



New User Guide-Person Registration

Vaccine Registration Application

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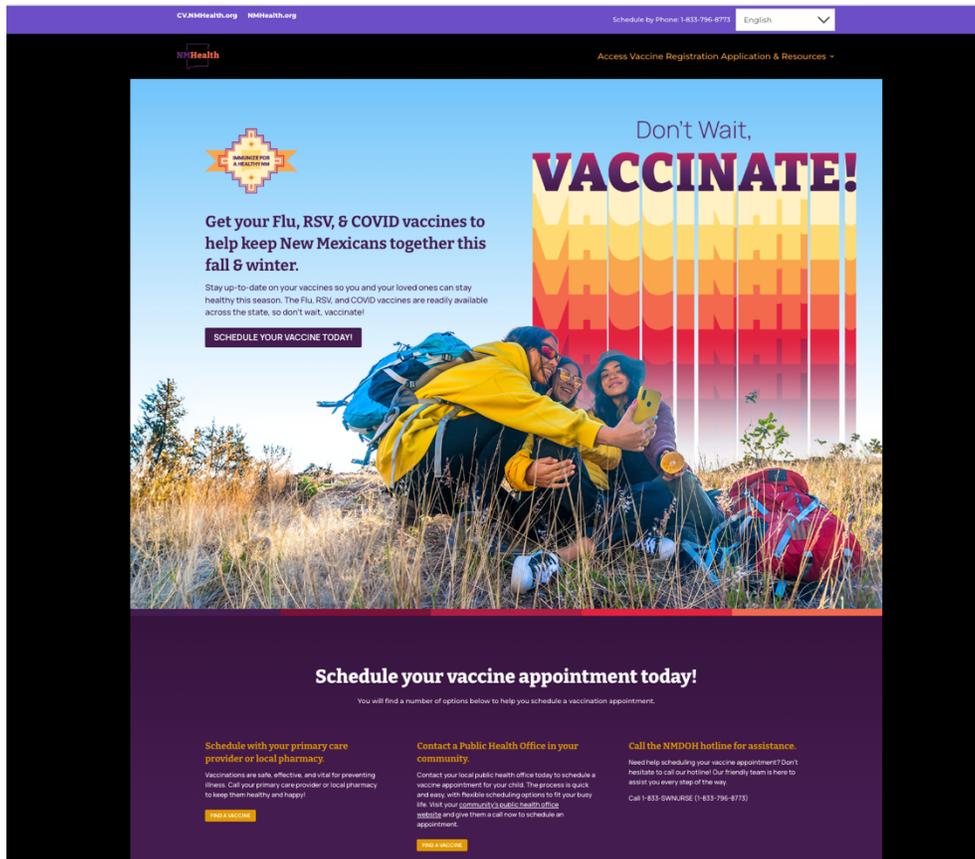
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New User Guide- Person Registration

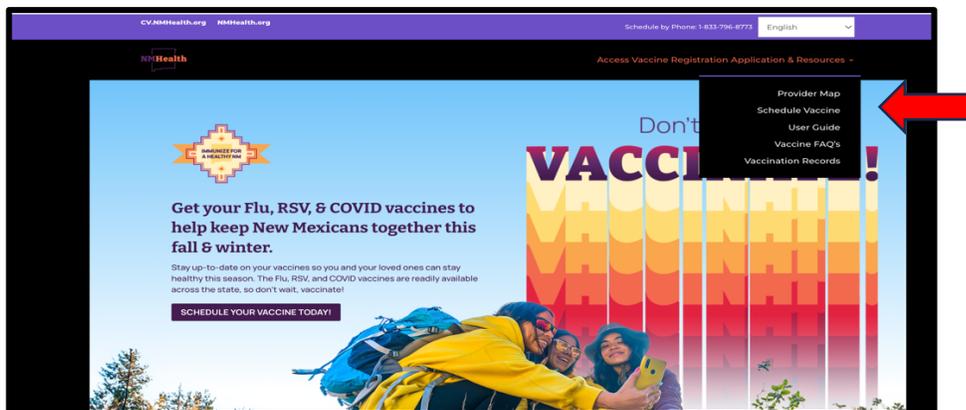
New Mexico Health Vaccination Website

To register for vaccination appointments, new users can access the Vaccine Registration Application by visiting the New Mexico Health Vaccination Website at:

