

USING ACCESS CODE TO REGISTER ONLINE FOR VACCINE

<https://gettheshot.coronavirus.ohio.gov/>

1. Retrieve **registration access code** from your HUB-Lead or Hub-Spoke.
2. Visit [Get The Shot registration website](#).
3. Select language and click 'check eligibility and book appointment'
4. Fill out Vaccination Questionnaire:
 - Are you filling out this form on behalf of someone else? If so, you will need their information:
 - First & Last Name
 - Email Address
 - Phone Number (optional)
 - Your relationship to patient (guardian, caregiver, family member or other)
 - Is the vaccine recipient age 40 or older?
 - Does the vaccine recipient have a qualifying congenital, early-onset, or inherited condition?
 - Find a list of qualifying conditions [here](#).
 - Does the vaccine recipient work in one of these occupations OR have any of these conditions?
5. Enter the **registration access code** from step one.
6. Certify responses and acknowledge information.
7. Click blue 'Continue' button.



Occupations:

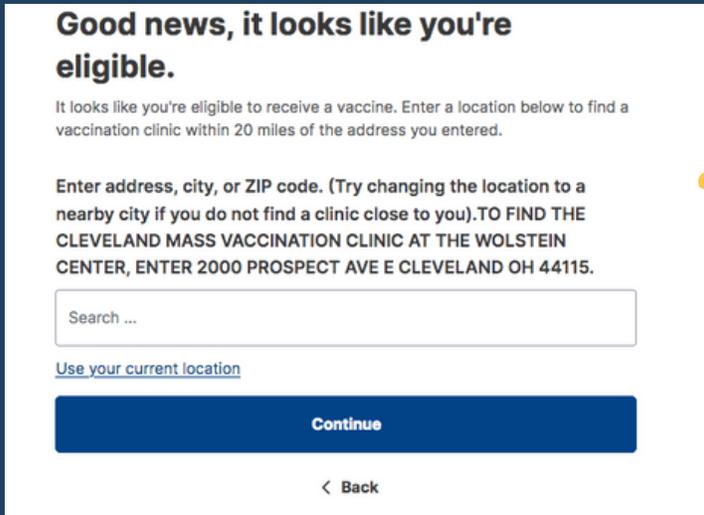
law enforcement, corrections, firefighter services, child care services, funeral services

Conditions:

pregnancy, type 1 diabetes, type 2 diabetes, history of bone marrow transplant, end-stage renal disease, cancer, chronic kidney disease, chronic obstructive pulmonary disease (COPD), heart disease, obesity, or amyotrophic lateral sclerosis (ALS/Lou Gehrig's disease)

Continue

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8. After completing the questionnaire with the access code, you should be recognized as 'eligible'.

9. **Enter ZIP code 44115 into the address field and the Wolstein Center Mass Vaccination Site should show up.**

10. Click 'See all availability' to schedule a time for the vaccination appointment.

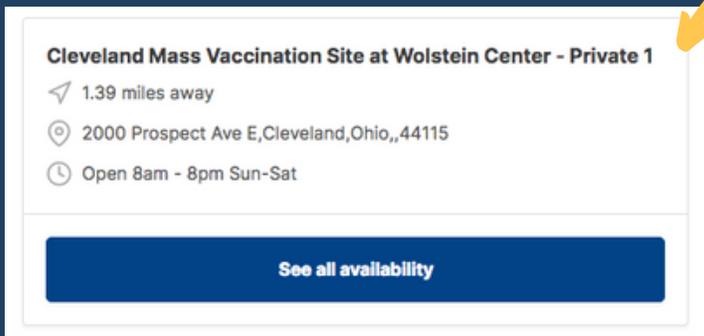
11. A calendar will display with the times and dates available. Select the appointment that will work best for the person you are registering. **Keep in mind they will likely need to come back 21 or 28 days from their first appointment to receive their second dose.**

12. Once you select the time and date, click continue, verbally confirm the appointment with the person you are registering, and click 'continue' again.

13. Fill out the patient information:

- First & Last Name
- Birthday
- Sex
- Email
- Mobile (optional)
- Street Address, City, State and ZIP code
- Race & ethnicity
- Optional: Disability, limited mobility and weight

14. Click blue 'continue' button.



- **If you receive Pfizer vaccine:**
A second dose will be required 21 days after the first appointment.
 - **If you receive Moderna vaccine:**
A second dose will be required 28 days after the first appointment.
 - The Janssen/Johnson & Johnson vaccine requires only one dose.
- You will not be able to specify a preferred vaccine brand.**



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15. Medical and Insurance Questions:

Does the vaccine recipient have health insurance?

- If the answer is No, skip to "Continue."

You do not need insurance to get the vaccine.

- There are no out-of-pocket costs for the vaccine, whether you have insurance or not. Vaccine providers will be able to charge an administration fee to your insurance provider or Medicaid.

16. Security Code: A one time security code will be emailed to the patient. It may take a few minutes to arrive, but you need to enter this code to complete the appointment.

17. Once you enter the security code, you can click the blue 'Complete Appointment' button!



Complete Appointment

NEXT STEPS:

- Confirm transportation plan with the patient.
- Make note that the registration access code was used.
- Have a follow-up plan with the patient to ensure all of their questions are addressed.