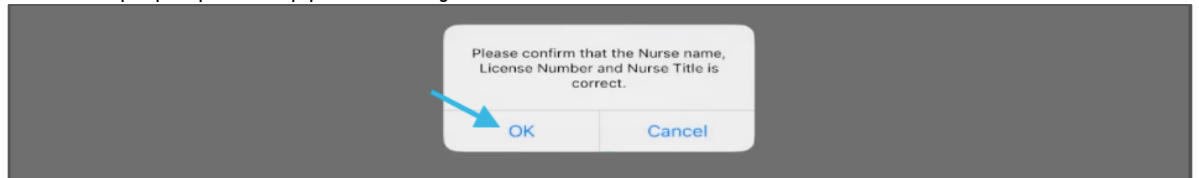
2. Click on the **Add** button.



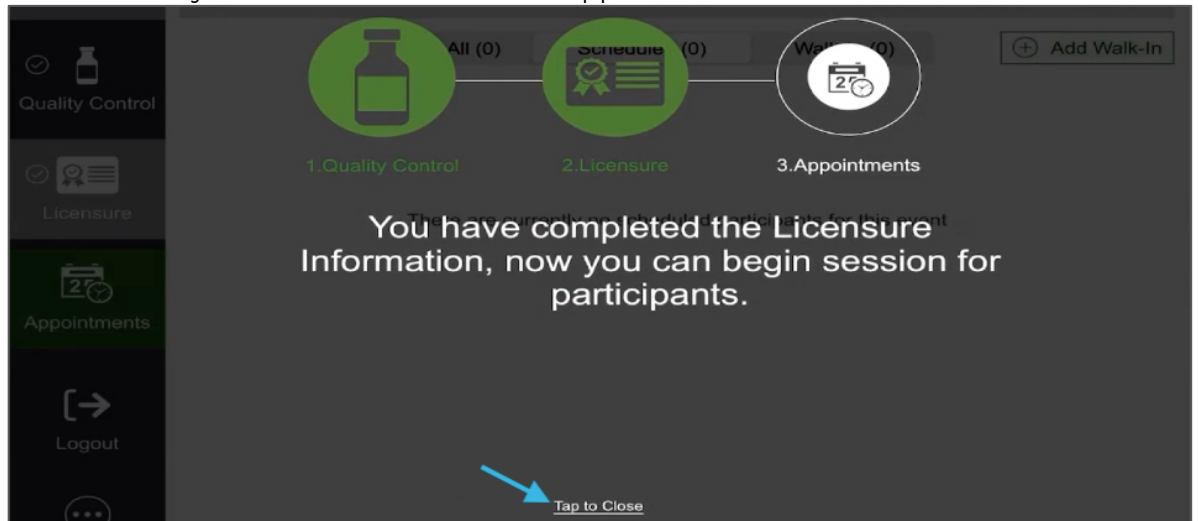
3. Complete the Name, License Number and Title fields.

4. Click **Submit**.

5. A confirmation pop up will appear. Verify the information entered is correct and click **OK**.



6. Upon successful entry a confirmation screen will appear. Click **Tab to Close** to continue.



Finding a Participant

There are three ways to locate a participant within Qscreen.

- Scheduled appointments
- Local lookup
- Advanced search

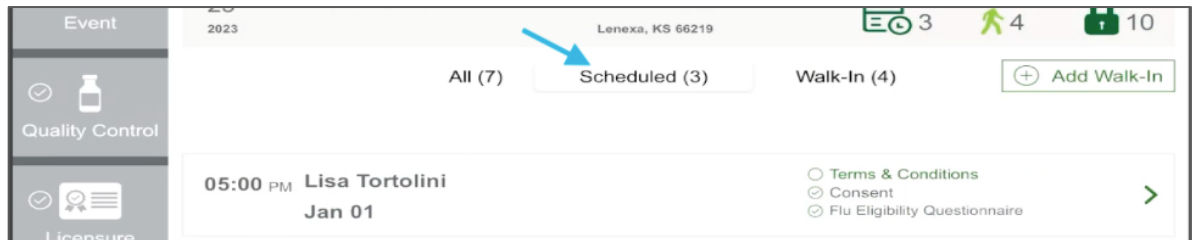
You'll always locate participants by first trying scheduled appointments, then local lookup, and finally advanced search.

If you are unable to find the participant after executing all three searches, you can add them as a walk-in.