<https://vaccine.doh.nm.gov/>



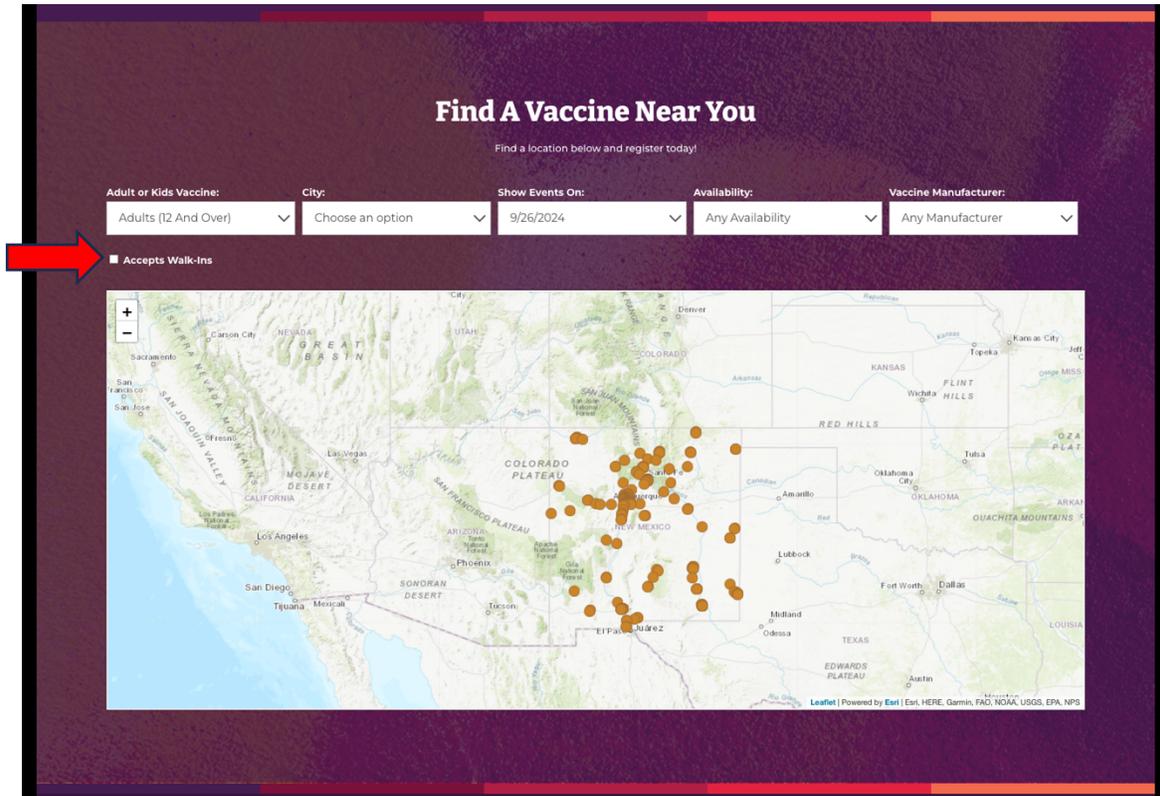
Users can access the Vaccine Registration Application & Resources by using the dropdown menu in the right top corner. Users can access the Interactive Provider Map, Schedule Vaccine, User Guide, Vaccine FAQ's & Vaccination Records.



I. Interactive Provider Map:

To find an immunization location near you, use the interactive map. Set the dropdown filters to narrow the choices by Adult or Kids Vaccine, City, Events, Availability or Vaccine Manufacturer. Then hover over the dots to view the available sites.

There is the option to only select sites that “Accept Walk-Ins”.



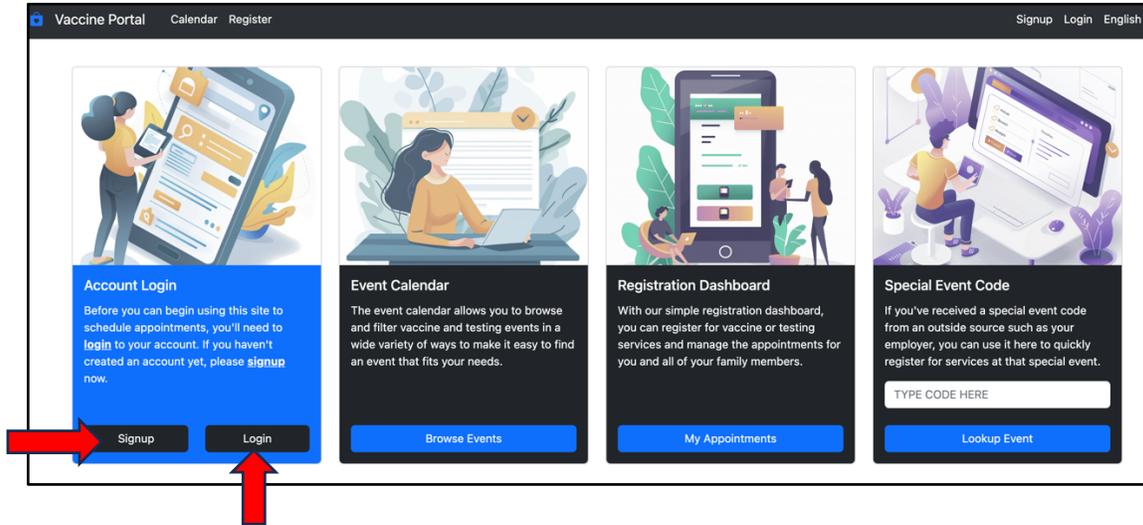
Once the user has chosen the vaccination site, user will click on “Check with Provider” and user will be directed to the selected health office.

To Register for the Vaccination Registration Application, user will visit:

<https://vaccinereg.doh.nm.gov/>

II. Vaccine Portal Sign Up/Registration:

The first step is to sign up with a valid email address and complete registration by clicking Sign up in the options menu or Login if you are an existing user.



