

mcp newsletter

May 19, 2021

21-04

TO: NON-MED ACCESS FEE-FOR-SERVICE PHYSICIANS

RE: DOCUMENTATION REQUIREMENTS FOR COVID-19 IMMUNIZATION FOR PHYSICIANS UNABLE TO USE MED ACCESS

For information on temporary COVID-19 immunization fee codes, please see newsletter [21-03-Temporary-COVID-19-Immunization-Fee-Codes-FINAL.pdf \(gov.nl.ca\)](#). The following specifically addresses documentation requirements for non-Med Access users only.

Important information for physicians providing COVID-19 immunization is available at [Resources for Health Care Professionals - COVID-19 Vaccine \(gov.nl.ca\)](#).

Physicians have a responsibility to ensure proper documentation of COVID-19 vaccine administration. The expectation is that all COVID-19 immunizations are documented as record level data within Med Access EMR. For physicians without Med Access EMR, an EMR light solution has been created by the Newfoundland and Labrador Centre for Health Information (NLCHI). Please email info@edocsnl.ca for access to EMR light. Documentation and training videos on how to use this solution will be made available and support will be provided by NLCHI.

If a physician is unable to use EMR or EMR light, paper documentation can be used. A printable NL COVID-19 Immunization Consent Form is available under "COVID-19 Immunization Documents" at

[Resources for Health Care Professionals - COVID-19 Vaccine \(gov.nl.ca\)](#). Please note that the online Consent Form is a fillable PDF form. You can view the form using Internet Explorer. If you are using another browser, you can download the file and view it in Adobe Reader.

If the physician is unable to use EMR or EMR light, paper Consent Forms must be fully completed and submitted within 24 hours of immunization to NLCHI at:

COVID-19 Vaccination Forms
70 O'Leary Ave.
St. John's, NL
A1B 2C7

When submitting Consent Forms, please use the cover sheet which is available online at [Resources for Health Care Professionals - COVID-19 Vaccine \(gov.nl.ca\)](https://gov.nl.ca/resources-for-health-care-professionals-covid-19-vaccine) under “COVID-19 Immunization Documents”. You may need to follow the above directions for the fillable PDF Consent form to access the cover sheet as well.

Consent Forms may be transferred to NLCHI via courier service at no charge or alternatively, by in-person drop-off. The custodian of personal health information must ensure that this transfer of information is in compliance with the **Personal Health Information Act**. To arrange for courier pickup at no cost to the physician, please email Susan Peach at Susan.Peach@nlchi.nl.ca. Please call (709) 752-6000 if email is not available.

Questions relating to the content of this newsletter should be directed to Dr. Colleen Crowther, Assistant Medical Director at (709) 758-1557 or by email at colleencrowther@gov.nl.ca.