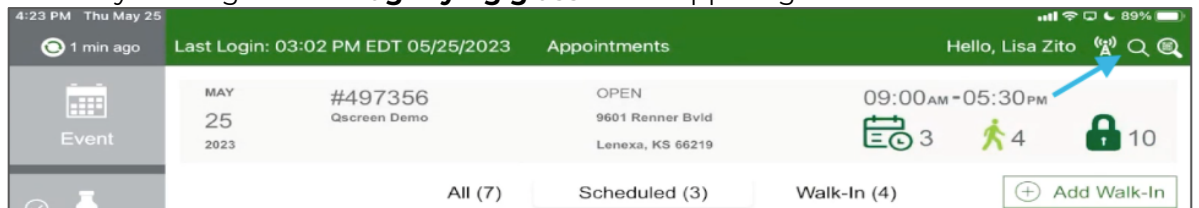
1. After logging into Qscreen and completing the quality check and licensure tabs, click on the **Appointments** tab.



2. Ask the participant for their name and month/day of birth.
3. **Scheduled Appointments** - Click on the **Scheduled** tab to see all scheduled appointments. Appointments are listed in time order.



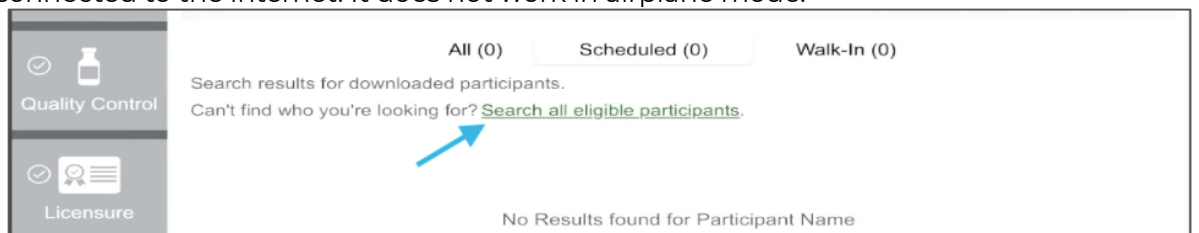
4. **Local Search** - If you don't see the participant in the list of scheduled appointments, execute a local search by clicking on the **magnifying glass** in the upper right corner.



- a. Type the participant's first and last name in the search bar. Local searches look at the scheduled and walk-in lists separately, so be sure to toggle and search through both to complete a local search.



5. **Advanced Search** - If you are unable to find a record with a local search, a "No Results found for the Participant Name" message will display along with an option to search all eligible participants. Click on the **Search all Eligible participants** link. NOTE: This feature only works when connected to the internet. It does not work in airplane mode.



- a. Enter the participant's last name and date of birth in the advanced search fields. You must enter two out of the three fields to execute an advanced search. It is not recommended to enter data into all three. Last name and date of birth work best.

Advanced Search Search Scheduled (0) Walk-In (0)

First Name
Last Name
DOB

Search

b. Click **Search**.

Advanced Search Search

First Name
WARD
06/01/2000

March 29 1997
April 30 1998
May 31 1999
June 1 2000
July 2 2001
August 3 2002
September 4 2003

c. Advanced searches match exactly, so be sure to type full names and use the participant's legal name.

6. **Walk-Ins** – Once you've exhausted all search options and have not located the participant, you can add them as a walk-in.

a. Click on the **Add Walk-In** button.

5:49 PM Thu May 25 2 min ago Last Login: 03:17 PM EDT 05/25/2023 Appointments Hello, Lisa Zito

Event MAY 25 2023 #497356 Qscreen Demo OPEN 9601 Renner Blvd Lenexa, KS 66219 09:00 AM - 05:30 PM 3 6 10

All (9) Scheduled (3) Walk-In (6) Add Walk-In

b. Give the iPad to the participant to complete the form. The UID is usually the participant's employee ID. If the participant is unsure, click the **question mark** next to UID for details.

Enter information, then tap submit.

UID Enter ?
First Name Enter
Last Name Enter

c. Click **Submit**.

5:49 PM Thu May 25 Cancel Register Walk-in Submit

Enter information, then tap submit.

Adding a Vaccination Record

After locating the participant you'll access their profile to add a vaccination record.

1. Once you've located the correct participant (by verifying first name, last name, and month/day of birth), click on their appointment line to continue.