III. Email & Password:

New User Signup:

Once the user clicks Signup you will be prompted to enter a valid email address and create a password with the following requirements:

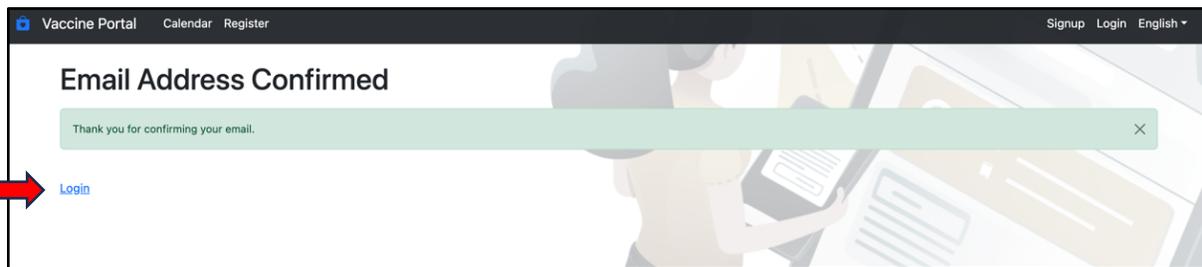
- At least 8 characters long.
- At least 1 special character.
- At least 1 uppercase letter.
- At least 1 number.

The screenshot shows the Vaccine Portal Signup page with the following fields and requirements:

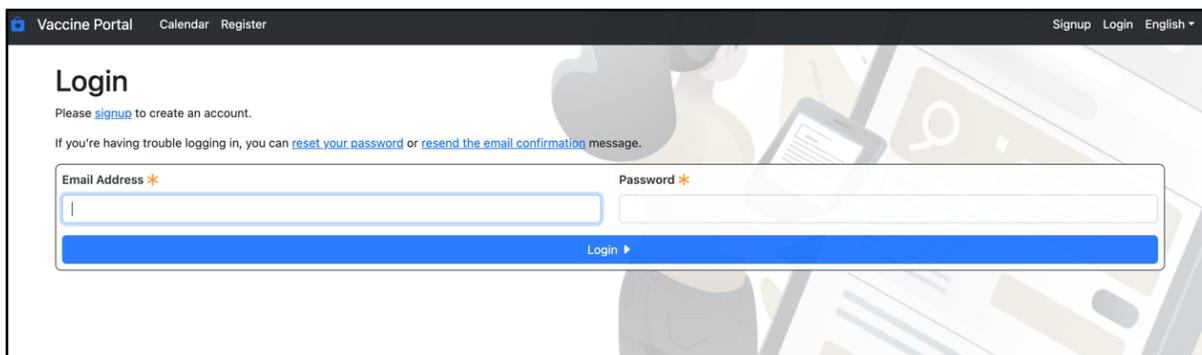
- Email Address ***: A text input field.
- Password ***: A text input field.
- Confirm Password ***: A text input field.
- Password Requirements:**
 - At least 8 characters long.
 - At least 1 special character.
 - At least 1 uppercase letter.
 - At least 1 number.
- Signup ▶**: A blue button to submit the form.

IV. Email Confirmation:

Once the user has entered a valid email address and a unique password, an email confirmation will automatically generate to the users email address. Once the user opens their email, they will click on the link and will be redirected back to the vaccine portal.

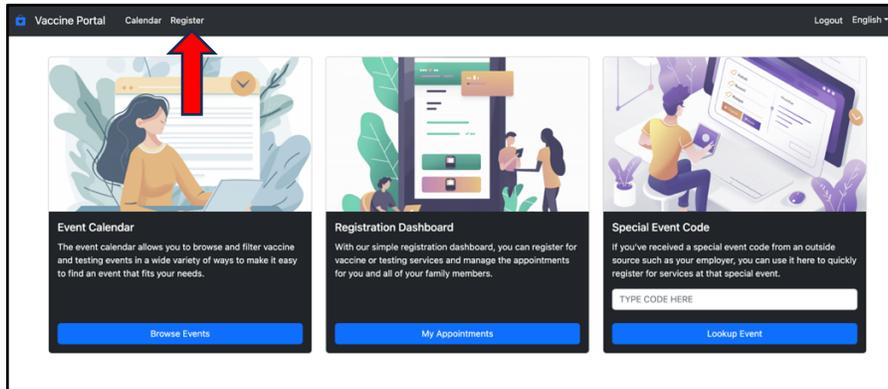


Once the users email address has been confirmed click on login to continue the registration process. Enter the user email address and password to login.

