

Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**

Administer Vaccines to Non-Patients

Last Modified on 12/22/2020 9:20 am EST

Path: Clinical, Practice Management, or Billing tab > Patient Chart button

Overview

This information is used by a practice that has a need to administer vaccines to individuals that are not patients of the practice.

1. Navigate to the Patient Chart using the path above.
2. In the patient search field, enter the patient's name (last name, first name).
3. Press **Enter** on the keyboard or click the **Search** button . Matching results are displayed.
 - If the patient is found, a chart has already been established.
 - If no match, click the **New Patient** button and proceed with registering.



Note: If there is an existing child account you may select the **Copy From** button.

4. Complete the information on the Demographics window.
5. Click the drop-down in the Status field and select **Visitor**.
6. Click the **Save** button.
7. Navigate to **Insurance** and add the Insurance information.



Note: If there is an existing child account you may select the **Copy From** button. Insurance information is only required when the practice will bill for the vaccine.