

Generate Receipt

Print proof of immunization receipt and generate and email URL for proof of vaccination receipt.

Profiles

Site staff, Vaccinator, PCP Vaccinator, Clinic Coordinator, Site Super User

Core Tasks

Below are the core tasks you will perform daily. **Click the relevant link:**

#	Section	Description
1.	Proof of Vaccination Receipt	<ul style="list-style-type: none">Option 1 – email a copy of immunization receiptOption 2 – print a PDF of the immunization receipt
2.	Generating Email Dose Receipt After Dose Administration	If the client would like to receive their receipt via email, and has provided consent for email communication, users can re-generate and email the URL link to access the vaccine certificate via the COVID-19 patient portal.

Additional Information

- Refer to the **00 – Introduction to COVaxON and User Setup** job aid to learn more about your system access.
- Refer to the **04 – New Immunization Record – Administered** job aid to learn more about recording an immunization record
- Refer to the **05 – New Immunization Record – Historical** job aid to learn more about recording an immunization record

Disclaimer

Data Privacy: Users with access to COVaxON can see the demographic details and HCNs of other clients in the system when searching for a particular person. The information is presented this way when searching for a particular person. The information is presented this way to help ensure that users access the correct client record and to reduce the risk of either not locating a client's record or improperly creating duplicate client records. **As required by PHIPA and under the terms of the Acceptable Use Policy, system users are only permitted to access the information of individuals to whom they are providing care or for other purposes that are specifically authorized.** COVaxON records detailed audit transaction logs that inform the MOH of which client records were accessed by each user, and what actions they took in the system. Any concerns that are identified about improper access to the system will be investigated and appropriate actions taken.

COVID Public Health: All COVID public health measures must be followed in alignment with the tasks outlined in this job aid.

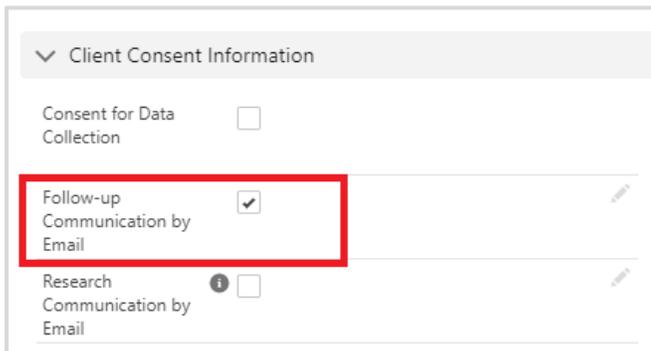
1. Proof of Vaccination Receipt

Description: After the client has completed the 15-minute waiting period, the proof of vaccination receipt can either be emailed to the client or printed as a PDF on-site.

Option 1 – Email copy of immunization receipt

If the client provides their email address and consents to receive an email copy of their vaccination receipt, the email will include a URL link which leads the client to their vaccination receipt on the COVID-19 patient portal. Please note that this URL link replaced the previous PDF attachment on the vaccination receipt.

- From the client record, check that the client's **Email Address** is accurately populated, and the **Follow-up Communication by Email** checkbox is checked.



Client Consent Information

Consent for Data Collection

Follow-up Communication by Email

Research Communication by Email

- Select the relevant dose information hyperlink under the **Client Immunizations** tab.
- From the dose administration record, click **Generate Receipt**.



Client Immunization
DA-21158258

Client	Record Type	Days Since Immunization	Status
Bob Ross TEST Client	Administered	0	Administered

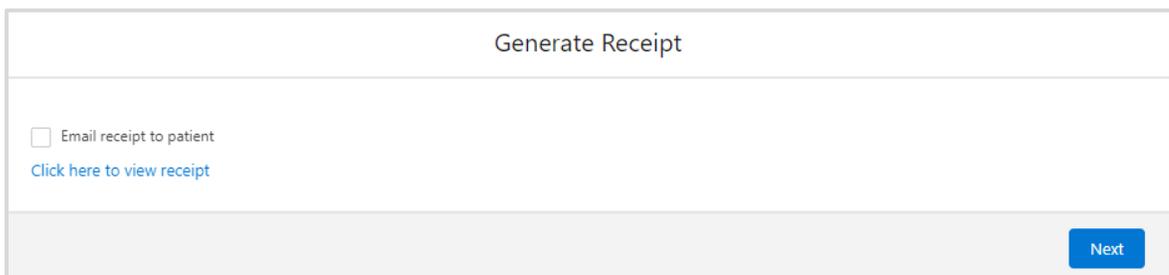
Vaccine Product Information

Product: MODERNA COVID-19 mRNA-1273
Product Lot: MODERNA COVID-19 mRNA-1273 - Lot_UZ_MOD_01_2021/12/18
Agent: COVID-19 mRNA

Diluent Product:
Diluent Product Lot:

Generate Receipt

- From the new window that opened, check the **Email receipt to patient** checkbox.



