

How to Book a Vaccination Appointment

AVBS User Guide – Health Care Provider and Provincial Operations

As of March 15th, 2022

Pharmacy Staff: For any guidance and/or technical support, please contact:

 1-844-705-1265

 AlbertaVaccineBookingSystemSupport@gov.ab.ca

Privacy Policy

The appropriate collection, use and disclosure of an Albertan's personal health information is the requirement of Alberta's Health Information Act and FOIP Act.



Whenever you see this icon, please ensure that you collect verbal consent from the Albertan for disclosure of their personal health information.



Whenever you see this icon, please ensure that you are correctly entering the information provided by the Albertan (e.g. legal first name, legal last name, Alberta Health Card Number (PHN)). The search may result in many records containing sensitive information like PI/PHI.

It is your responsibility to access only those records that are necessary to perform your duties. All access is monitored and recorded for compliance and audit purposes.



Whenever you see this icon, please pay attention to the action that is being performed. It is important you follow these instructions.



Please note that following practices are prohibited and against the code of conduct related to the handling of sensitive information (PI/PHI) **unless your role authorizes you to do so:**

- Saving lists locally on computer
- Saving lists on other storage media
- Taking pictures
- Taking screenshots

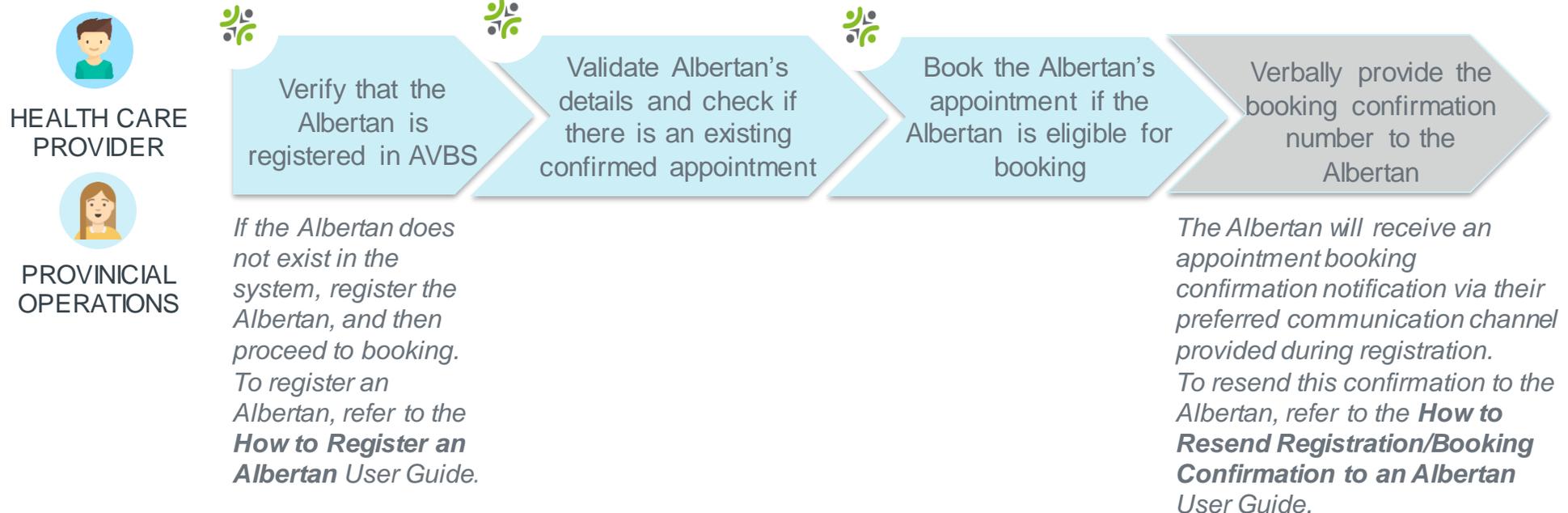
Booking a Vaccination Appointment: Overview

Objectives: To book appointment for vaccination for an eligible Albertan using AVBS

AVBS Role: Health Care Providers and Provincial Operations

Pre-Requisite: Albertans should be registered in AVBS

Process for Booking a Vaccination Appointment



Before Booking a Vaccination Appointment

When an Albertan calls or walks in to book an appointment, they should already be registered in AVBS. If they are not, you will need to register them first. To register the Albertan, refer to the [How to Register an Albertan User Guide](#).

 Before booking a vaccination appointment, search to see if the Albertan already has a confirmed appointment booking for the desired vaccine program by following the steps below:

