

Booking a COVID-19 vaccine appointment for someone else

Who can I book an appointment for?

As an authorised substitute decision maker, you can book a COVID-19 vaccine appointment on behalf of someone who is your dependent. A person is your dependent if that person is:

- Your spouse
- Your child
- Any other person you are in an interdependent relationship with
- A person who is substantially financially dependent on you.

For more information on dependent people, please visit this [website](#).

Types of authorised substitute decision makers include:

- Close relation (parent, sibling, other family)
- Spouse or de facto partner
- Non-paid carer
- Other statutory health attorney
- Enactor of an Advance Health Directive
- Enduring Power of Attorney (EPOA)
- Tribunal Appointed Guardian

A tribunal appointed guardian is a person chosen by the Queensland Civil and Administration Tribunal. This person acts on behalf of a person who cannot make decisions about their own health care and does not have a valid Advance Health Directive or Enduring Power of Attorney (EPOA).

What you need to do first

Before booking an appointment on behalf of a dependent person, you need to complete the following :

- If you already have a Queensland Health vaccine booking system account, please sign into the system and click on ***Creating a dependent person in the system.***
- If you do not have an account, you need to click ***I want to register my interest to be vaccinated.*** After you get your email invitation for your COVID-19 vaccine appointment, click on the link in the email to sign up and register into the Queensland Health (QH) vaccine booking system.

You can complete the above by following the steps in the [COVID-19 Vaccine booking system guide for users](#). Once you have signed up and registered in the booking system you can then book an appointment on behalf of someone else. Your dependent person doesn't need to register their interest to be vaccinated nor wait to receive an email invitation.

Note: The link in the email is unique to each individual and cannot be used by others.

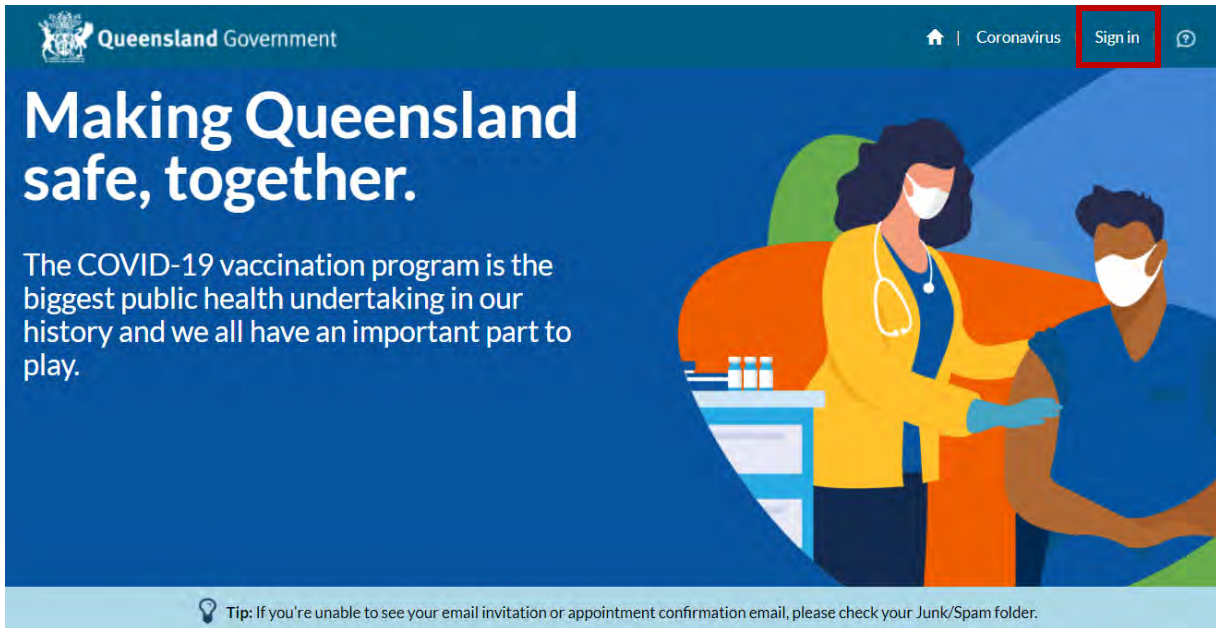


Creating a dependent person in the system

Edge and Chrome are the recommended web browsers for computers, tablets and mobile phones (Internet Explorer is not recommended).

