Vaccination Appointment Guide

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January 27, 2020

vaccinate.dc.gov
v.01/27/2021

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Vaccination Appointment Guide

The District of Columbia Department of Health (DC Health) continues to make progress with our COVID-19 vaccine distribution planning. We are working with the federal government and local partners within the District to plan for the distribution of the COVID-19 vaccine as doses become available.

In order to receive the vaccine, you must register for an appointment. Please use the following guide to help you through the process of registering for an appointment online.

Before You Start:

Before beginning registration, visit vaccinate.dc.gov to confirm you are in the current priority group.

You will be asked for your email to send your appointment confirmation, please be sure to have an email that you have access to prior to registering.

If you are unable to access the online vaccine portal or do not have internet access, please call the District's call center at 855-363-0333, for assistance with vaccine registration.

How to Register for a Vaccination Appointment Online

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1. From vaccinate.dc.gov **click** the blue "**Proceed to Vaccination Registration Portal**" **button** to start.

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Vaccination Registration

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Thank you for your interest in registering with our vaccination portal. At this moment, **vaccination appointments are only available for workers in health care settings and District residents 65 years of age and older**. To schedule an appointment, please read the information below and then proceed to the required questionnaire. For **assistance call the District's call center at 855-363-0333**, Monday through Friday from 8 am to 7pm and Saturday from 8 am to 4 pm.

If you do not work in a health care setting or not a District residents 65 years of age and older, submit your email address or mobile phone and you will receive an email or text message when the registry opens to additional populations.

Thank you again. Together, we will save lives and end this pandemic.

If you work for any of the below listed institutions, please exit this questionnaire and contact your facility for specific instructions on how to get vaccinated.

- DC Health
- DC Fire and EMS
- HSC Pediatric Center
- Howard University Hospital
- MedStar Georgetown University Hospital
- Medstar Washington Hospital Center
- Psychiatric Institute of Washington
- St. Elizabeths Hospital
- The George Washington University Hospital
- United Medical Center
- Children's National Hospital
- Kaiser Permanente
- National Rehabilitation Hospital
- Sibley Memorial Hospital
- Unity Healthcare
- Community of Hope
- Mary's Center
- Giant Pharmacy
- Bread for the City
- Safeway Pharmacy

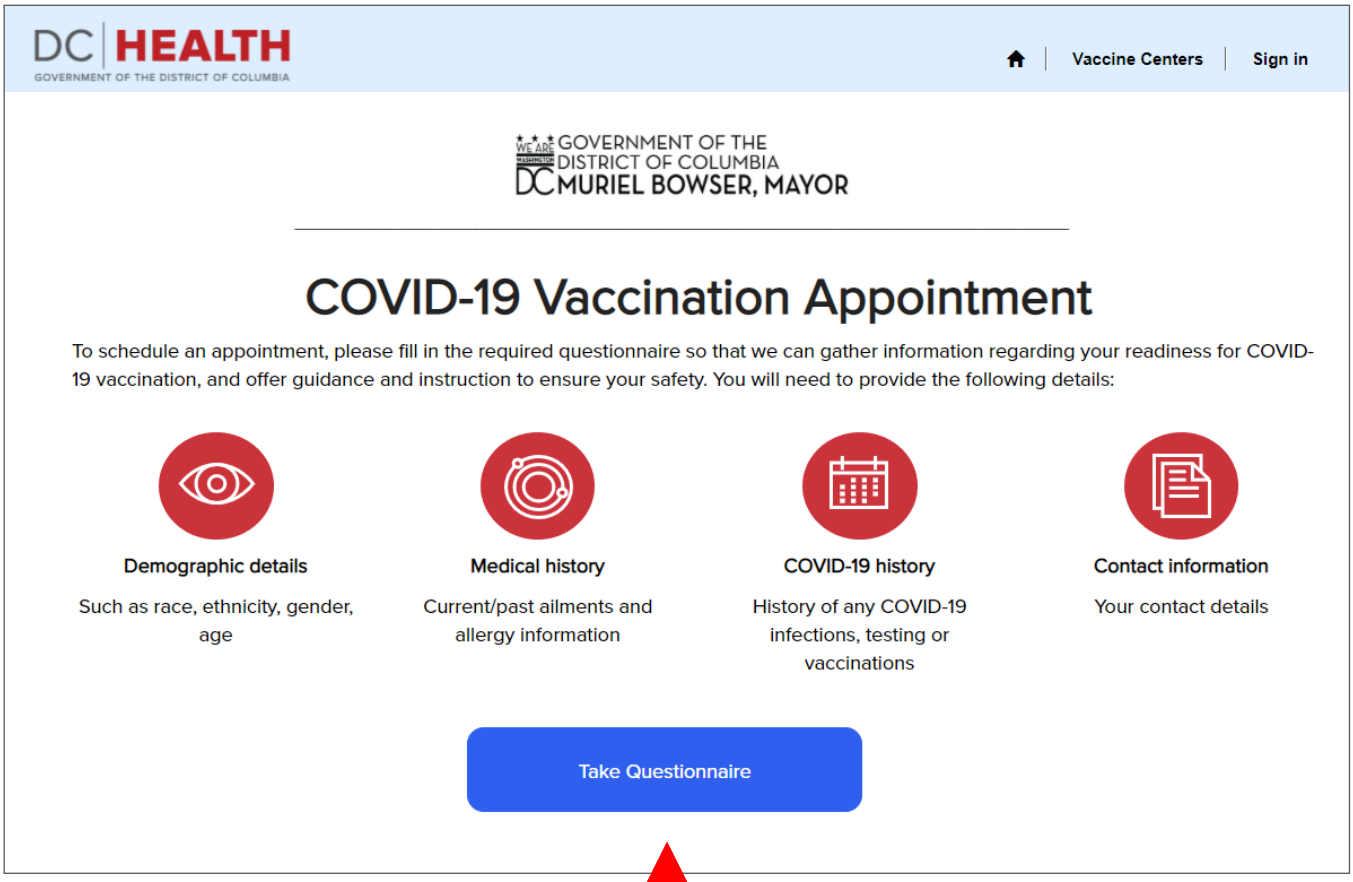
Schedule an Appointment

Please Note: This system is currently open only for people working in health care settings. You MUST provide verification of your eligibility at the time of your vaccination.

Proceed to Vaccination Registration Portal

Note: For the best experience, please use a modern web browser such as **Chrome, Safari, Edge, or Firefox**. Internet Explorer will not work. Your computer should also be using the following operating system: Windows 7, 8.1, 10 and above and iOS Leopard and above (Version 11).

