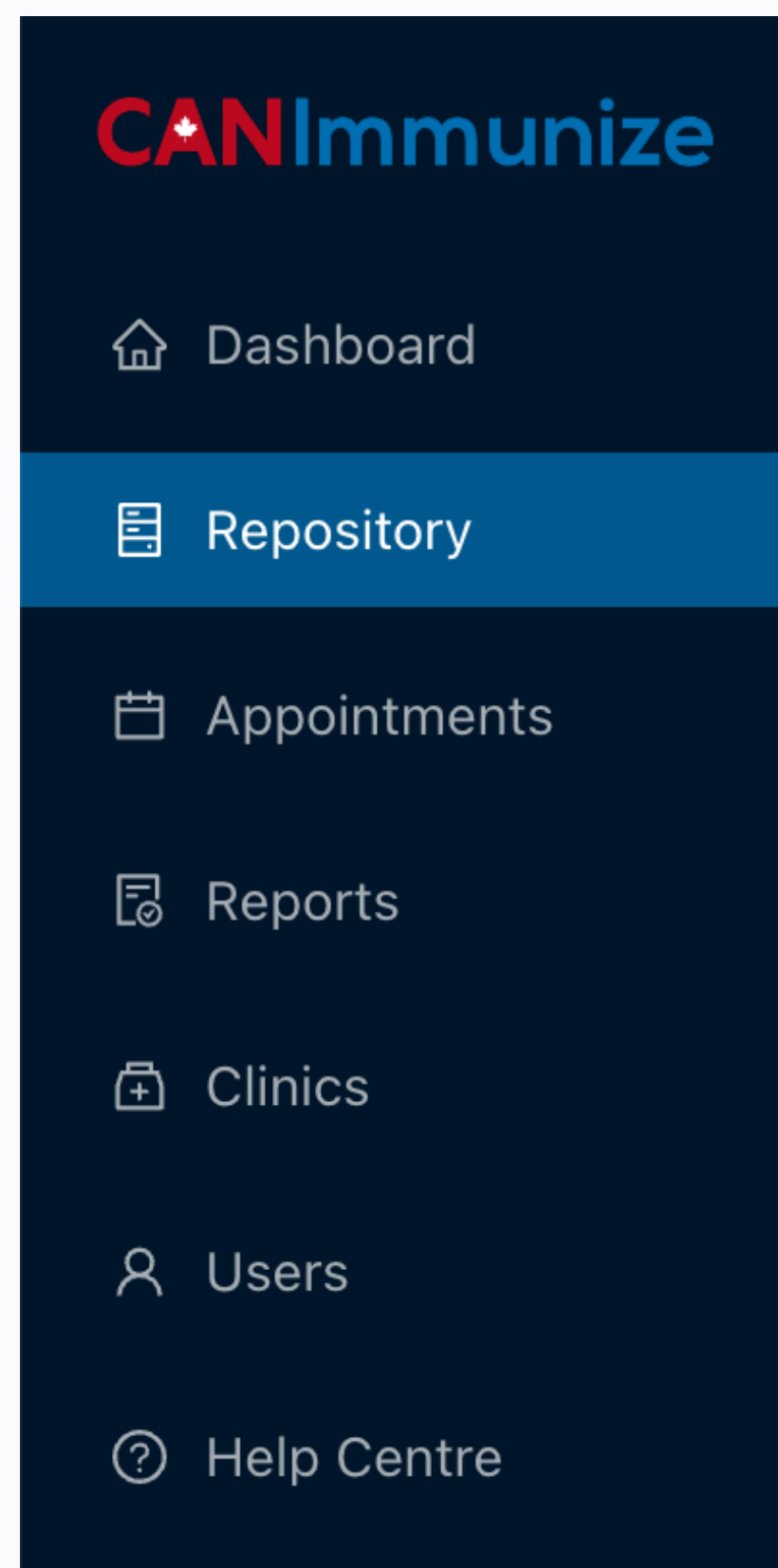


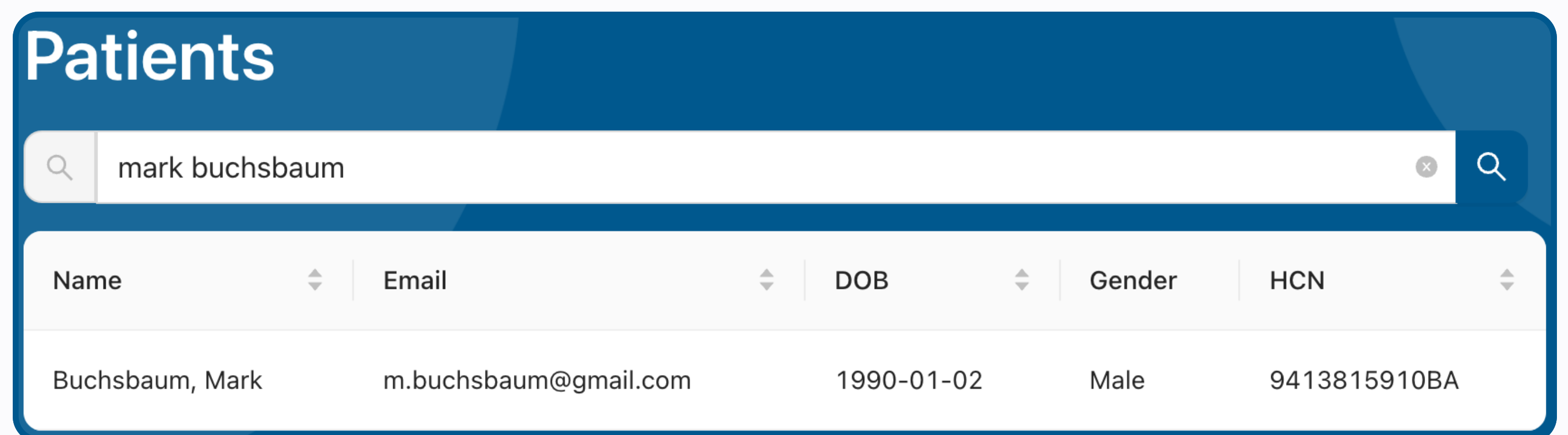
Manually Adding a Vaccination in the Admin Console

