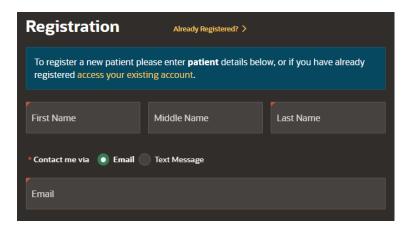
Online booking for Council Vaccination Clinics

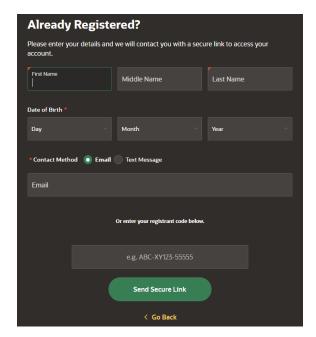
Already registered?

If you have already had a vaccine at a state or council run vaccination clinic you may already have an account.

1. If so, you should select the 'Already Registered?' yellow link at the top of the <u>registration</u> page.

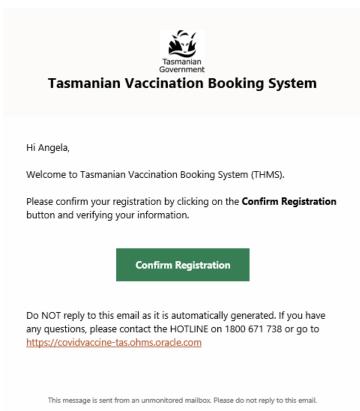


- 2. If you do not know your registration details, please call your council to obtain the registration details.
- 3. On the 'Already Registered?' page, enter your previously registered personal information and contact details **OR** your registrant code to receive a secure link to access your account.
- 4. Click 'Send Secure Link' to receive a unique link in an email or text message.



5. Click on the 'Confirm Registration' link sent to your email or click on the link on your phone.

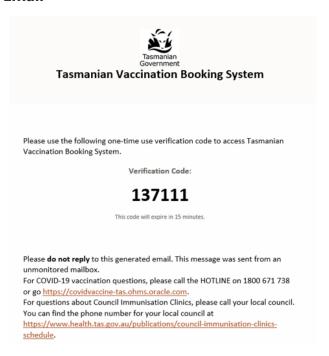
Email Text



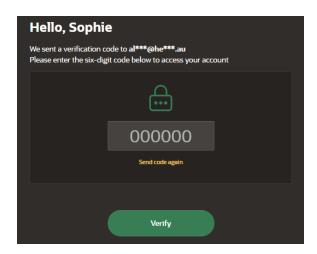
Please confirm
your Tasmanian
Vaccination
Booking System
registration by
clicking on the
Link below
https://covidvaccine-tas.ohms.oracle.c
om/I/2/
AzvUC6QTGmv1g
g

6. This will open a new internet browser asking you for a 6-digit verification code. You will now receive this verification code in a separate email or text. Enter the code and click '**Verify**'.

Email Text

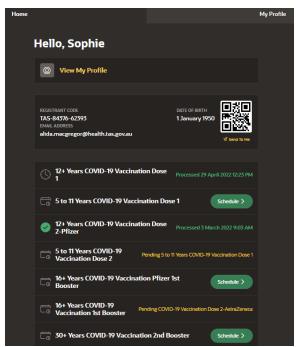


Your Tasmanian
Vaccination Booking
System verification
code is 181904.
This code will expire
in 15 minutes.



7. This will bring you to your account '**Home'** page.

See 'How to book an appointment' section below to book your appointment.



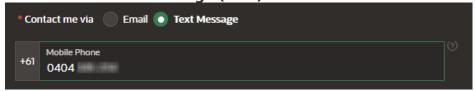
How to register

You will be asked to provide personal information, including: your name, contact details, and Medicare number, if you have one. This information will be verified through a 2-step security process. You will receive a series of SMS or emails confirming when your identity is verified, and you are registered to use the system.

If you are a parent or guardian booking a child into clinic you will need to register the child for their own account. You cannot use your account, but you can use the same email address or phone number for a child's account.

The name that you use to register for a vaccination should match the name on your Medicare card or temporary visa.

- 1. Enter your personal information in the registration form. Mandatory information is needed for boxes with a red triangle in the top left corner.
- 2. Choose which method you want to use to authenticate your registration. You can do this by either **email** or **text message (SMS).**



Note: Your full mobile number can be entered if you select Text Message (SMS).

3. If you have a Medicare number, select "*Medicare*" as the 'Insurance Type'.

Important: If you do not have a Medicare number, leave 'Insurance Type' blank.