4:23 PM Thu May 25 1 min ago Last Login: 03:02 PM EDT 05/25/2023 Appointments Hello, Lisa Zito

Event MAY 25 2023 #497356 Qscreen Demo OPEN 9601 Renner Blvd Lenexa, KS 66219 09:00 AM - 05:30 PM 3 4 10

All (7) Scheduled (3) Walk-In (4) Add Walk-In

05:00 PM Lisa Tortolini Jan 01

Terms & Conditions
Consent
Flu Eligibility Questionnaire

2. A verification box will display. Turn the iPad to the participant and allow them to enter their full date of birth and click **Submit**.

This screenshot shows a verification screen with a sidebar on the left containing 'Quality Control' and 'Licensure' icons. The main area has a header 'To verify your identity, enter your Birth Date below.' Below this is a 'Birth Date:' label followed by a text input field containing 'MM/DD/YYYY'. A blue arrow points to this field. To the right of the input field is a 'Submit' button, with another blue arrow pointing to it. At the bottom, the time '05:00PM' and the name 'Lisa Tortolini' are displayed.

3. Ask the participant to verify all demographic information listed is correct. If the information is incorrect, edit the information by clicking the **Edit** button before proceeding.

This screenshot shows a demographic information screen. The sidebar on the left is the same. The main area displays the time '05:00PM' and the name 'Lisa Tortolini'. Below the name is the address: '9601 renner blvd', 'Lenexa', 'KS 66219', 'US', and the phone number '(999) 999-9999'. To the right, it says 'Female', '01/01/2000', and 'Employee'. Below this are three radio button options: 'Terms & Conditions' (unselected), 'Consent' (selected), and 'Flu Eligibility Questionnaire' (unselected). An 'Edit' button is in the top right corner, with a blue arrow pointing to it. A 'Begin Session' button is at the bottom right.

4. If all information is correct, click **Begin Session**.

This screenshot is identical to the previous one, but a blue arrow points to the 'Begin Session' button at the bottom right.

5. The participant may need to answer questions and/or sign forms on the iPad prior to vaccination. This will ensure proper consent has been collected and the participant is an eligible candidate to receive the vaccination. Have the participant complete the form(s) and click **Submit**.

This screenshot shows an 'Immunization Questionnaire' screen. The top bar is green with the name 'Kelsie Mondelli' and 'Hello, Lisa Zito'. Below the bar, there are 'Cancel' and 'Submit' buttons. The questionnaire has two questions: 'Are there any changes to your answers for the previously asked questions?' with a 'Select' dropdown, and 'Have you ever had an adverse reaction to a previous dose of Influenza (flu) or Pneumonia vaccine?' with a 'No' button. A blue arrow points to the 'Submit' button.

- a. If the participant is not eligible to be vaccinated a pop-up will appear recommending the participant visit their primary care provider for their shot.

This screenshot shows a grey pop-up box with the text 'Please see your primary care provider to receive a flu shot.' At the bottom are 'OK' and 'Cancel' buttons.

6. Once all forms have been completed, the immunization session screen will display. Select the correct lot number from the dropdown and the arm you'll be administering the shot it.

This screenshot shows an 'Immunization Session' screen. The top bar is green with 'Cancel' and 'Next' buttons. The main area has four rows: 'Vaccine Lot Number' with a dropdown showing 'P100465584', 'Route/Site' with a dropdown showing 'Intramuscular', 'Arm' with a dropdown showing 'Right(RD)', and 'Dose' with a text input showing '0.5'. Blue arrows point to the 'Vaccine Lot Number' and 'Arm' dropdowns.

7. Ask the participant to review the VIS consent information. The participant can scan the QR codes to view the VIS and/or the Privacy Practices Notice.


| | |
|--|---|
| <p>VIS Consent</p> <p>It is important that your primary care physician be notified of all vaccinations you have received. Keep this information for your records and provide a copy to your primary care physician. If your state requires reporting of vaccination to the health department, the vaccination you received today may be reported to your state's health department.</p> <p>A copy of the current Vaccine Information Statement can be found on the Centers for Disease Control website: cdc.gov/vaccines/hcp/vis Quest Diagnostics Notice of Privacy Practices is available at questdiagnostics.com/our-company/privacy</p> <p>I understand that this document provides an explanation of the ways in which my health information may be used or disclosed by Quest Diagnostics and of my rights with respect to my health information. I have been provided with the opportunity to discuss concerns I may have regarding the privacy of my health information. A current copy of the Vaccine Information Statement published by the Centers for Disease Control for the vaccine which I am about to receive was made available to me, and I have had the chance to ask questions. I understand that serious injury or death can result from any vaccination and in consideration of receiving the vaccination, voluntarily assume the risk of and accept full liability for any and all injuries and death which may occur as a result of my vaccination and request that the vaccine be given to me. I hereby release Quest Diagnostics, my insurance carrier, and any other organization(s) associated with these vaccines, their affiliates, directors, officers, employees, successors and assigns from any liability arising from or in any way connected with my receipt of the vaccines. Information provided on this consent form may be submitted to my insurance carrier to seek reimbursement for my immunization.</p> <div>www.cdc.gov/vaccines/hcp/viswww.questdiagnostics.com/our-company/privacy</div> |  |
|--|---|