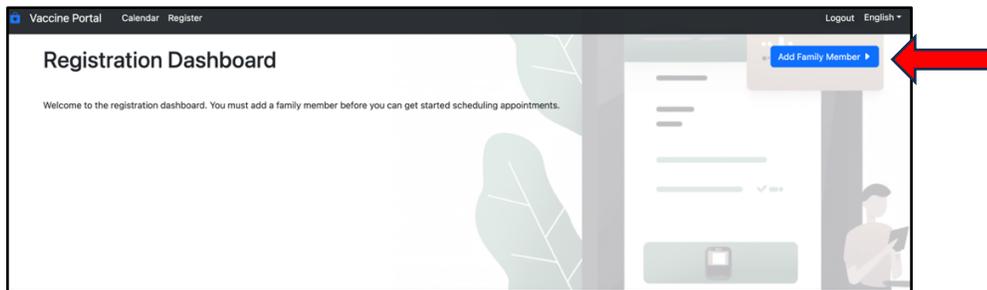


V. User Registration/Importing Previous Data/Adding Multiple Family Members:

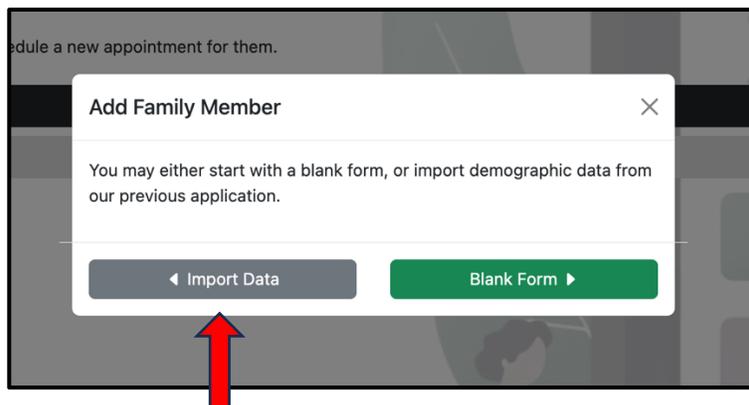
Once a user has completed the login process, they will enter the vaccine portal where the user will click register at the top.



Click on Add Family Member



Users may import data from a previous account by clicking on Import Data



Users have the option to enter their username and password from the legacy application to import previously entered demographic data.

Import Family Member
Dashboard / Import
Please enter your username and password from the legacy application to import your demographic data. You may also start over with a [Blank Form](#) if you would rather re-enter the information.

Legacy Login

Old Username * Old Password *

[Blank Form](#) [Authenticate](#)

Users may also start over with a blank form if you would rather re-enter the information.

Import Family Member
Dashboard / Import
Please enter your username and password from the legacy application to import your demographic data. You may also start over with a [Blank Form](#) if you would rather re-enter the information.

Legacy Login

Old Username * Old Password *

[Blank Form](#) [Authenticate](#)

Users will enter personal information or a new family member, contact information, address, and demographics. All fields marked with an asterisk * are required. Users can also register multiple family members for vaccination appointments.

Add Family Member
Dashboard / Add Family Member
You can add a family member using the form below. Once they have been added to your account, you can begin scheduling appointments for them.

Person

First Name * Middle Initial Last Name *

Gender * Birth Date *

Social Security Number (Optional) Mother's Maiden Name *

Contact

Which of the following methods may we use to contact you? *

Text Message Email Address Voicemail

Cell Phone Confirm Cell Phone Home Phone

Email Address Confirm Email Address

Emergency Contact Name Emergency Contact Phone

Address

Line 1 * Line 2 Zip *

City * State * County *

Demographics

Primary Language *

English Spanish Vietnamese

Which of the following races do you identify as? *

American Indian Native Hawaiian/Pacific Islander Decline to Respond

Asian White

Black/African American Other

Ethnicity *

Hispanic Non-Hispanic Decline to Respond

[Back to Dashboard](#) [Confirm Patient](#)

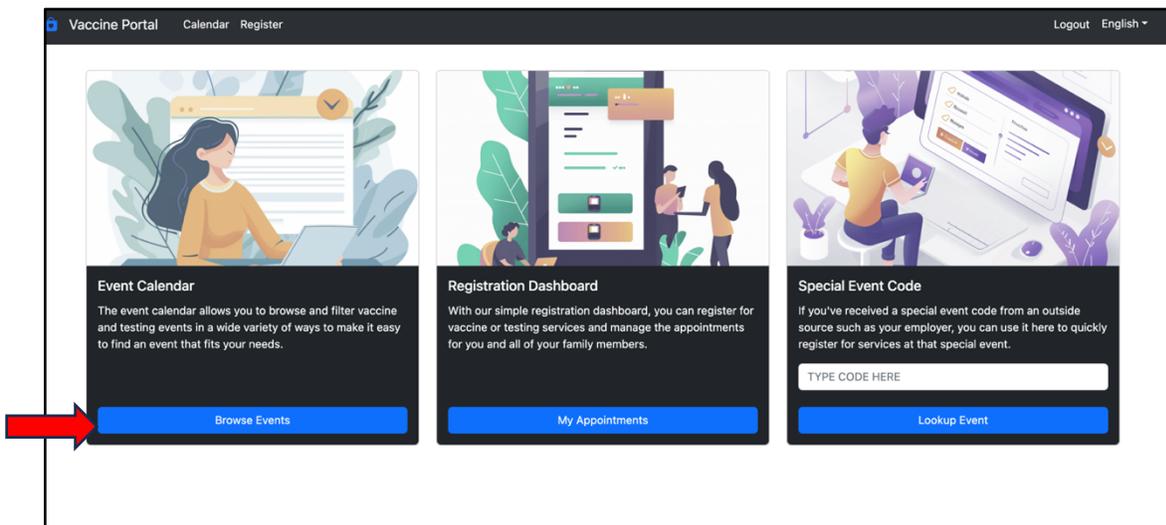
VI. Scheduling Vaccine Appointments:

Once a user has completed the registration process and are directed back to the vaccine portal there are various options to schedule appointments.