1 To search for an Albertan's profile, click on the **Register** Tab :

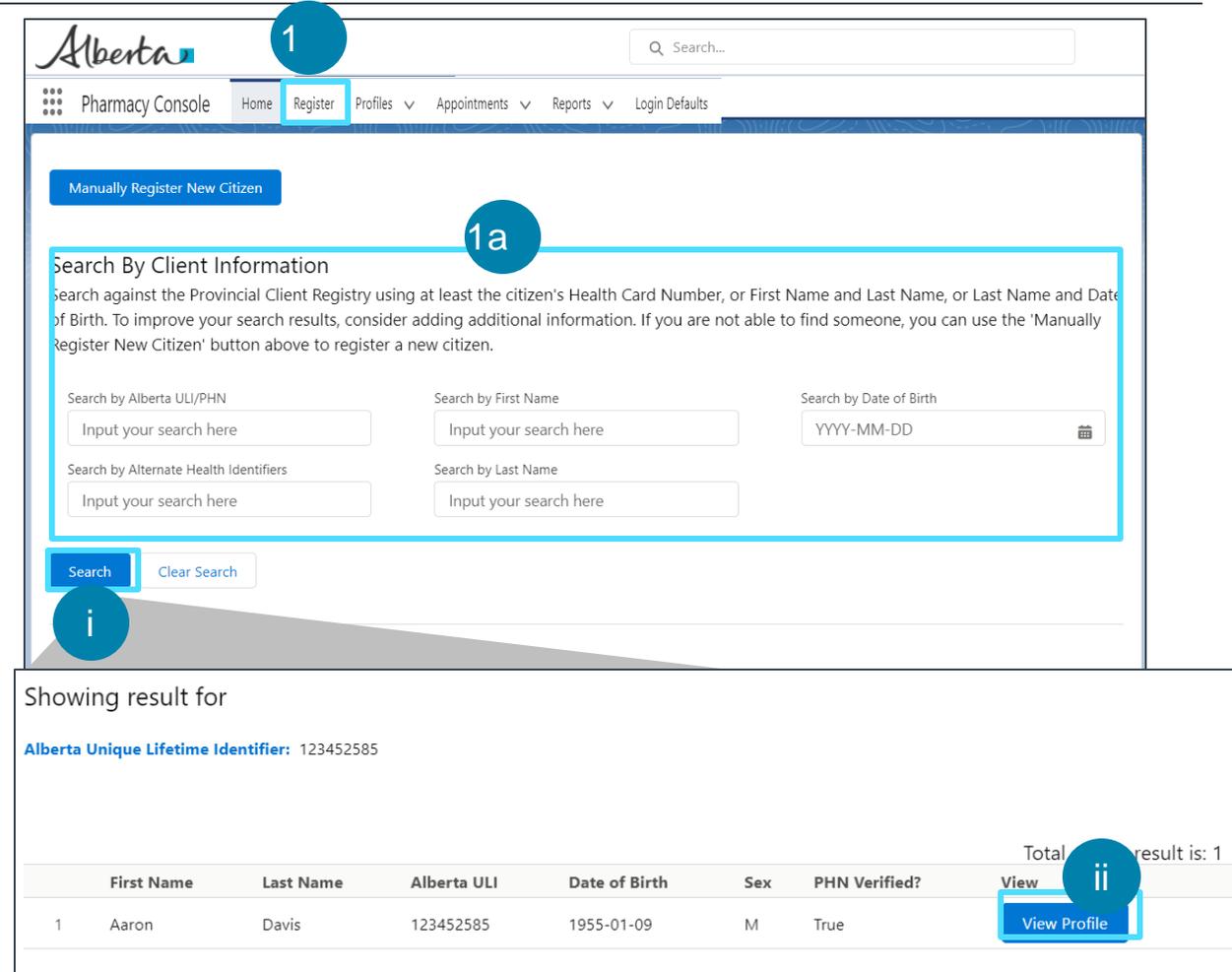
1a Enter one of the following into the **Search by Client Information** field :

- Legal First Name and Legal Last Name
- Alberta Personal Health Number (PHN)
- Legal Last Name and Date of Birth

i Click on Search

ii Click on **View Profile** .

Once you have opened the Albertan's Person Account, you will need to first check if the Albertan has a confirmed appointment already booked for the desired vaccine type by navigating to and clicking on the **Related** tab.



The screenshot shows the 'Register' tab in the Alberta Pharmacy Console. A search box is highlighted with a blue circle '1'. Below it, the 'Search by Client Information' section is highlighted with a blue circle '1a'. This section contains several search criteria: 'Search by Alberta ULI/PHN', 'Search by First Name', 'Search by Date of Birth', 'Search by Alternate Health Identifiers', and 'Search by Last Name'. A 'Search' button is highlighted with a blue circle 'i'. Below the search results, the text 'Showing result for' is followed by 'Alberta Unique Lifetime Identifier: 123452585'. A table displays the search results, and the 'View Profile' button in the table is highlighted with a blue circle 'ii'.

Manually Register New Citizen

Search By Client Information

Search against the Provincial Client Registry using at least the citizen's Health Card Number, or First Name and Last Name, or Last Name and Date of Birth. To improve your search results, consider adding additional information. If you are not able to find someone, you can use the 'Manually Register New Citizen' button above to register a new citizen.

Search by Alberta ULI/PHN
Input your search here

Search by First Name
Input your search here

Search by Date of Birth
YYYY-MM-DD

Search by Alternate Health Identifiers
Input your search here

Search by Last Name
Input your search here

Search Clear Search

Showing result for

Alberta Unique Lifetime Identifier: 123452585

	First Name	Last Name	Alberta ULI	Date of Birth	Sex	PHN Verified?	View	Total result is: 1
1	Aaron	Davis	123452585	1955-01-09	M	True	View Profile	

Before Booking a Vaccination Appointment (Continued)

2 If the **Appointments** section has a record with a **Confirmed** status, verify that the Albertan does not already have an appointment booking for the desired vaccine type and dose.

2b Click on the **Appointment Code**.

The Appointment Record will display.

i Verify the **Vaccine Program, Vaccine Type and Dosage** of the Confirmed Appointment Booking.

This check is performed to avoid booking two of the same appointments for the same vaccine type (e.g. booking two appointments for Influenza, or two “First Dose” appointments for COVID-19). The system will allow you to book up to 30 appointments per Albertan.