Generate Receipt

Email receipt to patient

[Click here to view receipt](#)

Next

- Click the hyperlink to view the receipt, or click **Next**, and then **Finish**.
- The receipt can also be viewed from the *Files* section under the **Related** tab on the client record.

7. After a receipt has been generated, the client will receive an email with a URL link. The URL link will display as follows:

Dear CPPTestSix DoNotChangeSix,

Thank you for doing your part in stopping the spread of COVID-19 and keeping Ontarians Healthy.

[Click here](#) to download or print your COVID-19 vaccination receipt. Please note, this link will expire on **2021-09-13:00:00**

As of September 22, 2021, you will need to provide proof of vaccination to access certain businesses and settings. Please download your vaccine receipt as proof of your vaccine status until an enhanced vaccine certificate with a QR code is available.

How to access your vaccination receipt after the link has expired:

1. If you have a green photo health (OHIP) card, you can log in and get your receipt through the [provincial portal](#) or by calling the Provincial Vaccine Booking Line at 1-833-943-3900.
2. If you have red and white health card or do not have an Ontario health card at all, please call the Provincial Vaccine Booking Line at 1-833-943-3900.

For information on what to expect in the days after vaccination, please refer to the [After Your COVID-19 Vaccine Fact Sheet](#).

Bonjour CPPTestSix DoNotChangeSix,

Merci d'avoir contribué à freiner la propagation de la COVID-19 et à protéger la santé de la population ontarienne.

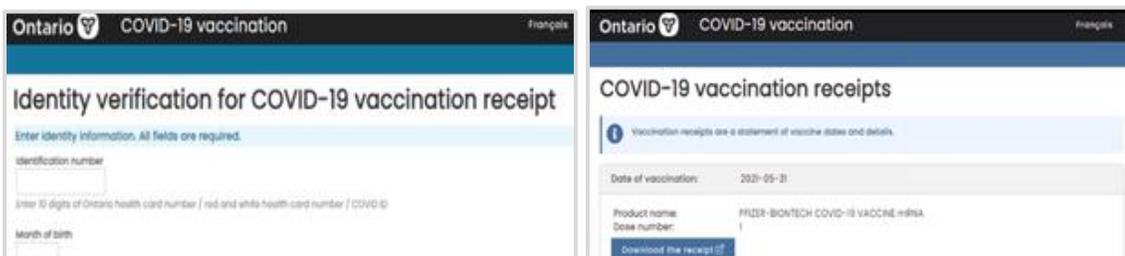
[Cliquez ici](#) pour télécharger ou imprimer votre récépissé de vaccination contre la COVID-19. Veuillez noter que ce lien expirera le **2021-09-13:00:00**

À partir du 22 septembre 2021, vous devrez fournir une preuve de vaccination pour accéder à certaines entreprises et à certains établissements. Veuillez télécharger votre récépissé de vaccination comme preuve de votre statut vaccinal jusqu'à ce qu'un certificat de vaccination amélioré avec un code QR soit disponible.

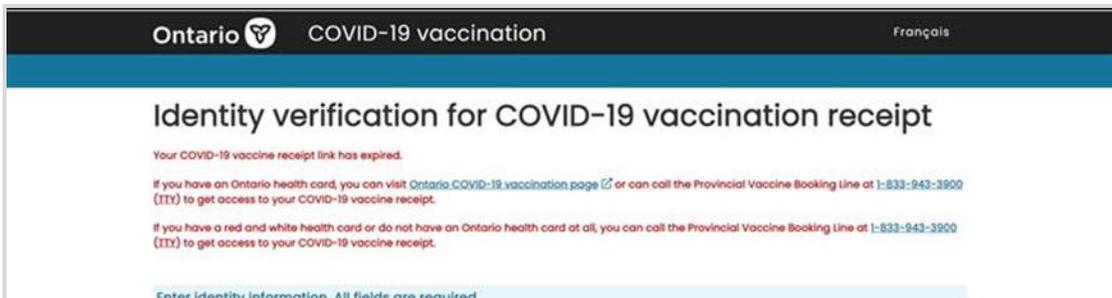
Comment accéder à votre récépissé de vaccination après l'expiration du lien:

1. Si vous avez une carte Santé verte avec photo (Assurance-santé de l'Ontario), vous pouvez vous connecter et obtenir votre récépissé par l'intermédiaire du [Portail provincial](#) ou en appelant la Ligne provinciale de prise de rendez-vous pour la vaccination au 1-833-943-3900.
2. Si vous avez une carte Santé rouge et blanc ou si vous n'avez pas du tout de carte Santé de l'Ontario, veuillez appeler la Ligne provinciale de prise de rendez-vous pour la vaccination au 1-833-943-3900.