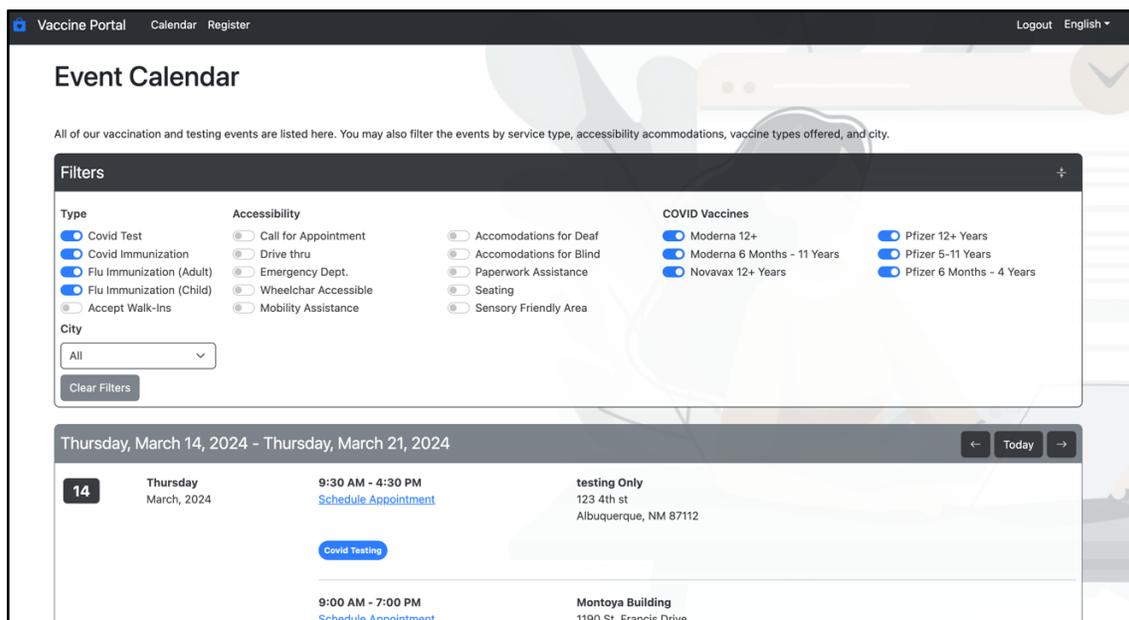
Option 1: Event Calendar Registration

1. Event Calendar:

By clicking the Browse Events option, users will be given a list of vaccination and testing events. Users can filter the events by service type, accessibility accommodations, vaccine type offered and by city.



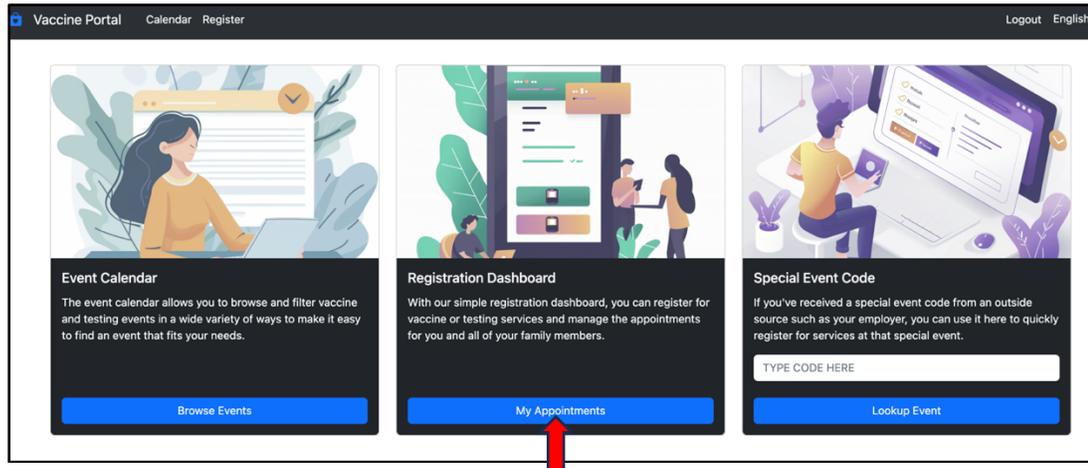
After selecting the event, users will be redirected to the Registration Dashboard to register.