*If the Albertan would like to modify their appointment, refer to the **How to Reschedule or Cancel a Vaccination Appointment** User Guide.*

The screenshot displays the 'Appointment Scheduling' interface. At the top, there are tabs for 'Details', 'Related', and 'Appointment Scheduling'. Below this, a section titled 'Appointments (1)' shows a table with one row. The row contains the following information: a checkbox, the appointment code 'SGI-0000164608', the start date '2022-01-26, 10:00 a.m.', the vaccine program 'COVID_19_Vaccination', the dosage 'Additional dose', and the status 'Confirmed'. A blue circle with the number '2' highlights the 'Confirmed' status, and another blue circle with '2b' highlights the appointment code. Below the table, a modal window titled 'Details' is open, showing 'Client Information' and 'Appointment Details'. The 'Appointment Details' section includes: Appointment Code (SGI-0000163767), Vaccine Program (COVID_19_Vaccination), Vaccine Type (AstraZeneca), Address View (103-121 TOWN CREST RD, FORT SASKATCHEWAN, AB, T8L0G7), and Dosage (First dose). A blue circle with the letter 'i' highlights the 'Appointment Code' field in the details modal.

Before Booking a Vaccination Appointment (Continued)

2c You can also check the Albertan's **Immunization Forecast** by navigating to and clicking on the Related tab.

The Immunization Forecast is a decision-support tool used to identify the Albertan's dose forecast, eligibility and spacing. This check considers a citizen's immunization history and other eligibility factors such as age, immuno-compromised etc. and is used by the appointment scheduler to enforce correct spacing checks and prevent ineligible bookings.

i Click on the **Episode**.

The Immunization Forecast will display.

ii The **Program** is the vaccination program the Albertan is eligible for

iii The **Forecast Status** will specify whether the Albertan is Due/ Ineligible for the next dose or have Completed the specific dose.

Appointment Code	Start Date	Vaccine Program	Dosage	Status
SGI-000164608	2022-01-26, 10:00 a.m.	COVID_19_Vaccination	Additional dose	Confirmed

Episode	Program	Forecast Dose	Eligible Date	Forecast Status
PSE-000226755	COVID_19_Vaccination	Dose 3	2021-12-01	Due

Immunization Forecast PSE-000226755

Participant Details

Person Account	Henry Turner	Birthdate	1955-01-13
Unique Lifetime Identifier	123452588	Sex	Male

Immunization Forecast

Program	COVID_19_Vaccination	Forecast Status	Due
Forecast Dose	Dose 3	Dose for Scheduler	Additional Dose
Minimum Spacing	56	Eligible Date	2021-12-01

Before Booking a Vaccination Appointment (Continued)

- iv The **Forecast Dose** tracks what dose the Albertan is due to book. The Field will either show Dose 1, Dose 2, Dose 3, or Dose 4
- v The **Dose For Scheduler** will specify which dose will be shown during appointment scheduling.
- vi The **Minimum Spacing** is the minimum gap between the Albertan's latest and next vaccination according to eligibility and spacing restrictions.
- vii The **Eligible Date** is the date when the Albertan is eligible to receive their next vaccination

Appointment Scheduling					
Appointments (1)					
Appointment Code	Start Date	Vaccine Program	Dosage	Status	
SGI-0000164608	2022-01-26, 10:00 a.m.	COVID_19_Vaccination	Additional dose	Confirmed	

Immunization Forecasts (1)					
Episode	Program	Forecast D...	Eligible Date	Forecast St...	
PSE-0000226755	COVID_19_Vaccination	Dose 3	2021-12-01	Due	

Immunization Forecast	
Details	Related
Participant Details	
Person Account Henry Turner	Birthdate 1955-01-13
Unique Lifetime Identifier 123452588	Sex Male
Immunization Forecast	
Program COVID_19_Vaccination	Forecast Status Due
Forecast Dose Dose 3	Dose for Scheduler Additional Dose
Minimum Spacing 56	Eligible Date 2021-12-01

Selecting Vaccination Program

To proceed with booking an appointment, follow the steps below.

- 3 Click the **Appointment Scheduling** tab in the Person Account page.
- 4 * Select the **Vaccine Program** that the Albertan would like to book an appointment for.

If the Albertan selects **Influenza**, proceed to step 5.

If the Albertan selects **COVID-19**, two additional questions will display.

- 4a * Select a **COVID-19 Vaccine Type**.

This selection will filter locations based on the COVID-19 vaccine type.

AstraZeneca and Janssen bookings are only available by calling Health Link at 811. Please note that you are the Albertan is not guaranteed to receive the vaccine that you select.

Person Account
Maliha Siddiqi

Details Related **Appointment Scheduling**

Select vaccination program Select an appointment Review & Submit

COVID-19
Influenza

* Please select a vaccine program
COVID-19

* Please select a COVID-19 vaccine type
Moderna (age 18 or older)

* Which dose are you booking for?
First dose

Add Family Member

Continue

> Override Options

Janssen (age 18 or older)
AstraZeneca (age 18 or older)
Pediatric Pfizer (age 5 to 11)
Pfizer (age 12 or older)
Moderna (age 18 or older)

Selecting Vaccination Program

Families will be required to book **separate appointments** for the adult and pediatric versions of the Pfizer vaccination. Pediatric Pfizer can be booked for Albertans aged 5 – 11 and Pfizer can be booked for Albertans 12 or older according to birthdate.

4b * Select **which dose** they are booking for.

Albertans may be eligible to receive a **Second dose** and an **Additional Dose** if they meet the eligibility criteria.

! If the Albertan is not eligible at the time of appointment booking, book their appointment when they are eligible.