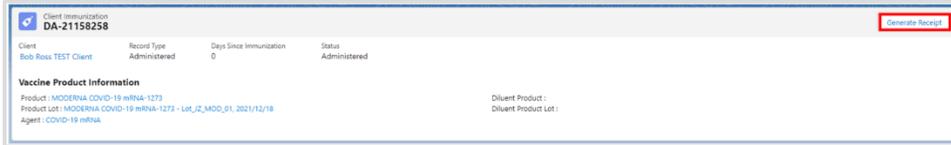
When a client clicks on their unique URL link, they are directed to the COVID-19 patient portal. From the portal they are required to enter their health card number (HCN) or their COVID ID (assigned by a PHU), as well as their month of birth. Once successfully logged in, the vaccination receipt will be available for download.



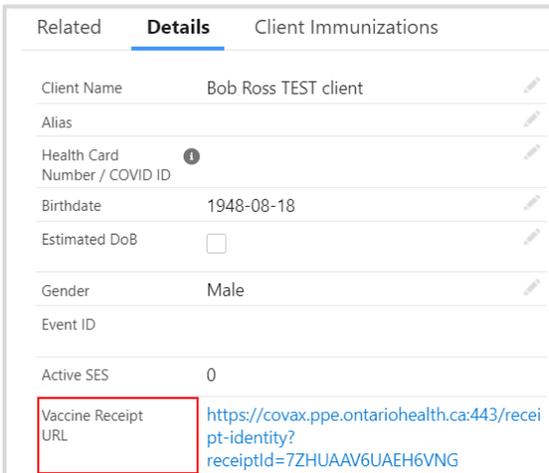
The URL will expire in five (5) days from the time the client received their vaccine receipt email. Once the URL has expired, the following is displayed:



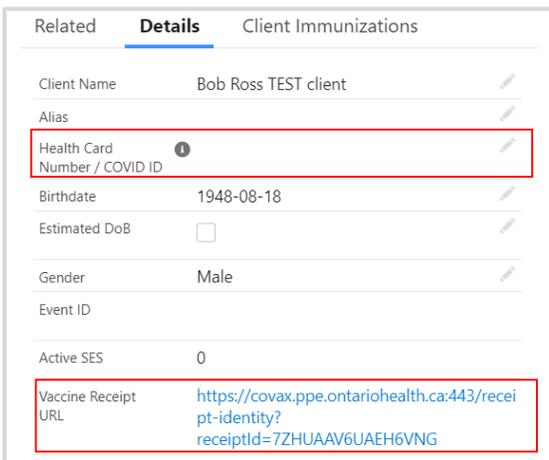
- Clients with a green photo health (OHIP) card can log in and get their receipt through the COVID-19 patient portal or by called the provincial vaccine booking line.
- Each time the user clicks the **Generate Receipt** button from the client dose administration record, a new URL link is created and will replace the current link displayed on the client record. This new link will also be emailed to the client, which will direct them to the COVID-19 patient portal. The URL link will be valid for five (5) days.



- A new **Vaccine Receipt URL** field has been added to the client’s record to display the generated unique URL link to view the client’s vaccination receipt.



- For clients without an HCN or COVID ID that has opted to receive an email copy of their vaccination receipt, the email will include a unique URL link from which the users can retrieve their vaccination receipt on the COVID-19 patient portal.

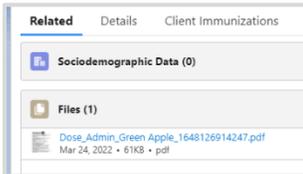


- Clients will require the date of one of their COVID-19 vaccinations recorded in COVaxON and the full date of birth to access their vaccination certificate.

Option 2 – Print a PDF of the immunization receipt

If the client provides their email address and consents to receive an email copy of their vaccination receipt, the email will include a URL link which leads the client to their vaccination receipt on the COVID-19 patient portal. Please note that this URL link replaced the previous PDF attachment on the vaccination receipt.

1. On the **Related** tab of the client record, click on the PDF hyperlink under the *Files* section. If the client has had multiple doses administered, ensure you are selecting the correct receipt.



