

Scan a Ticket

Overview

The Illinois Department of Public Health (IDPH) is pleased to offer COVID-19 vaccinations for its population. Appointments are scheduled on the Internet at: <https://covidvaccination.dph.illinois.gov>. After an appointment is successfully scheduled, a ticket is generated that contains a QR Code. From within EMTrack, scan the QR Code or search the order number to bring up the patient's information.

Important: Ask the patient to keep their ticket with them throughout the appointment.

To scan a ticket

1. In your EMTrack App, locate and click the form you use to check in patients or administer the vaccine. The form opens.
2. Near the top, click the barcode icon. The barcode scanner opens.
3. Use your phone to capture an image of the barcode. The scanner closes and the form reopens, and their information is retrieved from the ticket.
4. Review the information and confirm it is correct.
5. Take one of these actions.
 - a. If checking a patient in, click **Upload**.
 - b. If administering the vaccine, click **Medications Administered**. The page opens.
 - i. Review the information and, if appropriate, click **Add**.
 - ii. Enter the vaccination details.