

# Sussex Pulmonary & Endocrine Consultants

## Instructions to schedule appointment for COVID-19 Vaccine

When you click on the link to schedule vaccine it takes you to Healow Health Portal. You have option to schedule COVID-19 Moderna Vaccine and COVID-19 Johnson and Johnson Vaccine.

- As of March 27<sup>th</sup>, 2021, we only have Moderna Vaccine. We hope to get Johnson & Johnson Vaccine soon. Therefore, appointments are only available for Moderna Vaccine. When we do get Johnson & Johnson Vaccine, there will be available appointments for it also.

Click on “Moderna COVID-19 Vaccine” Show Availabilities

- It will ask you if you have seen this provider before? Check YES if you are established patient of our practice.
- There is only one option under Appointment reason: Covid-19 Vaccine Moderna
- You can then choose appointment from available dates and time.
  - If you could not find an appointment for the time you were looking for, you can click “Send Request” and our office will call you to schedule the appointment.
- Once you select date and time for the appointment, it will ask you for your name, date of birth, email address and phone number.
  - It is best to put your cell phone number if possible as you will get a code to complete the appointment. If you do not have access to a cell phone you can also put your home phone number and you can get a voice call with the code.
- In the next screen you have an option of providing us any relevant information that you feel is important for us to know with respect to your vaccine appointment
- In the section “How will you be paying” check Cash or Insurance (on checking Insurance it will ask for your insurance information.). Please note that there is no charge to the insurance for the COVID-19 vaccine. If you cannot find your insurance in the drop down, just check Cash and bring your insurance cards with you for the appointment.
- In the next screen you will choose “Voice Call” or a “Text” to get a code to complete the appointment.
- Enter your code and then click “Verify and Book”.
- You will also get a confirmation email with date and time for your appointment.
- When you come for your appointment please fill and bring 1<sup>st</sup> page of [CDC Pre-vaccination Check List](https://www.cdc.gov/vaccines/covid-19/downloads/pre-vaccination-screening-form.pdf) (<https://www.cdc.gov/vaccines/covid-19/downloads/pre-vaccination-screening-form.pdf>) and your insurance cards.

If you run into any problems, please call us at (302) 644-7201 and someone will help you schedule the appointment.