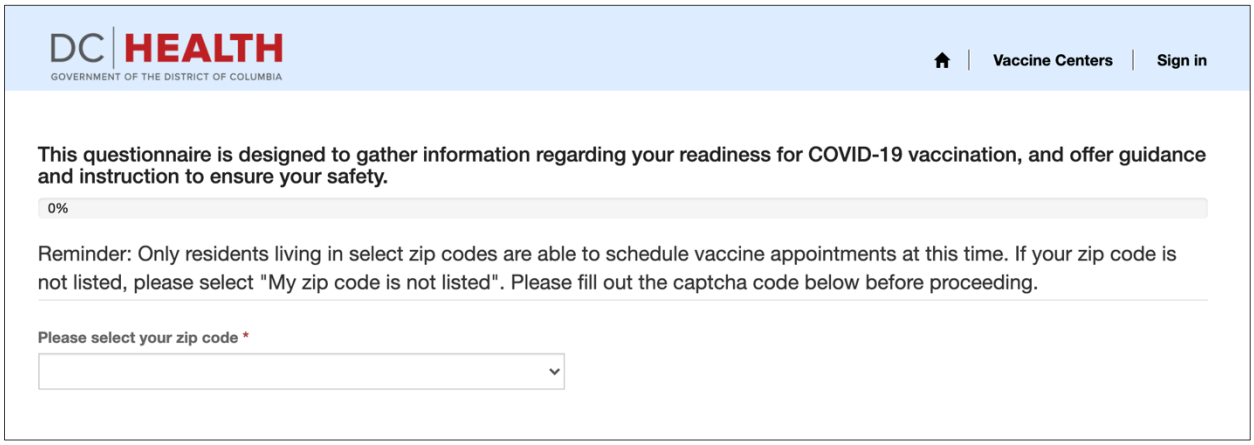
2. **You are now on the COVID-19 Appointment Portal**. Please review and gather the information needed to make an appointment.



Click the blue “Take Questionnaire” Button.

3. Initial Screening. First input your zip code.

Priority zip codes include areas of the city where residents are disproportionately affected by COVID-19, including number of cases and mortality rate.



Next, fill out the CAPTCHA. Type the letters and numbers as you see them in the image. Press the "Next" button.

What is a CAPTCHA?
A CAPTCHA is a type test used in computing to determine whether or not the user is human or a bot.

If it's hard to see the letters, click the words "**Play the audio code**". You will hear some words and/or numbers. Type the number(s) and/or the first letter of each word you hear.

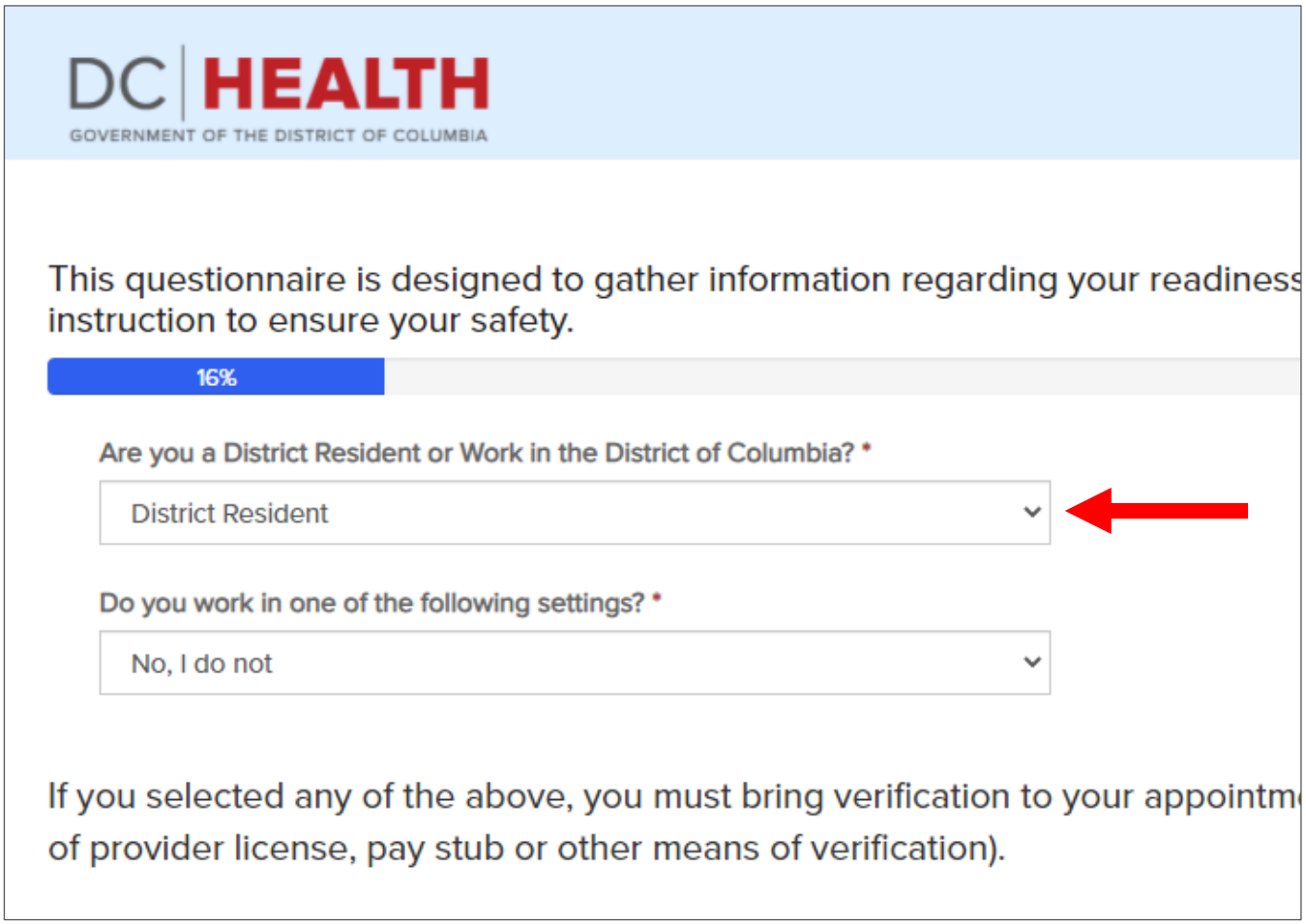
In the example picture above there is the code pW2TQmz, so this is what you would hear: papa whiskey 2 tango queen mike zulu.

You will type pw2tqmz

When you type in the letters, it does not matter if they are capital (M) or lowercase (m). Click the blue "Next" button. If you cannot hear the words, make sure the volume on your computer, tablet or phone is loud enough.

4. **Begin answering the questionnaire.** Click the arrow (▼) on the right hand side of each box. You will see several choices. Pick the one that is true for you.