4. If you have a Medicare number, enter your Medicare Number in the 'Insurance Number' field.

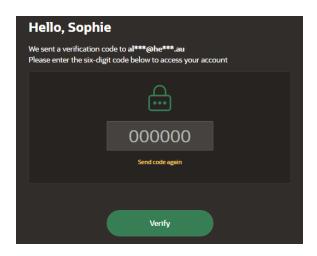


Enter the 10 digits at the top of the card plus the number next to your name (11 digits in total).



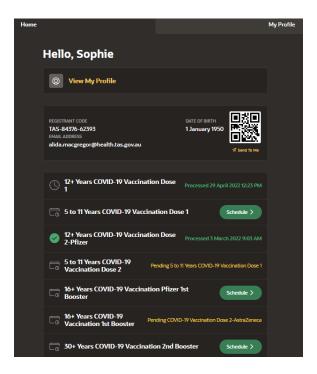
Example: For the sample Medicare card shown above you would type "12345678911" in the 'Insurance Number' field".

- 5. When all the mandatory fields are completed Click on the '**Register**' button at the bottom of the page.
- 6. You will receive a six-digit verification code either by SMS or email, depending on your preferred contact method. Enter the code into area on the screen. Click 'Verify'.



7. You will receive an SMS or Email that confirms your registration. This message will include a second code. This is a registration code – it is very important as it is unique to you. Please keep this code safe, as you can use it to log in to the system in the future.

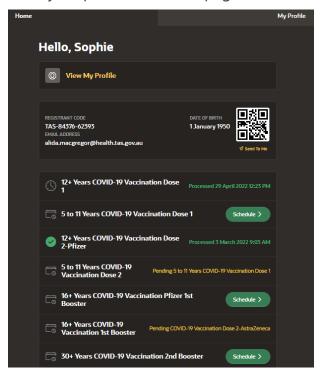
You will then be taken to your personal '**Home'** page, where you can book, reschedule and cancel appointments. Your registration code is shown, highlighted below.



How to book an appointment

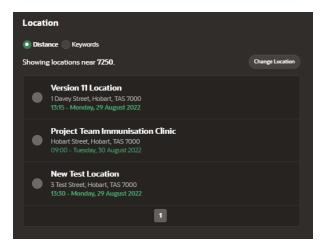
Once you have registered you can book an appointment.

1. From your personal 'Home' page, click on 'Schedule' next to the appointment type you need.

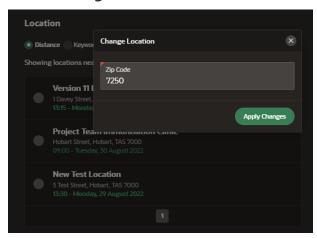


Adult and child immunisation schedule | Tasmanian Department of Health

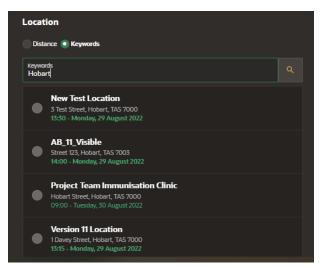
Select a clinic from the list provided or



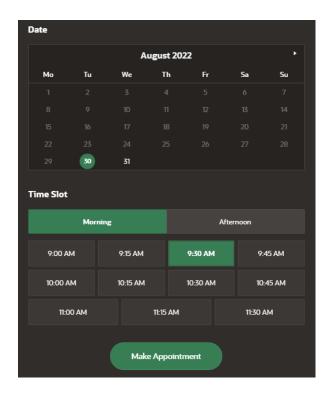
select 'Change Location' to search for a different post code location or



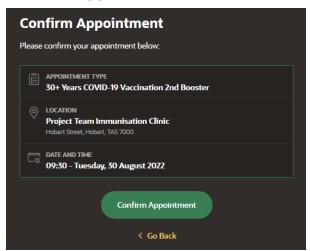
click on 'Keywords' to search using keywords



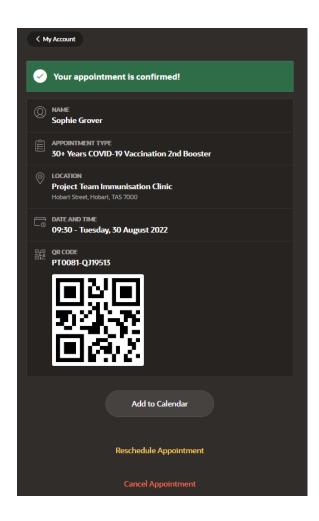
2. Choose a date and time for your appointment. Available dates for your clinic location will appear in bold.



- 3. Finalise your booking, by clicking on the 'Make Appointment' button.
- 4. Your appointment details will display on the screen. Confirm these are correct by clicking on 'Confirm Appointment' button.



5. Your appointment time will be confirmed on the screen. You will also receive an SMS or Email that confirms your appointment details.



From your personal **'Home'** screen, you can check the date and time of the appointment. You can also reschedule or cancel the appointment by simply clicking on the appointment.