As the primary carer, please follow the steps below.

1. After completing the steps in the *What you need to do first* section above, click this [link](#).
2. The QH vaccine booking system homepage will appear. Select **Sign in** in the top right corner.



3. Enter the **email address** and **password**, which you (the primary carer) used to set up your booking system account. Click **Sign in**.

Queensland Government

Sign in with your email address

Email Address

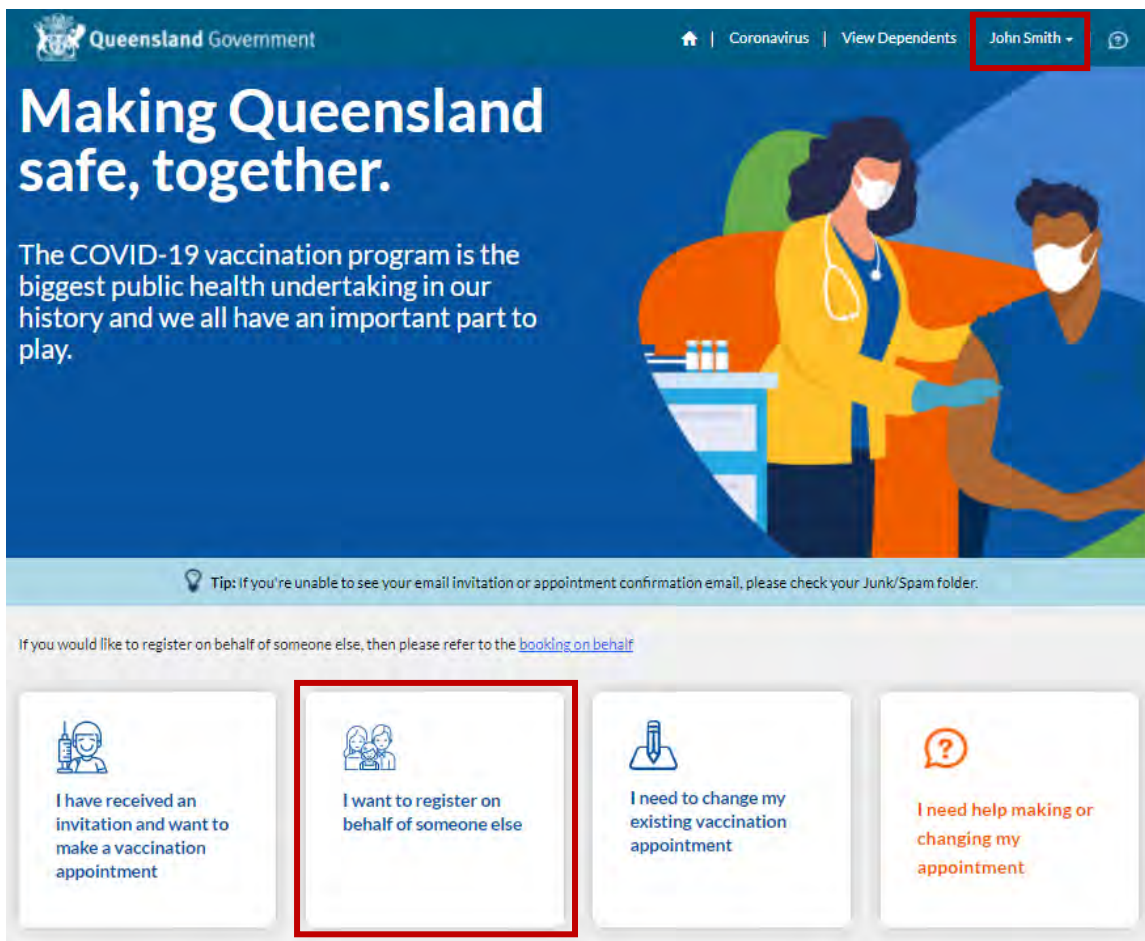
Password

Forgot your password?