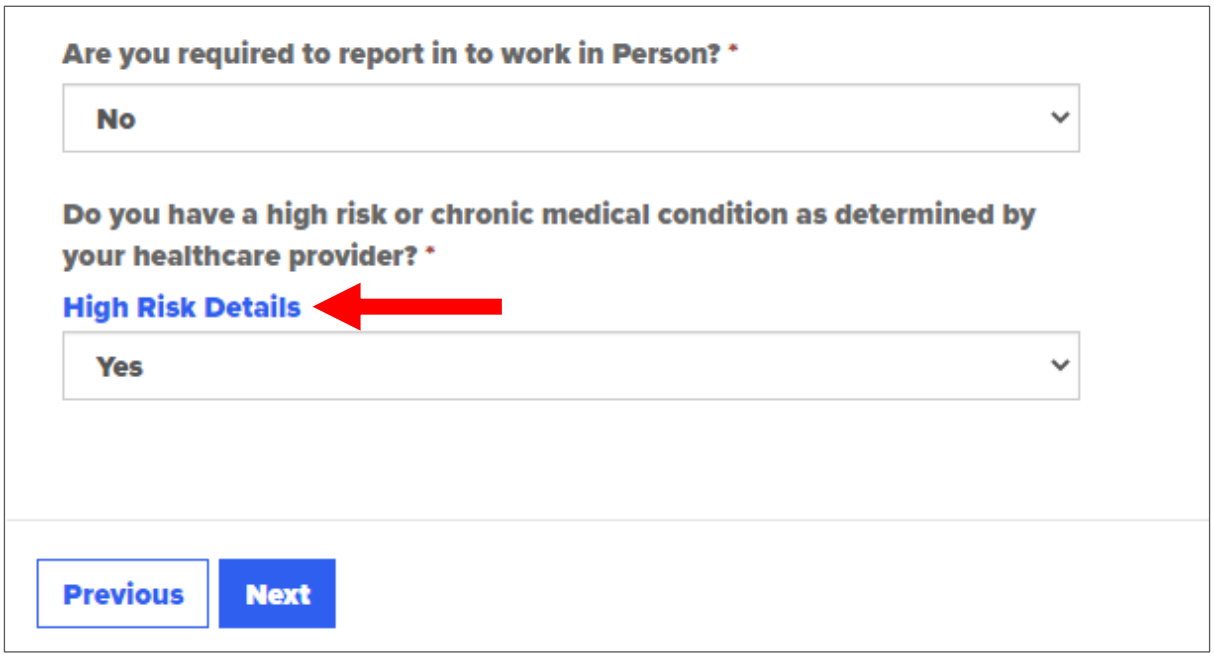
   Please complete all of the questions that have a red asterisk*



Please Note: For District residents aged 65 and older, you do not need to bring a work ID badge, letter from your employer, or a pay stub to your appointment. This is a note meant for health care workers part of phase 1a.

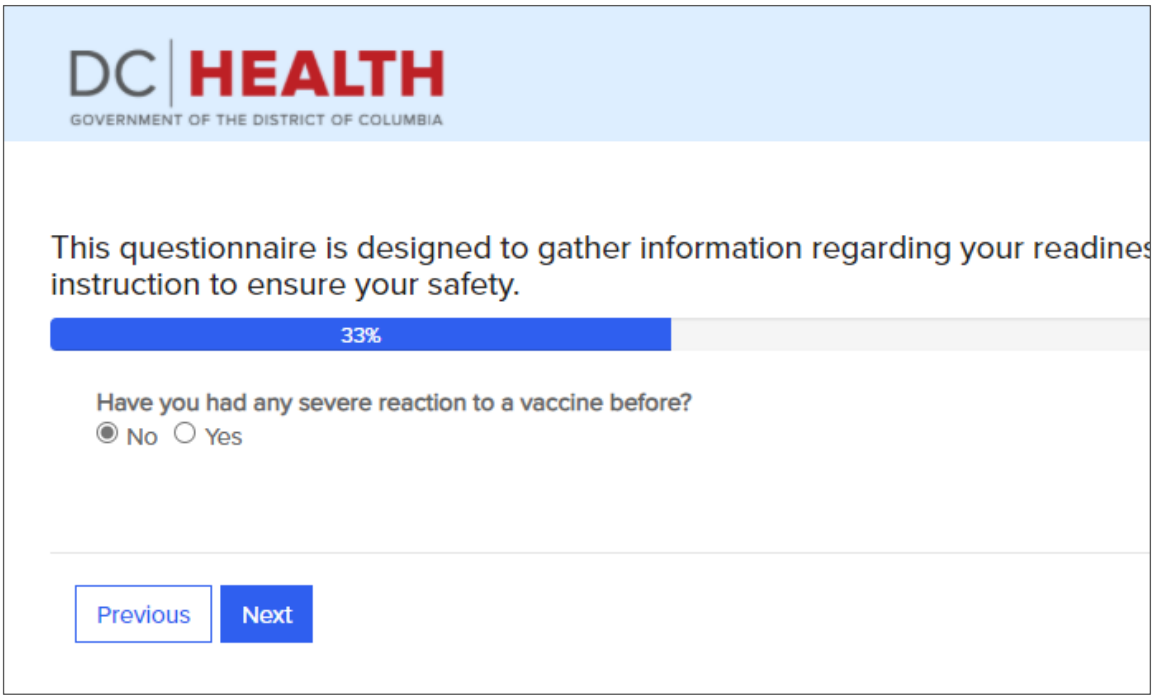
Click the blue "**Next**" button to continue.

5. If you're not sure you have a high risk or chronic medical condition, click the words "High Risk Details" and look at the list of medical conditions that appears. If you see your condition on that list, click "Yes".



Click the blue "**Next**" button to continue.