Note: Additional doses are not available for Pediatric Pfizer COVID-19 Vaccine Types.

For up-to-date information on eligibility criteria, please refer to <https://www.alberta.ca/covid19-vaccine.aspx>

4c If you select the Dose as an **Additional Dose**, You will be prompted to select the '**Do you have an eligible immunocompromising medical condition?**' Selecting this field will filter providers so that Albertans are able to book their appointments earlier and for their fourth dose.

Person Account
Maliha Siddiqi

Details Related **Appointment Scheduling**

Select vaccination program Select an appointment Review & Submit

Schedule vaccination appointment

* Please select a vaccine program
COVID-19

* Please select a COVID-19 vaccine type
Mod

* Which dose are you booking for?
First dose

First dose
Second dose
Additional dose

Add Family Member

Continue

> Override Options

* Which dose are you booking for?
Additional dose

Do you have an eligible immunocompromising medical condition? **4c**

Citizen Eligibility and Age Restrictions

The system will prevent the User from proceeding to the next step of the booking flow, if they are ineligible to book their next dose or if they are ineligible for the selected vaccine based on age.

1. To be eligible for **Pediatric Pfizer** Vaccine dose, the Albertan must be **5 – 11** years of age and must meet minimum eligibility factors based upon their Immunization history.
2. To be eligible for **Adult Pfizer** Vaccine dose, the Albertan must be **12+** years of age and must meet minimum eligibility factors based upon their Immunization history.
3. To be eligible for **Moderna** Vaccine dose, the Albertan must be **18+** years of age and must meet minimum eligibility factors based upon their Immunization history.
4. To be eligible for **AstraZeneca** Vaccine dose, the Albertan must be **18+** years of age and must meet minimum eligibility factors based upon their Immunization history.
5. To be eligible for **Janssen** Vaccine dose, the Albertan must be **18+** years of age and must meet minimum eligibility factors based upon their Immunization history.
6. To be eligible for an **Influenza** Vaccine, the Albertan must be older than **6 months** of age in order to receive their Vaccine.

Minimum Spacing Restrictions

1. There Albertan does not need to wait to become eligible in order to receive their **first dose**.
2. The Albertan must wait for **56 days** after they received their first dose to become eligible in order to receive their **Second dose**. Please note this does not apply to Janssen Vaccine.
3. The Albertan must wait for **153 days** after they received their second dose to become eligible in order to receive their **Third dose**. If the Albertan is Immunocompromised, then they will be able to book their appointment after 56 days.
4. The Albertan must wait for **153 days** after they received their Third dose to become eligible in order to receive their **Fourth dose**. The Albertan must be **Immunocompromised** in order to receive their **Fourth dose**.

How to use the Override Options for Age and Dose Restrictions

The Override Options will allow to override eligibility for Albertans who do not meet eligibility criteria of minimum age and dose restrictions for First, Second and Additional dose.

4d Click on **Override Options**

i Select **Vaccine Restrictions (Age Cohort)** to Override restrictions for Albertans who do not meet the eligibility criteria based on minimum age.

! If the Albertan is not eligible at the time of appointment booking, you will now be able to book their appointment.

ii Select **Dose Restrictions** to Override restrictions for eligibility for first, second and additional dose based on the Albertans Immunization History and other eligibility factors.

! If the Albertan is not eligible at the time of appointment booking, you will now be able to book their appointment.

The Manual Override options are only available for COVID-19 Vaccinations and do not apply to Influenza Vaccinations.

For up-to-date information on eligibility criteria, please refer to <https://www.alberta.ca/covid19-vaccine.aspx>

Select vaccination program Select an appointment Review & Submit

Schedule vaccination appointment

* Please select a vaccine program * Please select a COVID-19 vaccine type ⓘ

COVID-19 Moderna (age 18 or older)

* Which dose are you booking for?

First dose

Add Family Member

Continue

4d > Override Options

Vaccine Restrictions (Age Cohort)
System checks eligibility for each vaccine program based on age.

Dose Restrictions
System checks eligibility for first, second and additional dose based on the citizen's immunization history, and other eligibility factors.

i

ii

Adding/Removing Family Members

5 Once the Vaccine Program is selected, the Albertan can add up to 6 family members to the appointment booking.

To add a family member, follow the steps below:

5a Click the **Add Family Member** button.

A pop-up window will display.

5b Enter the Albertan's family member's **Legal First Name** and their **Legal Last Name**.

If the Albertan does not have a Legal First Name, enter their Legal Last name in both the Legal First Name and Legal Last Name fields.

5c * Enter their family member's **Date of Birth**

To enter a date, either click on the calendar icon and select the date or type it in using the following format: Mar 5, 1945.

5d * Enter their family member's **Postal Code**.

A valid postal code must be entered in capital letters in A1A 1A1 format.

Select vaccination program Select an appointment Review & Submit

Schedule vaccination appointment

* Please select a vaccine program
COVID-19

* Please select a COVID-19 vaccine
Pfizer (age 12 or older)

5a Add Family Member

Continue

Add Family Member

Please fill in the following fields as it appears on the **health card for the person** you would like to add to this appointment. You may add **up to six family members** who are able to receive the same vaccine type as you. Different vaccines cannot be included as part of a family or group booking at this time. For example, if you received Pfizer and your family member received Moderna or requires Pediatric Pfizer, we recommend that you book your appointments separately.