Sign in

Don't have an account? Sign up now

4. Your name will now show in the top-right corner and a new button — *I want to register on behalf of someone else*. Select this new button.



5. Enter the *Personal details* of the dependent person noting the following.
- From the dropdown menu, select your type of *Authorised Substitute Decision Maker*.
 - Enter your relationship with the dependent person in *Please describe relationship*.
- Your dependent person's *Email* and *Mobile Phone* have been automatically set to your (the primary carer) email and mobile phone. These fields cannot be changed as all communications will go to the Authorised Substitute Decision Maker.

For more information on authorised substitute decision makers, please read the section [Who can I book an appointment for?](#) at the start of this guide.

6. Once you complete your dependent person's *Personal details*, select *Submit*.

Dependent

All communications would go to the Authorized Substitute Decision Maker.

Personal details

| | | |
|---|--|---|
| First Name * | Middle Initial | Last Name * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Medicare Number (Including Reference Number) ⓘ | Gender * | Date of Birth * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Preferred Language | Country of Birth | Interpreter Required |
| <input type="text"/> | <input type="text"/> | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Cohort * | Authorised Substitute Decision Maker * | Please describe relationship ⓘ |
| <input type="text"/> | <input type="text"/> Enactor of an Advance Health Directive (AHD) Enduring Power of Attorney Statutory Health Attorney Tribunal appointed guardian | <input type="text"/> |
| Aboriginal and/or Torres Strait Islander Origin * | | |
| <input type="text"/> | | |