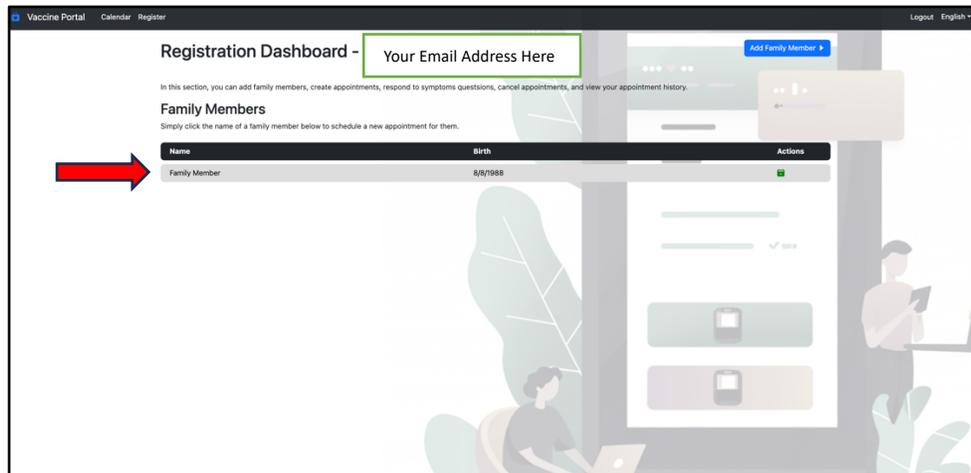
Option 2: Registration Dashboard:

2. Registration Dashboard:

With the registration dashboard users can register for vaccination services and manage the appointments for themselves and other family members.



Click on the Family Member to schedule a new vaccination appointment.



Select the specific services, location, date, and appointment time.

The screenshot shows the 'Schedule Appointment' page in the Vaccine Portal. The page has a dark header with 'Vaccine Portal', 'Calendar', and 'Register' links. Below the header, the title 'Schedule Appointment' is displayed, followed by a breadcrumb trail: 'Dashboard / Patient / Appointment/Insurance'. A sub-header reads: 'Please select the specific services you would like to schedule. Then select the location, date, and time for your appointment.'

The form is divided into two main sections: 'Details' and 'Schedule'.
In the 'Details' section, there are two columns of radio button options. The left column, titled 'Services', includes: 'COVID Immunization', 'Influenza Vaccine (Adult)', 'Influenza Vaccine (Child)', and 'Do you have insurance (Medicare, Medicaid or Private/Commercial)?' with 'Yes' and 'No' options. The right column, titled 'Amenities', includes 'Accessibility'.
The 'Schedule' section contains: 'Do you have a special event code?' with 'Yes' and 'No' options; a 'Filter the available locations by city?' dropdown menu with a 'Show locations in all cities' link; a 'Which location will you be visiting?' dropdown menu with a 'There are 14 sites available' note; 'Select a Date' and 'Select a Time' dropdown menus.
At the bottom of the form are two buttons: 'Back to Patient' (grey) and 'Schedule Appointment' (green).

Once the user has completed the appointment details, the user will need to provide insurance information and will receive an Insurance Coverage confirmation.

The screenshot shows the 'Insurance Coverage' page in the Vaccine Portal. The page has a dark header with 'Vaccine Portal', 'Calendar', and 'Register' links. Below the header, the title 'Insurance Coverage' is displayed, followed by a breadcrumb trail: 'Dashboard / Patient / Appointment / Insurance'. A sub-header reads: 'Next we would like to know about your health insurance coverage, if you access alternate care services, and the contact information for your primary care provider.'

The form is divided into two main sections: 'Insurance' and 'Required Consent'.
The 'Insurance' section includes a 'NOTICE: The Governor's Executive Order 2020-004 prohibits co-pay or cost-sharing for COVID-19 services. This means we do charge your health insurance company, but you don't pay anything!'. Below this is the question 'Do you have any form of medical insurance?' with a 'No' option. Another question asks 'Do you access care from any of the following services?' with radio button options for 'Indian Health Service (IHS)', 'Veteran's Administration (VA)', and 'TriCare'.
The 'Required Consent' section contains a checkbox for 'I agree to the following billing consent statement:' followed by a small text block: 'By consenting to this service, I understand that my insurance will be billed for the services rendered. You will not be charged by DOH for these services.'
At the bottom of the form are two buttons: 'Back to Appointment' (grey) and 'Provide Insurance' (green).

Users will Agree and Consent to the Billing Statement

Vaccine Portal | Calendar | Register

Insurance Coverage

[Dashboard](#) / [Patient](#) / [Appointment](#) / [Insurance](#)

Next we would like to know about your health insurance coverage, if you access alternate care services, and the contact information for your primary care provider.

Insurance

NOTICE: The Governor's Executive Order 2020-004 prohibits co-pay or cost-sharing for COVID-19 services. This means we do charge your health insurance company, but you don't pay anything!

Do you have **any form of medical insurance?** *

No

Do you access care from any of the following services?

Indian Health Service (IHS) Veteran's Administration (VA) TriCare

Required Consent

I agree to the following billing consent statement: *

By consenting to this service, I understand that my insurance will be billed for the services rendered. You will not be charged by DCH for these services.

[← Back to Appointment](#) [Provide Insurance →](#)

Users will get a confirmation code and the appointment registration is complete.

Vaccine Portal | Calendar | Register Logout

Registration Complete

[Dashboard](#) / [Patient](#) / [Appointment](#) / [Insurance](#) / [Review](#) / [Complete](#)

Your registration is complete and a confirmation code has been generated for you to help streamline your experience. Please retain the code below and provide it to our staff when you arrive on site.