*Legal First Name *Legal Last Name 5b

*Date of Birth 5c *Postal Code 5d

*Which dose are you booking for?
Select an Option

> Override Options

Continue Cancel

How to use the Override Options for Family Members

The Override Options will allow to override eligibility for Albertans Family members who do not meet eligibility criteria of minimum age and dose restrictions for First, Second and Additional dose.

5e Click on **Override Options**

i Select **Vaccine Restrictions (Age Cohort)** to Override restrictions for Albertans who do not meet the eligibility criteria based on minimum age.

! If the Family member is not eligible at the time of appointment booking, you will now be able to book their appointment.

ii Select **Dose Restrictions** to Override restrictions for eligibility for first, second and additional dose based on the Albertans Immunization History and other eligibility factors.

! If the Family member is not eligible at the time of appointment booking, you will now be able to book their appointment.

Add Family Member

Please fill in the following fields as it appears on the **health card for the person** you would like to add to this appointment. You may add **up to six family members** who are able to receive the same vaccine type as you. Different vaccines cannot be included as part of a family or group booking at this time. For example, if you received Pfizer and your family member received Moderna or requires Pediatric Pfizer, we recommend that you book your appointments separately.

*Legal First Name

*Legal Last Name

*Date of Birth

*Postal Code

*Which dose are you booking for?
Select an Option

Override Options

Vaccine Restrictions (Age Cohort)
System checks eligibility for each vaccine program based on age.

Dose Restrictions
System checks eligibility for first, second and additional dose based on the citizen's immunization history, and other eligibility factors.

Adding/Removing Family Members (Continued)

5e

If the Albertan is booking appointments for COVID-19, they must specify the dose for each family member by selecting from one of the options in the drop-down menu.

Note: Additional doses are not available for the Pediatric Pfizer Vaccine Type.

5f

Click **Continue**.

An error message will appear for family members who have not been registered into AVBS.

This person cannot be found. Please register them before adding them to this appointment.

*If this happens, you must register the family member first, and then proceed with adding them as a family member from this screen. Refer to the **How to Register an Albertan** User Guide for detailed instructions.*

Add Family Member

Please fill in the following fields as it appears on the **health card for the person** you would like to add to this appointment. You may add **up to six family members** who are able to receive the same vaccine type as you. Different vaccines cannot be included as part of a family or group booking at this time. For example, if you received Pfizer and your family member received Moderna or requires Pediatric Pfizer, we recommend that you book your appointments separately.

*Legal First Name

*Legal Last Name

*Date of Birth

*Postal Code

*Which dose are you booking for?
Select an Option

5e

5f

Continue Cancel

Adding/Removing Family Members (Continued)

The following error message will display for family members who are not eligible for the selected Vaccine Type and will specify the Vaccine Type that they are ineligible for. See criteria for eligibility based on Vaccine Type on the next page.

Warning!
Based on provincial health guidelines, some family members do not meet the eligibility criteria for this vaccination program.

If the family members are not yet eligible for the selected vaccine type and dose, the override options can be used to manually override the restrictions (See page 8)

! Please note that if you are booking a group appointment, you will only be shown appointment dates on or after the entire group is eligible for their next COVID-19 Vaccination. If the Albertan would like an earlier appointment, the appointments should be booked separately for each Albertan and their family member.

Warning! If you are booking a group appointment, you will only be shown appointment dates on or after the entire group is eligible for their next COVID-19 vaccination. If you would like an earlier appointment, please book separate appointments. Please click 'Continue' to add this family member to the appointment or click 'Cancel' to book separately.

Add Family Member

example, if you received Pfizer and your Family Member received Moderna or requires Pediatric Pfizer, we recommend that you book your appointments separately.

*Legal First Name: Aaron

*Legal Last Name: Davis

*Date of Birth: Jan 9, 1955

*Postal Code: T4B 2L8

*Which dose are you booking for? Additional dose

Are you immunocompromised?

Override Options

Vaccine Restrictions (Age Cohort)
System checks eligibility for each vaccine program based on age.

Dose Restrictions
System checks eligibility for first, second and additional dose based on the citizen's immunization history, and other eligibility factors.

Warning! If you are booking a group appointment, you will only be shown appointment dates on or after the entire group is eligible for their next COVID-19 vaccination. If you would like an earlier appointment, please book separate appointments. Please click 'Continue' to add this family member to the appointment or click 'Cancel' to book separately.

Continue Cancel

Adding/Removing Family Members (Continued)

6 To remove a family member, follow the steps below:

6a Click the **X** next to the family member's name.

A pop-up window will display.

6b Click **Continue**.

7 Click **Continue** to Select an Appointment.

- Albertans older than 6 months according to birth date will be eligible to book an appointment for Influenza.
- Albertans older than 18 years according to birth date, will be eligible to book an appointment for Moderna and Pfizer COVID-19 vaccines.
- Albertans older than 18 years according to birth date will be eligible to book an appointment for Janssen and AstraZeneca COVID-19 vaccine.
- Albertans who are between the ages of 5– 11 according to birth date, will be eligible to book an appointment for Pediatric Pfizer.

If the Albertan is not eligible for the selected Vaccine Type, the following error message will display specifying the vaccine type that they are ineligible for.

Details Related **Appointment Scheduling**

Select vaccination program Select an appointment Review & Submit

Schedule vaccination appointment

*Please select vaccine program

Influenza

Bradley Ojaz

Abby Tester

Add Family Member

Continue

6a

6b

Remove Family Member?

Are you sure you want to remove Bradley Ojaz from this group appointment?

Continue Cancel

Selecting an Appointment

Proceed with booking a vaccination appointment for eligible Albertan(s) by searching the City or Town, or by Postal Code, for an available location, date and time. The search is defaulted to Postal Code.

