

Qscreen flu post event reconciliation

Quest Clinic ID: <i>Ex. (E0123456)</i>	Client name:	Event date:
Event city:	Event state:	Team lead:

Reconciliation process:

- 1) To complete this form, each provider must bring their iPad and Station Participant Log to the Team Lead to reconcile.
- 2) In the Qscreen app, tap on **Log Out**, then tap **Complete Event**, make sure there are **0** pending uploads.
 - a) If there are pending uploads, tap the sync icon in the left corner.
- 3) Document total participants vaccinated from the Qscreen app, and the total number of participants vaccinated from the Station Participant Log; **these numbers should match!**
- 4) Complete this process for each provider and iPad used.
- 5) Total all participants vaccinated from the Station Participant Logs and iPads.
 - a) If these numbers do not match, please contact **Provider Relations 1.866.706.6495** immediately.
- 6) **IMPORTANT:** Complete the **Team Lead Survey** on one iPad

Total participants vaccinated:	iPad total vaccinated:
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iPad #1	iPad #2
Provider name: _____	Provider name: _____
iPad SN: _____	iPad SN: _____
Total participants vaccinated: _____	Total participants vaccinated: _____
iPad #3	iPad #4
Provider name: _____	Provider name: _____
iPad SN: _____	iPad SN: _____
Total participants vaccinated: _____	Total participants vaccinated: _____
iPad #5	iPad #6
Provider name: _____	Provider name: _____
iPad SN: _____	iPad SN: _____
Total participants vaccinated: _____	Total participants vaccinated: _____