Contact details

Address Search

Address Line 1

Address Line 2

Suburb *

PostCode * State

E-mail * Mobile Phone *

Submit

7. You will now see your dependent person in your *Dependents List*.

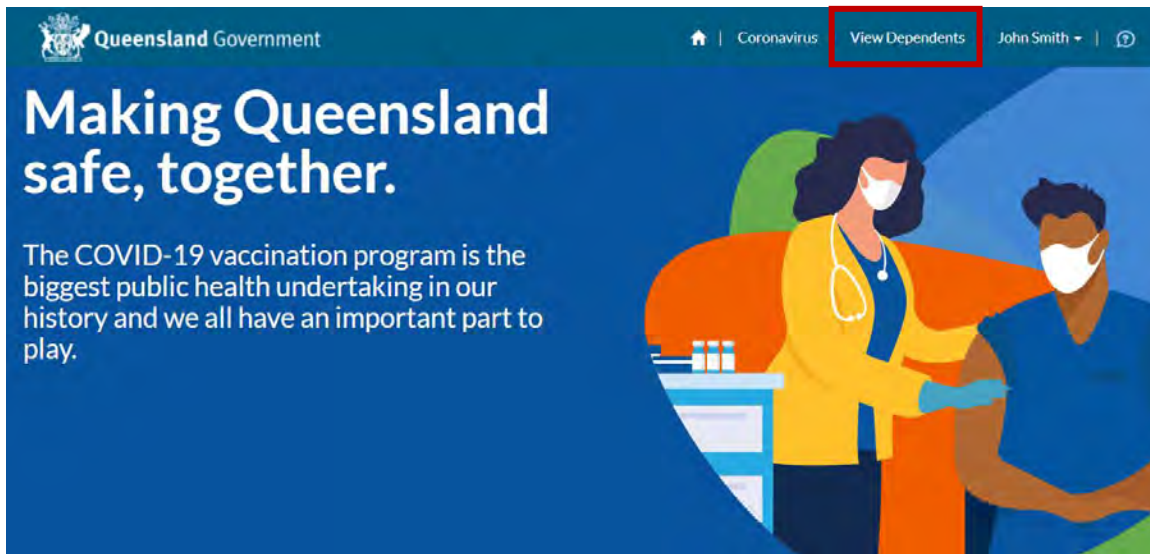
Dependents List

Create Dependent
Book Appointment

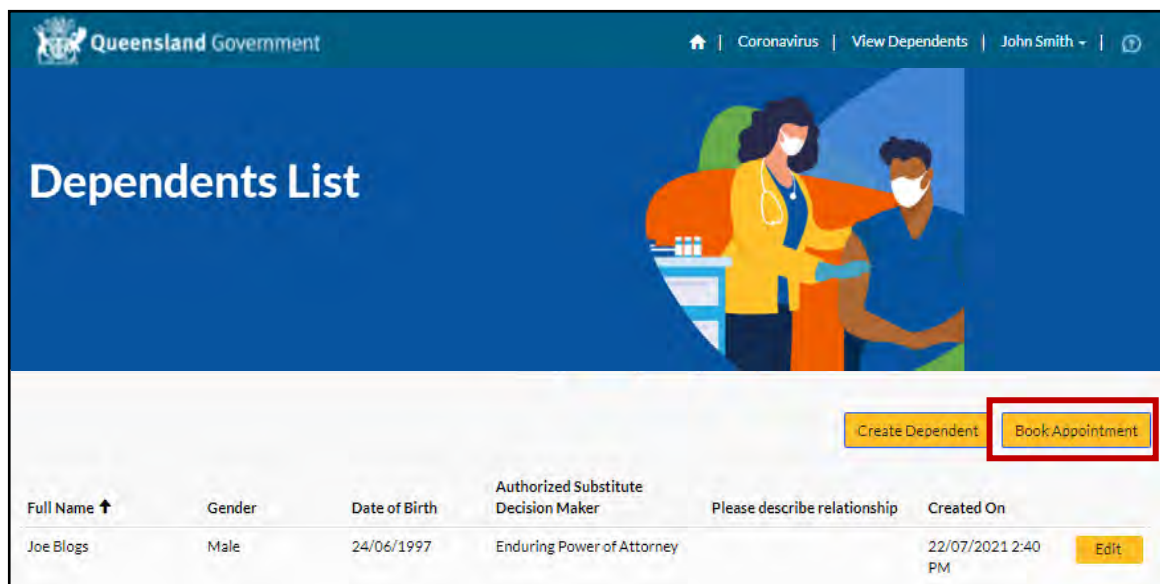
| Full Name ↑ | Gender | Date of Birth | Authorized Substitute Decision Maker | Please describe relationship | Created On | Edit |
|-------------|--------|---------------|--------------------------------------|------------------------------|--------------------|--|
| Joe Blogs | Male | 24/06/1997 | Enduring Power of Attorney | | 22/07/2021 2:40 PM | Edit |

Booking a vaccine appointment on behalf of someone else

1. From the Queensland Health vaccine booking system homepage, select **View Dependents**.



2. Click **Book Appointment**.



5. From the Welcome page, select your dependent person from the dropdown menu and click **Continue**.

Welcome

You have received an invitation to book a COVID-19 Vaccination or have been informed of an opportunity to be vaccinated through your employer or Queensland Health. This 5 minute registration process helps immunisation providers to identify certain medical conditions before you get vaccinated. In some circumstances it may be better to have a discussion with your healthcare provider about vaccination before you make an appointment for vaccination.

You can read information about specific vaccines:

COVID-19 Vaccines: Everything you need to know

<https://www.health.qld.gov.au/news-events/news/sars-cov-2-covid-19-queensland-vaccines-rollout-safely-testing-approval-allergies-pregnancy-priority-phases>

Queensland COVID-19 Vaccination Information factsheet which includes details regarding all real and potential side effects associated with having the COVID-19 vaccination available online here: https://www.health.qld.gov.au/data/assets/pdf_file/0029/1029359/covid19-patient-information-sheet.pdf

The latest **Australian Technical Advisory Group on Immunisation (ATAGI) information** is available here: <https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines>

Information about the AstraZeneca vaccine and the COVID-19 vaccination program: (<https://www.health.gov.au/resources/publications/astrazeneca-vaccine-and-the-covid-19-vaccination-program-patient-information>)

If you have any concerns, please speak to a nurse, doctor or pharmacist; or the Queensland Government COVID Hotline by calling 134 COVID (134 268).

COVID-19 Vaccination what to expect

Two doses are required to be administered. During your registration process you will be required to book an appointment for the first dose at your preferred health care provider.

The second dose of your vaccine will be due 3 to 12 weeks after the first dose, depending on your vaccine.

