



Integrated Health
& Safety Software



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Setting up the Condition Monitoring in ClinicSister for vaccination monitoring January 2022

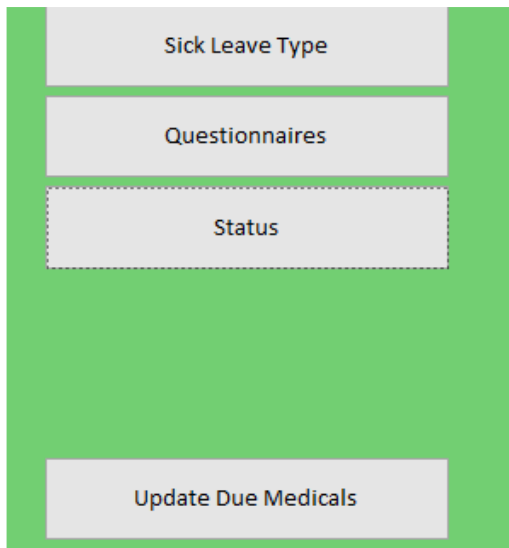


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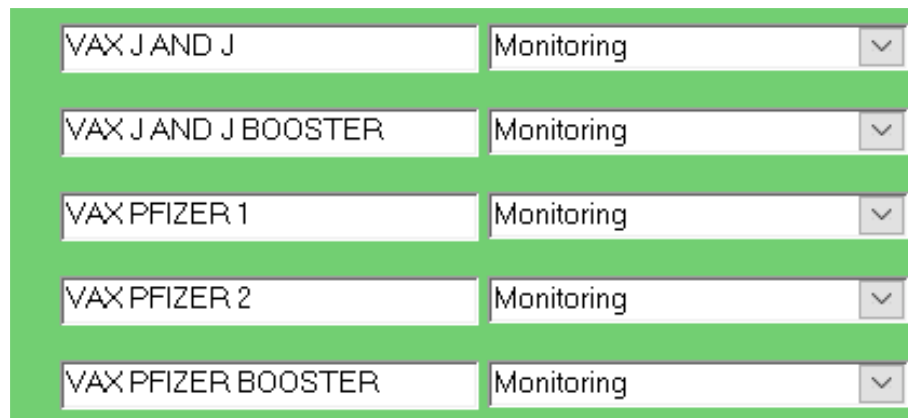


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1. Go to the ClinicSister Main Menu and Click on the button “Masterfile Details”.

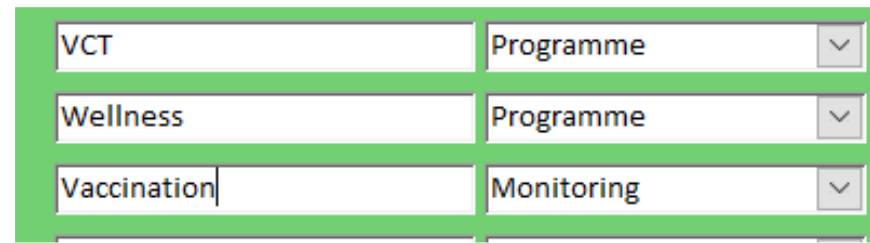
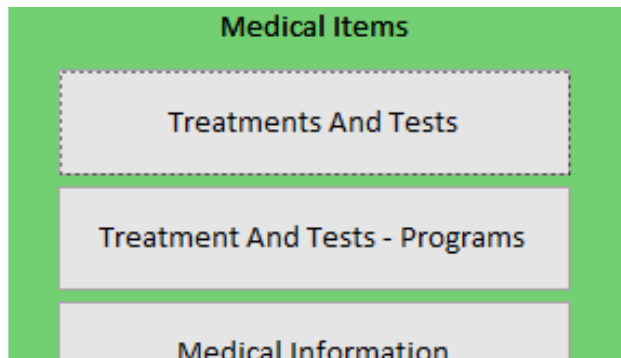


2. Click on the button “Status” and add the different vaccine options. (You can name them any way you wish but short names are better in Excel). Use the category “Monitoring”.



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3. Now click on the button “Treatments and Tests” and add “Vaccination” and the Category “Monitoring”



4. Next, you add the program by clicking on the button “Treatments and Tests – Programs”. There is only one step in the program so you add that as you did in 3, “Vaccination” and the Category “Monitoring”

Now you're ready to record each employee's vaccinations...



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5. Select the employee, click on the "Condition Monitoring" tab and add the vaccination being recorded. Adding the date they're due for their next vaccine gives you the ability to follow up with them...

Consultation	Sick Notes	Medical Programs	Work History	Condition Monitoring			
Condition Monitoring							
Monitoring Program	Program Step	Date Logged	Date Tested	Completed/Clear	Status	Follow up Date	
Vaccination - Monitoring	Monitoring	2021/08/24		2021/08/12	VAX PFIZER 1	2021/12/12	

6. If you wish, you can also load a scanned copy of their certificate into there document folder. This is not available on the entry level version of ClinicSister. (Arrange a session with our trainers for the setup and training on this process as it differs depending upon the scanning approach you take).



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7. Reporting is easy. From the Main Menu, click on “Business Intelligence”, set the period you wish to report on and click on the “Monitoring” button.



8. Most of the reporting you will do will come from the Monitoring FlexiTool, our Excel output and, again please set up a training session with one of our trainers for this process. It is easy but there is an immense amount you can do with it and I’m sure you will have many questions. Examples of the reporting you’ll be able to generate are in the second link.

Happy, stress-free tracking!