8. Scroll to the provider name field and select the name of the provider who will be administering the vaccination.

| | |
|------------------------------------|---|
| <p>Provider Name</p> <p>Select</p> |  |
|------------------------------------|---|


9. Click **Next**.

| | | | |
|--------------------|----------------------|------------------|------------------|
| 4:50 PM Thu May 25 | | Valerie Springer | Hello, Lisa Zito |
| Cancel | Immunization Session | | Next |
| | Route/Site | Intramuscular | |



10. Scroll through the information to ensure it is correct. If it is incorrect, click on **Decline** to fix the information.

| | | | |
|--------------------|----------------------|------------------|------------------|
| 4:51 PM Thu May 25 | | Valerie Springer | Hello, Lisa Zito |
| Decline | Immunization Session | | Accept |






11. If all information is correct, scroll to the Participant Signature line and click **Tap to Sign**.

| | |
|-----------------------|----------------|
| Participant Signature | Tap to Sign |
| Provider Name | Lisa Tortolini |
| Provider Signature | Tap to Sign |



12. Have the participant sign using their finger and click **Submit**.

| |
|---|
| <p>By signing below, you are verifying that the information is correct to your knowledge.</p> <div> X</div> <p>Your Name: Valerie Springer Your Date of Birth: 01-01-1999</p> <div><p>Clear Signature</p><p>Cancel</p><p>Submit</p></div> |
|---|



13. Click on **Tap to Sign** next to the Provider Signature.

| | |
|-----------------------|----------------|
| Participant Signature | Tap to Sign |
| Provider Name | Lisa Tortolini |
| Provider Signature | Tap to Sign |

14. Sign your name and click **Submit**.

By signing below, you are verifying that the information is correct to your knowledge.

X 

Your Name: Lisa Tortolini

[Clear Signature](#) [Cancel](#) [Submit](#)

15. Click **Accept**.

4:51 PM Thu May 25 Valerie Springer Hello, Lisa Zito

[Decline](#) Immunization Session [Accept](#)

16. A success screen will appear. Click **Tap to Close** to continue.

Session successfully submitted.

[Tap to Close](#)

Event Reconciliation

At the conclusion of each event, the primary contractor will need to reconcile the event on each iPad to ensure all records were captured.

1. Click on the **Log Out** tab.

[Logout](#) Jan 01

04:54 PM Lisa Zito Jan 01

[Consent](#)
[Flu Eligibility Questionnaire](#)

[Terms & Conditions](#)
[Consent](#)
[Flu Eligibility Questionnaire](#)

2. A log out screen will appear, click on the **Complete Event** button.

Please select which one you would like to do.

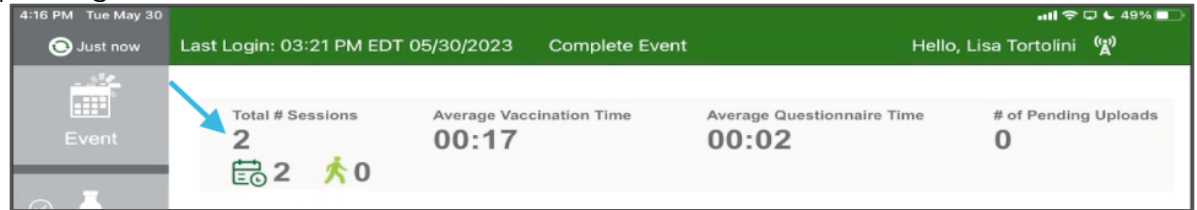
[Logout](#) [Complete Event](#)