Registered Vaccine (Including any Dependents)

Joe Blogs
Joe Blogs
John Smith

Cancel Continue

6. Check the **Personal details** of your dependent person and once you have confirmed that their details are correct, select **Confirm**.

STEP 1/5

Please confirm the details are all correct and up to date

Your details

Personal details

First Name * Joe Middle Initial Last Name * Blogs

Gender * Male Date of Birth (dd/mm/yyyy) * 24/06/1997 Preferred Language

Medicare Number (inc Reference No) 12345678911 Interpreter Required No Yes Country of Birth

Next of Kin Relationship

Authorized Substitute Decision Maker *

1234 56789 1 10-digit Medicare Number

1 10HN A CITIZEN 10ANE A CITIZEN 1-digit in front of your name

VALID TO: 08/2020

Street Name

Suburb * Nundah

State PostCode * 4012

E-mail * testing@health.qld.gov.au Phone number * 0400111000

Back Confirm

Note: The **Medicare Number (inc Reference No)** requires 11 digits with no spaces = 10 digits in the Medicare Number + 1 digit in front of your name. You can leave it blank if you don't have a Medicare card.

7. Answer the **Pre-vaccination assessment** questions and then, at the bottom of the page, select **Next**.

STEP 2/5

The following questions are mandatory. If you are unsure of your responses, this is OK.

Pre-vaccination assessment

Questions

Have you had a severe reaction to any vaccine or medicine in the last 10 years?

Yes No Unsure

Do you have any severe allergic reactions to any medicines, including adrenaline auto-injectors (e.g. EpiPen)?

Yes No Unsure

Are you allergic to polyethylene glycol (PEG) or gelatin?

Yes No Unsure

Have you ever had abnormal blood test results for the drug heparin or; anti-phospholipid antibodies?

Yes No Unsure

- If receiving the AstraZeneca vaccination, you had an AstraZeneca COVID-19 vaccination within 28 days?
- If receiving the Pfizer vaccination, you had a Pfizer COVID-19 vaccination within 21 days?
- You received any other vaccine (e.g. flu, tetanus) within 7 days?
- You had allergen immunotherapy (AIT) or venom immunotherapy (VIT) injections within 48 hours?
- You had an injection of immunoglobulin, or received any blood products, or a whole blood transfusion within 24 hours?

I acknowledge that:


- I have read and understood the information provided in the "Queensland COVID-19 Vaccination Information" resource which includes details regarding all real and potential side effects associated with having the COVID-19 vaccination
- I am aware I can discuss the benefits and risks of having the COVID-19 vaccination by telephoning 134 COVID (13 42 68) or discuss with my General Practitioner (GP)
- I understand that consent can be withdrawn at any time before vaccination
- I am aware that I would be required to bring along relevant clinical documents (GP or Specialist letters, medical records, proof of previous vaccination etc.) and relevant identification (Photo ID, Medicare card and proof of eligibility) on the day of my appointment.

On the basis of the above statements, I hereby give consent to receive, the recommended doses of the COVID-19 vaccine.


8. Find a suitable vaccine provider by entering your **Suburb name or Postcode**, selecting a **Radius (km)** and clicking **Search**. A list of providers will be displayed. Select a suitable provider from the list presented and click **Next**.

STEP 3/5

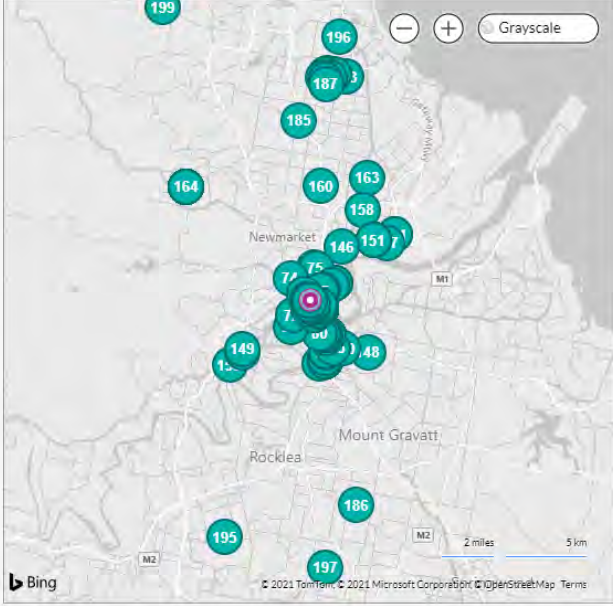
Select a provider

 **Tip:** By increasing the value of **Radius(km)** you will be able to see a larger list of providers.

Enter the Suburb name or Postcode:

Radius (km) 

| | | |
|--------------------------------------|---|------------------------|
| <input checked="" type="radio"/> 231 | SCHHS Sunshine Coast University Hospital Test 1 Doherty Test Street Birtinya Queensland 4575 | 0752020000 80.51 km |
| <input type="radio"/> 232 | Hospital Adele 6 Doherty Street Birtinya QLD 4575 | 80.51 km |
| <input type="radio"/> 233 | Krysti's Clinic 6 Doherty Street Birtinya QLD 4575 | 80.61 km |
| <input type="radio"/> 234 | Jaimie Org 6 Doherty Street Birtinya QLD 4551 | 80.61 km |
| <input type="radio"/> 235 | Bec Org 6 Doherty Street Birtinya qld | 80.61 km |
| <input type="radio"/> 236 | QLD-Storage Battery Hill Sunshine Coast Queensland 4551 | 9078563454 97.34 km |
| <input type="radio"/> 237 | UAT- Provider 1 Battery Hill Sunshine Coast Queensland 4551 | 97.34 km |



Note: If you cannot find a suitable provider from the list, simply increase **Radius (km)** and click **Search**. You will be presented with more providers to choose from.

9. Enter a **Date range** and select **Apply**.

STEP 4/5

The list below shows the available appointments at your selected location. Click on the "Book" button to book an appointment at your preferred date and time.

Date range

From

To

Unfortunately, there are no timeslots available at your chosen health care provider.

Note: If there are no timeslots available at your chosen vaccine location, you can click **Back** and find a different location.

10. Once you have found a suitable appointment date and time, select **Book**.

STEP 4/5

The list below shows the available appointments at your selected location. Click on the "Book" button to book an appointment at your preferred date and time.

Date range

From

To

| Location | Start Time | End Time | Duration | Book |
|---|---------------------|---------------------|----------|-------------------------------------|
| SCHHS Sunshine Coast University Hospital Test | 20-08-2021 08:00 AM | 20-08-2021 08:30 AM | 30 | <input type="button" value="Book"/> |
| SCHHS Sunshine Coast University Hospital Test | 20-08-2021 08:30 AM | 20-08-2021 09:00 AM | 30 | <input type="button" value="Book"/> |
| SCHHS Sunshine Coast University Hospital Test | 20-08-2021 09:00 AM | 20-08-2021 09:30 AM | 30 | <input type="button" value="Book"/> |

Note: A **'Sorry! This session is no longer available. Please select another time.'** message will appear at the top of the screen if an appointment is no longer available for booking after you've clicked **Book**. If this happens, you will need to select another appointment.

11. Your **vaccine booking is now complete**. You will receive a confirmation email shortly. Please check your spam or junk folder.

STEP 5/5

All done!

Dear John Smith

Thank you for registering to receive your COVID-19 vaccination. Your appointment details are:

Appointment date and time: **Friday, 20th August 2021, 8:30 AM**

Appointment location: **SCHHS Sunshine Coast University Hospital Test, 1 Doherty Test Street Birtinya, Queensland 4575**

What do I need to bring to my dependent person's first appointment?

Primary carers need to bring any official documentation that proves their authority as a substitute decision maker and shows their relationship to their dependent person. Examples of official documentation include:

- Advanced Health Directive
- Enduring Power of Attorney
- Primary carer's photo identification or employee identification.

Information on a dependent person's second appointment

When your dependent person receives their first dose, a second dose appointment will be made for them. This booking will be sent to your email. If the booking date or time does not work your dependent person, please change your booking by following this guide — [Change or cancel a COVID-19 vaccine appointment for yourself or on behalf of someone else](#).