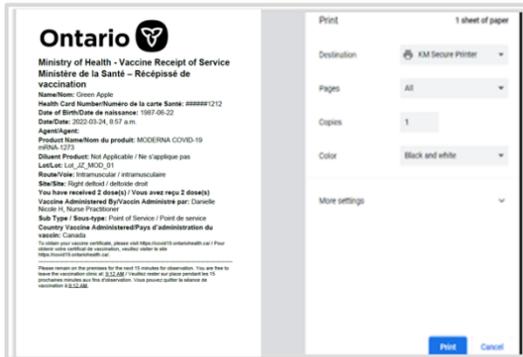
2. When the receipt is displayed, click **Download**.



3. The receipt will open in a separate tab.



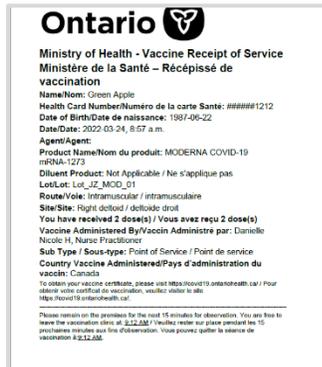
4. Click the **printer icon** on the top right of the receipt and select the on-site printer from the dropdown, then click **Print**.



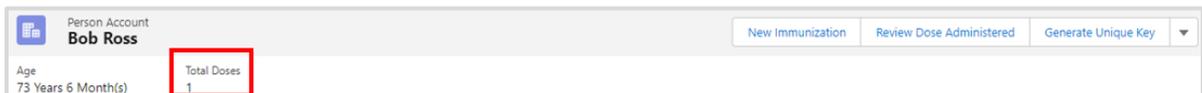
5. Provide the client with the receipt and relevant discharge information.

Further Context

- The vaccination receipt includes a printed URL that the client can use to access an electronic version of their receipt. The URL is listed as follows:
 - English version** – to obtain your vaccine certificate, please visit <https://covid19.ontariohealth.ca/>
 - French version** – Pour obtenir certificate de vaccination, veuillez visiter le site <https://covid19.ontariohealth.ca/>



- If the details of the dose administration record require editing, the user can do this from the dose administration record, which can be accessed from the client record. The user may also email the updated immunization receipt to the client. Please refer to the **Review Dose Administered** functionality in the 04 – New Immunization Record – Administered job aid for details regarding editing a dose administration record and generating an updated receipt.
- After a dose has been administered, the **Total Doses** should reflect the new dose the client just received. Once confirmed, the client can exit the location.

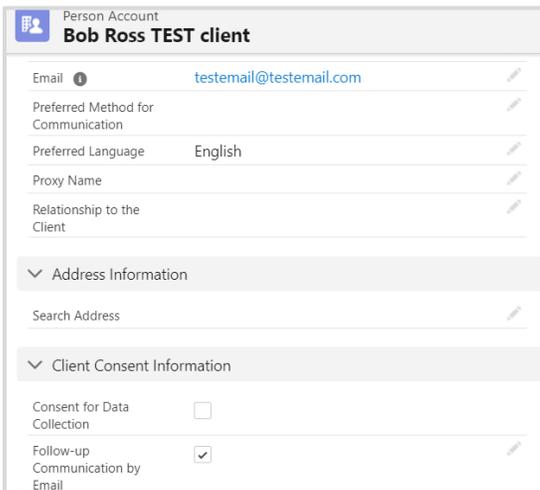


- If a client has received any extra doses, the number of valid dose(s) will be updated on the client’s dose administration receipt.

2. Generating Email Dose Receipt After Dose Administration

Description: If the client did not provide their consent to receiving communication and/or has not provided their email address, they will not receive an email copy of their receipt. If the client changes their mind and would like to receive a receipt, and provides consent for email communication, users can re-generate an email for the dose administration receipt.

- From the client record, check that the client’s **Email Address** is accurately populated, and the **Follow-up Communication by Email** checkbox is checked.