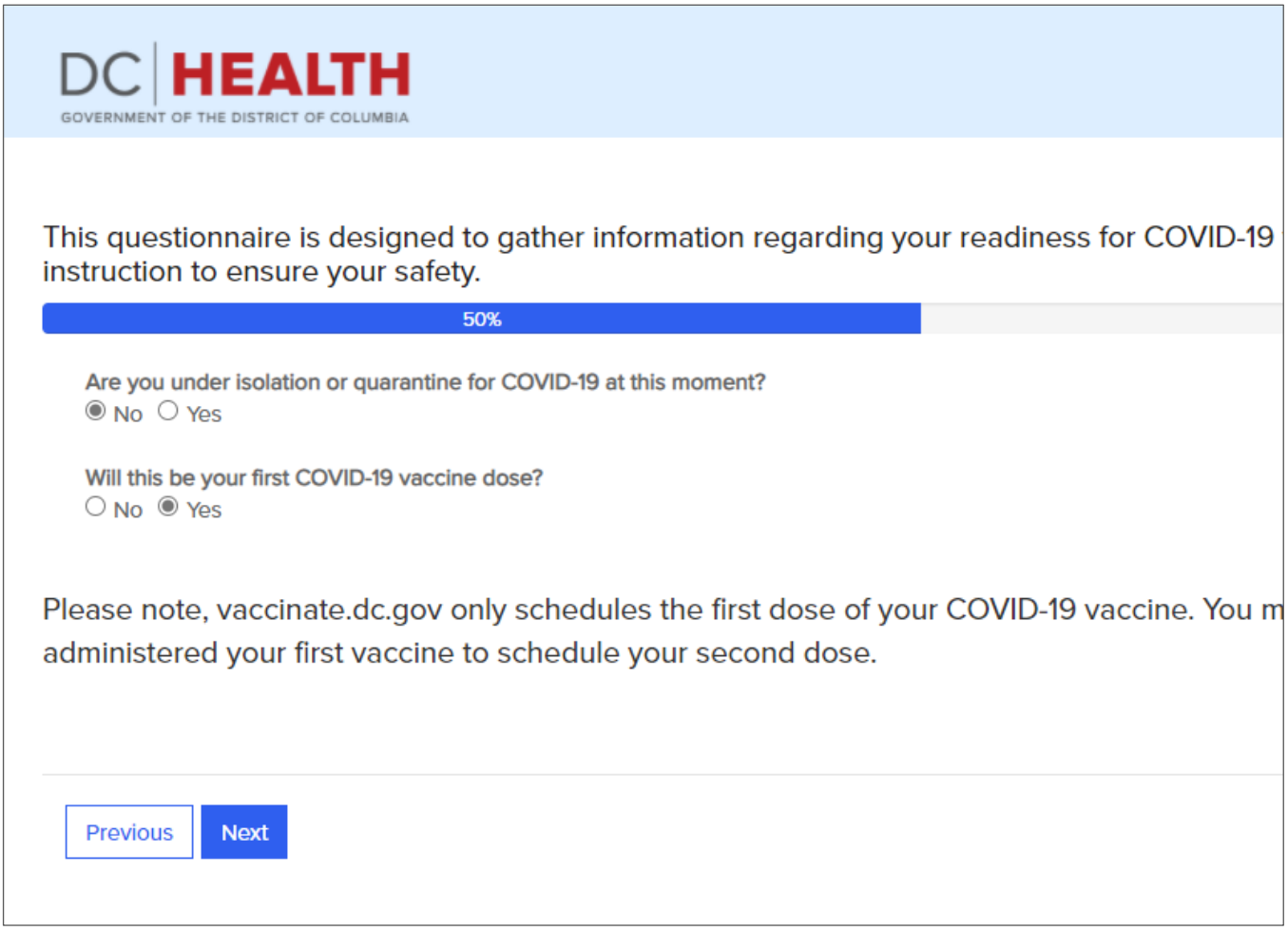
6. If you have not gotten sick before when you had a vaccine, answer "No".



Click the blue "**Next**" button to continue.

7. If the doctor has not told you to stay home or away from other people because you have COVID-19 or another sickness, answer “No”. If the doctor has told you to stay home or away from other people because you have COVID-19 or another sickness, answer “Yes”.

If this is the first time you have had a COVID-19 vaccination, answer “Yes”. If this is not the first time you have had a COVID-19 vaccination, answer “No”.



Click the blue “**Next**” button to continue.

8. **Type in your**: First Name, Last Name,, Email Address and Phone Number.

For the Address Field, as you type a drop down will appear searching for your location so that you may auto-fill your full address. Please click from that drop down, **DO NOT** ignore it and type it in yourself.

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This questionnaire is designed to gather information regarding your readiness for COVID-19 vaccinat
instruction to ensure your safety.

66%

Resident Information Collection

Please provide your information below.

First Name *

Middle Name

Last Name *

Address (search for and select your address here) *

Apartment, Suite, Unit Number

Email Address *

Phone Number *

9. **Select your**: gender, race, ethnicity, birth month, day, and year.

Gender *

Race *

If other race, please specify

Please describe your ethnicity *

Please provide your date of birth

Month *

Day *

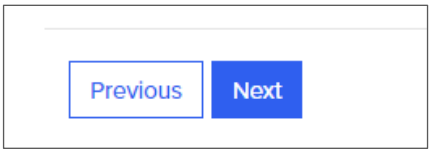
Year *

Click the blue "**Next**" button at the bottom of the page.

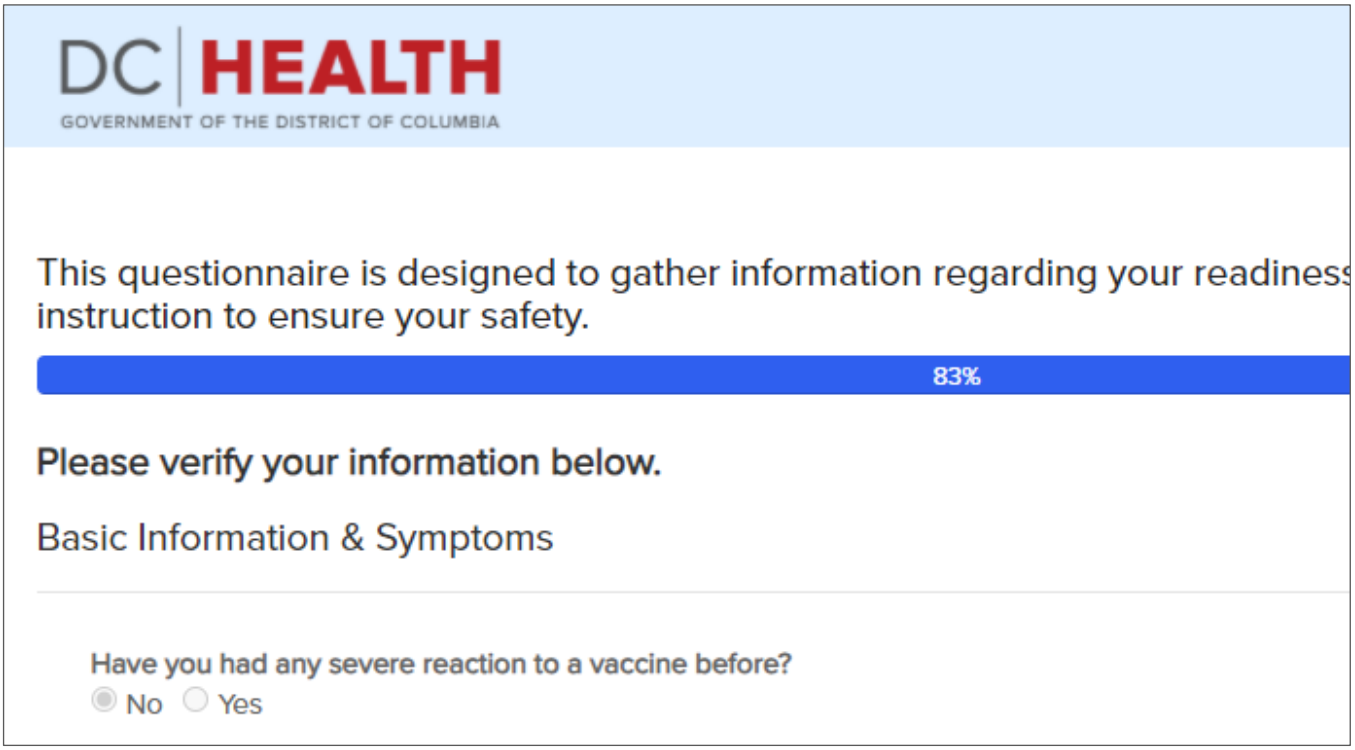
Previous Next

10. **If you have forgotten to complete a required question or a question wasn't answered correctly, a pink box will appear and give you instructions for correcting.**

