

# How to Document received outside of Tracking System (HTS)



# Influenza or COVID vaccines Employee Health in Health

Please Note: It is an expectation that **all newly hired employees** document their Influenza and COVID vaccinations in the [Health Tracking System \(nebraskamed.com\)](https://nebraskamed.com)

1. Log into the Health Tracking System (HTS) from the Nebraska NOW Homepage (<https://onfirstup.com/nebraskamedicine/nebraskamedicine>)

Note: The Health Tracking System link is located under “[QuickLinks](#)” from the Nebraska NOW Homepage

The screenshot shows the Health Tracking System login page. At the top, there are navigation tabs for Home, Information, and Log Out. Below the tabs is a login form with the heading "Please Login (with your computer login)". The form includes fields for "User Name:" and "Password:" with a "Submit" button. The Nebraska Medicine logo is displayed at the bottom of the page. To the right, a "Quicklinks" sidebar is visible, listing various resources. The "Health Tracking System (COVID-19, Influenza & TB)" link is highlighted with a red box.

## For Documenting Influenza Vaccination:

2. Click “Complete Influenza Vaccination Documentation”

The screenshot shows the main menu of the Health Tracking System. On the left, there is a header for "Health Tracking System" and a welcome message: "Welcome to the online Health Tracking system. Choose a menu option on the right." On the right, there is a "Main Menu" section with several links. The link "Complete Influenza Vaccination Documentation" is highlighted with a red box.

3. Click “I want to document that I got the flu vaccine somewhere else”

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<p><b>Current Vaccination Progress</b></p> <hr/> <p style="text-align: center;">0% Complete</p> <p><b>Next Step:</b> <a href="#">I want to get a flu vaccine at Nebraska Medicine/UNMC</a></p> <p><a href="#">I want to document that I got the flu vaccine somewhere else</a></p> <p><a href="#">Decline Vaccination</a></p>	<p style="text-align: center;"><b>Vaccine History</b></p> <hr/> <p>2022-2023 Influenza Vaccination Record (In Progress)</p> <p><a href="#">2021-2022 Influenza Vaccination Record</a></p> <p><a href="#">2020-2021 Influenza Vaccination Record</a></p> <p><a href="#">2019-2020 Influenza Vaccination Record</a></p> <p><a href="#">2018-2019 Influenza Vaccination Record</a></p>
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4. Select alternate location type, select date you receive the vaccine, and click **Submit**.

**Vaccination At Alternate Location**


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\*\*\* Proof Of Alternate Location Vaccination Record may be required

Please select alternate location type

--Select One--

Please select date when vaccine was received



**For Documenting COVID-19 Vaccination(s):**

Complete Login as previously stated in [Step 1](#) above.

2. There are several options, select most appropriate based on need to document primary series **(A)**, historical monovalent boosters **(B)**, or the bivalent booster **(C)**

<p><b>Health Tracking System</b></p> <hr/> <p>Welcome to the online Health Tracking system. Choose a menu option on the right.</p>	<p><b>Main Menu</b></p> <hr/> <p><a href="#">Complete Annual Symptom Review Form for TB</a></p> <p><a href="#">Complete Coronavirus Bivalent Booster Documentation</a> <b>(C)</b></p> <p><a href="#">Complete COVID-19 Booster</a> <b>(B)</b></p> <p><a href="#">Complete COVID-19 Second Booster</a></p> <p><a href="#">Complete Influenza Vaccination Documentation</a></p> <p><a href="#">Complete COVID-19 Documentation</a> <b>(A)</b></p>
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3. Click "I want to document that I got the COVID-19 \*\*\* somewhere else"

COVID-19 Vaccination

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**Next Step:** [I want to get a COVID-19 vaccine at Nebraska Medicine/UNMC](#)

**A** [I want to document that I got the COVID-19 Dose 1 vaccine somewhere else](#)

[Decline COVID-19 Vaccination](#)

If you decline a vaccination now but later determine that you would like to receive a vaccine, you are able to opt back in. To do so, log back in to this Health Tracking System and update your choice.

COVID-19 Booster

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**Next Step:** [I want to get a COVID-19 Booster through Douglas County Health Department](#)

**B** [I want to document that I got the COVID-19 Booster somewhere else](#)

[Decline COVID-19 Booster](#)

If you decline a vaccination now but later determine that you would like to receive a vaccine, you are able to opt back in. To do so, log back in to this Health Tracking System and update your choice.

INSERT C when screenshot available

- Select alternate location type, select date you receive the vaccine, provide vaccine manufacturer, provide lot number (optional), click **Submit**.

COVID-19 Vaccination At Alternate Location


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**\*\*\* Proof Of Alternate Location Vaccination Record may be required**

Please select alternate location type\*

--Select One--

Please select date when vaccine was received\*



Please provide Vaccine Manufacturer\*

--Select One--

If you chose Other Manufacturer, please provide manufacturer and lot number. Otherwise, enter lot number.

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- If you received a vaccine that is two shots, you will **need to document the 2<sup>nd</sup> vaccine** as well. Click “I want to document that I got the COVID-19 dose 2 vaccine somewhere else”

COVID-19 Vaccination

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You have marked that you received COVID-19 Dose 1 elsewhere [Undo/Reset Record](#)

[I want to document that I got the COVID-19 Dose 2 vaccine somewhere else](#)

- Select alternate location type, select date you receive your 2<sup>nd</sup> COVID-19 vaccine, provide vaccine manufacturer, provide lot number (optional), click submit.
- Please keep proof of your vaccination record.