Confirmation

Code	Service	Type	Age
7WP5MS	Immunization	COVID	Adult

Appointment

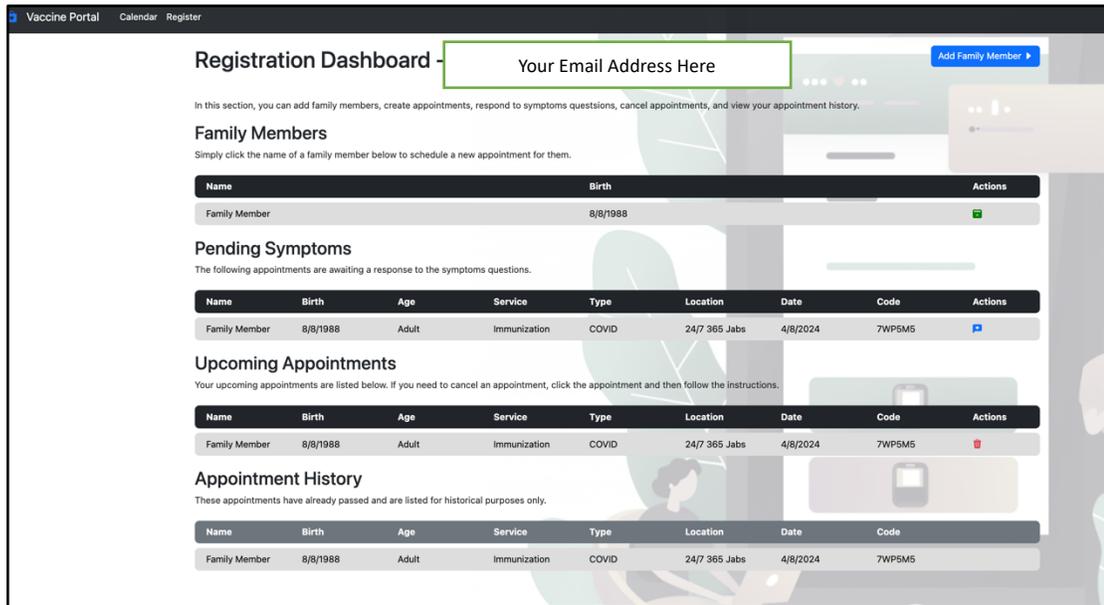
Date	Location	Contact	Hours
Monday, April 8, 2024	247 365 Jabs 2400 Moon Light Street, Santa Fe, NM 87501	(505) 988-1010	08:00 AM to 05:00 PM

Patient

Name	Date of Birth	Address	City
Family Member	8/8/1988	2222 Vaccine Portal	Santa Fe

[Return to Dashboard →](#)

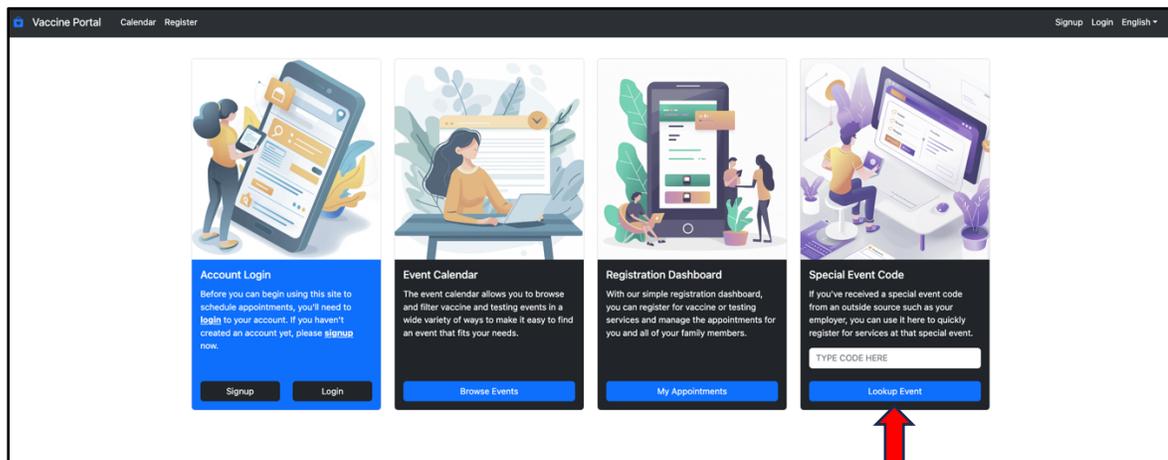
When users return to the Registration Dashboard, users will be able to view Family Member Actions, Pending Symptoms, Upcoming Appointments and Appointment History.



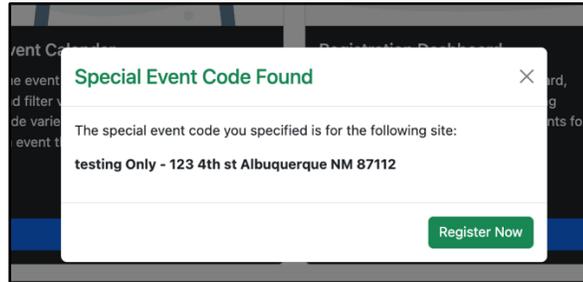
Option 3: Special Event Code:

3. Special Event Code:

Alternatively, users can use a specific Special Event Code. If a user has received a special event code from an outside source such as an employer, users can enter it here to quickly register for services at that special event.