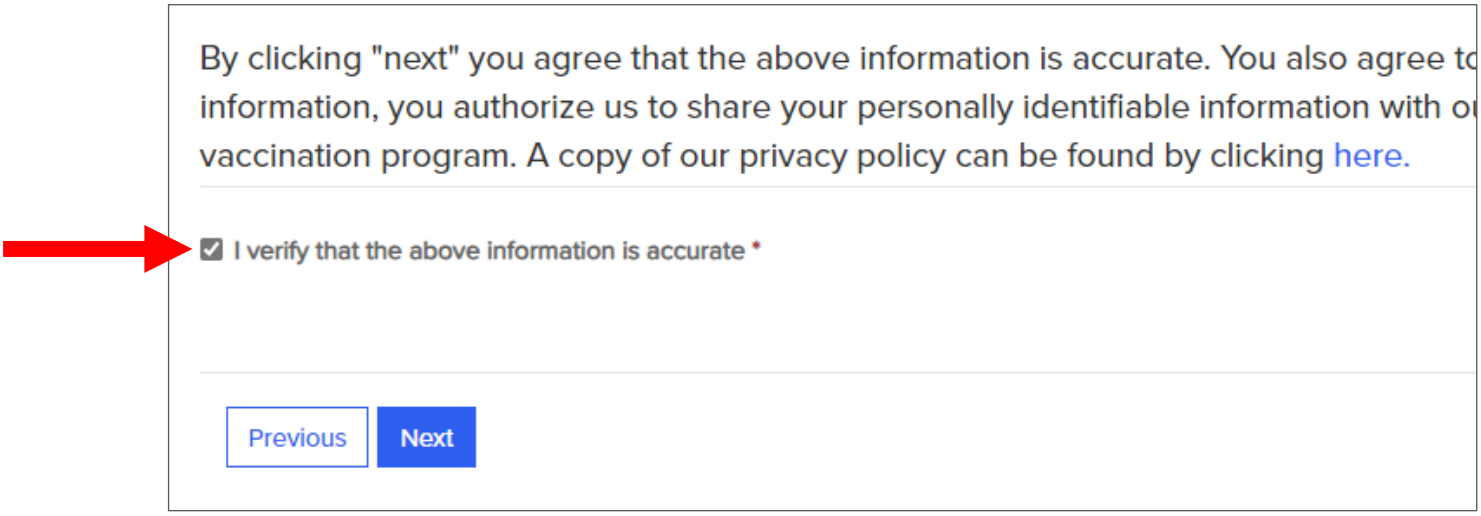
After you make any corrections, **click** the blue "**Next**" button to continue.



11. You will be prompted to verify the information. Check the form to make sure everything is correct.

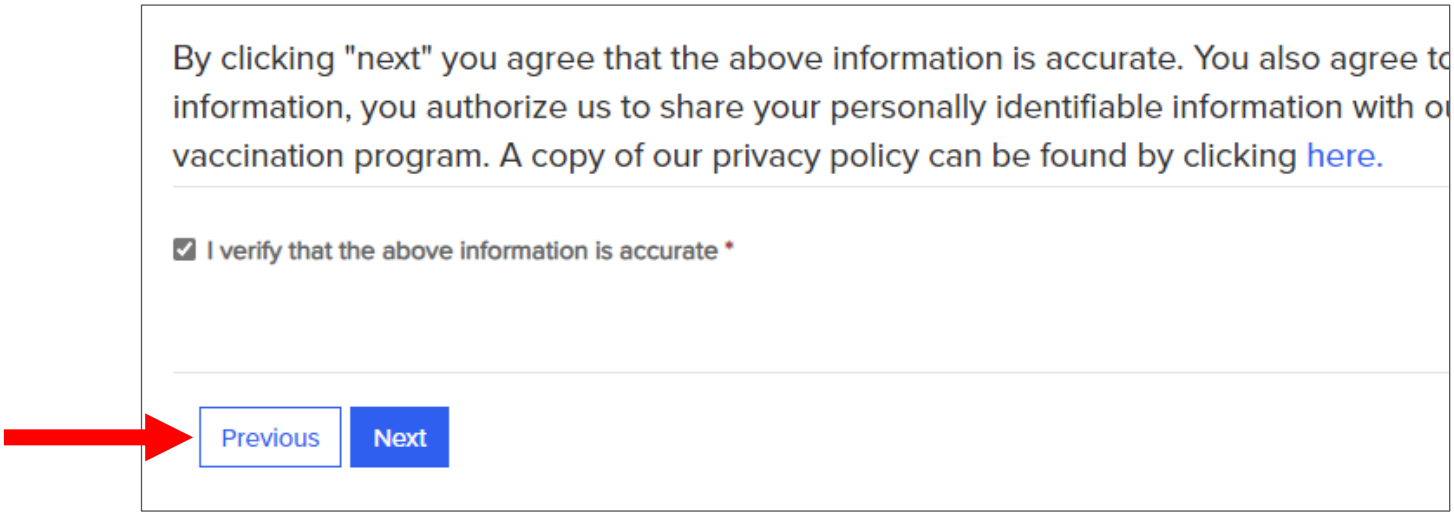


If the information is correct, **click** the small **box** near the words "**I verify that the above information is accurate**".



Click the blue "**Next**" button at the bottom of the page.