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## For Editing Survey/Questionnaire

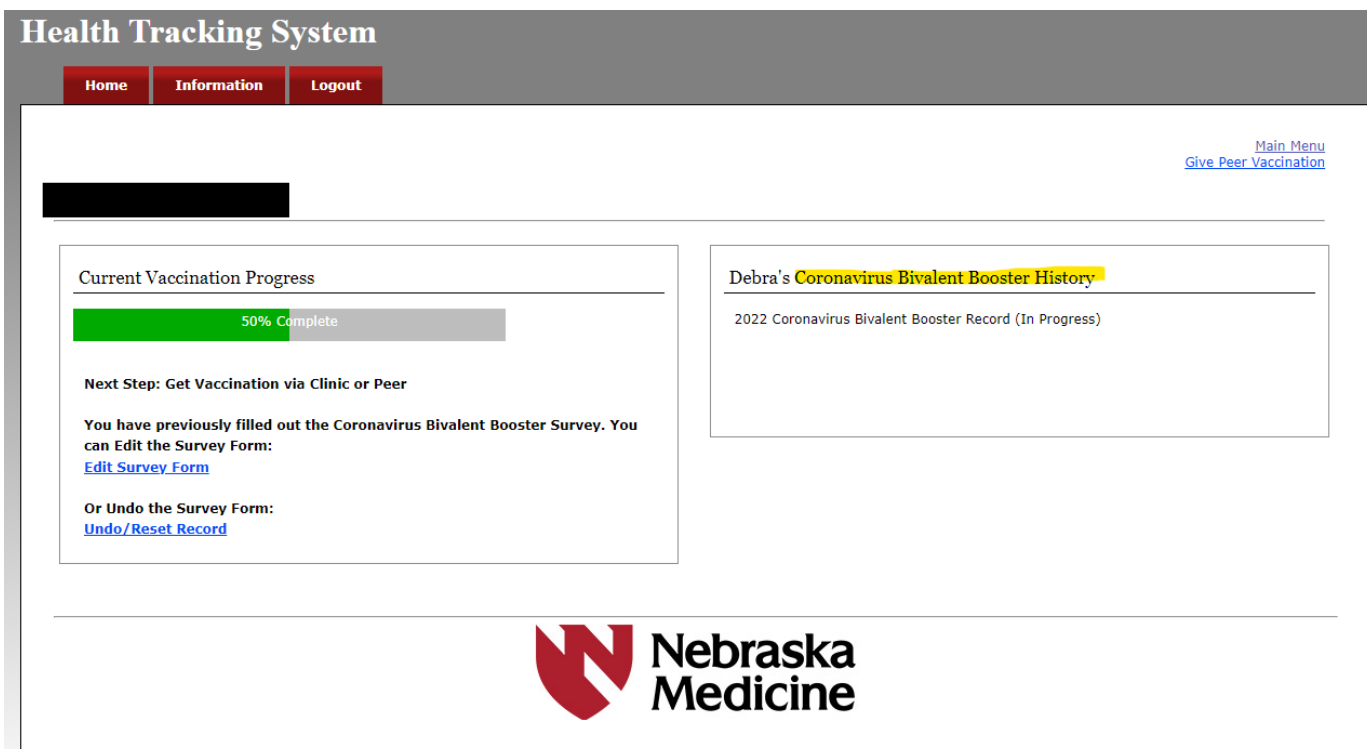
Complete Login as previously stated in Step 1 above.

2. Click the Link of vaccination you want to edit.

<b>Health Tracking System</b> Welcome to the online Health Tracking system. Choose a menu option on the right.	<b>Main Menu</b> <a href="#">Administer Clinic</a> <a href="#">Complete Influenza Vaccination Documentation</a> <a href="#">Complete Coronavirus Bivalent Booster Documentation</a> <a href="#">Complete COVID-19 Booster</a> <a href="#">Complete COVID-19 Second Booster</a> <a href="#">Complete COVID-19 Documentation</a> <a href="#">Complete Annual Symptom Review Form for TB</a>
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3. To edit a survey or undo/reset a survey use the link below.

- You can reset if you have a current documented decline, an alternate location vaccination. Or if you have filled out the survey but did not receive the vaccination at NM.



The screenshot shows the 'Health Tracking System' interface. At the top, there are navigation buttons for 'Home', 'Information', and 'Logout'. Below this, there is a 'Main Menu' link and a 'Give Peer Vaccination' link. The main content area is divided into two columns. The left column shows 'Current Vaccination Progress' with a progress bar at 50% Complete. Below the progress bar, it says 'Next Step: Get Vaccination via Clinic or Peer'. It also states 'You have previously filled out the Coronavirus Bivalent Booster Survey. You can Edit the Survey Form:' with a link to 'Edit Survey Form'. Below that, it says 'Or Undo the Survey Form:' with a link to 'Undo/Reset Record'. The right column shows 'Debra's Coronavirus Bivalent Booster History' with a record for '2022 Coronavirus Bivalent Booster Record (In Progress)'. At the bottom of the page, there is the Nebraska Medicine logo and the text 'SERIOUS MEDICINE. EXTRAORDINARY CARE.®'.

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