01:30 PM Jennifer Ward Jan 01

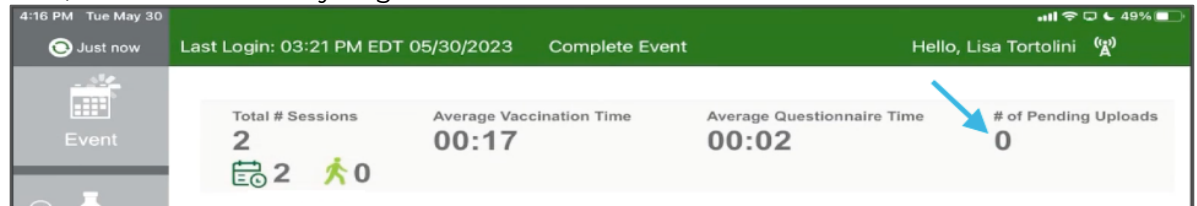
[Terms & Conditions](#)
[Consent](#)
[Flu Eligibility Questionnaire](#)

[Tap to Close](#)

3. Ensure the Total # Sessions matches the number of participants listed on the station participant log.



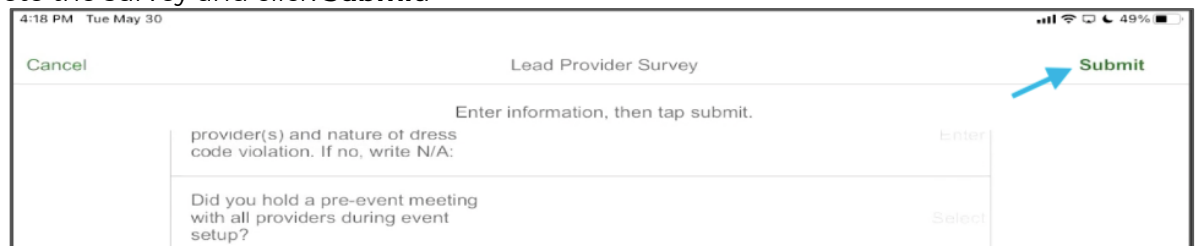
4. Ensure the # of Pending Uploads equals 0. If the # of Pending Uploads does not equal 0 refresh and/or find connectivity to get this number to 0.



5. The Primary Contractor will click **Lead Provider Survey** on one iPad.



6. Complete the survey and click **Submit**.



7. Click on the **Complete Logout** button on each iPad.



Participant Self-Registration

Participants have an opportunity to register for an appointment in advance. Participants can also walk-in to events and register when they arrive. Day of registration is only necessary if the participant did not schedule an appointment in advance.

1. Upon arrival, the client contact will provide the primary contractor with a participant sign-in packet/sheet. The first page of the sign in packet includes a QR code.

Register for today's event. Scan the QR code here to make an appointment.



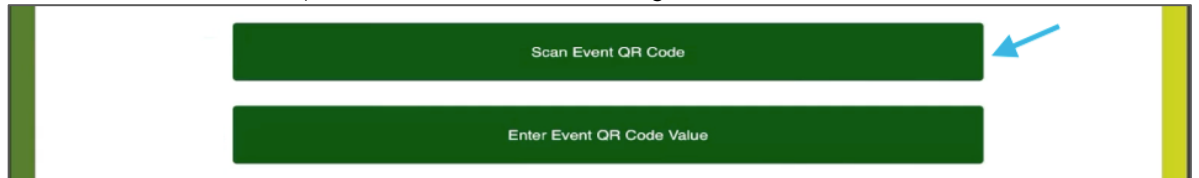
Event Time : 02:30 PM-06:00 PM

- a. Place the QR code sheet on the registration table.

- b. Participants can scan the QR code with their own device to register for the event.
2. If a registration staff has been ordered for your event, the registration iPad can be setup for walk-in participants.
3. **Registration iPad Setup** – From the iPad home screen click on the **Walkin** icon.



- a. Once the screen loads, click on the **Scan Event QR Code** button.



- b. The camera will open. Click **Start** to access the camera view and scan the event QR code from the Participant Sign in packet.



- c. The event details will populate on the screen along with a Confirm and Cancel option. Leave the iPad on this screen. Walk-in participants will click the Confirm button to initiate the registration process.

Refresh & Sync

You can refresh and sync your iPad at any time by clicking on the **Refresh** icon located in the upper left corner of the screen.



Questions

Call Quest Provider Relations at **1.855.706.6495**, option 3 for assistance on the following:

- Login issues
- Connectivity issues
- Qscreen questions
- Requests to move to paper consents due to Qscreen inaccessibility

Qscreen will work in offline mode. If you experience connectivity issues call Quest Provider Relations for trouble shooting guidance and step by step instructions to work in offline mode.