Follow the steps below to **Search by Postal Code**.

8a You may edit the **Postal Code**.

The postal code entered during registration will auto populate in this field. This field may be changed to another postal code. A valid postal code must be entered in capital letters in A1A 1A1 format.

8b You can adjust the preferred **Radius**.

The search radius must be between 1 and 999km. The search radius will default to 10km.

8c Click **Search**.

*If no sites appear, you must select a different Postal Code or expand your search radius to find a vaccination site with days that can accommodate the entire booking. A list of available **Vaccination Sites** with available appointment time slots for It only shows providers with availability on or after the most restrictive eligibility date, in **order of proximity** to that postal code.*

*You can also click **Clear Search** to clear the search fields.*

The screenshot displays the 'Appointment Scheduling' section of a web application. At the top, there are three tabs: 'Details', 'Related', and 'Appointment Scheduling'. Below the tabs is a progress indicator with three steps: 'Select vaccination program' (completed), 'Select an appointment' (current step), and 'Review & Submit'. The main heading is 'Schedule vaccination appointment'. Under 'Search by', there are two radio buttons: 'City or Town' and 'Postal Code' (selected). Below this are two input fields: '*Postal Code' containing 'T3G 3M1' and '*Search Radius (KM)' containing '10'. Both input fields are highlighted with blue boxes and labeled '8b' and '8c' respectively. Below the input fields are two buttons: 'Search' (highlighted with a blue box and labeled '8d') and 'Clear search'. A red message states: 'No results found. Please expand the search radius or select a different city. Citizens may also contact their local pharmacy directly for appointments and walk-ins.' At the bottom, there are two buttons: 'Go Back' and 'Continue'.

Selecting an Appointment (Continued)

Follow the steps below to search by **City or Town**.

- 9a Click the circle next to search by **City or Town**.
- 9b Enter the preferred **City or Town** by beginning to type in the text box and clicking enter, or by clicking on the magnifier icon.
- 9c Click **Search**.

*If no sites appear, you must select a different City or Town with days that can accommodate the entire booking. A list of Vaccination Sites with available appointment time blocks will display, in **alphabetic order**.*

*You can also click **Clear Search** to clear the search fields.*

- 10 **Select the preferred location** from the list of available vaccination sites.

*The list of vaccination sites will show only facilities that have **at least 1 time slot for each family member availability on or after the most restrictive eligibility date** This does not guarantee that the available time slots are on consecutive times slots on the same day.*

Schedule vaccination appointment

Search by **9a**

City or Town Postal Code

*City or Town **9b**

Q Calgary

9c Search Clear search

Select page size

5

10 AHS EDMONTON EXPO CENTER (PFIZER)
7515 - 118 AVENUE, HALL C, ENTRANCE 5, EDMONTON, AB T5B0J2

Showing 1 to 1 of 1 locations

Previous 1 Next

> [Override Options](#)

Go Back Continue

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Gavin Walter 8:10 AM (1 spot)

Bradley Ojaz Select an Appointment Time

Abby Tester Select an Appointment Time

Selecting an Appointment (Continued)

If you are a **Pharmacy** provider, only **your pharmacy** will display.

If you are an **AHS Site** provider, only **AHS sites within your Health Zone** will display.

If the Albertan is booking for a **family**, only vaccination sites with days that are offering the selected **vaccine type** and that can accommodate **all family members** will display.

For Influenza:

- If one or more of the family members are **less than 5 years old**, and have a Valid PHN, only **AHS Sites** that can accommodate **all family members on the same day** will display.
- If all the family members are **5 years old or older**, and have a Valid PHN only **AHS Sites with Remote Sub-Type** in facility record and **Pharmacies**, that can accommodate **all family members on the same day** will display.
- If one of more Family members have an Invalid PHN, , only **AHS Sites** that can accommodate **all family members on the same day** will display.

Schedule vaccination appointment

Search by

City or Town Postal Code

*City or Town

Q Calgary

Search Clear search

Select page size

5

AHS EDMONTON EXPO CENTER (PFIZER)
7515 - 118 AVENUE, HALL C, ENTRANCE 5, EDMONTON, AB T5B0J2

Showing 1 to 1 of 1 locations

Previous 1 Next

> [Override Options](#)

Go Back Continue

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Gavin Walter 8:10 AM (1 spot)

Bradley Ojaz Select an Appointment Time

Abby Tester Select an Appointment Time

Selecting an Appointment (Continued)

For COVID-19 :

- If one or more of the family members has an **Invalid PHN or ULI**, only **AHS Sites** that can accommodate **all family members** on the same day will display.
- If all of the family members has a **Valid PHN or ULI** , Both **Pharmacies** and **AHS Sites** that can accommodate **all family members** on the same day will display.

See page 22 for details if you need to **override the functionality** for **filtering locations** based on these criteria.

This feature will override the location filters and will display **AHS sites** and **Pharmacies** as options for appointment booking.

- If you are a **Pharmacy**, you will still only be able to book appointments within **your Pharmacy**.
- If you are an **AHS site**, you will still only be able to book appointments within **your Health Zone**.

If the Albertan would like to book a location other than your own, tell them to contact Health Link at 811 for assistance.