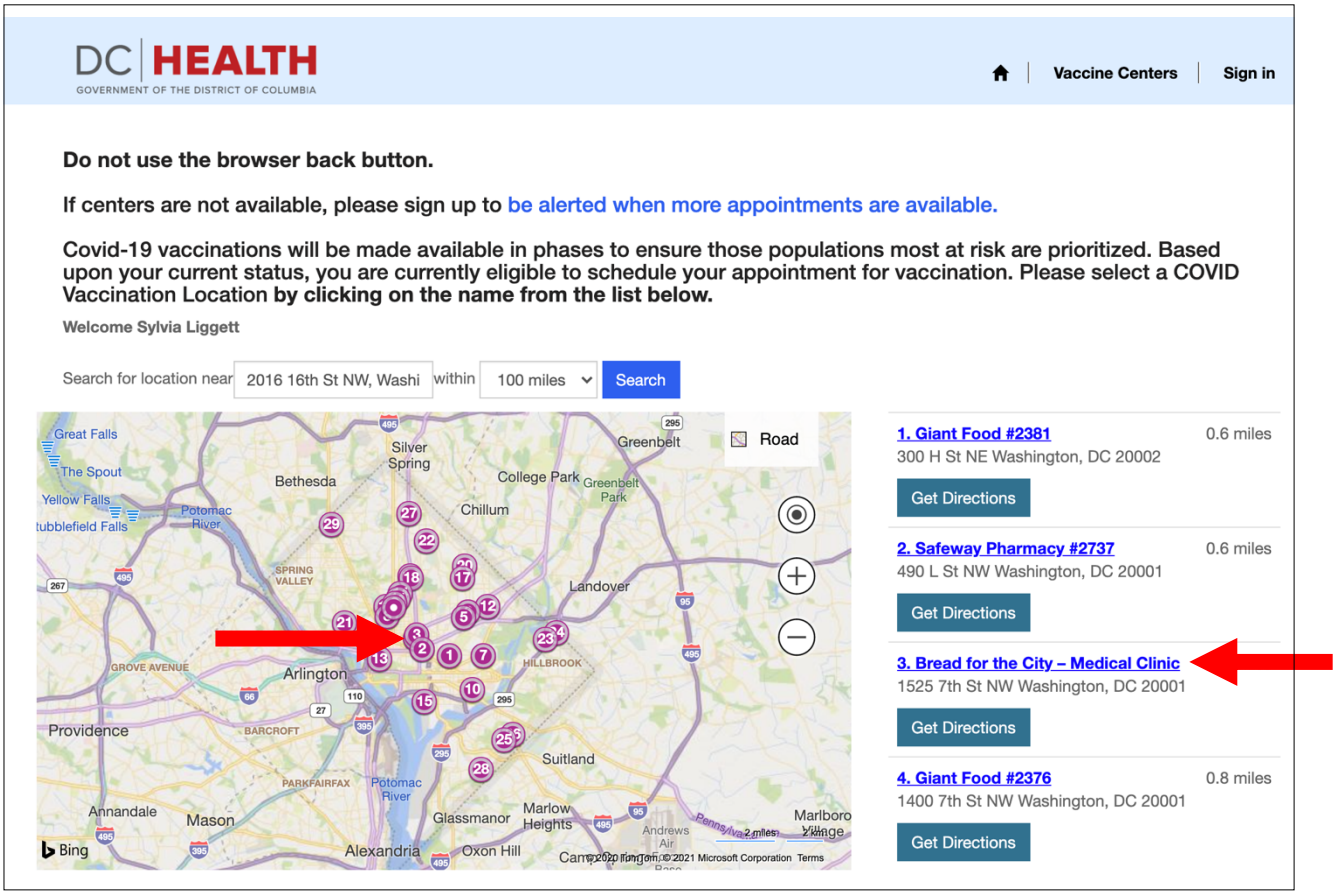
12. **If the information is not correct,** click the white “Previous” button at the bottom of the screen. You can then return to your form and make changes.



Once the information is correct, click the small box near the words “I verify that the above information is accurate”.

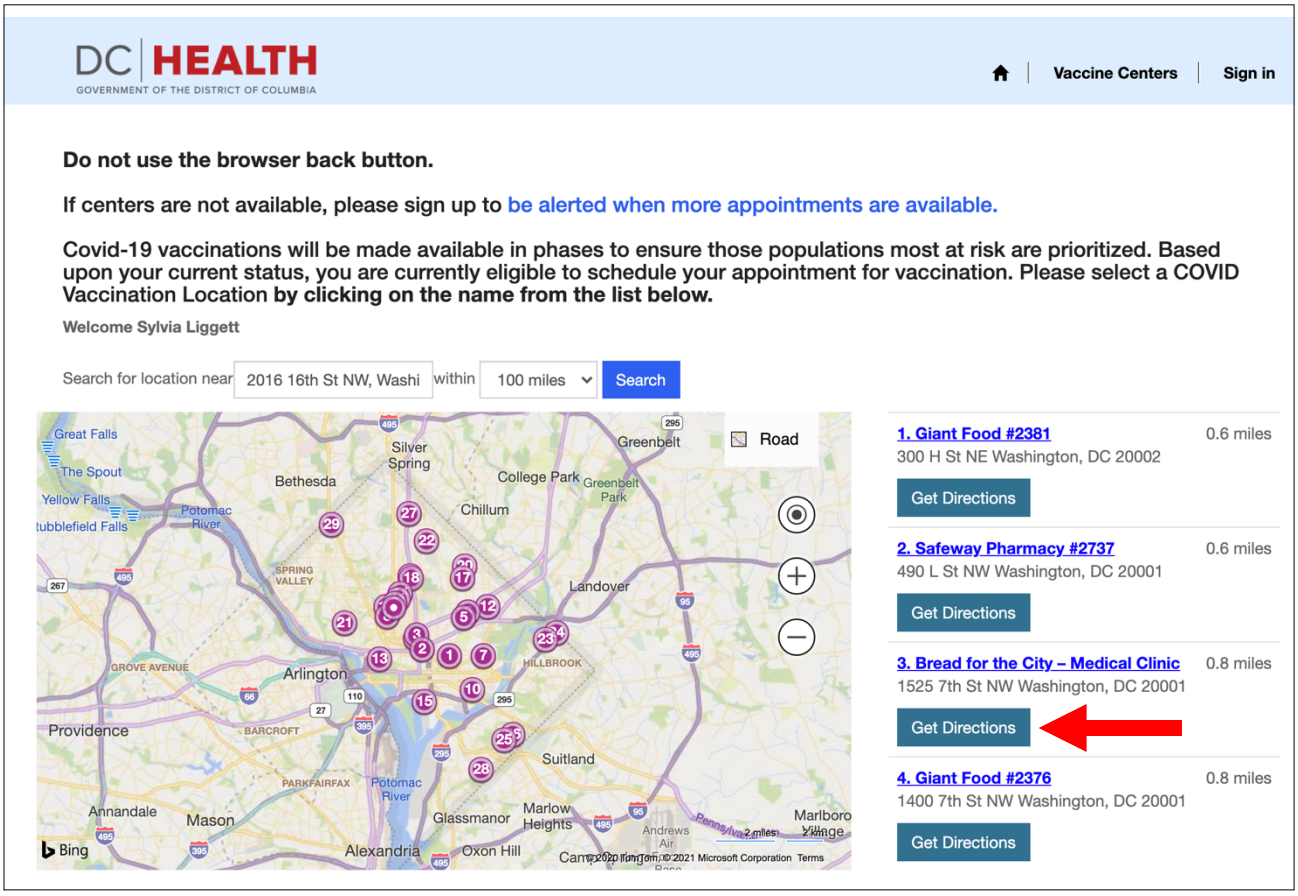
Click the blue “**Next**” button at the bottom of the page.

13. Find a location. On this page you will look at locations offering vaccines, choose one that works for you by clicking the bright blue hyperlinked name.