Person Account
Bob Ross TEST client

Email  

Preferred Method for Communication 

Preferred Language 

Proxy Name 

Relationship to the Client 

Address Information

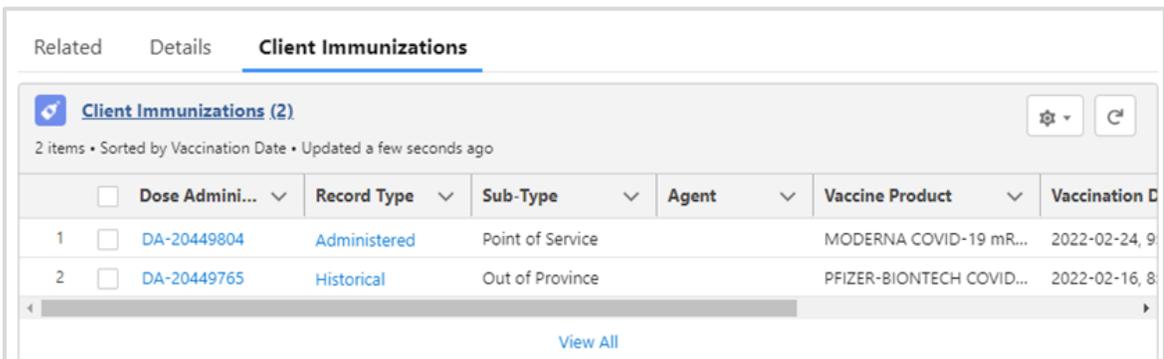
Search Address 

Client Consent Information

Consent for Data Collection

Follow-up Communication by Email 

- Select the relevant **dose admin hyperlink** under the **Client Immunizations** tab.



Related Details **Client Immunizations**

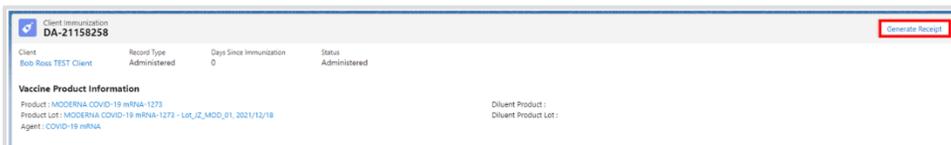
 **Client Immunizations (2)**  

2 items • Sorted by Vaccination Date • Updated a few seconds ago

<input type="checkbox"/>	Dose Admini...	Record Type	Sub-Type	Agent	Vaccine Product	Vaccination D
1	DA-20449804	Administered	Point of Service		MODERNA COVID-19 mR...	2022-02-24, 9
2	DA-20449765	Historical	Out of Province		PFIZER-BIONTECH COVID...	2022-02-16, 8

[View All](#)

- From the dose administration record, click **Generate Receipt**.



Client Immunization
DA-21158258 [Generate Receipt](#)

Client: Bob Ross TEST Client Record Type: Administered Days Since Immunization: 0 Status: Administered

Vaccine Product Information

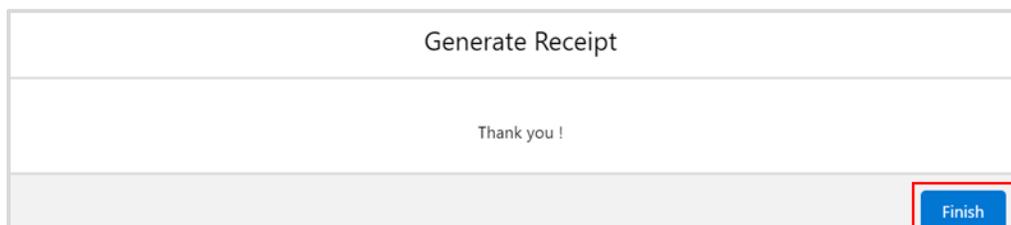
Product: MODERNA COVID-19 mRNA-1273 Diluent Product:
 Product Lot: MODERNA COVID-19 mRNA-1273 - Lot_UZ_MODAL_2021/12/18 Diluent Product Lot:
 Agent: COVID-19 mRNA

4. Check the **Email receipt to client** checkbox.



The screenshot shows a web form titled "Generate Receipt". Inside the form, there is a checkbox labeled "Email receipt to patient" which is checked. Below the checkbox is a blue link that says "Click here to view receipt". At the bottom right of the form, there is a blue button labeled "Next" which is highlighted with a red rectangular box.

5. Click **Next**.
6. Click **Finish**. The system will send the email to the client.



The screenshot shows the same "Generate Receipt" form, but now it displays a "Thank you !" message in the center. At the bottom right, the blue "Finish" button is highlighted with a red rectangular box.

7. On the client record, the **Vaccine Receipt URL** field displays the unique URL link generated to view the client's vaccination receipt. This link will also be emailed to the client, which will direct them to the COVID-19 patient portal.

At end of shift, log out of COVaxON and clear the browser cache. Refer to the **00 – Introduction to COVaxON and User Setup** job aid for detailed steps. Sanitize shared devices in accordance with location protocols.