AVBS automatically **Sends for *ULI CHECK** if no Alberta PHN or an invalid PHN is entered. You will be prompted to book their appointment through an AHS clinic until the ULI is sent back into AVBS. *ULI: Unique Lifetime Identifier

Schedule vaccination appointment

Search by

City or Town Postal Code

*City or Town

Q Calgary

Search Clear search

Select page size

5

AHS EDMONTON EXPO CENTER (PFIZER)
7515 - 118 AVENUE, HALL C, ENTRANCE 5, EDMONTON, AB T5B0J2

Showing 1 to 1 of 1 locations

Previous 1 Next

> [Override Options](#)

Go Back Continue

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Gavin Walter 8:10 AM (1 spot)

Bradley Ojaz Select an Appointment Time

Abby Tester Select an Appointment Time

Selecting an Appointment (Continued)

- 11 Select the **Preferred Date** by clicking on a date shaded in gray on the calendar.

All appointments must be on the **same day**. The calendar view will default to the month with the nearest available date. To navigate between the months, click on the left or right arrows. Once the date is selected, the date will be shaded in blue.

- 12 Select the preferred **Time** by selecting from the options displayed under the calendar.

The Albertan has the option to select concurrent, consecutive or individual time slots for the same day based on availability/preference. The number of slots available for each time slot will be displayed and will update only once the appointments have been confirmed.

- 13 Click **Continue**.

An appointment confirmation page will display to **Review and Submit** the appointment details for the primary contact and their family members.

Schedule vaccination appointment

Search by
 City or Town Postal Code

*City or Town
Q Calgary

Search Clear search

Select page size
5

AHS EDMONTON EXPO CENTER (PFIZER)
7515 - 118 AVENUE, HALL C, ENTRANCE 5, EDMONTON, AB T5B0J2

Showing 1 to 1 of 1 locations
Previous 1 Next

> [Override Options](#)

Go Back Continue

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Gavin Walter 8:10 AM (1 spot)

Bradley Ojaz Select an Appointment Time

Abby Tester Select an Appointment Time

- 8:00 AM (2 spots)
- 8:10 AM (2 spots)
- 8:20 AM (2 spots)
- 8:30 AM (2 spots)

How to use the Override Option for Eligibility Date and Facility Type.

The Override Options will allow to override eligibility for Albertans who do not meet Eligibility date requirements and select Facility type.

14 Click on **Override Options**

i Select **Eligibility Date Restrictions** to Override spacing checks for Albertans. Please note that this will Override the date eligibility for the entire group if Appointments of multiple family members have been booked.

! If the Albertan is not eligible at the time of appointment booking, you will now be able to book their appointment.

ii Select **Facility Type Filtering** to see both Pharmacies and AHS sites.

For up-to-date information on eligibility criteria, please refer to <https://www.alberta.ca/covid19-vaccine.aspx>

The screenshot shows the 'Appointment Scheduling' section of a web application. At the top, there are tabs for 'Details', 'Related', and 'Appointment Scheduling'. Below the tabs is a progress bar with three steps: 'Select vaccination program' (completed), 'Select an appointment' (current step), and 'Review & Submit'. The main heading is 'Schedule vaccination appointment'. Underneath, there are search options: 'Search by' with radio buttons for 'City or Town' and 'Postal Code'. Below that are input fields for '*Postal Code' (containing 'V5T 2M8') and '*Search Radius (KM)' (containing '10'), with 'Search' and 'Clear search' buttons. A dropdown menu is open under 'Postal Code', showing 'Override Options' with a blue box around it and a callout '14'. Below the dropdown are two checkboxes: 'Eligibility Date Restrictions' with a callout 'i' and 'Override the spacing checks.', and 'Facility Type Filtering' with a callout 'ii' and 'Click this if you want to see both Pharmacies and AHS sites.'

Review and Submit

- 15 Confirm the **Appointment Details** for all family members.

*If you need to update any details before confirming their appointment, do not click the back button of your internet browser. Press the **Go Back** button at the bottom of the screen.*

- 16 Click **Confirm Appointment**.

A success banner will appear indicating that the appointment(s) have been confirmed that will contain a link to all appointments that were booked previously for the Albertan. You will be automatically directed to the Albertan's primary Appointment Record.

! If the Caller is booking their first dose and are under the age of 20, they will be automatically emailed a link containing the **COVID-19 Vaccine Safety Monitoring Study**.

The screenshot shows the 'Appointment Scheduling' page with a progress bar at the top. The progress bar has three steps: 'Select vaccination program', 'Select an appointment', and 'Review & Submit'. The second step is active. Below the progress bar, there are two sections for appointment details. The first section is for 'Gavin Walter' and the second is for 'Bradley Ojaz'. Both sections show a table with columns for 'Vaccine Program', 'Location', 'Date', and 'Time'. The 'Confirm Appointment' button is highlighted with a red box and a red circle containing the number 16.

Vaccine Program	Location	Date	Time
Influenza	AHS EDMONTON EXPO CENTER (PFIZER)	2021-11-08	08:10 a.m.
Influenza	AHS EDMONTON EXPO	2021-11-08	08:20

Please participate in the COVID-19 Vaccine Safety Monitoring Survey

Hello Henry,

Vaccine safety monitoring is an important part of Alberta's COVID-19 immunization program.

A national study (CANVAS) is underway and we want to be sure Albertans are represented. The purpose of the study is to see how often health events occur after immunization against COVID-19.

You are being asked to take part because you have completed a COVID-19 immunization appointment booked through the Alberta Vaccine Booking System and agreed to be contacted for this study.

Please visit [CANVAS-COVID Study](#) to participate. Taking part is entirely voluntary and would be greatly appreciated.

This email address is not monitored so please do not reply. Please call Health Link 811 if you no longer wish to receive email communications.

