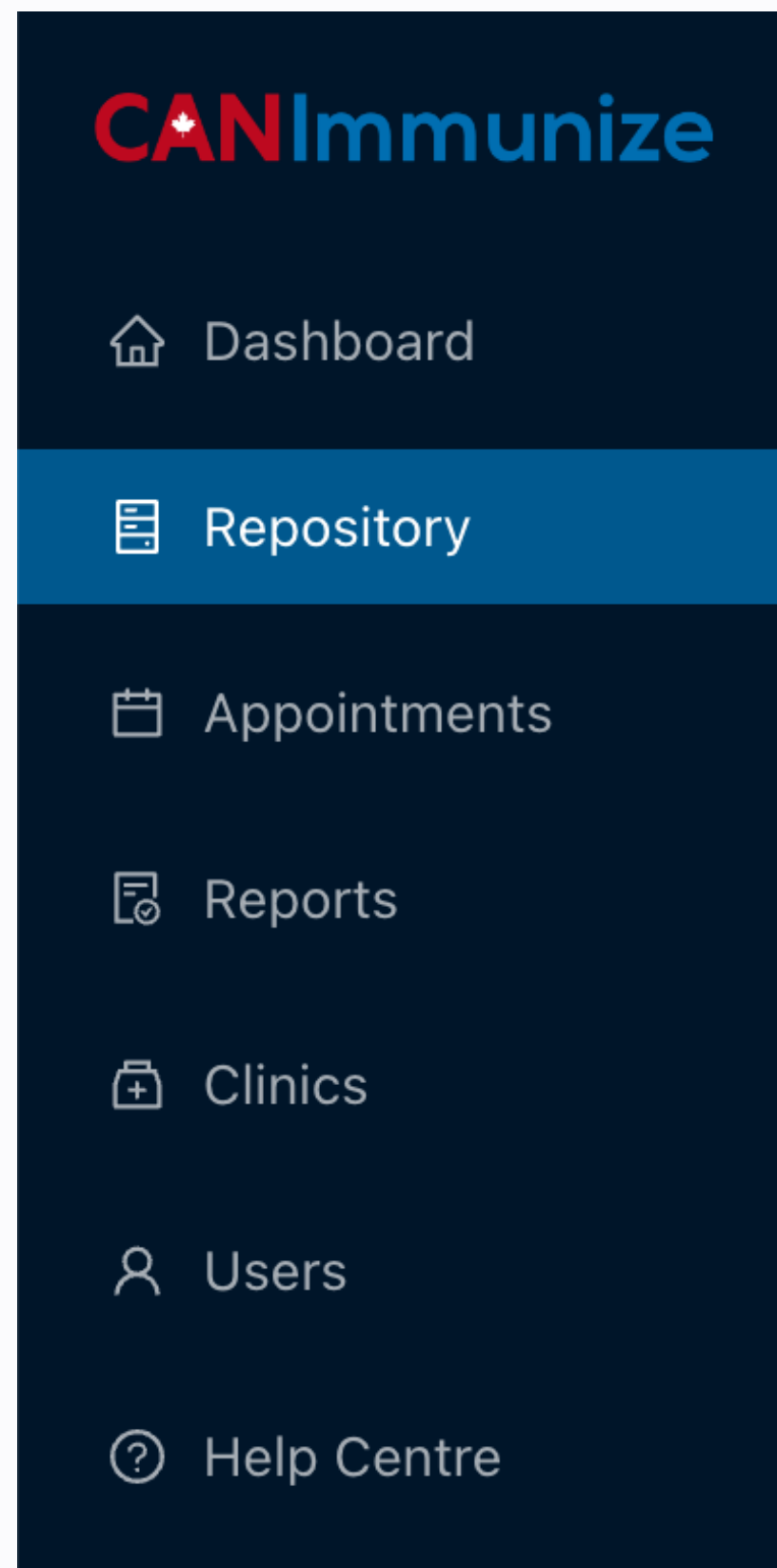


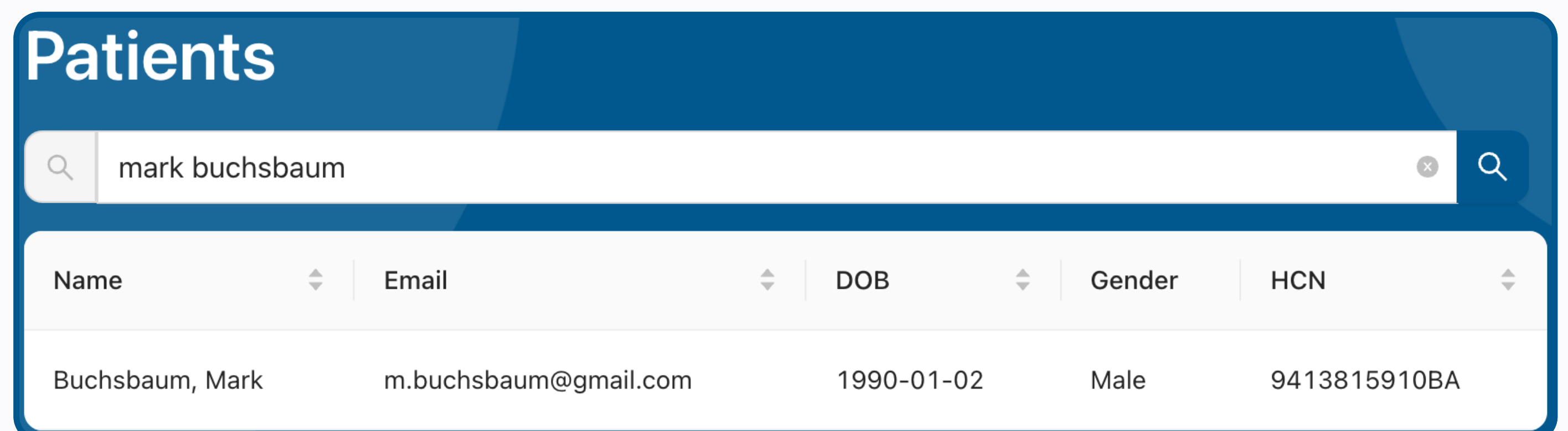
Editing a Vaccination in the Admin Console

This tip-sheet will provide details on how to edit a vaccination already completed on a patient's profile through the ClinicFlow Admin Console and how to edit a lot number.

Repository

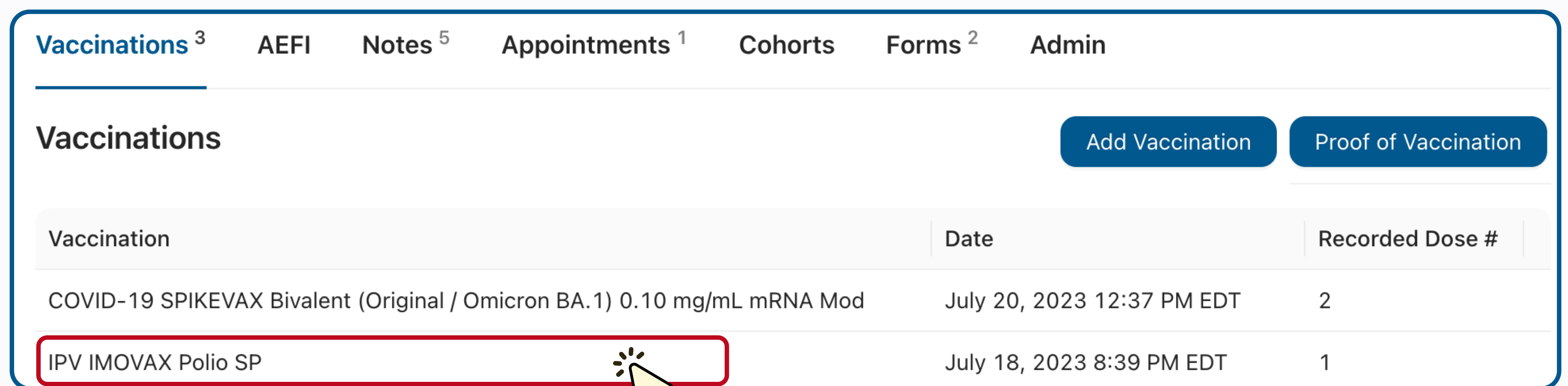


1. Login to the [ClinicFlow Admin Console](https://kcf.flow.canimmunize.ca) (kcf.flow.canimmunize.ca) and click into the Repository on the left side of the browser.
2. Search for a patient by entering their first and last name, or by their Health Card Number (HCN).
3. Click on the patient to open their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



Patient Profile

4. The Vaccination tab displays all recorded vaccinations on the patient profile. Click on the vaccination that you want to edit to open the form.



Edit Vaccination Form

5. Make the necessary changes in the form.

If the lot number is missing from the dropdown menu, you can enter it manually.