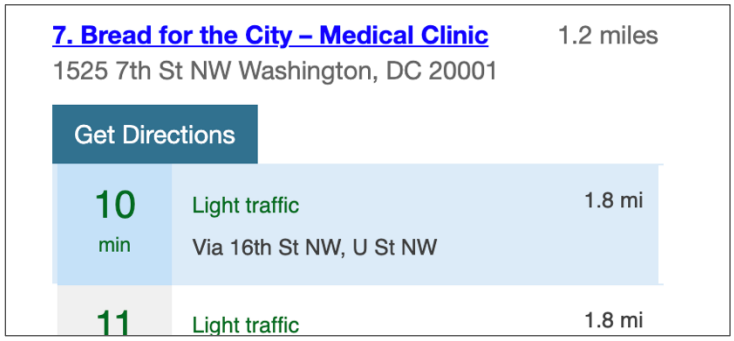


Use the map to see locations in proximity to your residence. The numbers correlate to the list of locations on the right side of the screen.

14. Click the **Get Directions** button under a location to generate a map from where you are to the appointment address.



Check your address and click “Get Directions”.



15. Select an appointment. Once you select your location, you will see a list of available appointments. Click “Book” to make your appointment.

If appointments are NOT available, please use the **Change Location** button to select other centers. If no other centers are available, please sign up to be alerted when more appointments are available.

Please confirm your booking within : 170 seconds

Date Range

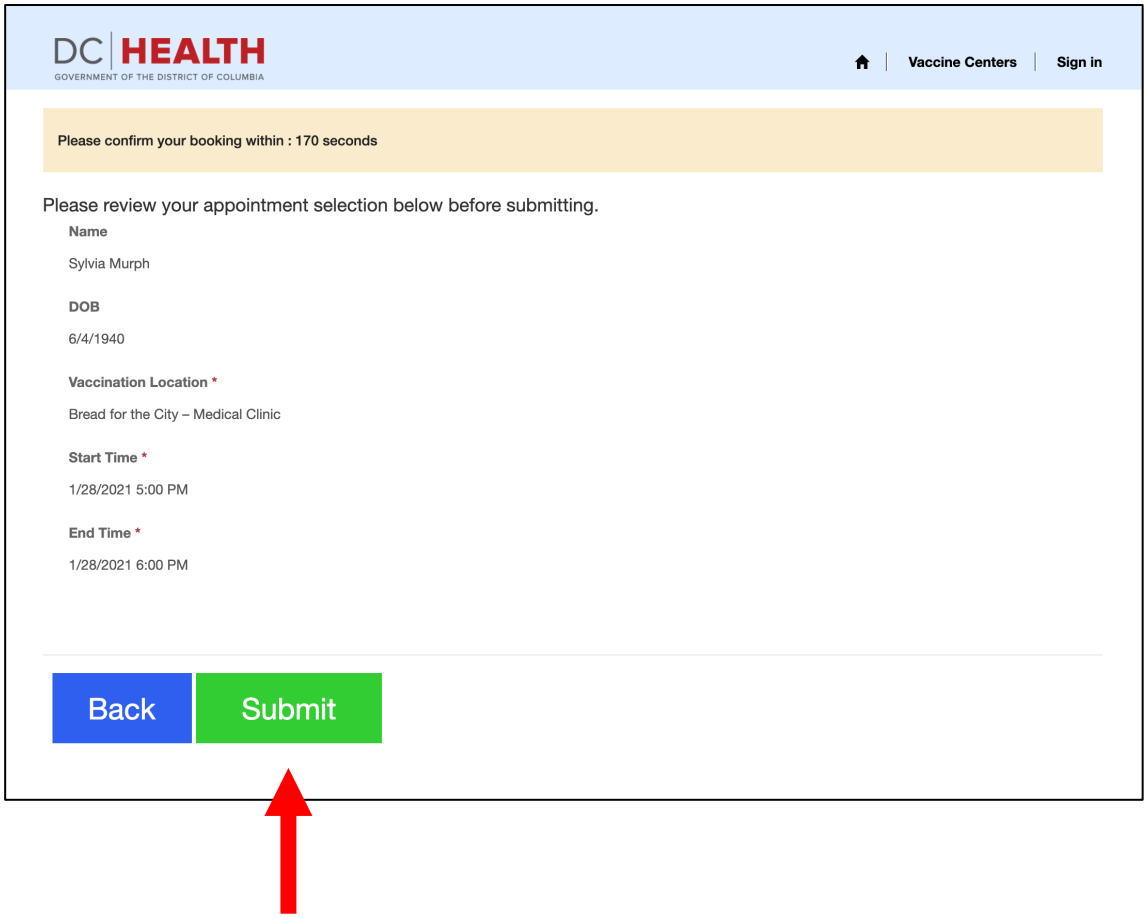
Apply

Change Location

Resource	Start Time	End Time	Duration	
Bread for the City – Medical Clinic	1/28/2021 10:00 AM	1/28/2021 11:00 AM	60	Book
Bread for the City – Medical Clinic	1/28/2021 11:00 AM	1/28/2021 12:00 PM	60	Book
Bread for the City – Medical Clinic	1/28/2021 4:00 PM	1/28/2021 5:00 PM	60	Book
Bread for the City – Medical Clinic	1/29/2021 10:00 AM	1/29/2021 11:00 AM	60	Book
Bread for the City – Medical Clinic	1/29/2021 11:00 AM	1/29/2021 12:00 PM	60	Book
Bread for the City – Medical Clinic	1/29/2021 12:00 PM	1/29/2021 1:00 PM	60	Book
Bread for the City – Medical Clinic	1/30/2021 10:00 AM	1/30/2021 11:00 AM	60	Book
Bread for the City – Medical Clinic	1/30/2021 11:00 AM	1/30/2021 12:00 PM	60	Book
Bread for the City –	1/30/2021 1:00 PM	1/30/2021 2:00 PM	60	Book

If there are no appointments available or you want to book at a different location, **DO NOT** click your back button on your browser, please click the blue “Change Location” button.

16. Next you are asked to review your name, date of birth, and appointment location, date and time. To confirm your booking click “Submit”.



To find a **different** booking click “Back”.

Confirmation

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After your appointment is successfully booked, you will see this confirmation message. Please print or take a screen shot of this page. You will also receive an email confirmation with full details.

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Vaccine Centers | Sign in

Your booking is confirmed.

Due to high volumes, your confirmation email may take up to 24 hours to process. Please print or screen shot this page as your confirmation. If you are unable to locate the email in either your inbox or spam folder, please contact DC Health at vaccinatedc@dc.gov for assistance.

Name
Sylvia Murph

Appt ID
62399-V0Z7F

Start Time
01/28/2021 **5:00 PM**

Vaccine Location
Bread for the City – Medical Clinic

Email Confirmation

The subject of the email is: **COVID Vaccine Notification - Booking Confirmation.** Be sure to check your SPAM or JUNK folder. After 24 hours, if you are unable to find the email, please email **vaccinatedc@dc.gov** for assistance.

From: NO-REPLY-VRAS <no-reply-vras@dc.gov>
Date: Wednesday, January 27, 2021 at 5:50 PM
To: Sylvia Murph <ldyfm@email.com>
Subject: COVID Vaccine Notification - Booking Confirmation

Hello Sylvia,

You have been approved to receive a COVID-19 Vaccine. Please bring the below confirmation code and/or QR code with you (on your phone or printed) and report to the vaccine center.