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Review and Submit (Continued)

17 Note the **Appointment Confirmation Number** and share with the Albertan.

Note that the appointment confirmation number will always start with the letter “B”, while the registration confirmation number will start with “R”.

Each Albertan of the group booking will receive individual confirmation messages via their preferred method of communication which includes the booking confirmation number, QR Code, and a link to the cancellation portal. Each Albertan should take their QR code with them to facilitate checking in for their vaccination. If the QR code is not brought to their vaccination appointment, the Albertan may also be searched for by using their Legal First Name, Legal Last Name, appointment booking confirmation number, or Alberta PHN. Each Albertan will receive a reminder for their scheduled appointment 24 hours before their appointment time (via their preferred contact method).

The screenshot shows a web interface for an appointment titled "Influenza_Vaccination - Gavin Walter". At the top, there are buttons for "Change Owner", "Edit", and "Printable View". Below this, a summary row displays: Appointment Confirmation Number (B-U42YVFLP), Subject (Influenza_Vaccination - November 8 2021 08:10 AM - Gavin Walter), Health Card Number (383663314), Start Date (2021-11-08, 8:10 a.m.), and Status (Confirmed). A red circle with the number "17" highlights the Appointment Confirmation Number. The main content area is divided into "Client Information" and "Appointment Details". Client Information includes Health Card Number (383663314), Date of Birth (1966-02-16), and a checkbox for "Pre-registered in Meditech". Appointment Details includes Appointment Code (SGI-0000164054), Vaccine Program (Influenza_Vaccination), Vaccine Type, and Address View (7515 - 118 AVENUE, HALL C, ENTRANCE 5 EDMONTON AB T5B0J2). On the right side, there are buttons for "Supply Disruption" and "Resend Booking Confirmation Notification", a "Change Status" dropdown menu set to "Confirmed", and an "Activity" section with a "New Task" button and a "Create a task..." input field. At the bottom right, it says "No next steps. To get things moving, add a task or set up a meeting."

Review and Submit (Continued)

The booking confirmation **email** the Albertan receives will look like the following:

Your Influenza vaccination appointment is confirmed

MAURDIYA,

This message is to confirm your Influenza vaccination appointment has been scheduled at AHS EDMONTON EXPO CENTER (PFIZER), Address: 7515 - 118 AVENUE, HALL C, ENTRANCE 5, EDMONTON, AB. Here are your appointment details and booking confirmation code:

Appointment Details: MAURDIYA MZALLOSWER			
Date	Time	Booking Confirmation Code	QR Code
2021-11-8	08:30 AM	B-PJ3WCM2H	Click here to access the QR code

Save your booking confirmation number and QR codes and bring it to the clinic for your vaccination. It will be used to verify your vaccination appointment. Please also bring one piece of identification with you that proves your age. This could include your Alberta Health Care card, a driver's license, birth certificate or passport.

If you are feeling ill on the day of your appointment or need to cancel for any other reason, [click here](#) to reschedule.

This email address is not monitored so please do not reply. Please call Health Link by dialing 811 if you no longer wish to receive email communications.

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Your COVID-19 vaccination appointment is confirmed

MAURDIYA,

This message is to confirm your COVID-19 vaccination appointment has been scheduled at ABEX PHARMACY, Address: 103-121 TOWN CREST RD, FORT SASKATCHEWAN, AB. Here are your appointment details and booking confirmation code:

Appointment Details: MAURDIYA MZALLOSWER			
Date	Time	Booking Confirmation Code	QR Code
2021-11-7	12:00 AM	B-SHTS8FD6	Click here to access the QR code

Save your booking confirmation number and QR codes and bring it to the clinic for your vaccination. It will be used to verify your vaccination appointment. Please also bring one piece of identification with you that proves your age. This could include your Alberta Health Care card, a driver's license, birth certificate or passport.

If you are feeling ill on the day of your appointment or need to cancel for any other reason, [click here](#) to reschedule.

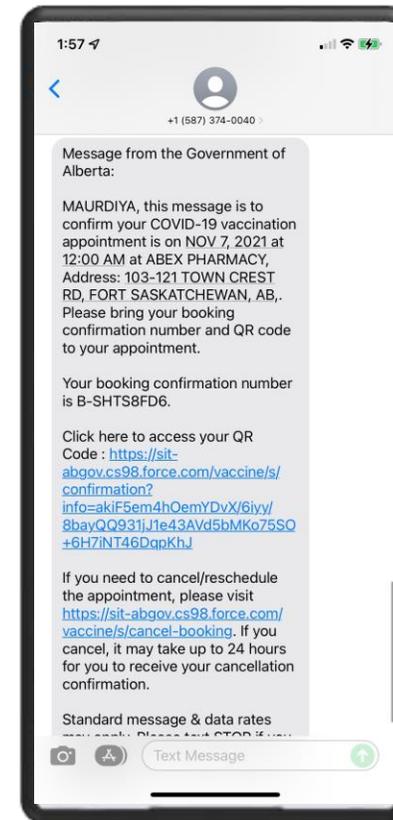
This email address is not monitored so please do not reply. Please call Health Link by dialing 811 if you no longer wish to receive email communications.

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Please remind the Albertans to check their spam folders if they have not received an email.

To resend confirmation to the Albertan, refer to the **How to Resend Registration/Booking Confirmation to Albertans** User Guide.

The booking confirmation **text message** that the Albertan receives will look like the following:



The Albertan will receive a text message 24 hours before their appointment time that will have a link to a QR code, which they should take with them for checking in for their vaccination.