

## COVID-19 Vaccination Information on Healthpoint

Healthpoint is the national directory for all COVID vaccination sites, providing all New Zealanders with access to a 'single source of truth' for all vaccination site location details. Healthpoint is also used by the Karawhiua.nz website and Whakarongorau/Healthline to direct callers to the best / closest place for them to book a vaccination.

### 1. Add or change your COVID-19 vaccination information

Sign into [www.healthpoint.co.nz](http://www.healthpoint.co.nz) using your editing username/password and navigate to edit your profile, or click on the editing link if you have been emailed by Healthpoint.

1. Click on Start Editing, Continue Editing or Make Changes.
2. Scroll down to **Services Provided** and click on the **Edit** button under the last service shown.
3. Scroll down to the bottom of your services provided and tick **COVID-19 Vaccination**.
4. Tick your appropriate filters for:
  - a. Who you are vaccinating – (Anyone currently eligible can access or Eligible GP enrolled patients only) **You must tick only one of these**
  - b. Access (By invitation only, Make an appointment, No appointment required, Walk in, Drive through)
5. Add any extra information into the **free text box** such as **'Phone the practice for an appointment' or 'Click on the purple box below to book your appointment'** (when you add a booking URL it will show as a purple box).
6. Scroll to the bottom and click **Save** (these edits will now be live).

COVID-19 Vaccination

Please tick all subtypes that are relevant to your service

- Anyone currently eligible can access
- Eligible GP enrolled patients only
- By invitation only
- Make an appointment
- No appointment required
- Walk in
- Drive through

### 2. Add a COVID-19 booking URL and Special Assistance Support

[Covid-19 vaccination booking URL](#)

[Edit](#)

Once you have saved COVID-19 Vaccination information in Services Provided you will have the option to add a booking URL and Special Assistance Support information.

[Special Assistance Support \(COVID-19 Vaccination\)](#)

[Edit](#)

#### 2.1 Adding a COVID-19 Booking URL

1. Scroll down directly below services provided and click on the **Edit** button below **COVID-19 vaccination booking URL**.
2. Enter or copy/paste the booking URL into the box and click **Save** (the URL will now go live and show as a purple box on the live page).

#### 2.2 Adding Special Assistance Support

Special Assistance Support (COVID-19 Vaccination)

Please tick all subtypes that are relevant to your service

- Wheelchair Access
- NZ sign language interpreter
- Quiet and low sensory environment
- A longer appointment time
- Support to make decisions
- Assistance to move around
- More space to move around

1. Click on the **Edit** button under **Special Assistance Support**.
2. **Tick** Special Assistance Support.
3. **Tick** the areas of support you offer.
4. Add any extra detail into the **free text** box.
5. Click **Save** (this information will now go live).

**All vaccination information must be kept up to date reflecting changes in delivery and criteria. Please use your editing username and password to access your information to update.**

### 3. Adding a different location

If you are delivering your vaccinations in a location that is NOT the physical address of your business Healthpoint will need to set up a new location for you. Please email [info@healthpoint.co.nz](mailto:info@healthpoint.co.nz) with the following information:

- the name you would like the location described as (i.e Coast to Coast Healthcare Vaccination Clinic)
- exact address of the location (i.e 72 School Road, Wellsford)
- a description of the building / facility if it is not obvious on Google maps.

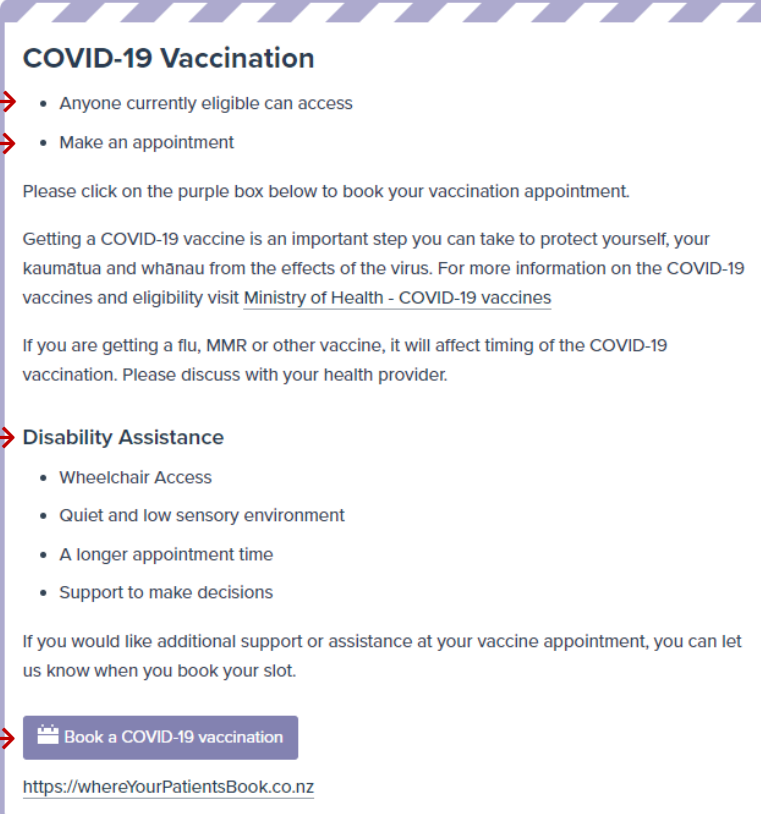
Healthpoint will create a new location and add it to your profile.

### When your information is all added your live profile should look like this.

Please ensure the information you provide for COVID-19 vaccination is the best choice for your delivery and accurately describes:

1. who you are offering vaccinations to
2. how people access this
3. disability assistance
4. a booking URL if you are using one.

Your changes to COVID-19 Vaccination information will go live as soon as you click on the **Save** button at the bottom of each COVID-19 Vaccination editing section.



**COVID-19 Vaccination**

- 1 → • Anyone currently eligible can access
- 2 → • Make an appointment

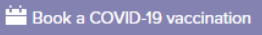
Please click on the purple box below to book your vaccination appointment.

Getting a COVID-19 vaccine is an important step you can take to protect yourself, your kaumātua and whānau from the effects of the virus. For more information on the COVID-19 vaccines and eligibility visit [Ministry of Health - COVID-19 vaccines](#)

If you are getting a flu, MMR or other vaccine, it will affect timing of the COVID-19 vaccination. Please discuss with your health provider.

- 3 → **Disability Assistance**
  - Wheelchair Access
  - Quiet and low sensory environment
  - A longer appointment time
  - Support to make decisions

If you would like additional support or assistance at your vaccine appointment, you can let us know when you book your slot.

- 4 → 

<https://whereYourPatientsBook.co.nz>