Scheduling Confirmation:

Name: Sylvia Murph
Email: ldyfm@email.com
Appointment ID: 62399-V0Z7F
Vaccination Location: Bread for the City – Medical Clinic
1525 7th St NW
Washington, DC 20001
Start Time: 1/28/2021 5:00 PM EST
End Time: 1/28/2021 6:00 PM EST

Please be prepared to provide verification of your work setting at the time of your vaccine appointment. This can include an ID badge, letter or email from a supervisor, or other methods. The provider who administered your first dose is responsible for scheduling your second dose. If you have any issues scheduling your second doses, please click here for contact information for your provider. All other questions may be directed to vaccinatedc@dc.gov.

You can cancel your booking by clicking on this link

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Cancelling Your Appointment

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1. If you need to cancel your appointment, open your confirmation email for the appointment and select either option at the bottom of the email.

From: NO-REPLY-VRAS <no-reply-vras@dc.gov>
Date: Wednesday, January 27, 2021 at 5:50 PM
To: Sylvia Murph <ldyfm@email.com>
Subject: COVID Vaccine Notification - Booking Confirmation

Hello Sylvia,

You have been approved to receive a COVID-19 Vaccine. Please bring the below confirmation code and/or QR code with you (on your phone or printed) and report to the vaccine center.

Scheduling Confirmation:

Name: Sylvia Murph
Email: ldyfm@email.com
Appointment ID: 62399-V0Z7F
Vaccination Location: Bread for the City – Medical Clinic
1525 7th St NW
Washington, DC 20001
Start Time: 1/28/2021 5:00 PM EST
End Time: 1/28/2021 6:00 PM EST

Please be prepared to provide verification of your work setting at the time of your vaccine appointment. This can include an ID badge, letter or email from a supervisor, or other methods. The provider who administered your first dose is responsible for scheduling your second dose. If you have any issues scheduling your second doses, please click here for contact information for your provider. All other questions may be directed to vaccinatedc@dc.gov.

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2. Confirm your date of birth.

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Please confirm your date of birth

Month *

Day *

Year *

Next

Click the blue "**Next**" button to continue.

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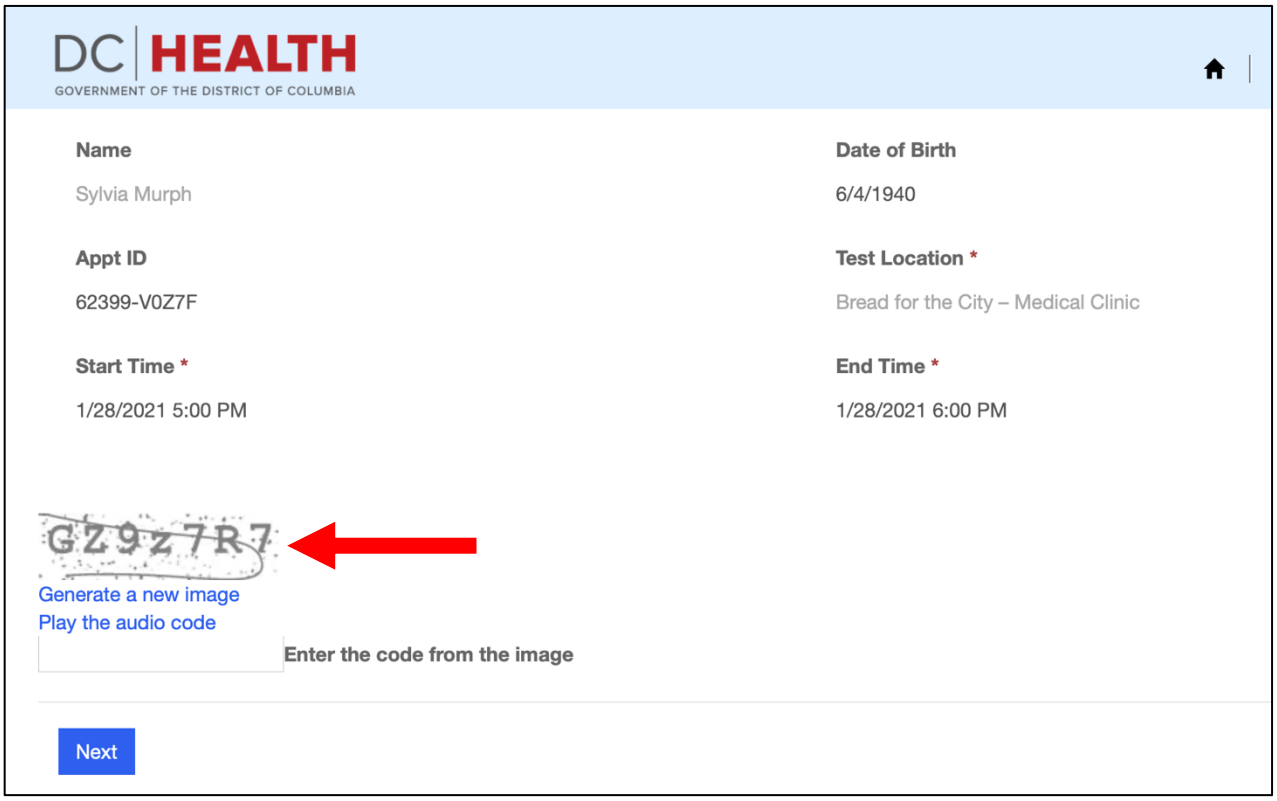
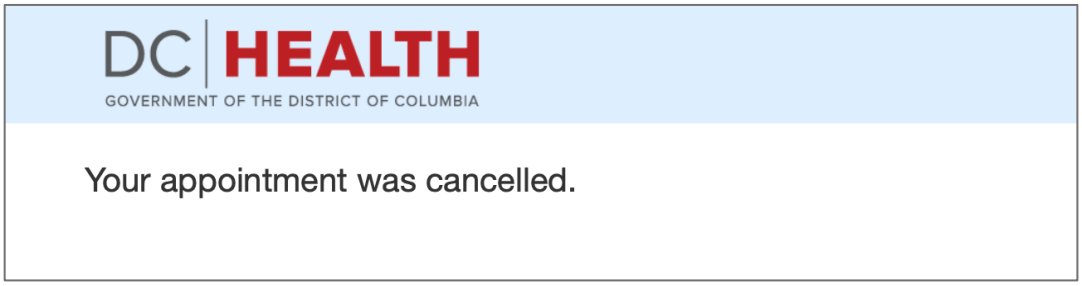
3. Enter the CAPTCHA code shown.



Click the blue "**Next**" button to continue.

4. Your appointment has now been cancelled.



Further Assistance

If you have any difficulty or cannot find your confirmation email, please email vaccinatedc@dc.gov for support.

You may also call the District's call center at 855-363-0333, for assistance with vaccine registration.

To receive alerts via email or text for future announcements or when more appointments become available go to vaccinate.dc.gov

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