

Qscreen Flu Reminders

Below is a high overview of important reminders using the iPad/Qscreen Application during flu season

- **Receiving the iPad**
 - Ensure iPad is charged 100% prior to your event
 - Bring charging cords as a backup for battery life
- **Download your event 24-48 hours prior to the event**
 - Events should never be downloaded on site just in case there are connectivity issues
 - Use the QR code located on your worksheet
 - If the iPad camera is not capturing the event you may type in the event 16-digit event code located under the QR code on the worksheet
- **Onsite pre-event responsibilities**
 - Log into the iPad using the Passcode
 - Log into the Qscreen application using your username and Password
 - Ensure the correct event is displayed on the iPad screen such as
 - Client name
 - Correct event date
 - Correct address
 - Event times
 - Tap on Quality Control
 - In the first line item, tap on select and select the vaccine lot # you will be using onsite
 - Tap on select in the vaccine temperature line item and select the temperature your thermometer/hygrometer is displaying

Note: Temperatures will only need to be entered in the Qscreen 1 time and at the beginning of the event. Temperature log sheets from Total Wellness are separate.
- **Vaccinating participants**

- Participants may not be vaccinated until all information and signatures have been captured using the Qscreen Application
- **Connectivity issues**
 - iPads and the Qscreen application work with or without connectivity
 - Scheduled appointments will be populated in the lists of appointments with or without connectivity
 - Advance search, searching a participant in the clients eligibility file will **ONLY** work with connectivity
 - When there is connectivity issues or you have been told to put the iPad in “Airplane Mode” by Provider Relations
 - You will **NOT** be able to do an advance search to download participants’ information
 - You **WILL** be able to add a walk-in if you have been told to put the iPad in “Airplane Mode” by tapping “+Walk-in” 
 - Participants will be able to enter all their required information while in airplane mode

Note: Only use the “Walk-in” option after you have exhausted all steps to search the participant or have no connectivity

- **Event Modality**
 - Events are set up to be executed using the Qscreen Application within the iPad.
 - Providers may NOT switch between paper consents and the Qscreen application
 - Paper consents forms are NOT permitted to be copied or used without getting prior approval from Provider Relations
- **Helpful tips with connectivity issues**
 - iPad is running slow
 - Log out and completely close out the Qscreen application then re-log in using your username and password
 - Check that Wi-Fi is turned off and Cellular Data is turned on and illuminated green in the settings tab
 - Tap on the “Sync” tab to ensure there are no “Pending” data in the iPad
 - It will reflect “Just Now” once it syncs
 - Completely power the iPad down and restart the iPad

Provider Relations is your “Go To” and can help troubleshoot or walk you through the next steps to continue your event.

Provider Relations can be reached at 855-706-6495