

COVAXON Access Approval Form

Please fill out the below information and submit completed form to:

COVIDVaccinationEnquiries@bchu.org

Organization: _____

Main Contact for BCHU: _____

User's Last Name: _____

User's First Name: _____

User's Role: Site Staff _____ Vaccinator _____

User's Email: _____

User's Mobile #: _____

User's Manager Approval: _____

Date: _____

For BCHU Office Use ONLY

Date AA Completed Request: _____

Name of AA: _____

Manager Approval: _____

Date: _____

**BRANT COUNTY
HEALTH UNIT**

USER ROLE	FUNCTIONALITIES	INVENTORY AND REPORTING
CoVax Site Staff	<ul style="list-style-type: none"> • Search clients and update client information 	<ul style="list-style-type: none"> • Read and export vaccine inventory report, VE and AO inventory report, summary client dose admin reports, and clients with highest risk (28 days) report • View AO site dashboard, AO scheduling dashboards, and the associated linked reports
CoVax Vaccinator	<ul style="list-style-type: none"> • Search clients and update client information • Vaccinate clients • Review dose admin records • Read-only access for VE records 	<ul style="list-style-type: none"> • View AO site dashboard, AO scheduling dashboards and the associated linked reports
CoVax Site Super User	<ul style="list-style-type: none"> • Inventory manager functionalities • Vaccinator functionalities • Mass data client upload • Review dose admin records • Merge duplicate clients 	<ul style="list-style-type: none"> • Read and export vaccine inventory report, VE and AO inventory report, detailed client dose admin reports, summary client dose admin reports and client with highest risk (28 days) report
CoVax Clinic Coordinator	<ul style="list-style-type: none"> • All vaccination permissions • Report inventory reconciliations at the VE level (wastage, extra doses from vial, no consent) 	<ul style="list-style-type: none"> • View AO site dashboard, AO scheduling dashboards, and the associated linked reports
CoVax PCP Vaccinator	<ul style="list-style-type: none"> • All vaccinator permissions • Report inventory reconciliations at the VE level (wastage, extra doses from vial, no consent) 	<ul style="list-style-type: none"> • View AO site dashboard, AO scheduling dashboards, and the associated linked reports
CoVax Inventory Manager	<ul style="list-style-type: none"> • Create shipments, inventory line items, & inventory records • Link inventory to VE's; create and manage VE records • Report inventory reconciliation at AO/VE level • Manage transfers and recalls 	<ul style="list-style-type: none"> • Read and export vaccine inventory report, summary client dose admin reports