This tip-sheet will provide steps on how to add a vaccination to a patient's profile through the ClinicFlow Admin Console and how to add a lot number that has not been pre-populated.

Repository

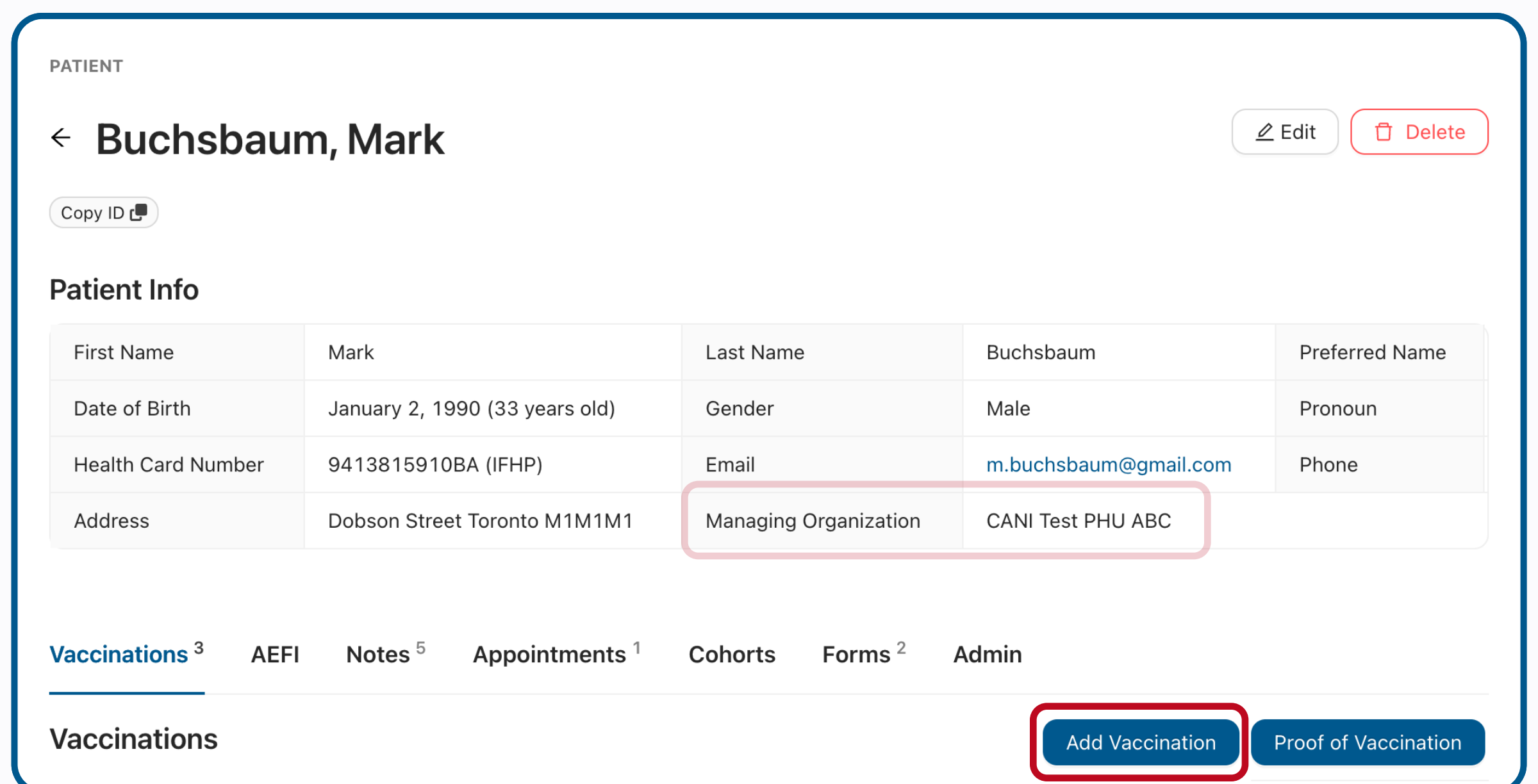


1. Login to [the ClinicFlow Admin Console](https://kcf.flow.canimmunize.ca) (kcf.flow.canimmunize.ca) and click into the Repository on the left side of the browser.
2. Search for a patient by entering their first and last name, or by their Health Card Number (HCN).
3. Click on the patient to open their profile.



Patient Profile

4. Click on the **Add Vaccination** button to open the Add Vaccination form.
Note: This feature is only available to the users with the Clinic Owner Plus role. You can only add a vaccination to the patients within your managing organization.



Add Vaccination Form

5. Fill in all the required fields to add a vaccination to the patient's profile.
If the lot number is missing from the dropdown menu, you can enter it manually.