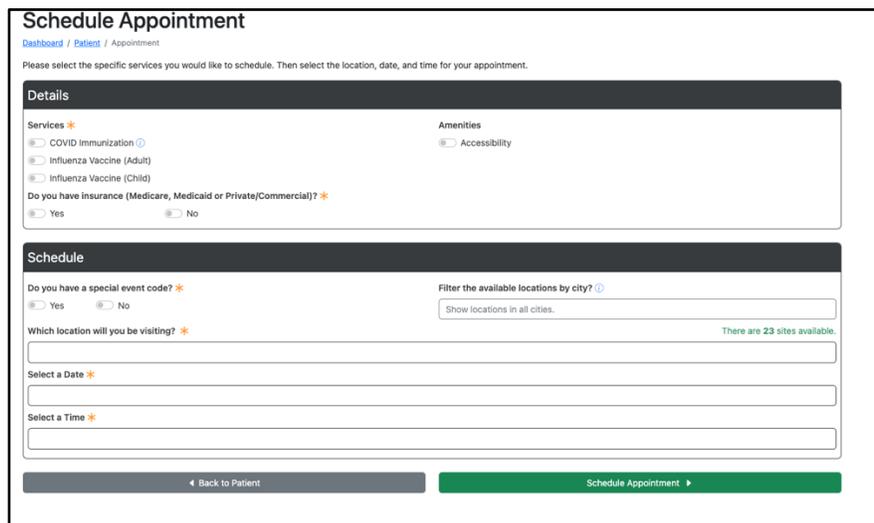
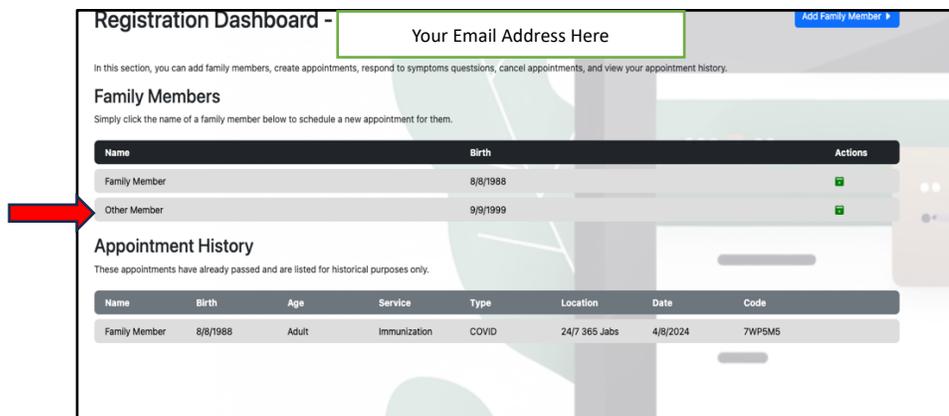


Once the user types in the specific Special Event Code the following message will appear and allow the user to register for the vaccination event.



VII. Scheduling Appointments for Multiple Family Members:

Once the new family member has been added to the Registration Dashboard, click on the name and users will be able to schedule appointments.



VIII. View Upcoming Appointments/Appointment History:

In the Registration Dashboard users can view Upcoming Appointments and Appointment History

Registration Dashboard Your Email Address Here [Add Family Member](#)

In this section, you can add family members, create appointments, respond to symptoms questions, cancel appointments, and view your appointment history.

Family Members
Simply click the name of a family member below to schedule a new appointment for them.

Name	Birth	Actions
Family Member	8/8/1988	
Other Member	9/9/1999	

Pending Symptoms
The following appointments are awaiting a response to the symptoms questions.

Name	Birth	Age	Service	Type	Location	Date	Code	Actions
Other Member	9/9/1999	Adult	Immunization	COVID & Influenza (Flu)	Belen Public Health Office	4/11/2024 9:15 AM	NMAOWS	

Upcoming Appointments
Your upcoming appointments are listed below. If you need to cancel an appointment, click the appointment and then follow the instructions.

Name	Birth	Age	Service	Type	Location	Date	Code	Actions
Other Member	9/9/1999	Adult	Immunization	COVID & Influenza (Flu)	Belen Public Health Office	4/11/2024 9:15 AM	NMAOWS	

Appointment History
These appointments have already passed and are listed for historical purposes only.

Name	Birth	Age	Service	Type	Location	Date	Code
Family Member	8/8/1988	Adult	Immunization	COVID	24/7 365 Jobs	4/8/2024	7WPSMS

IX. Appointment Cancellation:

In the Registration Dashboard users can cancel Upcoming Appointments by selecting the red trash can in the Actions section.

Registration Dashboard - Your Email Address Here [Add Family Member](#)

In this section, you can add family members, create appointments, respond to symptoms questions, cancel appointments, and view your appointment history.

Family Members
Simply click the name of a family member below to schedule a new appointment for them.

Name	Birth	Actions
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Name	Birth	Age	Service	Type	Location	Date	Code
Family Member	8/8/1988	Adult	Immunization	COVID	24/7 365 Jobs	4/8/2024	7WPSMS

Click **“Cancel Appointment”** and the cancelled appointment will be removed from your Registration Dashboard

